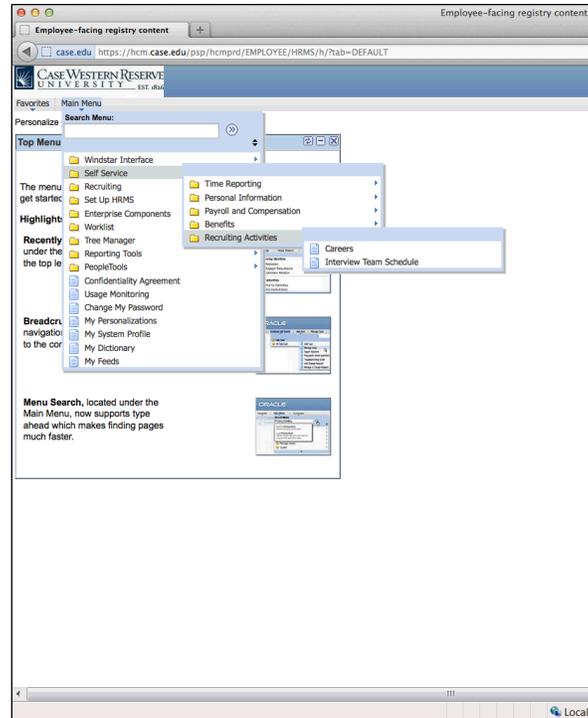


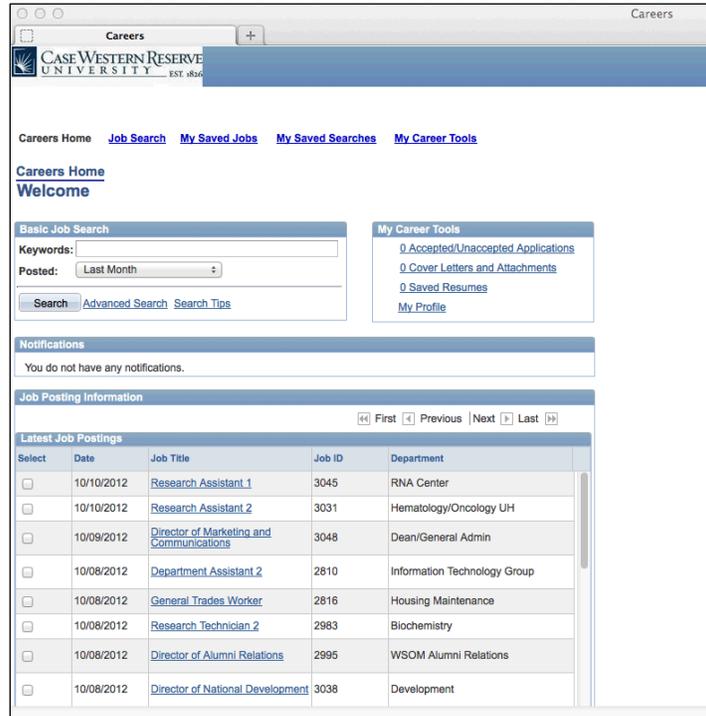
Create an Application

Procedure

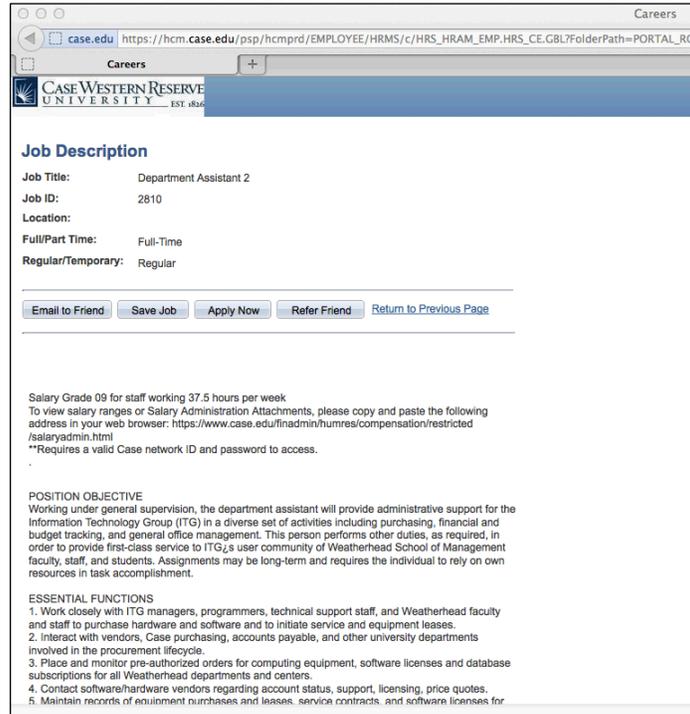
Employees of Case Western Reserve University can use these directions to apply for internal job postings in the HCM Careers system.



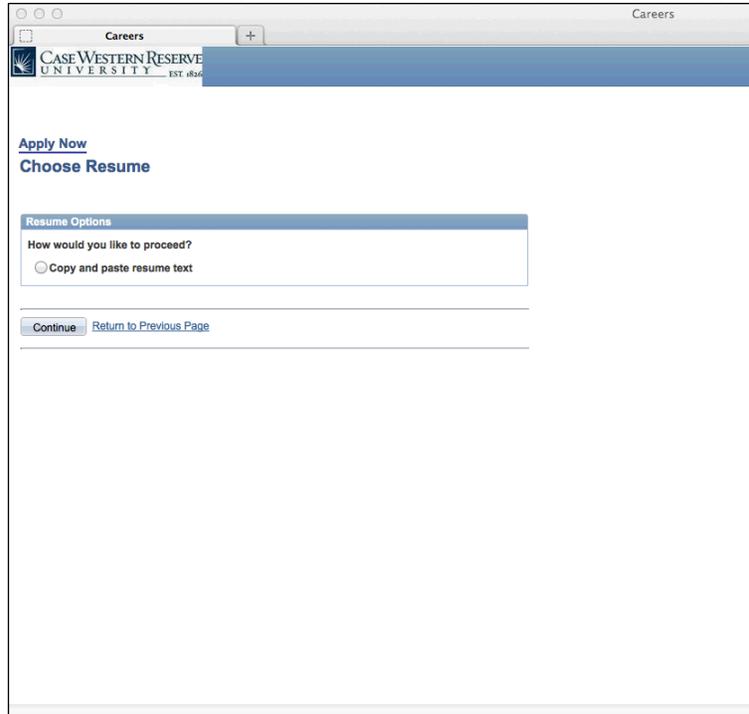
Step	Action
1.	From the HCM main menu, click the Self Service link. 
2.	Click the Recruiting Activities link. 
3.	Click the Careers link. 



Step	Action
4.	<p>From the Careers Home page you can search job postings, maintain your profile and manage your job applications.</p> <p>Click the Job Title link to view the job description.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> Department Assistant 2 </div>

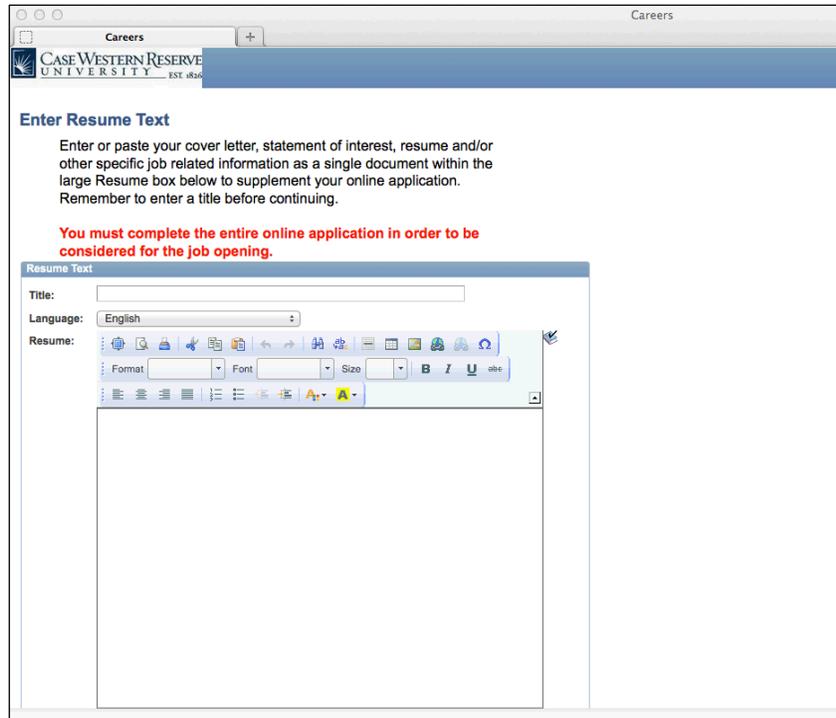


Step	Action
5.	<p>The Job Description page will appear. From this screen, you can view descriptive information concerning the position including the Position Objective and Essential Functions.</p> <p>Click the Apply Now button to begin the application process.</p> <div data-bbox="375 1562 561 1621" style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> <p>Apply Now</p> </div>

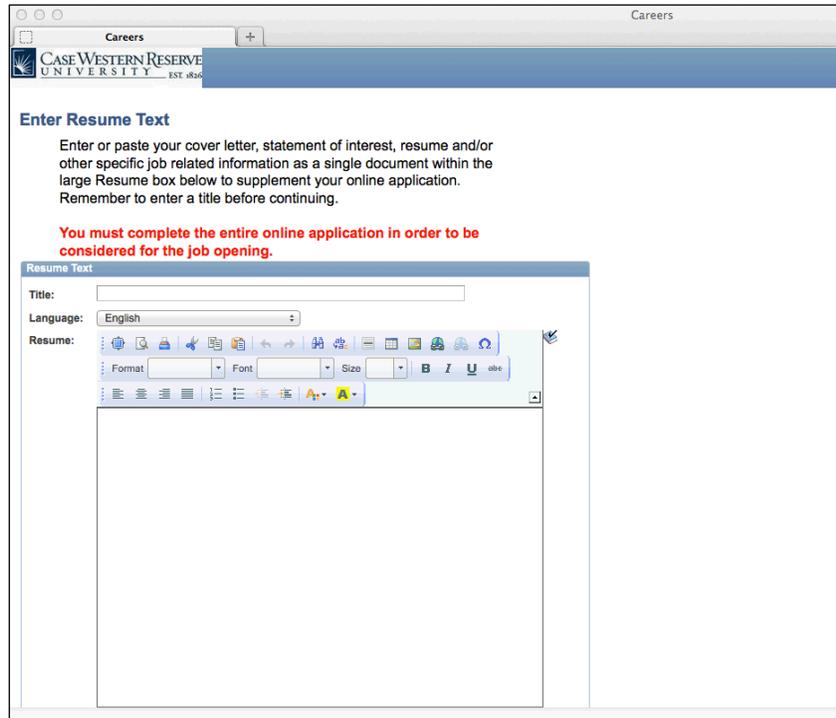


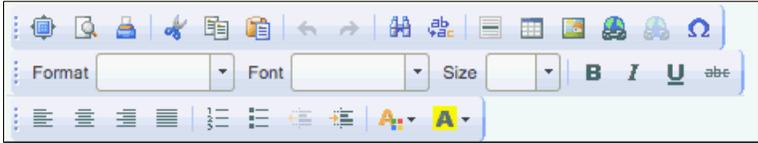
The screenshot shows a web browser window titled 'Careers' with the Case Western Reserve University logo at the top. Below the logo, there are links for 'Apply Now' and 'Choose Resume'. The 'Choose Resume' section contains a 'Resume Options' box with the question 'How would you like to proceed?' and a radio button labeled 'Copy and paste resume text'. Below this box is a 'Continue' button and a link for 'Return to Previous Page'.

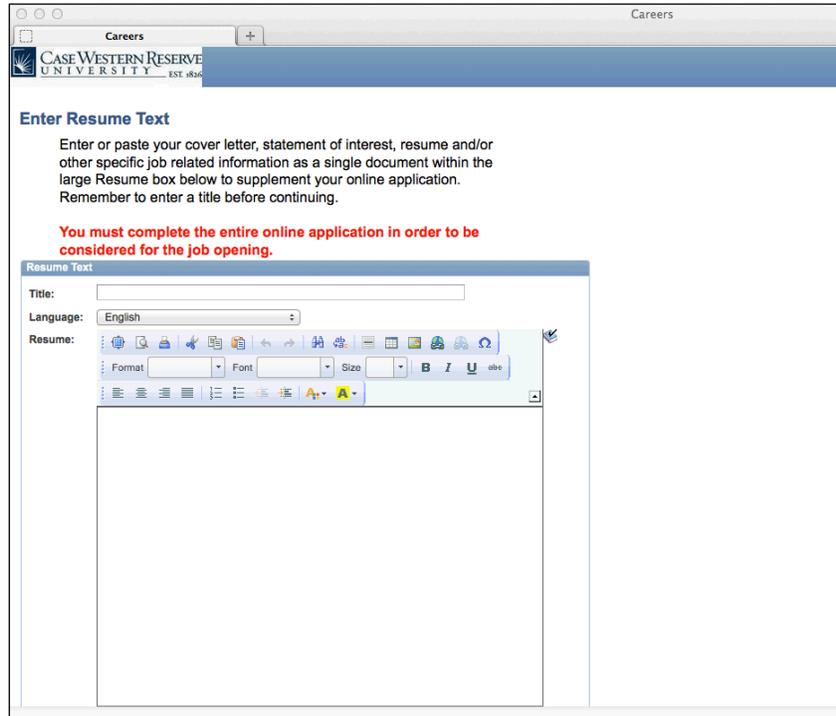
Step	Action
6.	Click the Copy and paste resume text radio button. 
7.	Click the Continue button. 

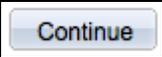


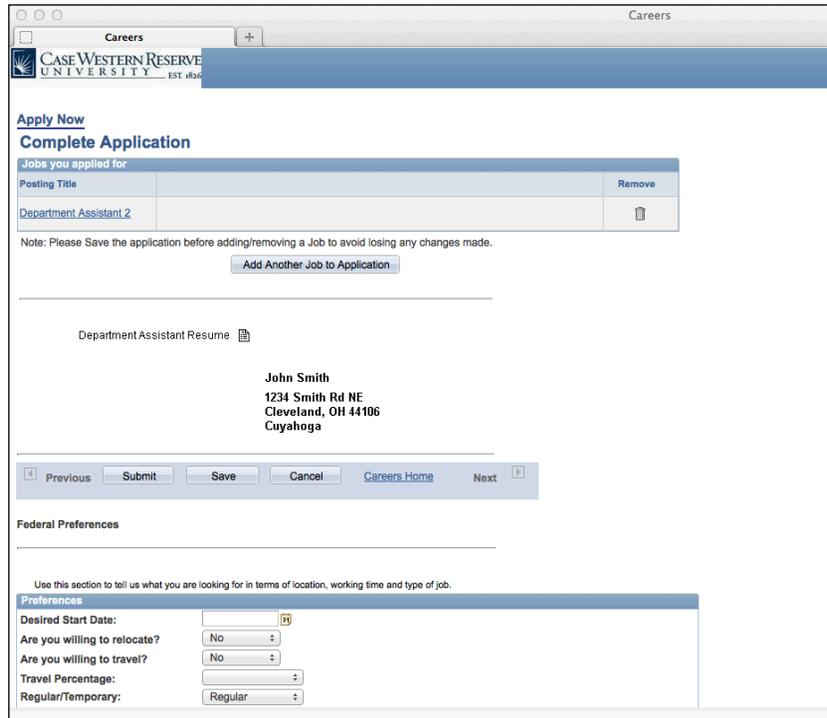
Step	Action
8.	<p>Please read the directions on the screen.</p> <p>Enter a title for your resume or cover letter in the Title field.</p> <p>Title: <input type="text"/></p>
9.	<p>Select a Language from the drop down list.</p> <p>Language: <input type="text"/></p>



Step	Action
10.	<p>Either enter your resume text or cut and paste the text from another document into the Resume field.</p> <p>Resume:</p> <p>You can use the tool bars located above the resume text box to format, preview and print your resume. You can also insert hyperlinks, tables and special characters.</p> 



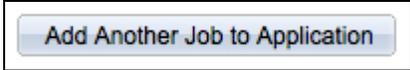
Step	Action
11.	Click the Spell Check icon (to the right of the tool bar) to check your resume text for misspelled words. 
12.	When you are finished with your resume formatting, click the Continue button. 

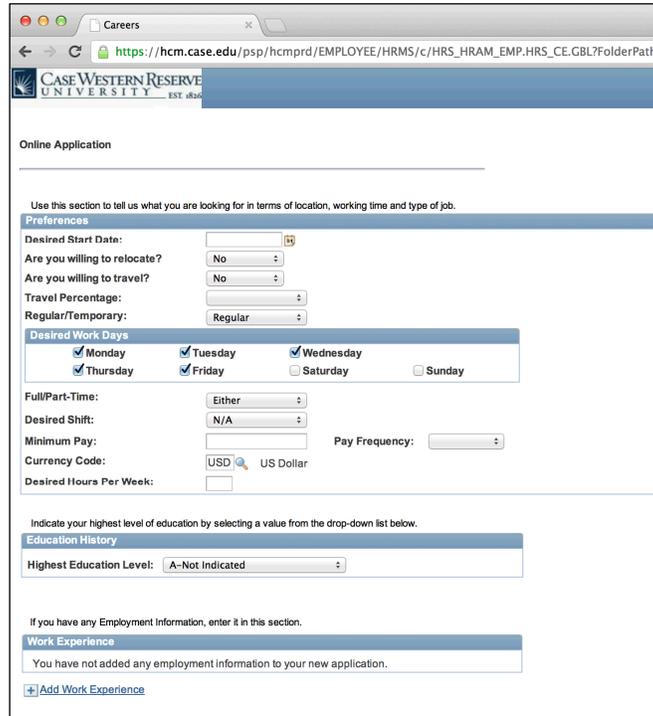


The screenshot shows a web browser window titled 'Careers'. The page header includes the Case Western Reserve University logo and name. The main content area is titled 'Apply Now' and 'Complete Application'. It features a table with the following data:

Posting Title	Remove
Department Assistant 2	

Below the table is a note: 'Note: Please Save the application before adding/removing a Job to avoid losing any changes made.' and a button labeled 'Add Another Job to Application'. A resume preview is shown with the text: 'Department Assistant Resume', 'John Smith', '1234 Smith Rd NE', 'Cleveland, OH 44106', 'Cuyahoga'. At the bottom, there are navigation buttons: 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', and 'Next'. A 'Federal Preferences' section is also visible, with a note: 'Use this section to tell us what you are looking for in terms of location, working time and type of job.' and a 'Preferences' table with fields for 'Desired Start Date', 'Are you willing to relocate?', 'Are you willing to travel?', 'Travel Percentage', and 'Regular/Temporary'.

Step	Action
13.	The Complete Application page appears. The position you are applying for will appear at the top of the screen.
14.	Click the Remove button to delete a job posting from your application. 
15.	You can apply for multiple positions using the same application. Click the Add Another Job to Application button to select additional job postings. 
16.	You can click on the icon resembling a sheet of paper (next to the title of your resume) to view your resume text. 



Online Application

Use this section to tell us what you are looking for in terms of location, working time and type of job.

Preferences

Desired Start Date: 

Are you willing to relocate?

Are you willing to travel?

Travel Percentage:

Regular/Temporary:

Desired Work Days

Monday Tuesday Wednesday
 Thursday Friday Saturday Sunday

Full/Part-Time:

Desired Shift:

Minimum Pay: Pay Frequency:

Currency Code:  US Dollar

Desired Hours Per Week:

Indicate your highest level of education by selecting a value from the drop-down list below.

Education History

Highest Education Level:

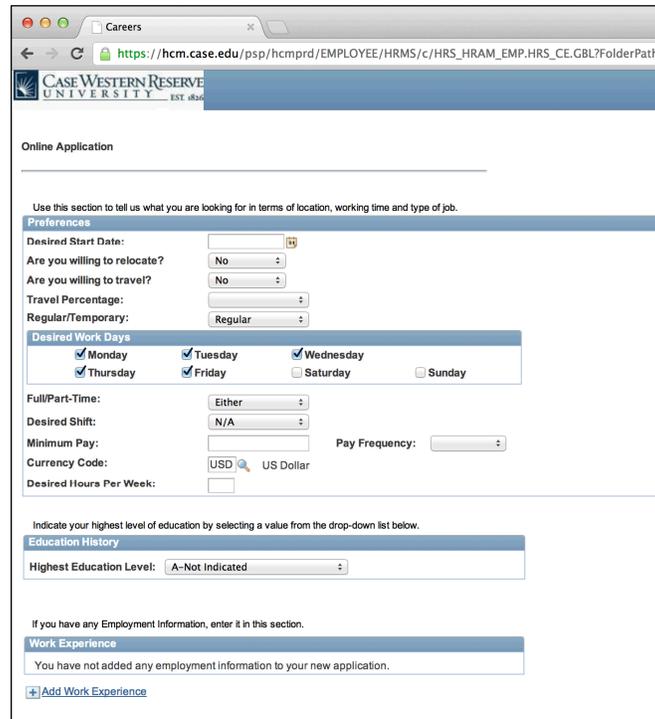
If you have any Employment Information, enter it in this section.

Work Experience

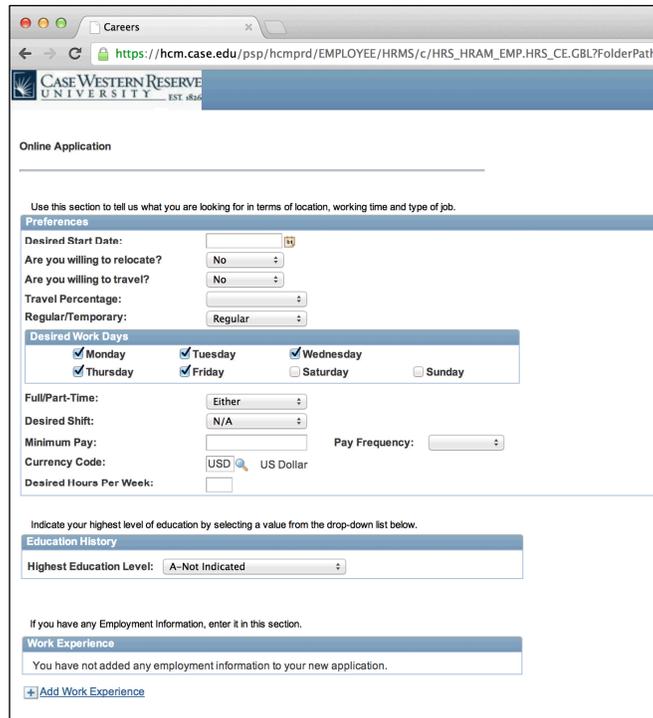
You have not added any employment information to your new application.

[+ Add Work Experience](#)

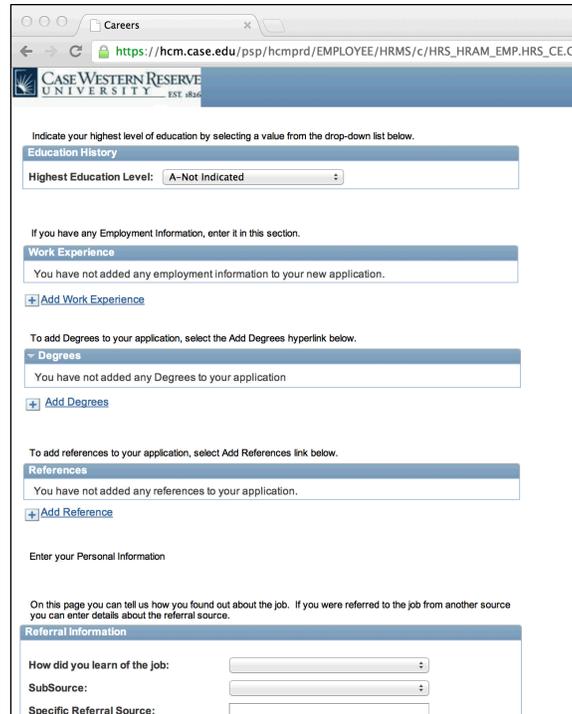
Step	Action
17.	<p>Scroll down the page to the Preferences section.</p> <p>Desired Start Date: You can type in a date or click the calendar icon to use the calendar pop-up menu.</p> 
18.	<p>Are you willing to relocate? Select an entry from the drop down list.</p> 
19.	<p>Are you willing to travel? Select an entry from the drop down list.</p> 



Step	Action
20.	<p>Travel Percentage: Select an entry from the drop down list.</p> 
21.	<p>Regular/Temporary: Select an entry from the drop down list.</p> 
22.	<p>Desired Work Days: Click the check box for each day of the week you are available to work.</p> 



Step	Action
23.	<p>Full/Part-Time: Select an entry from the drop down list.</p> <p>Full/Part-Time: <input type="text" value="Either"/></p>
24.	<p>Desired Shift: Select an entry from the drop down list.</p> <p>Desired Shift: <input type="text" value="N/A"/></p>
25.	<p>Minimum Pay: Enter the amount you wish to be paid and select an entry from the Pay Frequency drop down list.</p> <p>Minimum Pay: <input type="text"/> Pay Frequency: <input type="text" value=""/></p>
26.	<p>Currency Code: This field defaults to U.S. dollars (USD). Click on the magnifying glass to select a different currency unit.</p> <p>Currency Code: <input type="text" value="USD"/>  US Dollar</p>
27.	<p>Desired Hours Per Week: Enter the number of hours per week you wish to work.</p> <p>Desired Hours Per Week: <input type="text"/></p>



Indicate your highest level of education by selecting a value from the drop-down list below.

Education History
Highest Education Level: A-Not Indicated

If you have any Employment Information, enter it in this section.

Work Experience
You have not added any employment information to your new application.
[+ Add Work Experience](#)

To add Degrees to your application, select the Add Degrees hyperlink below.

Degrees
You have not added any Degrees to your application
[+ Add Degrees](#)

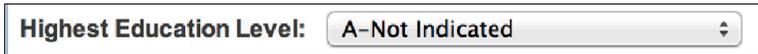
To add references to your application, select Add References link below.

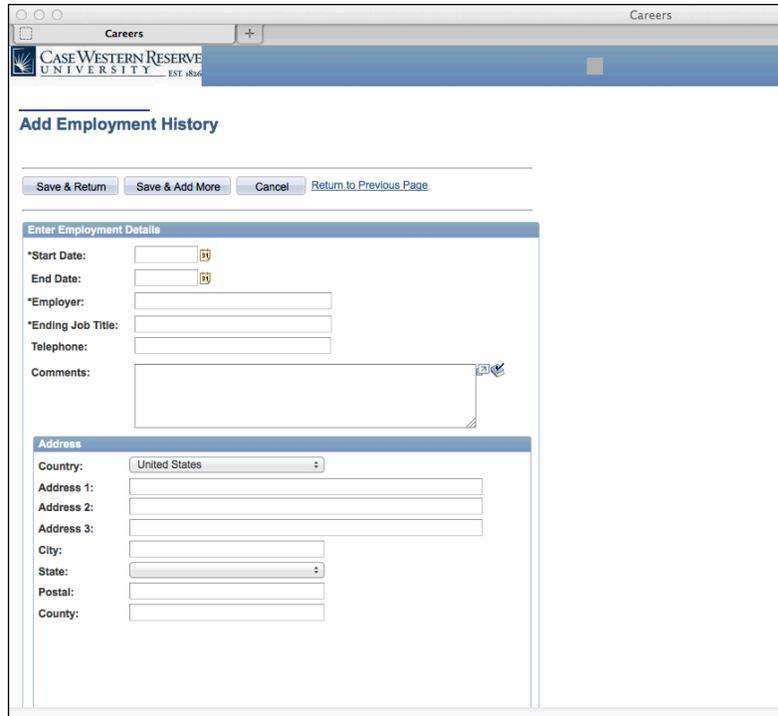
References
You have not added any references to your application.
[+ Add Reference](#)

Enter your Personal Information

On this page you can tell us how you found out about the job. If you were referred to the job from another source you can enter details about the referral source.

Referral Information
How did you learn of the job:
SubSource:
Specific Referral Source:

Step	Action
28.	Select your Highest Education Level from the drop down list. 
29.	Click the [+] Add Work Experience link to enter your employment information. 



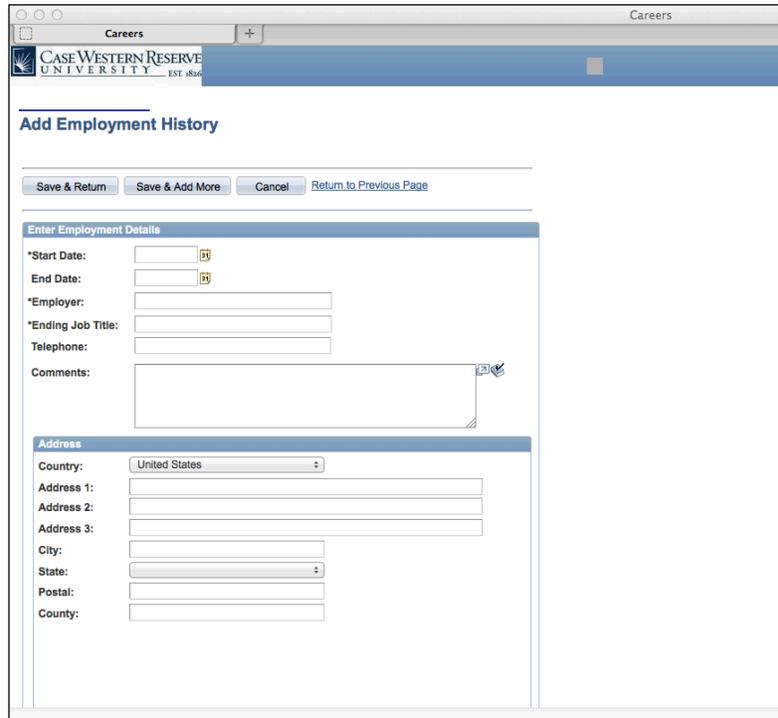
The screenshot shows a web browser window titled 'Careers' with the Case Western Reserve University logo. The main heading is 'Add Employment History'. Below this are buttons for 'Save & Return', 'Save & Add More', 'Cancel', and a link for 'Return to Previous Page'. The form is divided into two main sections:

- Enter Employment Details:** This section contains input fields for:
 - *Start Date: (with a calendar icon)
 - End Date: (with a calendar icon)
 - *Employer: (text input)
 - *Ending Job Title: (text input)
 - Telephone: (text input)
 - Comments: (text area with a rich text editor icon)
- Address:** This section contains input fields for:
 - Country: (dropdown menu, currently set to 'United States')
 - Address 1: (text input)
 - Address 2: (text input)
 - Address 3: (text input)
 - City: (text input)
 - State: (dropdown menu)
 - Postal: (text input)
 - County: (text input)

Step	Action
30.	<p>Enter your work experience beginning with your present or most recent employer from the Add Employment History page.</p> <p>The Enter Employment Details section allows you to enter specific information about your current/previous employers such as Start/End Date, Employer Name/Telephone, Ending Job Title and Job Duties (Comments).</p> <p>Note: *Start Date, *Employer and *Ending Job Title are required fields.</p> <p>Enter Employment Details</p>

The screenshot shows a web browser window titled 'Careers' with the Case Western Reserve University logo. The main heading is 'Add Employment History'. Below this are buttons for 'Save & Return', 'Save & Add More', 'Cancel', and a link for 'Return to Previous Page'. The form is divided into two sections: 'Enter Employment Details' and 'Address'. The 'Enter Employment Details' section contains fields for *Start Date, End Date, *Employer, *Ending Job Title, Telephone, and a large text area for Comments. The 'Address' section contains a dropdown for Country (set to 'United States'), and input fields for Address 1, Address 2, Address 3, City, State, Postal, and County.

Step	Action
31.	<p>*Start Date: Enter the start date of your employment with CWRU or use the calendar icon next to the date field to use the calendar pop-up menu.</p> <p>*Start Date:</p>
32.	<p>Enter "Case Western Reserve University" in the Employer field.</p> <p>*Employer:</p>



The screenshot shows a web browser window titled 'Careers' with the Case Western Reserve University logo at the top. The main heading is 'Add Employment History'. Below this are buttons for 'Save & Return', 'Save & Add More', 'Cancel', and a link for 'Return to Previous Page'. The form is divided into two main sections: 'Enter Employment Details' and 'Address'.

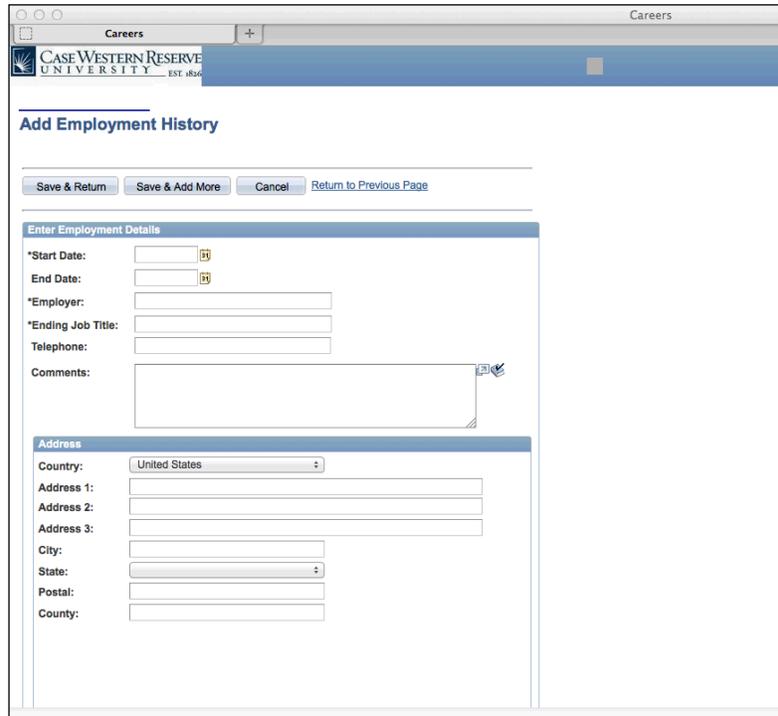
Enter Employment Details:

- *Start Date: [Text Field]
- End Date: [Text Field]
- *Employer: [Text Field]
- *Ending Job Title: [Text Field]
- Telephone: [Text Field]
- Comments: [Text Area]

Address:

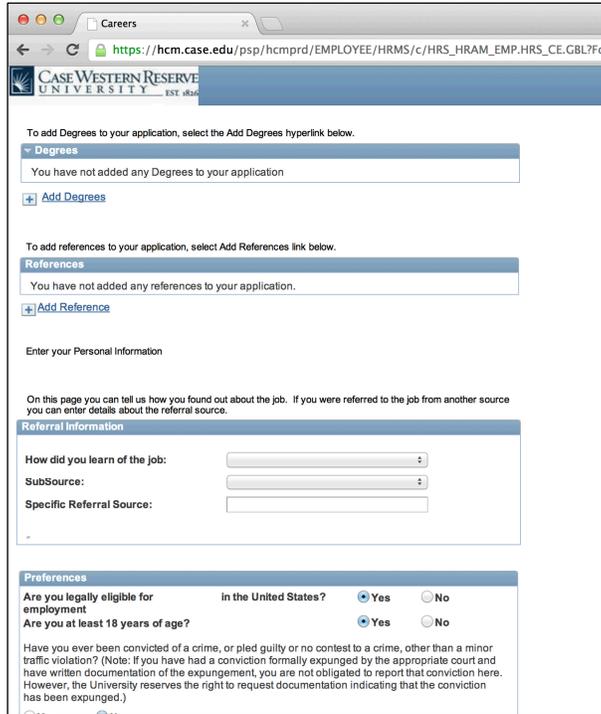
- Country: [Dropdown Menu: United States]
- Address 1: [Text Field]
- Address 2: [Text Field]
- Address 3: [Text Field]
- City: [Text Field]
- State: [Dropdown Menu]
- Postal: [Text Field]
- County: [Text Field]

Step	Action
33.	Enter your current job title in the Ending Job Title field. <div style="border: 1px solid black; padding: 2px; display: inline-block;">*Ending Job Title:</div>
34.	Enter a telephone number where you prefer to be reached in the Telephone field. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Telephone:</div>
35.	Comments: List the job duties you are responsible for in your current position. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Comments:</div>



Step	Action
36.	<p>To the right of the comment box there are two icons:</p> <p>You can click on the icon that resembles an arrow to open the Comments text in a separate window.</p> <p>You can click on the icon that resembles a book to Spell Check the Comments text.</p> 
37.	<p>Enter the address details into the appropriate fields in the Address section.</p> 

Step	Action
38.	<p>To save the work experience entry, you have two choices:</p> <p>Save & Return: Saves the record and returns to the main application page.</p> <p>Save & Add More: Saves the current work experience record and creates a new record in which to enter additional work history.</p> <div data-bbox="375 1591 850 1646" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Save & Return Save & Add More </div>



Careers

https://hcm.case.edu/psp/hcmprd/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_CE.GBL?Fol

CASE WESTERN RESERVE UNIVERSITY EST. 1826

To add Degrees to your application, select the Add Degrees hyperlink below.

Degrees

You have not added any Degrees to your application

[+ Add Degrees](#)

To add references to your application, select Add References link below.

References

You have not added any references to your application.

[+ Add Reference](#)

Enter your Personal Information

On this page you can tell us how you found out about the job. If you were referred to the job from another source you can enter details about the referral source.

Referral Information

How did you learn of the job:

SubSource:

Specific Referral Source:

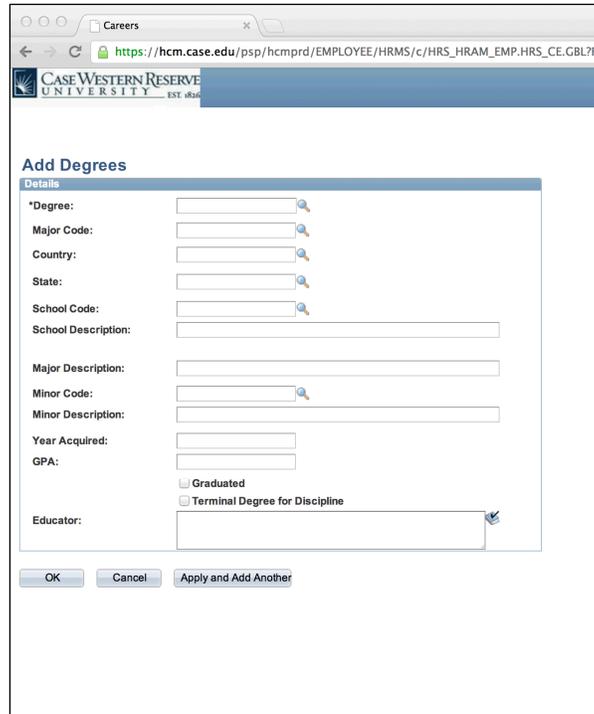
Preferences

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.)

Step	Action
39.	Click the [+] Add Degrees link to record your educational history.
	



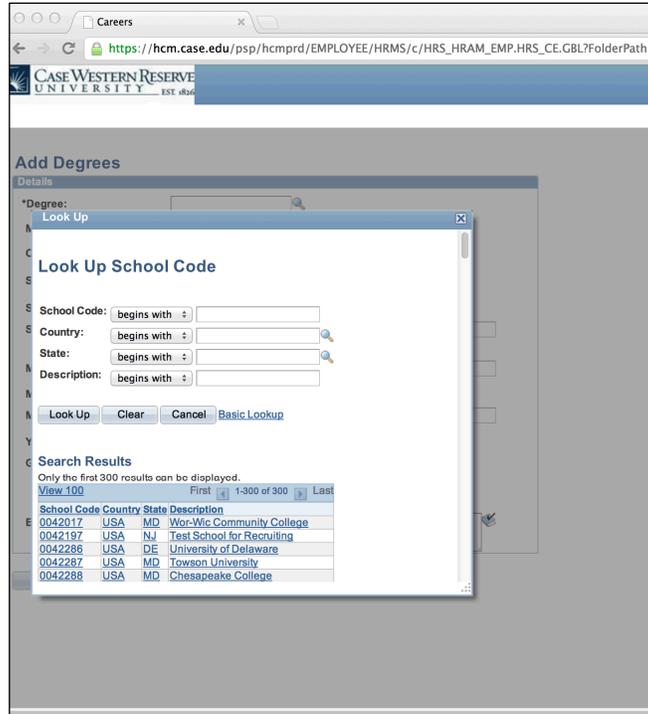
Careers
 https://hcm.case.edu/psp/hcmprd/EMPLOYEE/HRMS/c/HRS_HRAM_EMP_HRS_CE.GBL7F0

Add Degrees

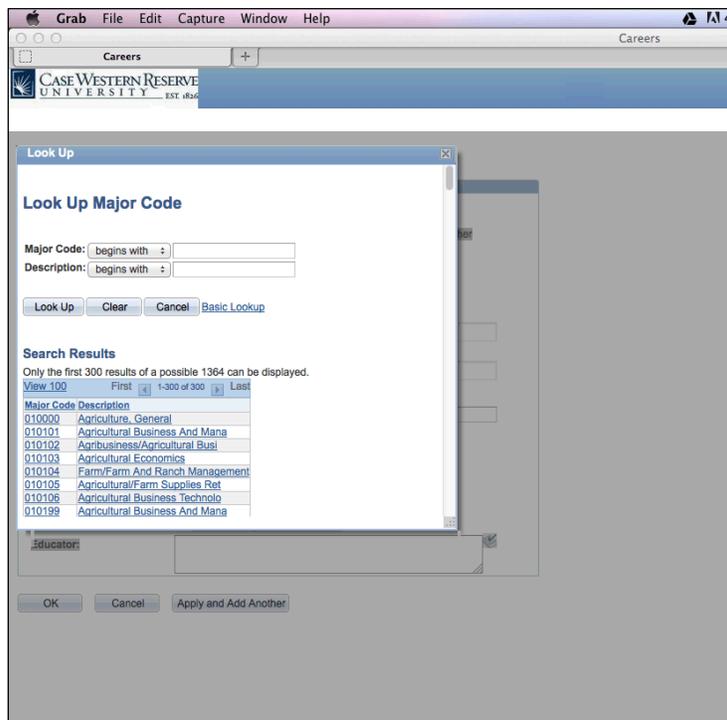
Details

*Degree: 
 Major Code: 
 Country: 
 State: 
 School Code: 
 School Description:
 Major Description:
 Minor Code: 
 Minor Description:
 Year Acquired:
 GPA:
 Graduated
 Terminal Degree for Discipline
 Educator: 

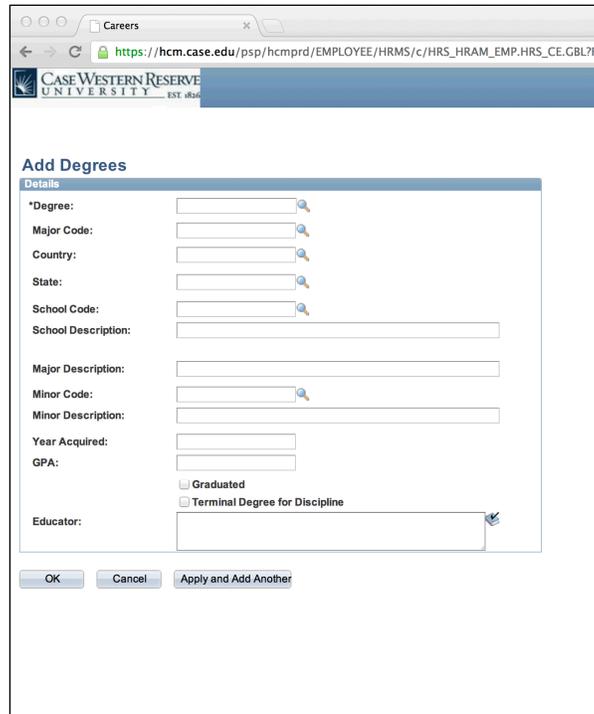
Step	Action
40.	Enter your educational details. Click the magnifying glass next to any field to use the Look Up function. <div style="border: 1px solid black; padding: 5px; width: fit-content;"> *Degree: <input type="text"/>  </div>



Step	Action
41.	<p>From the Look Up School Code page, you can enter text into the search blocks for Country, State and Description to search for the correct school code or scroll through the list until you find it.</p> <p>Click on the school code link (in blue) to select it.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>School Code 0042017</p> </div> <p>Notes: To sort columns, double-click on the column heading.</p> <p>If you are unable to locate your school code then leave this field blank and fill in the School Description block.</p>

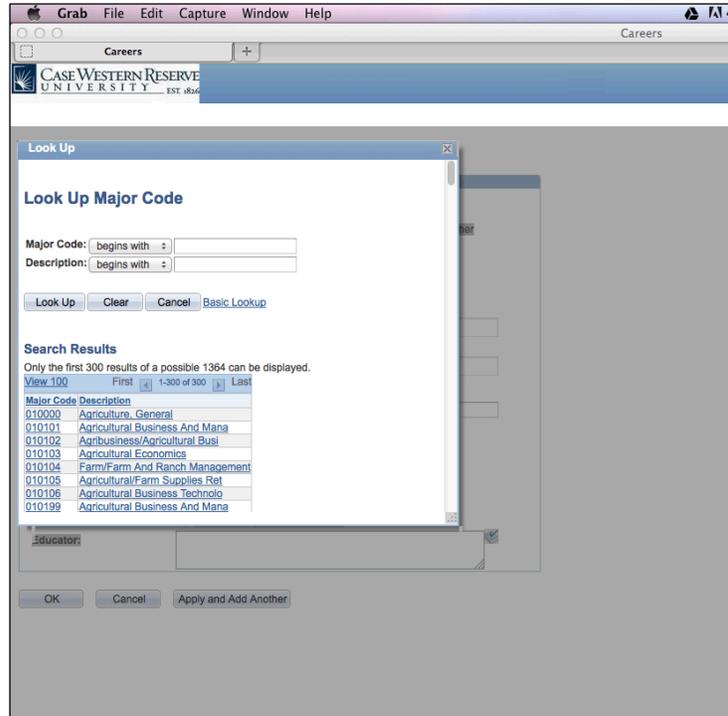


Step	Action
42.	<p>From the Look Up Major Code page you can enter text into the search blocks for Major Code and Description to search for the correct major code or you can scroll through the list until you find it.</p> <p>Click on the major code link (in blue) to select it.</p> <div data-bbox="375 1486 506 1556" style="border: 1px solid black; padding: 2px; margin: 10px 0;"> <p>Major Code 010000</p> </div> <p>Note: If you are unable to locate your major then leave this field blank and fill in the Major Description block.</p>



Add Degrees
 Details
 *Degree:
 Major Code:
 Country:
 State:
 School Code:
 School Description:
 Major Description:
 Minor Code:
 Minor Description:
 Year Acquired:
 GPA:
 Graduated
 Terminal Degree for Discipline
 Educator:
 OK Cancel Apply and Add Another

Step	Action
43.	Repeat the Look Up procedures previously described to add a Minor Code and Minor Description . <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Minor Code: <input type="text"/> Minor Description: <input type="text"/> </div>
44.	Enter the Year Acquired and GPA into the fields provided and click the Graduated block to place a check mark in it. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Year Acquired: <input type="text"/> GPA: <input type="text"/> <input type="checkbox"/> Graduated </div>

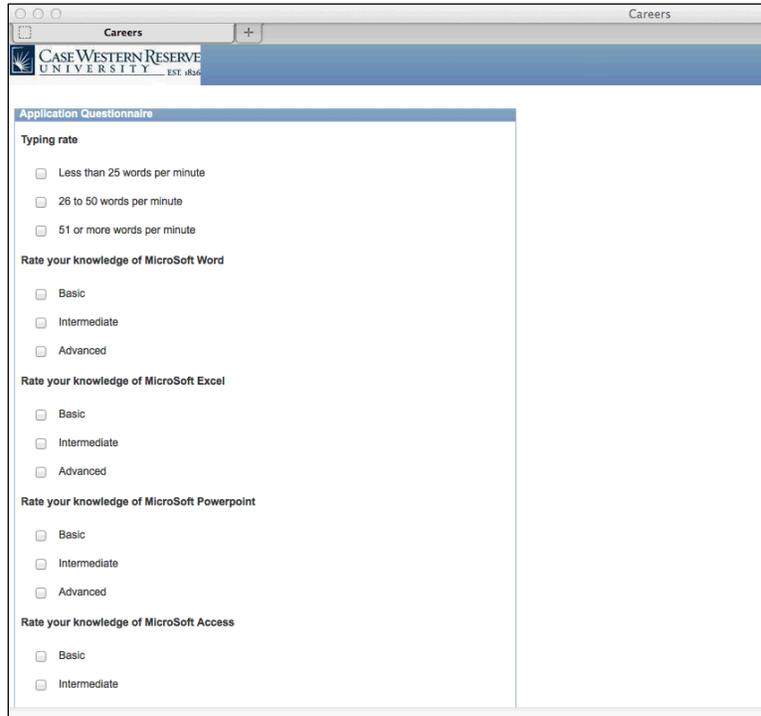


Step	Action
45.	<p>When you are finished adding your educational details, you have three choices:</p> <p>OK: Saves the record and returns you to the main application page.</p> <p>Cancel: Returns you to the main application page without saving the record.</p> <p>Apply and Add Another: Saves the current record and opens a new record for you to add another degree.</p> <div data-bbox="381 1696 1008 1766" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply and Add Another"/> </p> </div>

Step	Action
46.	<p>To enter your professional references, click the [+] Add Reference link.</p> 

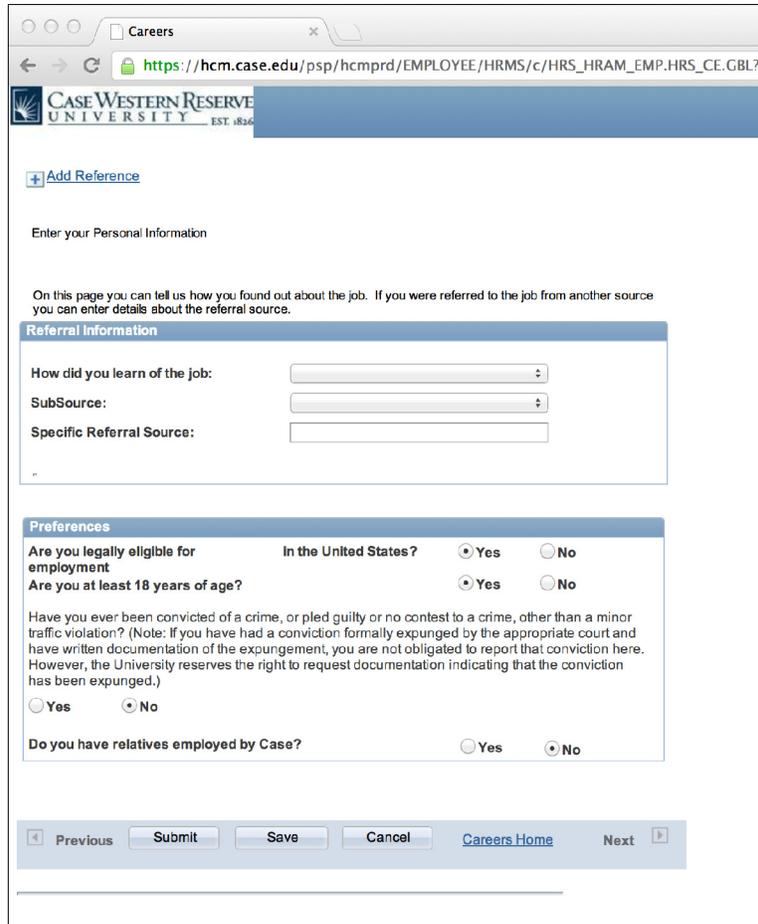
Step	Action
47.	<p>The Add Reference page appears. Enter your employment reference information into the Enter Reference Details section.</p> <p>Notes:</p> <ol style="list-style-type: none"> Please use the Address 3 block to include an email address for your reference. *Reference Type, *Reference Name and *Title are required fields. Providing the additional requested information such as Employer Telephone and Address/Email Address can expedite the application process. <p>Enter Reference Details</p>

Step	Action
48.	<p>You can either save or cancel the reference record:</p> <p>Save & Return: Saves the record and returns to the main application page.</p> <p>Save & Add More: Saves the current record and creates a new record in which to enter an additional reference.</p> <p>Cancel: Returns to the main application page without saving the record.</p> <div data-bbox="370 1730 997 1793" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Save & Return Save & Add More Cancel </div>



Careers
 CASE WESTERN RESERVE UNIVERSITY EST. 1826
Application Questionnaire
Typing rate
 Less than 25 words per minute
 26 to 50 words per minute
 51 or more words per minute
Rate your knowledge of MicroSoft Word
 Basic
 Intermediate
 Advanced
Rate your knowledge of MicroSoft Excel
 Basic
 Intermediate
 Advanced
Rate your knowledge of MicroSoft Powerpoint
 Basic
 Intermediate
 Advanced
Rate your knowledge of MicroSoft Access
 Basic
 Intermediate

Step	Action
49.	Depending on the job you apply for, there may be an Application Questionnaire . Select an answer for each question. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Application Questionnaire</div>



Careers
https://hcm.case.edu/psp/hcmprd/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_CE.GBL?F

CASE WESTERN RESERVE UNIVERSITY EST. 1826

[+ Add Reference](#)

Enter your Personal Information

On this page you can tell us how you found out about the job. If you were referred to the job from another source you can enter details about the referral source.

Referral Information

How did you learn of the job:

SubSource:

Specific Referral Source:

-

Preferences

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

Are you at least 18 years of age? Yes No

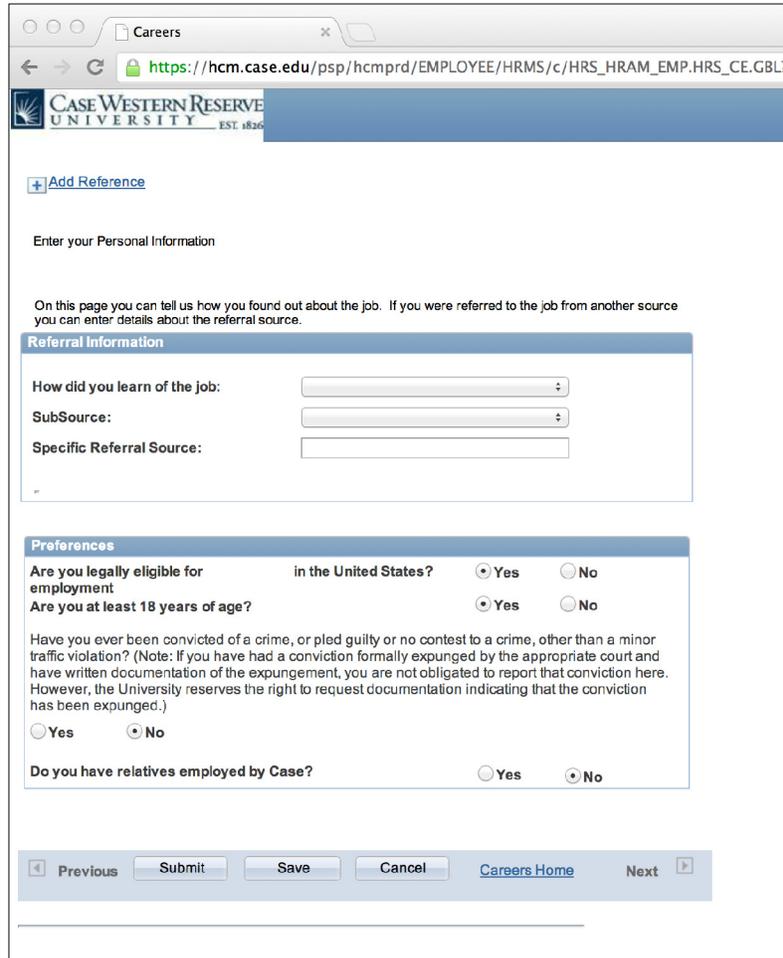
Have you ever been convicted of a crime, or pled guilty or no contest to a crime, other than a minor traffic violation? (Note: If you have had a conviction formally expunged by the appropriate court and have written documentation of the expungement, you are not obligated to report that conviction here.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

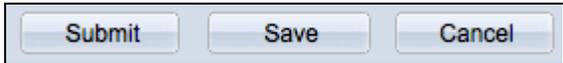
[Careers Home](#)

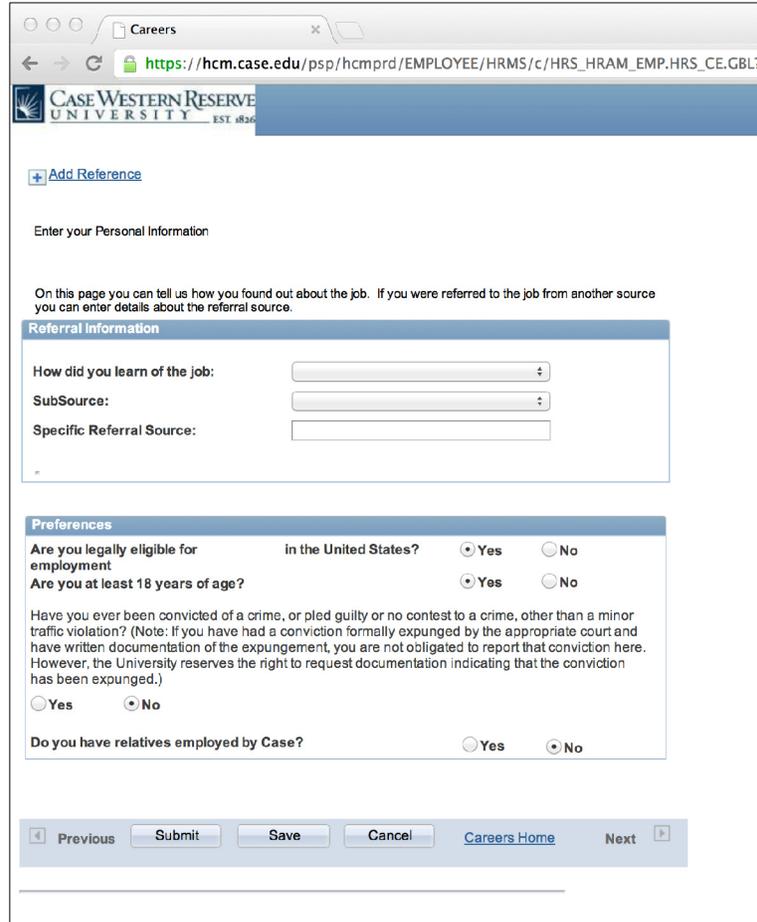
Step	Action
50.	<p>Answers provided to questions listed under the Referral Information section will assist the CWRU Human Resources office with future decisions on how to advertise open job positions.</p> <p>Select entries from the drop down lists and enter text for a specific referral.</p> <p></p>



Case Western Reserve University HRMS application form. The form includes sections for Referral Information and Preferences. The Referral Information section has dropdown menus for 'How did you learn of the job:', 'SubSource:', and a text field for 'Specific Referral Source:'. The Preferences section contains three questions with radio button options: 'Are you legally eligible for employment in the United States?', 'Are you at least 18 years of age?', and 'Do you have relatives employed by Case?'. A navigation bar at the bottom includes buttons for Previous, Submit, Save, Cancel, Careers Home, and Next.

Step	Action
51.	Answer the questions in the Preferences section by selecting the appropriate radio button. <div data-bbox="375 1650 574 1692" style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">Preferences</div>

Step	Action
52.	<p>Scroll to the bottom of the page to view the Submit, Save and Cancel buttons.</p> <p>Save: Saves your application without submitting it. If your application is missing any entries, you will receive an error message after using the Save function. Return to the main application page and enter the required information.</p> <p>Submit: Saves and submits your application to HR for consideration.</p> <p>Cancel: Ends the application process.</p> <div data-bbox="370 1816 933 1879" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>



Careers
https://hcm.case.edu/psp/hcmprd/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_CE.GBL?F

[Add Reference](#)

Enter your Personal Information

On this page you can tell us how you found out about the job. If you were referred to the job from another source you can enter details about the referral source.

Referral Information

How did you learn of the job:

SubSource:

Specific Referral Source:

Preferences

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

[Careers Home](#)

Step	Action
53.	Please remember to use the Sign out link at the end of your session. 
54.	End of Procedure.