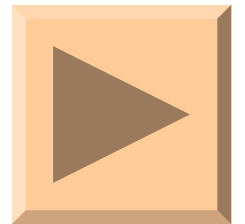


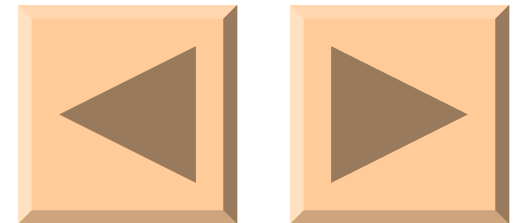
# Welcome to the Oregon State University Online Application System



# Getting Started

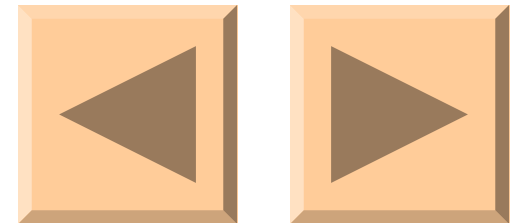
After reviewing this tutorial, you will be able to use the system to:

- Review current employment opportunities at Oregon State University.
- Create an employment profile.
- Apply for positions.
- Log into the site to view your status for each position you have applied for.



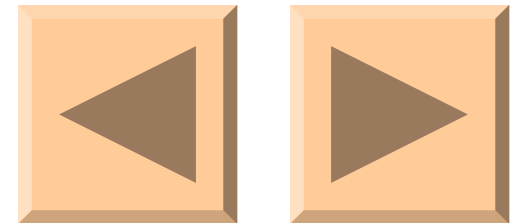
# Items to Gather Before You Begin

- Education, employment history, and reference information.
- An electronic copy of documents (such as a resume) that may be required.



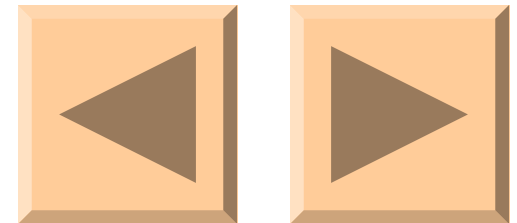
# Helpful Navigation Hints

- Do NOT use your browser's "Back", "Forward", or "Refresh" buttons to navigate the site.
- Use the navigational buttons provided within the site
- To protect the security of your data, the system will log you out if inactive for more than 60 minutes.



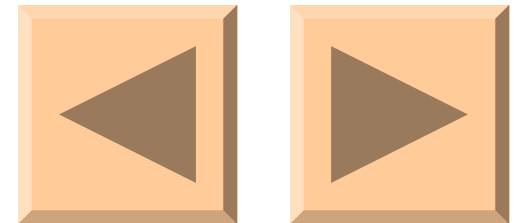
# Create Employment Profile

- Click on “Create Employment Profile” at the top left side of the page.
- Select the Employment Profile with Education/Employment History if you are likely to apply for classified staff positions.
- Select the brief Employment Profile if you are likely to apply for faculty (academic or professional) positions.



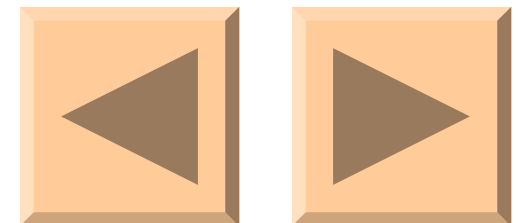
# Create Employment Profile with Education/Employment History

For this example, we will create an employment profile with education/employment history.



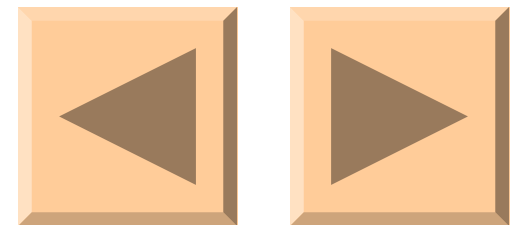
# Create Your Login

- Create a user name.
- Create a password – you will type this word twice, but only \*\*\* will appear to provide security.
- After entering your user name and password, click on Continue to Page 1 of Employment Profile With Education/Employment History.



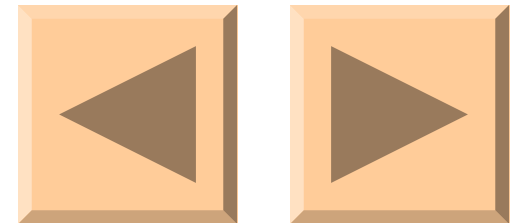
# Enter Your Personal Question

- Before beginning your application, you will be required to enter a personal question and answer that only you know.
- If you forget your password when returning to the site, the system will reset it once you answer this question correctly.



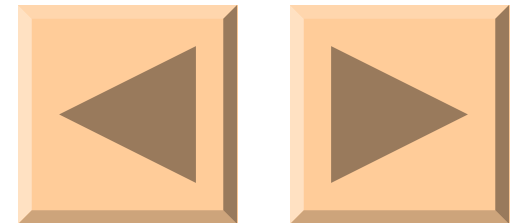
# Personal Information–Page 1 of 5

- Complete ALL of the data fields and questions. Required fields are denoted with an asterisk.
- If you have to stop in the middle of completing your employment profile, click on one of the two “Save” buttons at the bottom of the page.
- If you exit the employment profile without saving, NONE of your data will be saved.



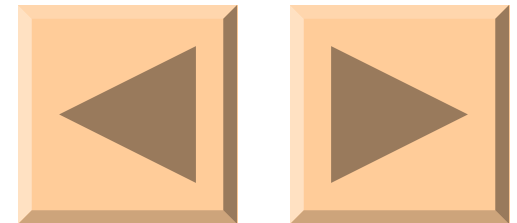
# Affirmative Action Information– Page 2 of 5

The information on this page is **OPTIONAL**. If you elect to provide the demographic data, the information in this document will be kept confidential and only used to fulfill reporting requirements.



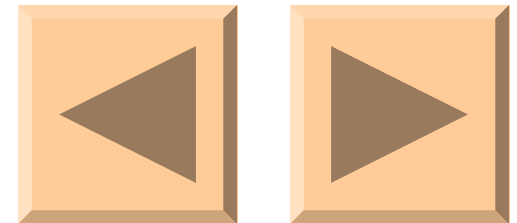
# Educational History–Page 3 of 5

Please enter your education history, including high school, college, nursing, trades, business, or other schools.



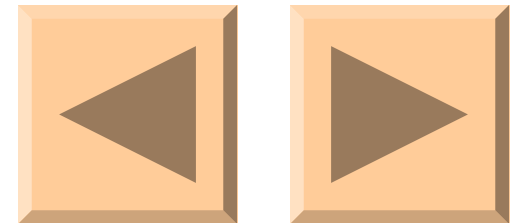
# Employment History–Page 4 of 5

- This section will be used to determine if you meet the employment requirements (qualifications) for the positions you apply to.
- A resume/vita will not substitute for this required information
- Click on “Add Entry” after completing each record.
- Make sure you include ALL of your employment history in this section of your profile.



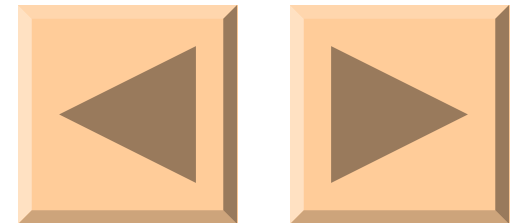
# Additional Information-Page 5 of 5

- Answer the questions on this page, and then click on “Save and Continue to Next Page”.
- You can then view your Employment Profile with Education/Employment History Summary.
- By clicking “Continue” on the summary page, you are certifying that all of the information you provided is true and complete.



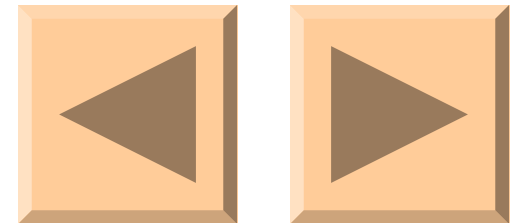
# Application Status

- This page lists the positions you have applied to.
- If you have not applied to any postings, you can click on “Search Postings” at the top left side of the page.



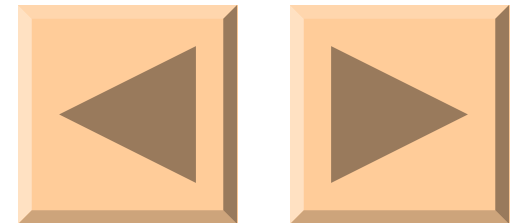
# Search Postings

- Click on “Search Postings” at the top left side of the page.
- You can search postings by appointment type, job location, or position title.
- To search all postings, select “Any” Appointment Type, and click on “Search”.
- To review a posting, click “View” under the Position Title.



# Job Details Page

- If you need to edit your employment profile before applying for a position, click on “Manage Profiles” at the top left side of the page.
- You will not be allowed to change your employment profile information after you have applied to a posting.



# Record Your Confirmation Number

- Once you have successfully applied to a posting, you will receive a confirmation number. Save this number for future reference.
- Make sure you logout of the site to protect the security of your application information.
- Contact the Applicant Help Desk at 541-737-0549 if you need assistance.

