

Access Applications and Resumes

Concept

This document explains how a registered user in the Case Western Reserve University Careers system can view saved and submitted resumes and applications.

Procedure

Use this document to access your saved and submitted resumes and applications.

Careers				
Enter your user name and password to login. If you have not yet registered, <u>click here to Register.</u>				
Keywords: Posted:	Last Month 🗸	User Name: Password:		
Search	Advanced Search Search Tips	Login Login Help Register Now		

Step	Action
1.	Begin by accessing the Careers system and logging in with your username and password.

Careers Home	Job Search	My Saved Jobs	My Saved Searches	My Career Tools Logout
Careers Home				
Welcome	John			
Basic Job Sear	ch		My Caroor T	oole
			Wy Career 1	ools
Keywords:			<u>1 Appl</u>	ications
Keywords: Posted: La	st Month	•	1 Appl 0 Cove	ications er Letters and Attachments

Step	Action
2.	The My Career Tools box displays a link to Applications . The link will display the number of applications you've saved or submitted. Click the Applications link to see your applications.

Access Applications and Resumes



Careers Home Job Search My Saved Jobs	My Saved Searches	My Career Tools	<u>Loqout</u>
My Career Tools			
John Optimist 123 Main St Akron, 44319 <u>Edit Profile</u>			
My Applications			
Display applications from: Within Last Week	✓ Refresh		
	H Firs	t 🔳 Previous Next [▶ Last ⊮
Application	Status	Application	n Date
Assistant Director	Not Applied		0 11:47AM
Return to Previous Page			

Step	Action
3.	The My Career Tools screen displays your personal contact information, a link to edit your personal profile, and a list of applications that you've created.
4.	To access a saved or submitted application, click on the job title link.

Complete Application You are applying for: Assistant Director Assistant Director Assistant Director Assistant Director Resume and Cover Letter John Optimist 122 Main St Astron, 44319 Edit Profile Delired Start Date: Delired Start Date: Office Of					
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Step	Action
5.	If the application has not been submitted you may make changes to it as necessary.



Careers Home	Job Search	<u>My Saved Jobs</u>	My Saved Searc	hes My Career Tools	<u>Loqout</u>
My Applications					
You have su	ccessfully sub	mitted your job appli	ication.		
My Applications					
Display applica	tions from:			esh	
			4	First 🖪 Previous Next	t 🕨 Last 🔛
Applicat	Application Status Application Date				
Assistan	t Director		Applied 05/19/2010 11:47AM		

Step	Action
6.	On the My Applications screen, the Status column displays the current status of the
	application, such as "Not Applied" or "Applied."

Careers Home	Job Search	My Saved Jobs	My Saved Searc	hes My Career Tools	<u>Loqout</u>
Careers Hom	e				
Welcome	John				
Basic Job Sear	ch		My Car	eer Tools	
Keywords:			1	Applications	
Posted: La	st Month	•	<u>_</u>	Over Letters and Attach	iments
Search A	dvanced Searc	n <u>Search Tips</u>		Saved Resumes	

Step	Action
7.	On the Careers home page, you can access the resumes you've submitted by clicking the Saved Resumes link. The link will display the number of resumes you have added to your profile.

Access Applications and Resumes



Careers Home Job Search My Saved Jobs	<u>My Saved Searches</u>	My Career Tools Logout
My Career Tools		
John Optimist 123 Main St Akron, 44319 Edit Profile		
My Applications		
Display applications from: Within Last Week	✓ Refresh	
	Firs	t 🖪 Previous Next 🕨 Last 🔛
Application	Status	Application Date
Assistant Director	Applied	05/19/2010 11:47AM
Return to Previous Page		

Step	Action
8.	On the My Career tools screen, click the Resume button next to an application to see the resume attached to it.

Apply Now	
Complete Application	
You are applying for:	
Assistant Director	Remove
	Add Another Job to Application
	John Optimist 123 Main St Akron, 44319 Edit Profile
Online Application	

Step	Action
9.	The application appears. Click the Resume icon to view the resume.
	Resume and Cover Letter 🖺



Provide	nline Application a statement of interest, career objective and/or specific job related information nert your online application. Cover letters and resumes are acceptable.	n to
Continu opening	e to complete the entire application in order to be fully considered for the job .	
opplication I	laterials	
Title:	Resume and Cover Letter	
Language:	English	
Continue	Close Return to Previous Page	Ŧ

Step	Action
10.	The Application Materials box appears. It contains the resume and/or cover letter attached to the application. Once saved, a resume can be used on any application.
11.	This completes the directions for reviewing applications and resumes. End of Procedure.