Applying for Jobs

Concept

This document explains how to apply for jobs at Case Western Reserve University through the Careers system.

Procedure

Use this document to apply for jobs at Case Western Reserve University through the Careers system.

Step	Action
1.	To begin, log in with the user name and password created during the Registration process. To see registration directions, please see the document *Registering as an Applicant*.

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Step	Action
2.	First, locate a job for which to apply. Browse for jobs in the Latest Job Postings box, search for jobs using the basic or advanced search fields, or return to jobs you saved by clicking the **My Saved Jobs** link. **My Saved Jobs**
3.	To begin, click on the Job Title of the job for which you are applying.

Step	Action
4.	The **Job Description** page appears. Click the **Apply Now** button. **Apply Now**

Apply Now

Apply Online Now

Select To Apply Online Now

○ Copy and paste resume text
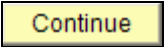
Step	Action
5.	The **Apply Now** page appears. If this is the first time you're applying for a job through the Careers system, click the button to **Copy and paste resume text**. If you have applied in Careers previously you can choose the **Use an existing resume** option, instead. If you select to use an existing resume, a dropdown list will appear that enables you to select the resume to use with this application. ○ Copy and paste resume text
6.	Click the **Continue** button. Continue

Apply Now
Begin Online Application

Provide a statement of interest, career objective and/or specific job related information to supplement your online application. Cover letters and resumes are acceptable.

Continue to complete the entire application in order to be fully considered for the job opening.

Application Materials

Title: [   ]
Language: English
Resume:

Continue   Close   Return to Previous Page

Step	Action
7.	If you are creating a new resume, the **Begin Online Application** page appears. Give your Application a title by entering a name in the **Title** field. For example, "**My resume for CWRU**".

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Step	Action
8.	Copy and Paste your resume and/or cover letter into the **Resume** field. The field will only accept text. Formatting from a word processor will be removed and special characters may not appear.
9.	Click the **Continue** button. Continue

Careers Home   Job Search   My Saved Jobs   My Saved Searches   My Career Tools   Logout

My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Save   Return to Previous Page

Member Information

User Name: myusername
Password: Change Password
Preferred Method of contact: Not Specified

Name

Name Format: English
Name Prefix:
*First Name:
Middle Name:
*Last Name:
Name Suffix:

Address

Country:
Address 1:
Address 2:

Step	Action
10.	If you have not filled out a profile in the Careers system, the **My Profile** page appears. Enter the information as necessary and click the **Save** button to proceed. See the document *"Registering as an Applicant"* for more information.

Apply Now
Complete Application
You are applying for:

Dental Assistant 1   Remove

                                      Add Another Job to Application

My resume CWRU

Myuser Name
555 Main Street
Cleveland, OH 44444
Cuyahoga
Edit Profile

Step	Action
11.	The **Complete Application** page appears. At the top of the screen are the position(s) for which you are applying. The **Remove** link will remove a position from this list. The **Add Another Job to Application** link allows you to add another position to this application. The information entered on the application will apply to all jobs that appear on the application.

Preferences

Desired Start Date:
Are you willing to relocate?   ○ Yes ⦿ No
Are you willing to travel?   ○ Yes ⦿ No
If yes, how often?
Regular/Temporary: Regular
Desired Work Days: ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday
                                ☑ Friday ☐ Saturday ☐ Sunday
Full/Part-Time: Either
Desired Shift: N/A
Minimum Pay: Per:
Currency Code: USD US Dollar
Desired Hours Per Week:

Step	Action
12.	The **Preferences** group box asks for information about your job preferences regarding start date, willingness to travel or relocate, type of employment you are seeking, work days, shift preference, and pay rate.
13.	Enter or choose a **Desired Start Date**. Desired Start Date:

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Step	Action
14.	Answer **Yes or No** to the question **Are willing to relocate**? Are you willing to relocate? ○ Yes ⊙ No
15.	Answer **Yes or No** to the question **Are you willing to travel**? Are you willing to travel? ○ Yes ⊙ No
16.	If you answered Yes to the previous question, answer the question **If yes, how often?** by clicking on the dropdown list and selecting an answer from the list.
17.	The type of work you are applying for will default to **Regular**.
18.	The **Desired Work Days** question defaults to Monday through Friday. If applicable to the position, select the days of the week that you desire to work.
19.	Click on the **Full/Part-Time** dropdown list and select the frequency of work you desire.
20.	If applicable to the position for which you are applying, click on the **Desired Shift** dropdown list and select the shift you wish to work.
21.	In the **Minimum Pay** field, enter the amount you would like to be paid in this position, and in the **Per** dropdown list, select the frequency (i.e. annual, week).
22.	Enter the hours per week that you wish to work into the **Desired Hours Per Week** field. Desired Hours Per Week:
23.	Next, begin entering your work experience. The **Work Experience** section needs to be entered in addition to attaching resume information.
24.	Click the **Add Work Experience** link. ＋ Add Work Experience

Add New Application

Add Employment History

Begin with your current or most recent employer. Please include the following information in the comment section: description of your work duties and responsibilities, average weekly hours, final pay, and reason for leaving.

Save & Return | Save & Add More | Cancel | Return to Previous Page

Enter Employment Details

*Start Date:
End Date:
*Employer:
*Ending Job Title:
Telephone:
Comments:

Address

Country: United States
Address 1:
Address 2:
Address 3:
City: State:
Postal:
County:

Step	Action
25.	The **Add Employment History** page appears.
26.	The **Enter Employment Details** section is where the job Start Date, End Date, Employer, Ending Job Title, Telephone and Job duties (Comments) is entered. **NOTE:** The **Start Date**, **Employer** and **Ending Job Title** are **required fields**.
27.	Enter the address of the employer into the appropriate fields in the **Address** section.
28.	To save the work experience entry, you have a choice between two buttons: **Save & Return -** saves the record and returns to the main application page. **Save & Add More** - saves the record and creates a new record in which to enter additional work experience history. Save & Return Save & Add More

Step	Action
29.	The work experience records entered appear on the application screen in the **Work Experience** section. You can update an employer record by clicking on the employer name.
30.	Additional work experience can be added to the application at any time by clicking the **Add Work Experience** link.
31.	Next, begin entering your educational history by clicking the **Highest Education Level** dropdown list and selecting an answer.
32.	If you engaged in education after high school, click the **Add Post-Secondary Education History** link.

Add New Application

Add Post-Secondary Education

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Enter Post-Secondary Education Details

Country [   ] 🔍
State: [▼]
*School: [   ] 🔍   Other: [   ]
*Major: [   ] 🔍   Other: [   ]
*Degree: [▼]
Average Grade: [ ]

☐ Graduated

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

* Required Field

Step	Action
33.	The **Add Post-Secondary Education** page appears. Enter the institution's country into the **Country** field. Enter "**USA**" for the United States. To find another country's code, click the **Look up Country** button (the magnifying glass) to the right of the Country field. Country [ ] 🔍
34.	If the institution is in the United States, select the state from the **State** dropdown list.
35.	To enter the institution's name, click the **Look up School** button (magnifying glass).

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Step	Action
36.	This is the Look Up School screen. Schools are listed in order of School Code, not alphabetically. To search for a school by its name, click the **Search by** dropdown list. **Search by:** School Code ▼
37.	Click the **Description** list item. Description
38.	Enter the name of the school (a partial entry will work) into the **Description begins with** field. *For example, to search for Michigan State University, it is suitable to enter "michigan."*
39.	Click the **Look Up** button. Look Up
40.	All institutions matching the name entered into the search field appear. If your institution does not appear in the list, attempt to search again using alternate search criteria. *For example, if searching for The Ohio State University, try entering "the ohio" or "ohio."*

Add New Application

Add Post-Secondary Education

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Enter Post-Secondary Education Details

Country	USA 🔍 United States
State:	Ohio ▼
*School:	Kent State Univ Kent 🔍	Other:	Kent State Univ Kent
*Major:	🔍	Other:	
*Degree:	▼
Average Grade:	
	☐ Graduated
Date Issued:	📅
Educator:	

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

* Required Field

Step	Action
41.	To enter your major, click the **Look up Major** (magnifying glass) button. 🔍

Look Up Major

Search by: Major Code ▼ begins with [   ]

| Look Up | Cancel | Advanced Lookup |
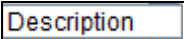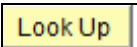
Search Results
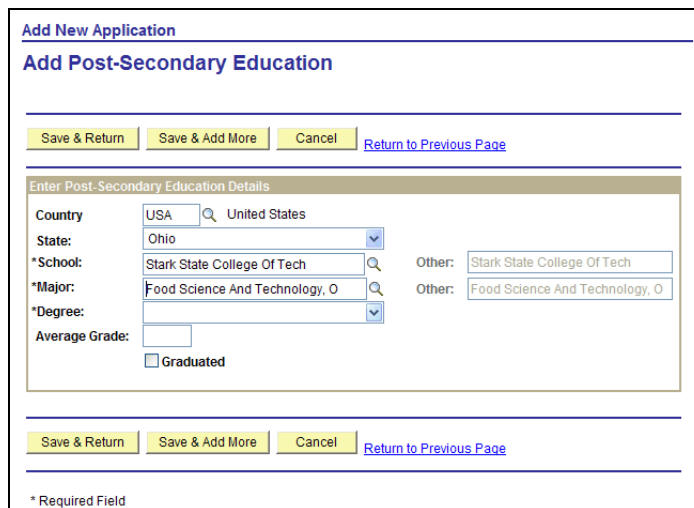
Only the first 300 results can be displayed. Enter more information above and
View All   First ◄ 1-100 of 300 ► Last

Major Code	Description
010000	Agriculture, General
010101	Agricultural Business And Mana
010102	Agribusiness/Agricultural Busi
010103	Agricultural Economics
010104	Farm/Farm And Ranch Management
010105	Agricultural/Farm Supplies Ret
010106	Agricultural Business Technolo
010199	Agricultural Business And Mana
010201	Agricultural Mechanization, Ge
010204	Agricultural Power Machinery O
010205	Agricultural Mechanics And Equ
010299	Agricultural Mechanization, Ot
010301	Agricultural Production Operat
010302	Animal/Livestock Husbandry And
010303	Aquaculture
010304	Crop Production
010306	Dairy Husbandry And Production
010307	Horse Husbandry/Equine Science
010399	Agricultural Production Operat
010401	Agricultural And Food Products

Step	Action
42.	The Look Up Major screen appears. Majors are listed in order of major code, not alphabetically. To sort the list by major description, click the **Search by** dropdown list.

Step	Action
43.	Click the **Description** list item. Description
44.	Enter the name of your major into the **Description begins with** field. A partial entry will suffice. *For example, to search for Aeronautics, it is suitable to enter "aero."*
45.	Click the **Look Up** button. Look Up
46.	Majors matching the search criteria appear. Select the description that is closest to the actual name of your major. If you do not see a reasonable description of your major, try searching again with alternate criteria. *For example, if you can't locate the major "Quantitative Mathematics," search for "Mathematics" instead.*
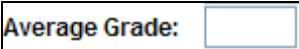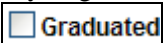
Step	Action
47.	To select the degree for which you studied, click the **Degree** dropdown list.
48.	Optionally, enter your grade point average at this institution into the **Average Grade** field. Average Grade:
49.	If you graduated from this institution, click the **Graduated** checkbox option. Graduated

Step	Action
50.	To save your education record, you have two buttons from which to choose:
	Save & Return - save the education record and return to the application.
	Save & Add More - save the education record and refresh the screen to begin entering another education record.

Step	Action
51.	On the application screen, you can edit an education record by clicking on the degree name in the Education History group box.
	You can enter additional educational records at any time by clicking the **Add Post-Secondary Education History** link.
52.	Once you are finished entering your educational history, enter your professional references.
	Click the **Add Reference** link.

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Step	Action
53.	The **Add Reference** page appears. Enter your employment reference information in the **Enter Reference Details** section. **Required fields** include **Reference Type**, **Reference Name** and **Title**. Other requested information includes **Employer**, **Telephone**, and **Address**.
54.	To save the reference record, you have two buttons from which to choose: **Save & Return** - saves the reference record and returns to the application **Save & Add More** - saves the reference record and creates a new record into which another reference can be entered

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Step	Action
55.	On the application screen, you can edit a reference record by clicking on the individual's name in the Business and Professional References group box. You can add a reference at any time using the **Add Reference** link.
56.	Information you provide in the **Referral Information** section assists the CWRU Human Resources Office with advertising information. Please complete this section as applicable.
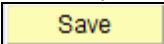
Step	Action
57.	Answer the questions in the **Additional Information** group box as appropriate. Complete this section by answering the questions provided.
58.	To save your application without submitting it, click the **Save** button. Save

Step	Action
59.	To save and submit your application for consideration, click the **Submit** button. Submit

Step	Action
60.	When you submit the application, the **Submit Online Application** page appears. The **Self Identification Details** section is an optional field on the application. If you elect to enter this information, click on the Gender and/or Ethnic group dropdown lists to select your gender and/or Ethnic Group. If you do not want to provide this information with your application, check the "**I decline to provide my self-identification details**" checkbox.
61.	**READ CAREFULLY!** The Terms and Agreements section contains details about the application information you have provided and how CWRU may use the information. **Note:** Your application submission acknowledges that you have read and understand the statements in the Terms and Agreements.

Step	Action
62.	When you have completed reading the Terms, click the **I agree to these terms** option if you plan to submit your application. Selecting **I do not agree to these terms** will terminate this application submission.
63.	Click the **Submit** button.

Step	Action
64.	Once submitted, the **My Applications** page appears.
65.	Each application you submit will be listed in the My Applications group box. To return to an application, click on the job title link.

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Step	Action
66.	The **My Career Tools** group box on the Careers home page will display the number of Applications you have created.
67.	When you are finished with your session, please click the **Logout** link. Logout
68.	This completes the process of completing an application in the Case Western Reserve University Careers system. **End of Procedure.**