

Viewing and Saving Jobs

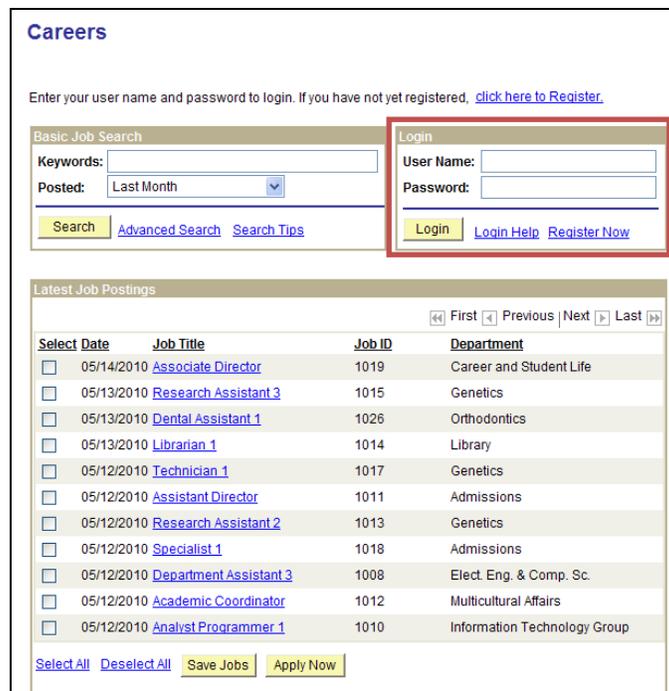
Concept

This document explains how an applicant can enter the Case Western Reserve University Careers system to view and save job postings.

Procedure

Use these directions to view job openings at Case Western Reserve University.

Those not registered may browse the jobs located at [URL goes here]. However, registration is necessary to apply for job. See the directions for *Registering as an External Applicant* for more information.



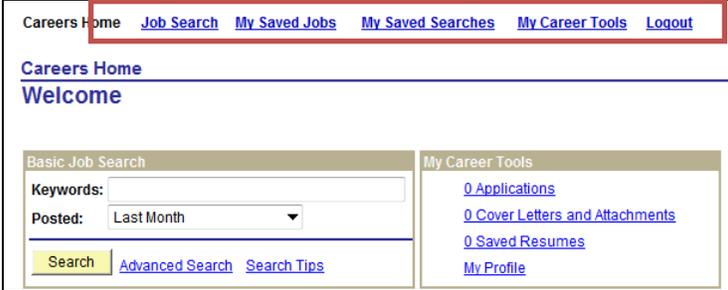
The screenshot shows the 'Careers' page with a login section highlighted by a red box. The login section includes fields for 'User Name' and 'Password', and buttons for 'Login', 'Login Help', and 'Register Now'. Below the login section is a 'Basic Job Search' section with a 'Keywords' field, a 'Posted' dropdown menu set to 'Last Month', and buttons for 'Search', 'Advanced Search', and 'Search Tips'. At the bottom of the page is a 'Latest Job Postings' table with columns for 'Select', 'Date', 'Job Title', 'Job ID', and 'Department'. The table lists various job openings with their respective dates and departments.

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	Research Assistant 3	1015	Genetics
<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	Technician 1	1017	Genetics
<input type="checkbox"/>	05/12/2010	Assistant Director	1011	Admissions
<input type="checkbox"/>	05/12/2010	Research Assistant 2	1013	Genetics
<input type="checkbox"/>	05/12/2010	Specialist 1	1018	Admissions
<input type="checkbox"/>	05/12/2010	Department Assistant 3	1008	Elect. Eng. & Comp. Sc.
<input type="checkbox"/>	05/12/2010	Academic Coordinator	1012	Multicultural Affairs
<input type="checkbox"/>	05/12/2010	Analyst Programmer 1	1010	Information Technology Group

Step	Action
1.	To begin, log in on the Careers Home page. Enter the user name you created during the registration process into the User Name field.
2.	Enter your Password into the Password field.

Viewing and Saving Jobs

Step	Action
3.	Click the Login button. 



Step	Action
4.	Once you are logged in, you can save searches you perform and jobs you find. 
5.	When you find a job that you want to investigate, click the Job Title of the position of interest.



Job Description

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

[Email to Friend](#) [Save Job](#) [Apply Now](#) [Return to Previous Page](#)

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.

Step	Action
6.	The Job Description page appears. This page contains information about the job position such as Department, Job Description, and Requirements.
7.	To send a link to the job description via email, click the Email to Friend button. 

Send Email

Enter the email address, using a comma as a separator, of the person to whom you are sending this job information. When you are finished, click the Send button.

Send
[Return to Previous Page](#)

*To:

*Your Name:

Subject:

Message:

%1 found this job and thought you might find it interesting.

Technician 1
Case Western Reserve Univ

You can view and apply for this job at:
http://verpuapp105.case.edu:8020/psp/erecruit/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=1017&SiteId=1&PostingSeq=1

Thank you.

Send
[Return to Previous Page](#)

Step	Action
8.	<p>The Send Email page appears. To send the position to someone, fill out the To: field with the email address of the recipient, and enter your name in the Your Name: field. You can also edit the subject and message text if you'd like.</p> <p>Click the Send button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffffcc;">Send</div>

Job Description

Job Title: Technician 1

Job ID: 1017

Department: Genetics

Full/Part Time: Full-Time

Regular/Temporary: Regular

Email to Friend
Save Job
Apply Now
[Return to Previous Page](#)

Step	Action
9.	<p>To Save the Job for later viewing, or to save it in order to apply later, click the Save Job button on the Job Description page.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffffcc;">Save Job</div>

Viewing and Saving Jobs



Step	Action
10.	<p>The My Saved Jobs page appears. This page lists all the positions that have been saved to your account. From this page, you can apply for a job or delete it from your list.</p> <p>To delete or apply for a job, first select the job by selecting the checkbox to its left.</p>
11.	<p>Click the Apply Now button to begin creating an application for the selected job.</p> <p>Click the Delete button to remove the selected job from the Saved Jobs list.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input type="button" value="Apply Now"/> <input type="button" value="Delete"/> </div>



Step	Action
12.	<p>You can also save jobs directly from your search results. Select the jobs you wish to save by clicking in the checkboxes to the left in the Select column.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input checked="" type="checkbox"/> 05/14/2010 Associate Director <input checked="" type="checkbox"/> 05/13/2010 Research Assistant 3 </div>
13.	<p>Click the Save Jobs button to save the selected jobs.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input type="button" value="Save Jobs"/> </div>

Viewing and Saving Jobs

[Careers Home](#)
[Job Search](#)
[My Saved Jobs](#)
[My Saved Searches](#)
[My Career Tools](#)
[Logout](#)

My Saved Jobs

You have successfully saved your new jobs.

Job Title	Job ID	Location	Status
<input type="checkbox"/> Dental Assistant 1	1026		Open
<input type="checkbox"/> Associate Director	1019		Open
<input type="checkbox"/> Technician 1	1017		Open
<input type="checkbox"/> Research Assistant 3	1015		Open

[Select All](#)
[Deselect All](#)
[Apply Now](#)
[Delete](#)

[Return to Previous Page](#)
[Find Jobs](#)

Step	Action
14.	The saved jobs will appear on the My Saved Jobs screen.

[Careers Home](#)
[Job Search](#)
[My Saved Jobs](#)
[My Saved Searches](#)
[My Career Tools](#)
[Logout](#)

Careers Home
Welcome

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

Step	Action
15.	When you are finished using the Careers system, click the Logout link. Logout
16.	This completes the process of viewing jobs in the Careers system at Case Western Reserve University. End of Procedure.