

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.

Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

<p>Basic Job Search</p> <p>Keywords: <input style="width: 90%;" type="text"/></p> <p>Posted: <input type="text" value="Last Month"/> ▼</p> <p><input type="button" value="Search"/> Advanced Search Search Tips</p>	<p>Login</p> <p>User Name: <input style="width: 90%;" type="text"/></p> <p>Password: <input style="width: 90%;" type="password"/></p> <p><input type="button" value="Login"/> Login Help Register Now</p>
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Latest Job Postings

◀ First ◀ Previous | Next ▶ Last ▶▶

Select	Date	Job Title	Job ID	Department
<input type="checkbox"/>	05/14/2010	Associate Director	1019	Career and Student Life
<input type="checkbox"/>	05/13/2010	Dental Assistant 1	1026	Orthodontics
<input type="checkbox"/>	05/13/2010	Librarian 1	1014	Library
<input type="checkbox"/>	05/12/2010	Academic Coordinator	1012	Multicultural Affairs
<input type="checkbox"/>	05/12/2010	Analyst Programmer 1	1010	Information Technology Group
<input type="checkbox"/>	05/12/2010	Assistant Director	1011	Admissions
<input type="checkbox"/>	05/12/2010	Department Assistant 3	1008	Elect. Eng. & Comp. Sc.
<input type="checkbox"/>	05/12/2010	Technician 1	1017	Genetics
<input type="checkbox"/>	05/12/2010	Research Assistant 2	1013	Genetics

[Select All](#) [Deselect All](#)

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

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[Careers Home](#)
Welcome Myuser

<p>Basic Job Search</p> <p>Keywords: <input type="text"/></p> <p>Posted: Last Month <input type="button" value="v"/></p> <p><input type="button" value="Search"/> Advanced Search Search Tips</p>	<p>My Career Tools</p> <p>1 Applications</p> <p>0 Cover Letters and Attachments</p> <p>1 Saved Resumes</p> <p>My Profile</p>
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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.

Job Description

Job Title: Technician 1
Job ID: 1017
Department: Genetics
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Job Description

POSITION OBJECTIVE
Working under close supervision, the technician 1 performs duties involved in the filling, washing and cleaning of cages, bottles and materials in the animal facility. Performs technical services according to specific instructions regarding cage and cage washer repair and preventative maintenance.

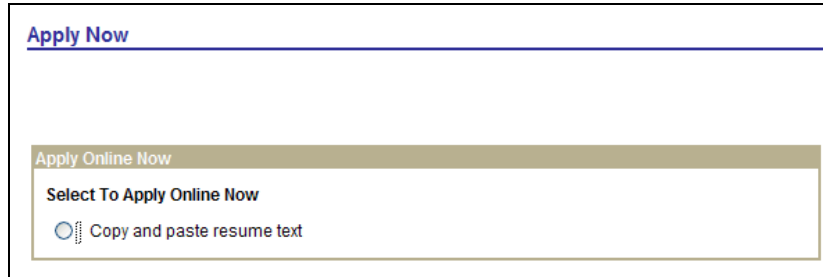
ESSENTIAL FUNCTIONS

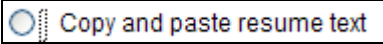
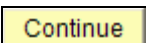
1. Collect and dump cages and return dumpsters to receiving area, collect water bottles and refuse and return to appropriate locations.
2. Review cage orders and obtain the necessary supplies to complete the order in the requested time.
3. Load and remove cages and bottles from the autoclaves.
4. Fill water bottles, check bottle holes, caps and sipper tubes, return bottle baskets to appropriate locations.
5. Perform quality control of autoclaves using temperature indicator strips and spore vials.
6. Perform routine housekeeping duties to maintain work area.
7. Perform daily cleaning and testing of tunnel and cage washer.
8. Load dirty cages and bottles into the cage washer and equipment into the tunnel washer.
9. Remove clean cages, bottles and equipment from cage/tunnel washer and return them to the appropriate locations.

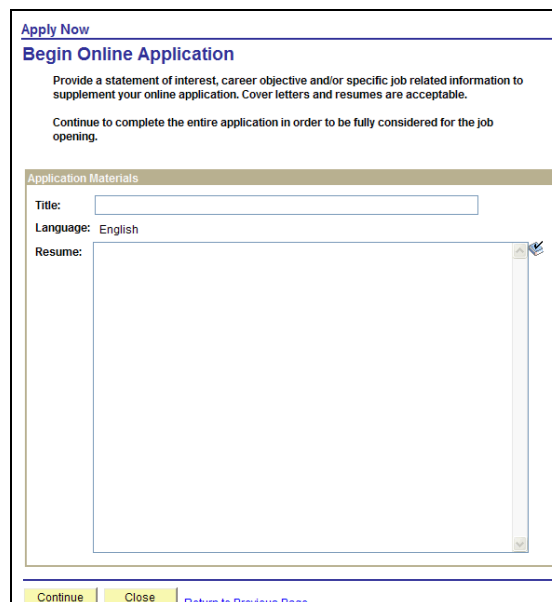
NON-ESSENTIAL FUNCTIONS
Perform other related duties as may be assigned by manager.

CONTACTS

Step	Action
4.	The Job Description page appears. Click the Apply Now button. <input type="button" value="Apply Now"/>

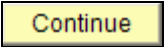


Step	Action
5.	<p>The Apply Now page appears. If this is the first time you're applying for a job through the Careers system, click the button to Copy and paste resume text.</p> <p>If you have applied in Careers previously you can choose the Use an existing resume option, instead.</p> <p>If you select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



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

Applying for Jobs

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. 

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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.

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Member Information

User Name: myusername
 Password: [Change Password](#)
 Preferred Method of contact:

Name

Name Format:
 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 <i>"Registering as an Applicant"</i> 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.	<p>The Complete Application page appears.</p> <p>At the top of the screen are the position(s) for which you are applying.</p> <p>The Remove link will remove a position from this list.</p> <p>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.</p>


Preferences

Desired Start Date: 


Are you willing to relocate? Yes No


Are you willing to travel? Yes No


If yes, how often? 


Regular/Temporary: 

Desired Work Days: Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday


Full/Part-Time: 

Desired Shift: 

Minimum Pay: Per: 

Currency Code:  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.	<p>Enter or choose a Desired Start Date.</p> <p>Desired Start Date: <input type="text"/> </p>

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Step	Action
14.	Answer Yes or No to the question Are willing to relocate? <input type="text" value="Are you willing to relocate?"/> <input type="radio"/> Yes <input checked="" type="radio"/> No
15.	Answer Yes or No to the question Are you willing to travel? <input type="text" value="Are you willing to travel?"/> <input type="radio"/> Yes <input checked="" type="radio"/> 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. <input type="text" value="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. <input type="button" value="+ 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.

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Enter Employment Details

*Start Date: BT

End Date: BT

*Employer:

*Ending Job Title:

Telephone:

Comments:

Address

Country:

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. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="button" value="Save & Return"/> <input type="button" value="Save & Add More"/> </div>

Applying for Jobs

Enter your work experience below, beginning with your present or most recent employment.

Work Experience			
Employer	Job Title	Start Date	End Date
Starbuck's Coffee	Sr. Manager Barista	01/03/2005	
McDonalds	Chief Cook and bottle washer	05/01/2003 12/23/2004	

[+ Add Work Experience](#)

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. + Add Work Experience
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 Post-Secondary Education History

Add New Application

Add Post-Secondary Education

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Enter Post-Secondary Education Details

Country:

State:

*School:
 Other:

*Major:
 Other:


*Degree:

Average Grade:

Graduated

[Return to Previous Page](#)

* Required Field

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

Applying for Jobs

Look Up School

Search by: School Code ▼ begins with

Look Up
Cancel
[Advanced Lookup](#)

Search Results

[View All](#)
First
1-100 of 145
[Last](#)

School Code	Description
1000231	Kent State Univ E Liverpool
1000253	Raymond Walter Coll U Cincinn
1000261	Terra State Community College
1000273	Washington State Cmty College
1000285	Virginia Marti Clg Fashion Art
1000420	Bryant & Stratton C Parma
1000426	Kent State Univ Stark Campus
1000431	Kent State Univ Trumball
1000438	Kettering Coll Of Medical Arts
1000506	Kent State Univ Salem Regl Cmp

Step	Action
36.	<p>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.</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> Search by: School Code ▼ </div>
37.	<p>Click the Description list item.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content;"> Description </div>
38.	<p>Enter the name of the school (a partial entry will work) into the Description begins with field.</p> <p><i>For example, to search for Michigan State University, it is suitable to enter "michigan."</i></p>
39.	<p>Click the Look Up button.</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> Look Up </div>
40.	<p>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.</p> <p><i>For example, if searching for The Ohio State University, try entering "the ohio" or "ohio."</i></p>

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](#)

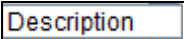
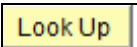
Search Results

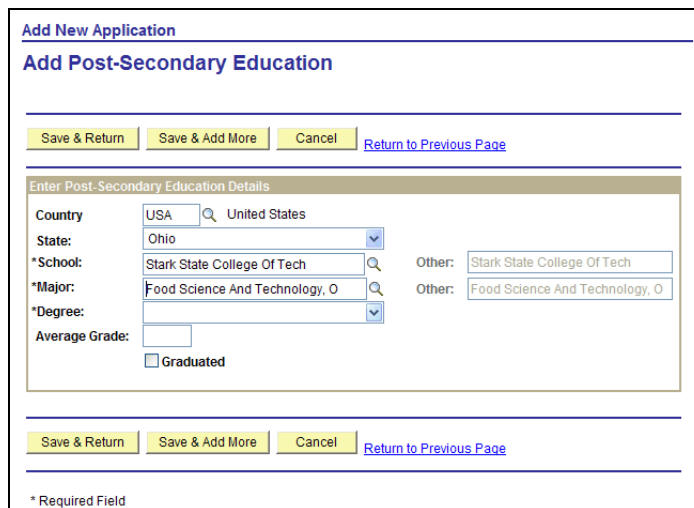
Only the first 300 results can be displayed. Enter more information above and [View All](#) First 1-100 of 300 Last

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.

Applying for Jobs

Step	Action
43.	Click the Description list item. 
44.	Enter the name of your major into the Description begins with field. A partial entry will suffice. <i>For example, to search for Aeronautics, it is suitable to enter "aero."</i>
45.	Click the Look Up button. 
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. <i>For example, if you can't locate the major "Quantitative Mathematics," search for "Mathematics" instead.</i>



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: Stark State College Of Tech Other: Stark State College Of Tech

*Major: Food Science And Technology, O Other: Food Science And Technology, O

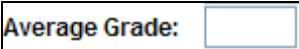
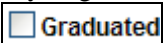
*Degree: [dropdown]

Average Grade: [input]

Graduated

Save & Return Save & Add More Cancel [Return to Previous Page](#)

* Required Field


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. 
49.	If you graduated from this institution, click the Graduated checkbox option. 

Step	Action
50.	<p>To save your education record, you have two buttons from which to choose:</p> <p>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.</p> <div style="display: flex; justify-content: center; gap: 10px;"> Save & Return Save & Add More </div>


Education History

Highest Education Level:

To enter educational information, click the Add Post-Secondary Education History hyperlink below . To change or edit information, select the hyperlink under Degree column. Click on delete icon in right column to remove the corresponding education.

Post-Secondary Education			
Degree	Major	School	Date Issued
Bachelor of Arts	English Composition	Kent State Univ Kent	05/09/2003 

[+ Add Post-Secondary Education History](#)

Step	Action
51.	<p>On the application screen, you can edit an education record by clicking on the degree name in the Education History group box.</p> <p>You can enter additional educational records at any time by clicking the Add Post-Secondary Education History link.</p>
52.	<p>Once you are finished entering your educational history, enter your professional references.</p> <p>Click the Add Reference link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">  </div>

[Add New Application](#)

Add Reference
Please use Address 3 to include e-mail address

[Return to Previous Page](#)

Enter Reference Details

*Reference Type:

*Reference Name:

*Title:

Employer:

Telephone:

Address

Country:

Address 1:

Address 2:

Address 3:

Address 4:

City:

Postal:

County:

Step	Action
53.	<p>The Add Reference page appears. Enter your employment reference information in the Enter Reference Details section.</p> <p>Required fields include Reference Type, Reference Name and Title. Other requested information includes Employer, Telephone, and Address.</p>
54.	<p>To save the reference record, you have two buttons from which to choose:</p> <p>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</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="button" value="Save & Return"/> <input type="button" value="Save & Add More"/> </div>

Enter your business and professional references here. Please list a minimum of three (3) current and/or previous supervisors.

Business and Professional References		
Reference	Title	Employer
Ronald McDonald	Head Guy	McDonald's Corp
Janet Joplin	Rock Star	Herself

[+ Add Reference](#)

Referral Information

How did you find out about the job?

SubSource

Specific Referral Source:

Are you a former employee? Yes No

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.

Referral Information

How did you find out about the job?

SubSource

Specific Referral Source:

Are you a former employee? Yes No

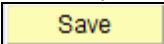
Additional Information

Are you legally eligible for employment in the United States? Yes No


Are you at least 18 years of age? Yes No

Have you ever been convicted of a crime, or pled guilty or no contest to a crime, other than a minor traffic violation? (Note: If you have had a conviction formally expunged by the appropriate court and have written documentation of the expungement, you are not obligated to report that conviction here. However, the University reserves the right to request documentation indicating that the conviction has been expunged.)
 Yes No

Do you have relatives employed by Case? Yes No

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. 

Applying for Jobs

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

Self Identification Details

Qualified applicants are asked to complete the following information. As an employer, Case Western Reserve University is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite applicants to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

*Gender:

Ethnic Group Find First Last

Primary

[Add Ethnic Group](#)

I decline to provide my self identification details.

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.

Terms and Agreements

Please read the following statement carefully before submitting your application. Your submittal acknowledges that you have read and understand the statements and authorize any person, agency or other entity contracted by Case Western Reserve University or its agents to furnish information concerning you:

I authorize the companies, schools and persons named on this application to provide information regarding me and hereby release them from all liability in connection with the release of this information.

I hereby authorize the University, its agents and representatives to perform background checks into the records of the Bureau of Motor Vehicles and/or into the records of law enforcement agencies for records of criminal convictions. I further acknowledge and understand that any adverse information obtained by the University in conducting its background checks will be considered in the decision whether or not to hire me and may be the basis for a refusal to hire me.

I further understand that any offer of employment I may receive is, or may be, contingent upon the successful completion of a physical examination which will be job related and consistent with the business purposes of the University.

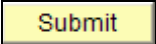
I understand that by completing this application, there is no guarantee of an employment interview or offer. If I am granted an interview and receive an employment offer, the offer and employment benefits received are not to be construed as an express or implied contract of employment with the University.

If I am offered employment, I understand that I am required by law to provide the University with proof of my identity and eligibility for employment within three (3) working days of my start date.

I certify that all of the information contained herein is true. I understand that the misrepresentation or omission of facts is sufficient cause for refusal of employment or dismissal from my employment if I obtain a position at the University. I further understand that an electronic submission of this authorization may be considered as valid as an original.

I agree to these terms I do not agree to these terms

 [Return to Previous Page](#)

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. 

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
My Applications

You have successfully submitted your job application.

My Applications

Display applications from:

|

Application	Status	Application Date
 Technician 1	Applied	05/17/2010 1:50PM

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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Careers Home
Welcome Myuser

<p>Basic Job Search</p> <p>Keywords: <input type="text"/></p> <p>Posted: Last Month <input type="button" value="v"/></p> <p><input type="button" value="Search"/> Advanced Search Search Tips</p>	<p>My Career Tools</p> <p>1 Applications</p> <p>0 Cover Letters and Attachments</p> <p>1 Saved Resumes</p> <p>My Profile</p>
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Notifications

You do not have any notifications.

Latest Job Postings

Select	Date	Job Title	Job ID	Department
<input type="checkbox"/>	05/14/2010	Associate Director	1019	Career and Student Life

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.