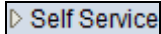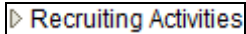## Create an Application

Concept

This document demonstrates how an employee of Case Western Reserve University can apply for an open position at the University through the HCM Careers system.

Procedure

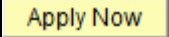Use these directions to apply for an internal job posting in HCM.

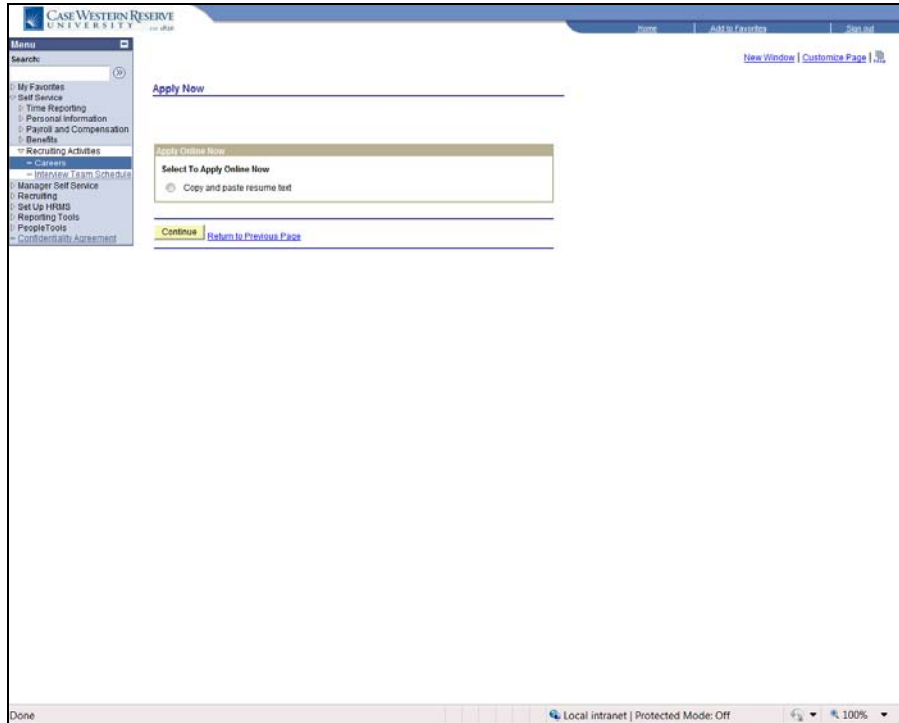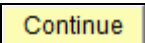| Step	Action
1.	Log into HCM. Click the **Self Service** link. ▷ Self Service
2.	Click the **Recruiting Activities** link. ▷ Recruiting Activities
3.	Click the **Careers** link. Careers

Create an Application

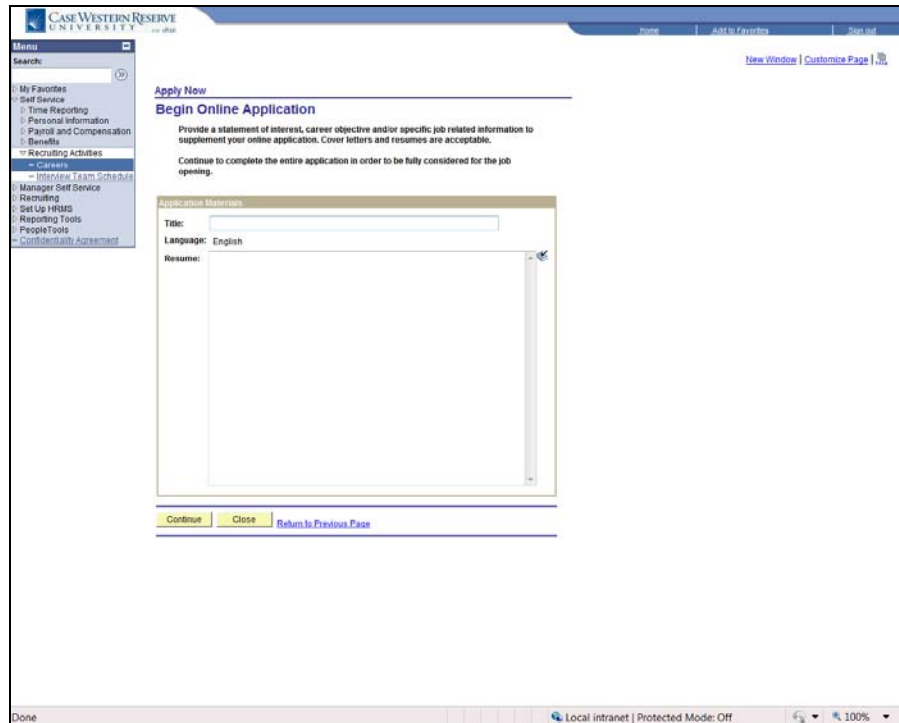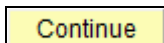| Step	Action
4.	This is the Careers Home screen. On this screen, you can search job postings and maintain your applications, cover letters and attachments, resumes, and profile. **Careers Home**
5.	After locating a job posting, click on its **Job Title** to view it. **Assistant Director**
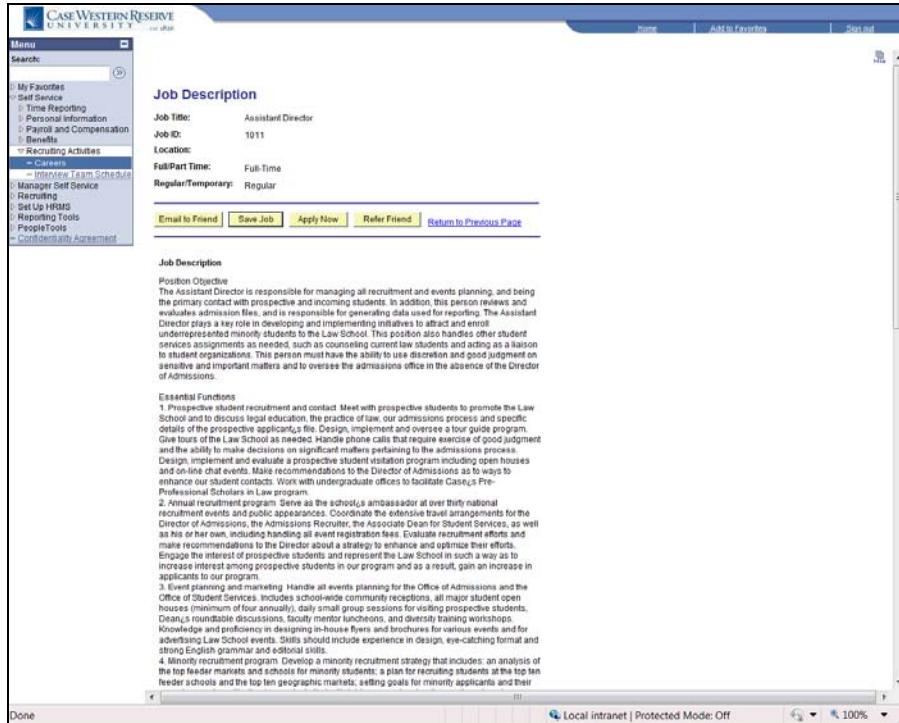
Step	Action
6.	The **Job Description** screen appears. It contains the Job Description, Essential Functions, and other important information about the job posting.
7.	Click the **Apply Now** button to begin the application process.

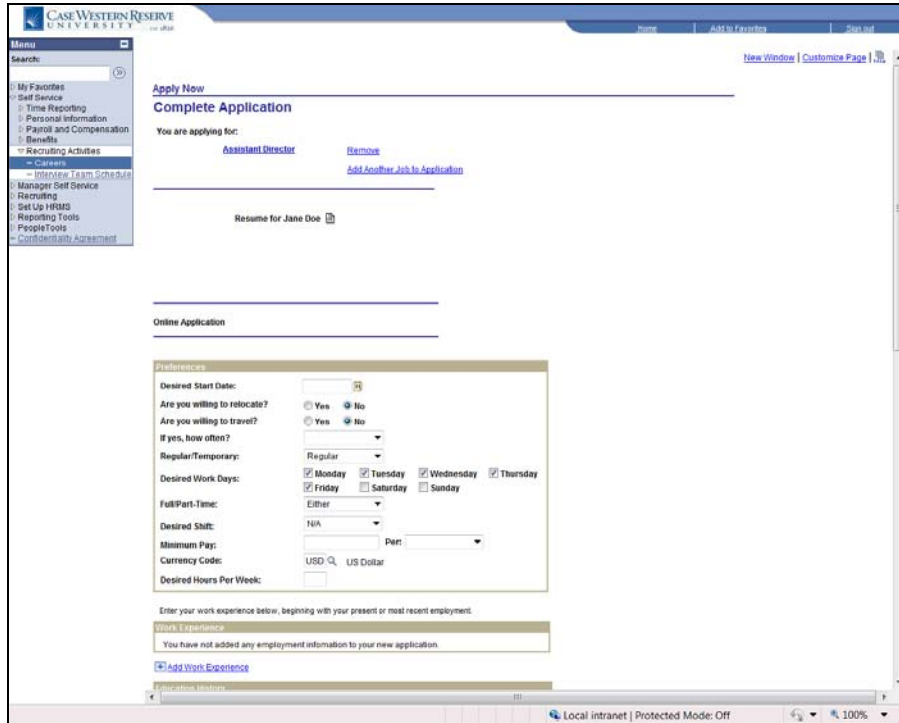# Create an Application

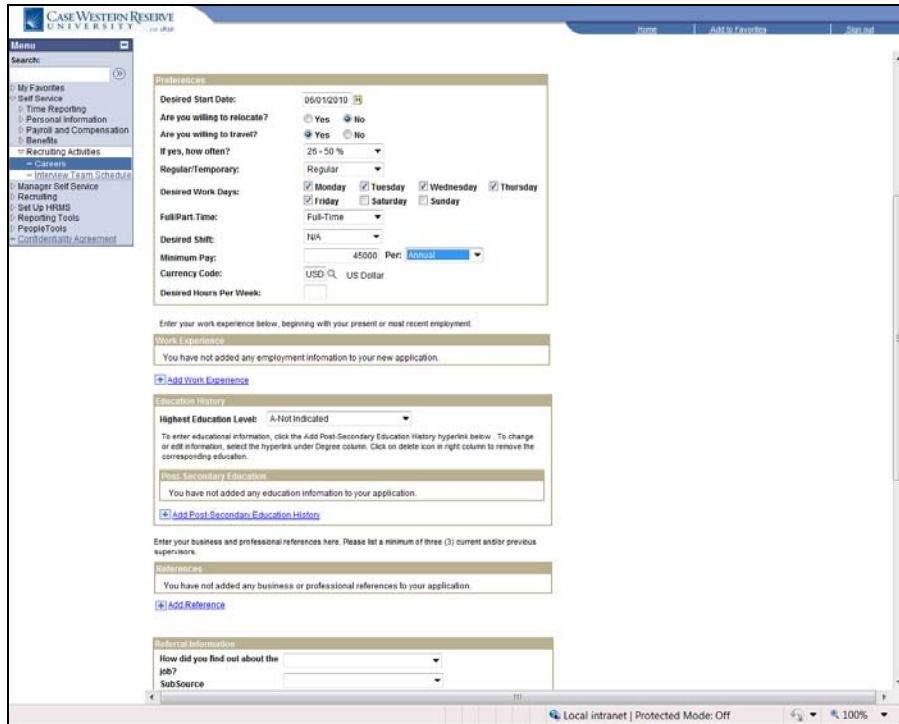| Step	Action
8.	To begin your application, first you must enter your resume. Click the **Copy and paste resume text** radiobutton.
9.	Click the **Continue** button.

Step	Action
10.	Read the directions on the screen for beginning an online application.

Begin by entering a title for your cover letter and/or resume into the **Title** field. If you do not have a cover letter or resume, you may return at a later time to enter it prior to submitting the application. |
| 11. | Enter your cover letter and/or resume. You can cut and paste the body of either item from a document into the **Resume** field.

Resume: |
| 12. | You can use the **Spellcheck** icon to check the spelling of words in the Resume field. |
| 13. | Click the **Continue** button.

Continue |

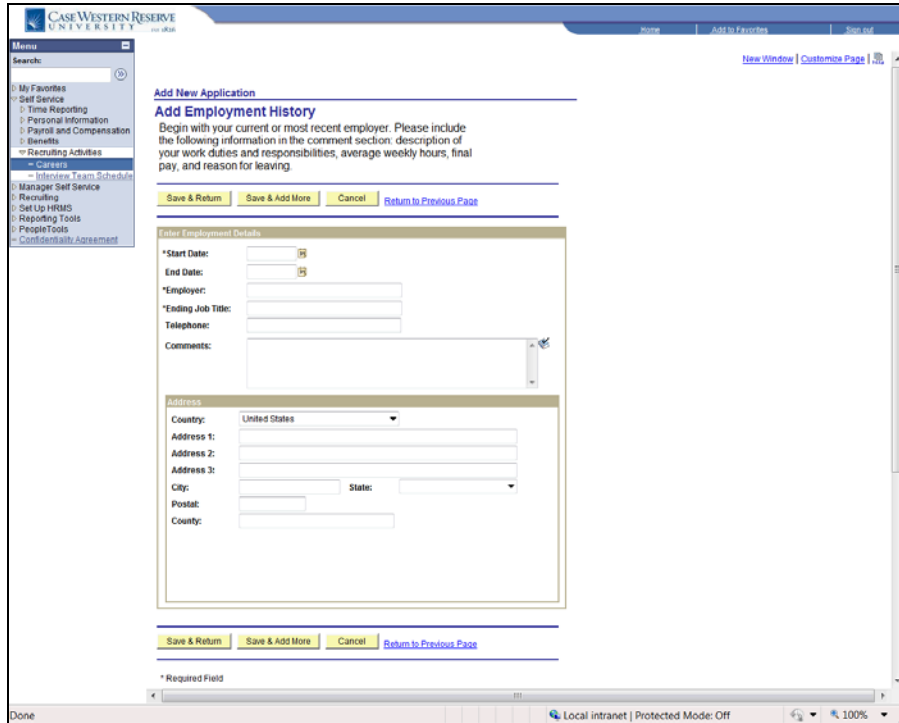## Create an Application

Step	Action
14.	The **Complete Application** screen appears. It displays the job for which you are applying in the **You are applying for:** field. Click on the job title if you wish to see the description again.
15.	Begin the application by entering the date you are available to work in the **Desired Start Date** field. The date can be typed in, or you can click on the Calendar icon to select a date from the calendar. **Desired Start Date:** ☐ 31
16.	In the next two applicable fields, indicate if you are willing to travel in the **Are you willing to travel?** field, and in the **If yes, how often?** field, select how often you are willing to travel.
17.	If applicable, select the days of the week that you would like to work from the options in the **Desired Work Days** field. By default, Monday through Friday are checked.
18.	In the **Full/Part-Time** field, select if you prefer **Full-time** or **Part-time** employment, or select **Either** if either option is acceptable.
19.	If the position for which you are applying has shifts, use the **Desired Shift** field to indicate your preferred shift. The default value is **N/A** for "not applicable."
20.	Enter your desired minimum compensation into the **Minimum Pay** field. ☐
21.	Click the **Per** dropdown list and select the unit for the minimum pay amount indicated, such as "Hour" or "Annual." ▼

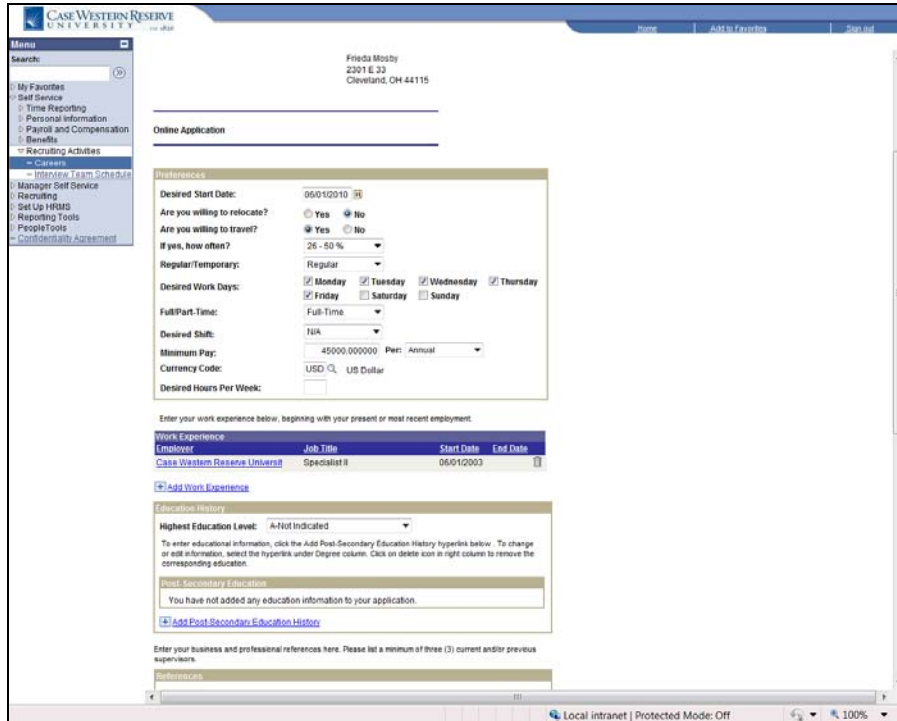| Step	Action
22.	If applicable, enter the hours per week that you wish to work in the **Desired Hours Per Week** field.

Step	Action
23.	Next, enter your work experience. Begin by entering a record of your most recent employment experience, which is in your current position at Case Western Reserve University.

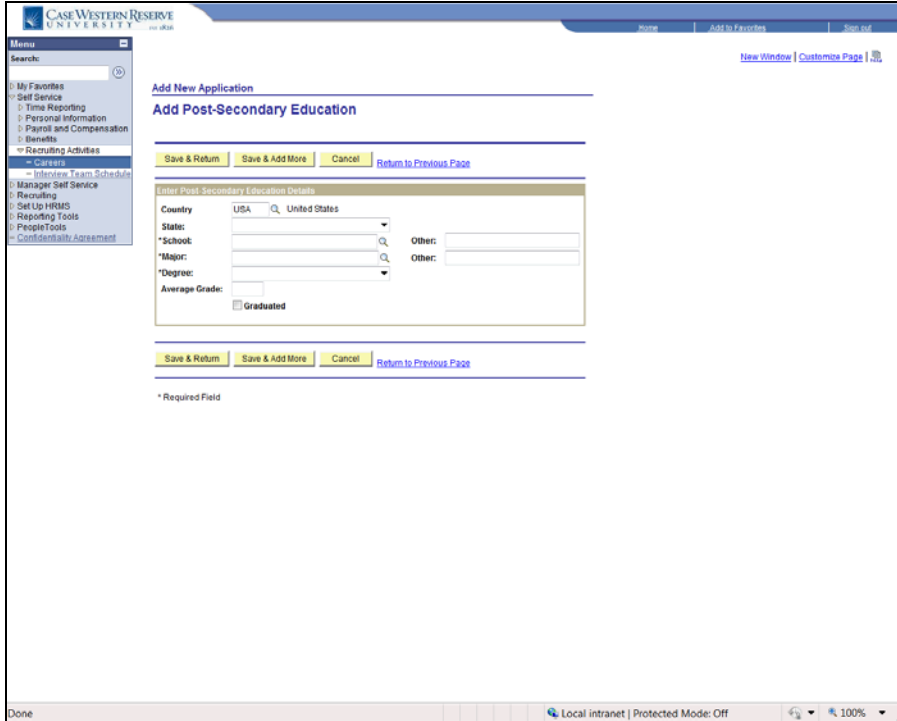Click the **Add Work Experience** link.
 |

Create an Application

Step	Action
24.	The **Add Employment History** screen appears. Begin by entering the date when you started your most recent position in the **Start Date** field.
25.	Enter "**Case Western Reserve University**" in the **Employer** field.
26.	Enter your current job title in the **Ending Job Title** field.
27.	Optionally, enter a telephone number where you prefer to be reached in the **Telephone** field.
28.	Enter a description of your position in the **Comments** field.
29.	Click the **Spellcheck** icon to check the spelling in the Comments field.
30.	In saving this work history record, you can choose either of two buttons: **Save & Return** - saves the work history record and returns you to the application. **Save & Add More** - saves the work history record and refreshes the screen so that you can begin entering another work history record.

Step	Action
31.	On the application screen, you can revisit work experience entries by clicking on the employer's name. You can add work experience at any time by clicking the **Add Work Experience** link.
32.	Next, enter your educational history. Begin by selecting your highest level of education from the **Highest Education Level** list.
33.	If you engaged in education after high school, please enter the institution where the education took place. Click the **Add Post-Secondary Education History** link. + Add Post-Secondary Education History

Create an Application

Step	Action
34.	The **Add Post-Secondary Education** page appears. The institution's country into the **Country** field as "**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.
35.	If the institution is in the United States, select the state from the **State** dropdown list.
36.	To enter the institution's name, click the **Look up School** button (magnifying glass).

Step	Action
37.	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 ▼
38.	Click the **Description** list item. Description
39.	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."*
40.	Click the **Look Up** button. Look Up
41.	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."* Kent State Univ Kent

Create an Application
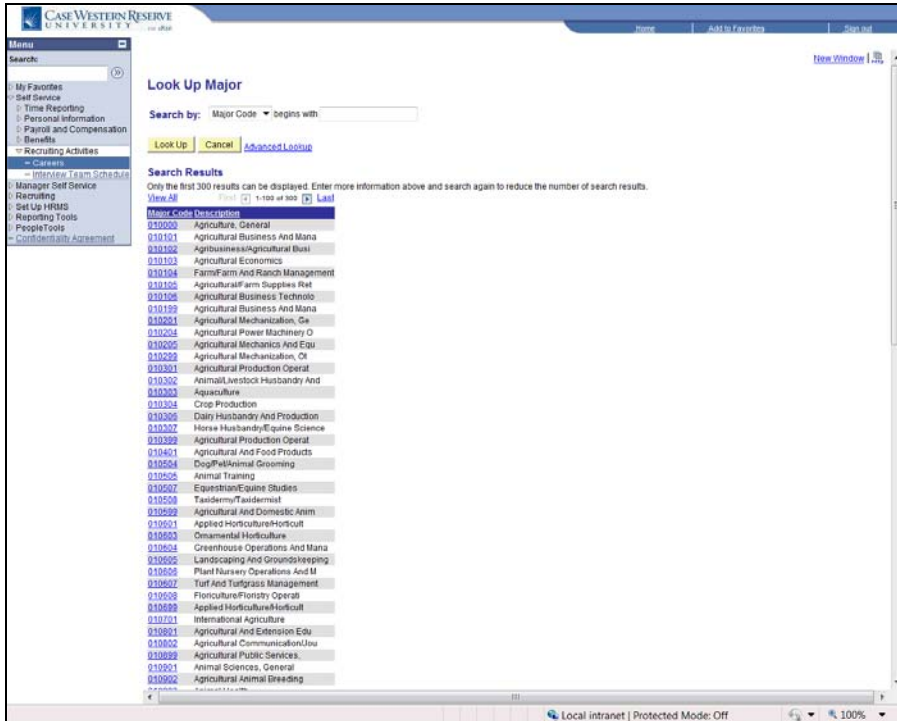
Step	Action
42.	To enter your major, click the **Look up Major** (magnifying glass) button.

Step	Action
43.	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. **Search by:** Major Code ▼
44.	Click the **Description** list item. Description
45.	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."*
46.	Click the **Look Up** button. Look Up
47.	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.* English Composition

Step	Action
48.	To select the degree for which you studied, click the **Degree** dropdown list.
49.	Optionally, enter your grade point average at this institution into the **Average Grade** field. Average Grade:
50.	If you graduated from this institution, click the **Graduated** checkbox option. ☐ Graduated
51.	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. Save & Return Save & Add More

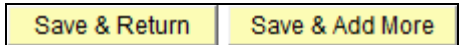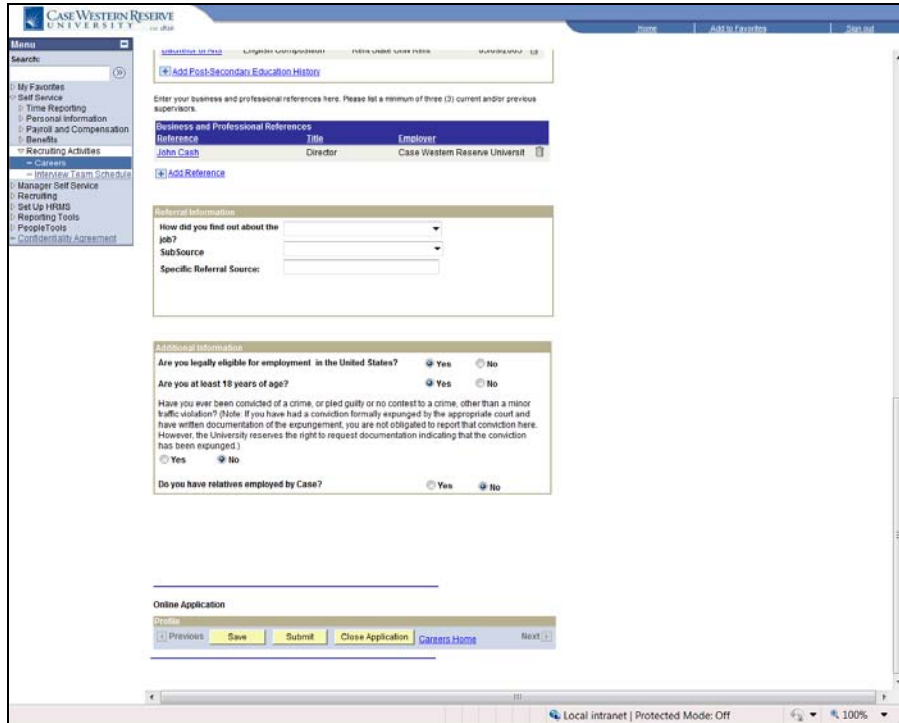| Step	Action
52.	On the application screen, you can edit an education record by clicking on the degree name in the Education History group box. You can enter additional educational records at any time by clicking the **Add Post-Secondary Education History** link. Bachelor of Arts

Step	Action
53.	Once you are finished entering your educational history, enter your professional references. Click the **Add Reference** link. + Add Reference

Step	Action
54.	The **Add Reference** page appears. Enter the name of the reference into the **Reference Name** field.
55.	Enter the individual's title into the **Title** field.
56.	Enter the individual's employer into the **Employer** field.
57.	Enter the individual's telephone number into the **Telephone** field. Telephone:
58.	If the individual does not work at Case Western Reserve University, enter the individual's address into the **Address** fields as appropriate.
59.	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 Save & Return Save & Add More

Create an Application

Step	Action
60.	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. John Cash
61.	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
62.	Answer the questions in the **Additional Information** group box as appropriate.
63.	To save your application without submitting it, click the **Save** button. Save
64.	To save and submit your application for consideration, click the **Submit** button. Submit
65.	This completes the process of completing an application for an internal job posting in HCM. **End of Procedure.**