

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. >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
2.	Click the Recruiting Activities link. Precruiting Activities
3.	Click the Careers link.



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Basic J	ob Search		My Care	eer Tools
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Posted	1: Last M	onth 🔻	0	Cover Letters and Attachments
			<u> </u>	Saved Resumes
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Notifica	tions			
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You d	o not have a	ny notifications.		
Latest	Job Posting	6		
			44	First 🖪 Previous Next 🕞 Last 📄
Select	Date	Job Title	Job ID	Department
	05/14/2010	Associate Director	1019	Career and Student Life
	05/13/2010	Research Assistant 3	1015	Genetics
	05/13/2010	Dental Assistant 1	1026	Orthodontics
	05/13/2010	Librarian 4	1014	Library
	00/10/2010		1014	
	05/12/2010	Technician 1	1017	Genetics
	05/12/2010 05/12/2010	Technician 1 Assistant Director	1017 1011	Genetics Admissions
	05/12/2010 05/12/2010 05/12/2010	Technician 1 Assistant Director Research Assistant 2	1017 1011 1013	Genetics Admissions Genetics
	05/12/2010 05/12/2010 05/12/2010 05/12/2010	Technician 1 Assistant Director Research Assistant 2 Specialist 1	1017 1017 1011 1013 1018	Genetics Admissions Genetics Admissions
	05/12/2010 05/12/2010 05/12/2010 05/12/2010 05/12/2010	Technician 1 Assistant Director Research Assistant 2 Specialist 1 Department Assistant 3	1017 1011 1013 1018 1008	Genetics Admissions Genetics Admissions Elect. Eng. & Comp. Sc.
	05/12/2010 05/12/2010 05/12/2010 05/12/2010 05/12/2010 05/12/2010	Technician 1 Assistant Director Research Assistant 2 Specialist 1 Department Assistant 3 Academic Coordinator	1017 1011 1013 1018 1008 1012	Genetics Admissions Genetics Admissions Elect. Eng. & Comp. Sc. Multicultural Affairs
	05/12/2010 05/12/2010 05/12/2010 05/12/2010 05/12/2010 05/12/2010 05/12/2010	Eutratian 1 Technician 1 Assistant Director Research Assistant 2 Specialist 1 Department Assistant 3 Academic Coordinator Analyst Programmer 1	1017 1011 1013 1018 1008 1012 1010	Genetics Admissions Genetics Admissions Elect. Eng. & Comp. Sc. Multicultural Affairs Information Technology Group

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.
5.	After locating a job posting, click on its Job Title to view it.



Job Description		
Job Title: Assistant Director		
Job ID: 1011		
Location:		
Full/Part Time: Full-Time		
Regular/Temporary: Regular		
Email to Friend Save Job Apply Now Refer Friend Return to Previous Page		
Job Description		
Position Objective The Assistant Director is responsible for managing all recruitment and events planning, and being the primary contact with prospective and incoming students. In addition, this person reviews and evaluates admission files, and is responsible for generating data used for reporting. The Assistant Director plays a key role in developing and implementing initiatives to attract and enroll underrepresented minority students to the Law School. This position also handles other student services assignments as needed, such as counseling current law students and acting as a liaison to student organizations. This person must have the ability to use discretion and good judgment on sensitive and important matters and to oversee the admissions office in the absence of the Director of Admissions.		
Essential Functions 1. Prospective student recruitment and contact. Meet with prospective students to promote the Law School and to discuss legal education, the practice of law, our admissions process and specific details of the prospective applicant/s file. Design, implement and oversee a tour guide program. Give tours of the Law School as needed. Handle phone calls that require exercise of good judgment and the ability to make decisions on significant matters pertaining to the admissions process. Design, implement and evaluate a prospective student visitation program including open houses and on-line chat events. Make recommendations to the Director of Admissions as to ways to enhance our student contacts. Work with undergraduate offices to facilitate Case ₄ s Pre-		
Processional sciences in Law program. 2. Annual recruitment program. Serve as the school¿s ambassador at over thirty national recruitment events and public appearances. Coordinate the extensive travel arrangements for the Director of Admissions, the Admissions Recruiter, the Associate Dean for Student Services, as well as his or her own, including handling all event registration fees. Evaluate recruitment efforts and make recommendations to the Director about a strategy to enhance and optimize their efforts. Engage the interest of prospective students and represent the Law School in such a way as to increase interest among prospective students in our program and as a result, gain an increase in coefficient to suce arcney.		
 Event planning and marketing Handle all events planning for the Office of Admissions and the Office of Student Services. Includes school-wide community receptions, all major student open houses (minimum of foru annually), daily small group sessions for visiting prospective students, Dean¿s roundtable discussions, faculty mentor luncheons, and diversity training workshops. Knowledge and proficiency in designing in-house flyers and brochures for various events and for advertising Law School events. Skills should include experience in design, eye-catching format and strong English grammar and editorial skills. Minority recruitment program Develop a minority recruitment strategy that includes: an analysis of the top feeder markets and schools for minority students; a lon for recruiting students at the top fen 		

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. Apply Now



Apply Now		
Apply Online Now		
Select To Apply Online Now		
Copy and paste resume text		
Continue Return to Previous Page		

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.



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 N	laterials	
Title:		
Language:	English	
Resume:		~ 🌾
Continue	Close Return to Previous Page	

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



complete Applicatio	n
You are applying for:	
Assistant Direc	tor Remove
	Add Another Job to Application
Resume for	Jane Doe 🗎
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Inline Application	
Preferences	
Preferences Desired Start Date:) N
Preferences Desired Start Date: Are you willing to relocate?	問 『Yes ④ No
Preferences Desired Start Date: Are you willing to relocate? Are you willing to travel?	bi ○ Yes ④ No ○ Yes ④ No
Preferences Desired Start Date: Are you willing to relocate? Are you willing to travel? If yes, how often?	bi ◎ Yes ④ No ◎ Yes ④ No ▼
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Preferences Desired Start Date: Are you willing to relocate? Are you willing to travel? If yes, how often? Regular/Temporary: Desired Work Days:	IB Yes No Yes No Regular Image: Saturday Image: Saturday Sunday
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Preferences Desired Start Date: Are you willing to relocate? Are you willing to travel? If yes, how often? Regular/Temporary: Desired Work Days: Full/Part-Time: Desired Shift: Minimum Pay: Currency Code: Desired Hours Per Week:	Image: Statuting of the st
Preferences Desired Start Date: Are you willing to relocate? Are you willing to travel? If yes, how often? Regular/Temporary: Desired Work Days: Full/Part-Time: Desired Shift: Minimum Pay: Currency Code: Desired Hours Per Week:	Image: state of the state
Preferences Desired Start Date: Are you willing to relocate? Are you willing to travel? If yes, how often? Regular/Temporary: Desired Work Days: Full/Part-Time: Desired Shift: Minimum Pay: Currency Code: Desired Hours Per Week: Enter your work experience below, t	Image: state of the state

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:
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."



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

Preferences	
Desired Start Date:	06/01/2010 🛐
Are you willing to relocate?	🔘 Yes 💿 No
Are you willing to travel?	💿 Yes 🛛 No
If yes, how often?	26 - 50 %
Regular/Temporary:	Regular 🔻
Desired Work Days:	 Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Full/Part-Time:	Full-Time 🔻
Desired Shift:	N/A 👻
Minimum Pay:	45000 Per: Annual
Currency Code:	USD Q US Dollar
Desired Hours Per Week:	
Enter your work experience below, be	ginning with your present or most recent employment.
Work Experience	
You have not added any employn	nent infomation to your new application.
+ Add Work Experience	

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. + Add Work Experience





er Employment D	etails			
tart Date:	E I			
nd Date:	B			
mployer:				
nding Job Title:				
elephone:				
omments:				~ 🌾
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ddress				
Country:	United States		•	
Address 1:				
Address 2:				
Address J:		Stato		-
onj.		State.		
Postal:				
Postal:				

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.

	CASE WESTERN RE	SERVE
X	UNIVERSITY	EST 1826

Work Experience			
<u>Employer</u>	Job Title	Start Date	End Date
Case Western Reserve Universit	Specialist II	06/01/2003	Î
+ Add Work Experience			
Education History			
Highest Education Level: A-Not	t Indicated	▼	
To enter educational information, click or edit information, select the hyperlin corresponding education.	the Add Post-Secondary Edu k under Degree column. Click	cation History hyperlink below on delete icon in right column	v . To change to remove the
Post-Secondary Education			
You have not added any educati	ion infomation to your app	ication.	

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



Save & Return	Save & Add More	Cancel	Return to Previo	us Page	
nter Post-Second	ary Education Details				
Country	USA 🔍 United	States			
State:			•		
School:			Q Other:		
Major:			Q Other:		
Degree:			•		
Average Grade:					
	Graduated				

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).



Look U	ip School
Search b	y: School Code ▼ begins with
Look Up	Cancel Advanced Lookup
Search R	lesults
View All	First 🗃 1-100 of 145 🕟 Last
School Cod	le Description
1000231	Kent State Univ E Liverpool
1000253	Raymond Walter Coll U Cincinn
1000261	Terra State Community College

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. <i>For example, to search for Michigan State University, it is suitable to enter "michigan."</i>
40.	Click the Look Up button.
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.
	"ohio." <u>Kent State Univ Kent</u>



Save & Return	Save & Add More	Cancel	Return	to Previou	is Page	
enter Post-Secon	lary Education Details	lata a				
Country		lates				
State:	Onio		•			_
*School:	Kent State Univ Kent		Q	Other:	Kent State Univ Kent	
*Major:			Q	Other:		
*Degree:			-			
Average Grade:						
	Conducted					

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

Look Up	o Major
Search by	: Major Code ▼ begins with
Look Up	Cancel Advanced Lookup
Search Re	esults
Only the first 3 View All	300 results can be displayed. Enter more information above and search a First ∢ 1-100 of 300 ▶ Last
Major Code D	Description
<u>010000</u> A	Agriculture, General
<u>010101</u> A	Agricultural Business And Mana
<u>010102</u> A	Agribusiness/Agricultural Busi
<u>010103</u> A	Agricultural Economics
<u>010104</u> F	Farm/Farm And Ranch Management

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



Step	Action
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.
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

inter Post-Seconda				<u> </u>
	ry Education Details			
Country I State: 'School: I 'Major: I 'Degree:	USA Q United Sta Dhio Kent State Univ Kent English Composition	ates	Other: Other:	Kent State Univ Kent English Composition
Average Grade:	Graduated			

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.





Step	Action
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

mployer		Job Title		Start Date	End Date
Case Western Rese	erve Universit	Specialist II		06/01/2003	1
Add Work Experie	ence				
ducation History					
Highest Education	Level: G-Back	nelor's Level Degree	•		
corresponding educa Post-Secondary E	ation. Education			D	ate
-	Maior	School		ls	sued
Degree	major				
Degree Bachelor of Arts	English Comp	oosition Kent Sta	te Univ Kent	0	5/09/2003 [
Bachelor of Arts Add Post-Secon	English Comp	oosition Kent Sta History	te Univ Kent	0	5/09/2003 🗍
Degree Bachelor of Arts Add Post-Secon Add Post-Secon anter your business an upervisors.	English Comp ndary Education F	vosition Kent Sta History rences here. Please list a	te Univ Kent	0 ree (3) current a	5/09/2003
Degree Bachelor of Arts Add Post-Secon Add Post-Secon ter your business an upervisors. References	English Comp ndary Education I nd professional refe	position Kent Sta <u>History</u> rences here. Please list a	te Univ Kent	0 ree (3) current a	5/09/2003 🗍

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





Add New Applicat	tion
Add Reference	ce
Please use Addr	ess 3 to include e-mail address
Save & Return	Save & Add More Cancel Return to Previous Page
Enter Reference Det	ails
*Reference Type:	Professional
*Reference Name:	
*Title:	
Employer:	
Telephone:	
Address	
Country:	United States
Address 1:	· · · · · · · · · · · · · · · · · · ·
Address 2:	
Address 3:	
City:	State:
Postal:	
County:	
Save & Return	Save & Add More Cancel Return to Previous Page

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



Business and Professional Refe	erences			
<u>Reference</u>	<u>Title</u>	<u>Employer</u>		_
John Cash	Director	Case Western Re	serve Universit	Î
+ Add Reference				
Referral Information				
How did you find out about the		•		
job?	-			
		_		
SubSource		•		
SubSource Specific Referral Source:		• 		
SubSource Specific Referral Source: Additional Information	evment in the United S	tator?		
SubSource Specific Referral Source: Additional Information Are you legally eligible for empl	oyment in the United S	tates? Q Yes	© No	
SubSource Specific Referral Source: Additional Information Are you legally eligible for empl Are you at least 18 years of age	oyment in the United S	itates? Yes Yes	© No © No	
SubSource Specific Referral Source: Additional Information Are you legally eligible for empl Are you at least 18 years of age Have you ever been convicted of traffic violation? (Note: If you have have written documentation of th However, the University reserves has been expunged.)	oyment in the United S ?? a crime, or pled guilty of b had a conviction forma e expungement, you are the right to request doo	tates? Yes Yes r no contest to a crime, of ally expunged by the appre- e not obligated to report the cumentation indicating the cumentation indicating the transformation indicating the	No No No ther than a minor opriate court and nat conviction her at the conviction	r I re.

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.
64.	To save and submit your application for consideration, click the Submit button.
65.	This completes the process of completing an application for an internal job posting in HCM. End of Procedure.