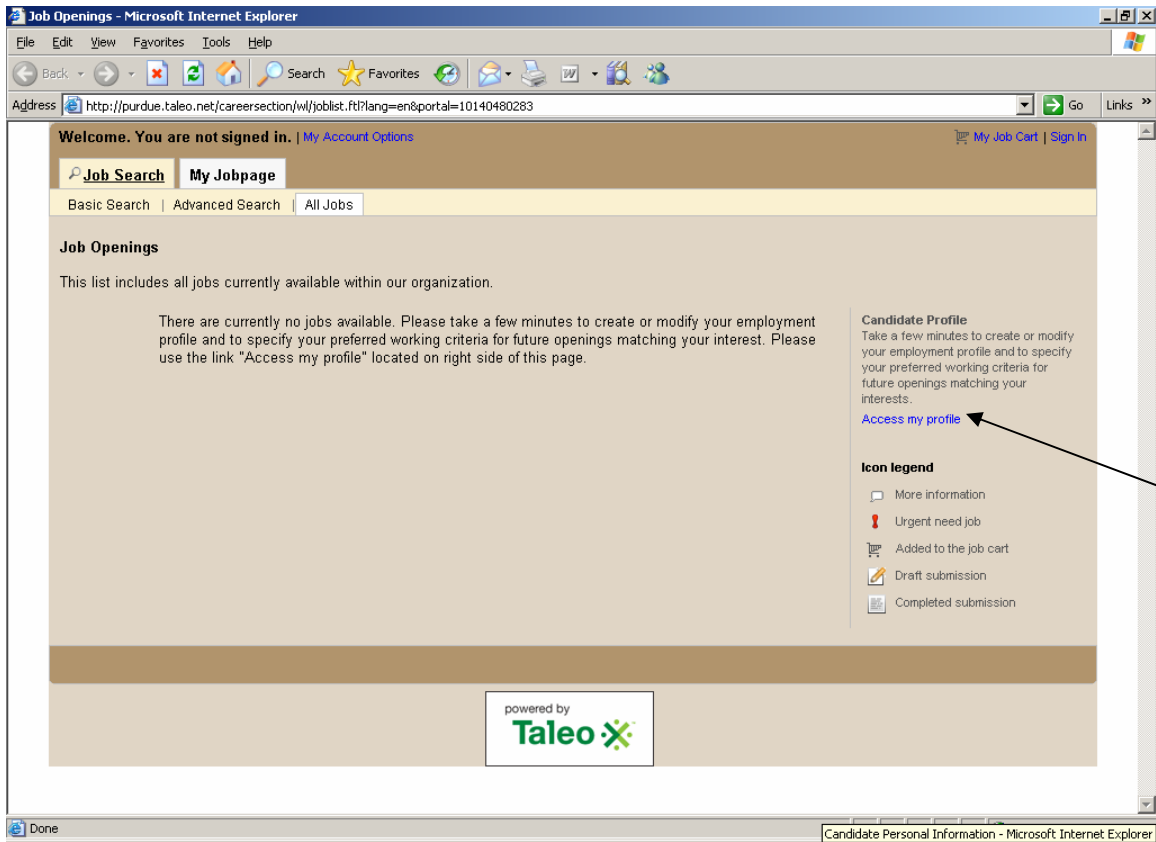
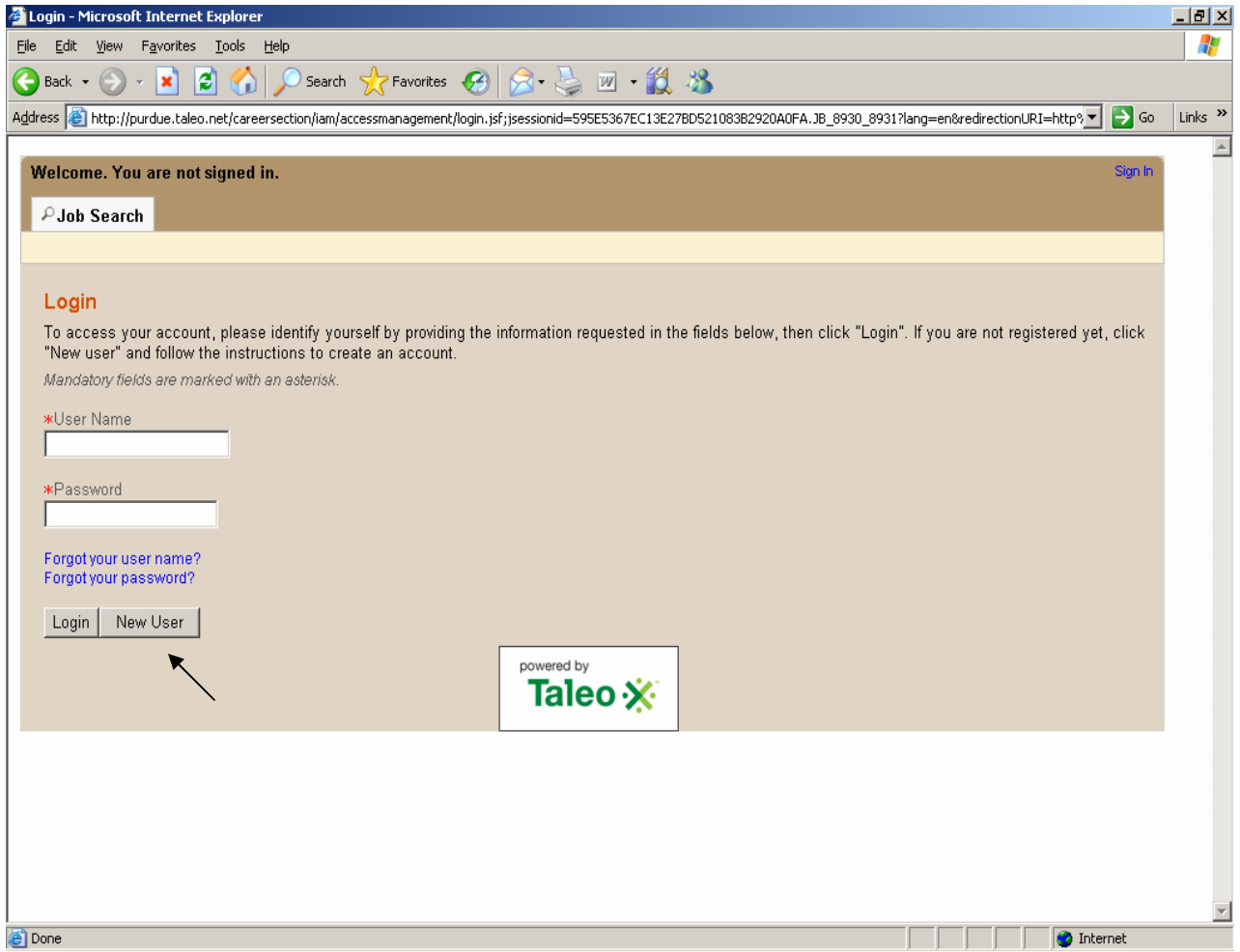


# ACCESS MY PROFILE

Click on **Access my profile** on right side.



To set up a new user click on **New User** at bottom left.



On the New User Registration page you will be creating your own user name and password.

\*\*\* Very Important To Remember \*\*\*

**IT IS IMPORTANT TO REMEMBER YOUR USER NAME AND PASSWORD because you will use it every time you log into the Purdue Employment web site to update/change your information or to apply for positions.**

---

**Click in the text box** under User Name

Type in your **User Name** and hit Tab

Type in your **Password** and hit Tab

(When you are typing in your password it will show up as black dots so no one else can read it.)

Re-Enter your **Password**

You do not have to enter an email address at this time but can if you wish to.

Click on **Register**

Welcome. You are not signed in. [Sign In](#)

Job Search

### New User Registration

Please take a few moments to register. You will need this information to access your account in the future.  
*Mandatory fields are marked with an asterisk.*

\*User Name

\*Password

\*Re-enter Password

Email Address

powered by  
**Taleo**

On the Build Your Profile and Upload Your Resume page you will select if you wish to build your own profile by typing your own information in and answering questions (Option 1) or if you wish to attach a resume that you have saved on a personal computer, thumb drive, CD, etc (Option 2). If you attach a resume the profile fields will auto populate by inserting information off of your resume.

Option 1 is a default so it is already selected for you. If you wish to use Option 1 Click on **Save and Continue**

If you are at a personal computer and wish to select Option 2

**Click on the white circle by Option 2**

**Click on Browse**

Locate the file that your resume is saved to and double click on your resume

Click on **Save and Continue**

The screenshot shows a web browser window titled "Build Your Profile and Upload Your Resume - Microsoft Internet Explorer". The address bar shows the URL: <http://purdue.taleo.net/careersection/careersection/candidateacquisition/flow.jsf>. The page content includes a navigation bar with tabs for "Build Your Profile and Upload Your Resume", "Candidate Personal Information", "Certification", "Cut and Paste Resume or Attachments", "Select Job Interest", "Self-Identification Information", and "Summary". Below the navigation bar are buttons for "Save as Draft", "Quit", and "Save and Continue".

The main content area is titled "Build Your Profile and Upload Your Resume". It contains two options:

**Option 1:**  
Build your Profile manually - This will allow you to manually enter your information.

**Option 2:**  
Jump-start your Profile with your resume file/attachment. You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

**Note:** If you want to start your profile manually and do not want to jump-start your profile, you will have an opportunity later to attach your resume as a file. If you do not have a resume saved to a file, you will also be able to hand enter a resume or copy/paste your resume.

Let's get started

Option 1 - I want to enter all of my information manually

Option 2 - I want to attach a resume and jump-start my profile. Please note: Only submit files created in Word, plain text, rich text, HTML, or .pdf. Any other files will not help populate your Profile. We are not able to accept any Word 2007 files.

Select a resume file:

The attachment will be scanned to ensure it does not contain any viruses.

**Note:** Once the process is completed, please verify the fields containing values in your Profile that were automatically extracted are correct. If necessary, you may have to manually correct or fill out some fields in your Profile.

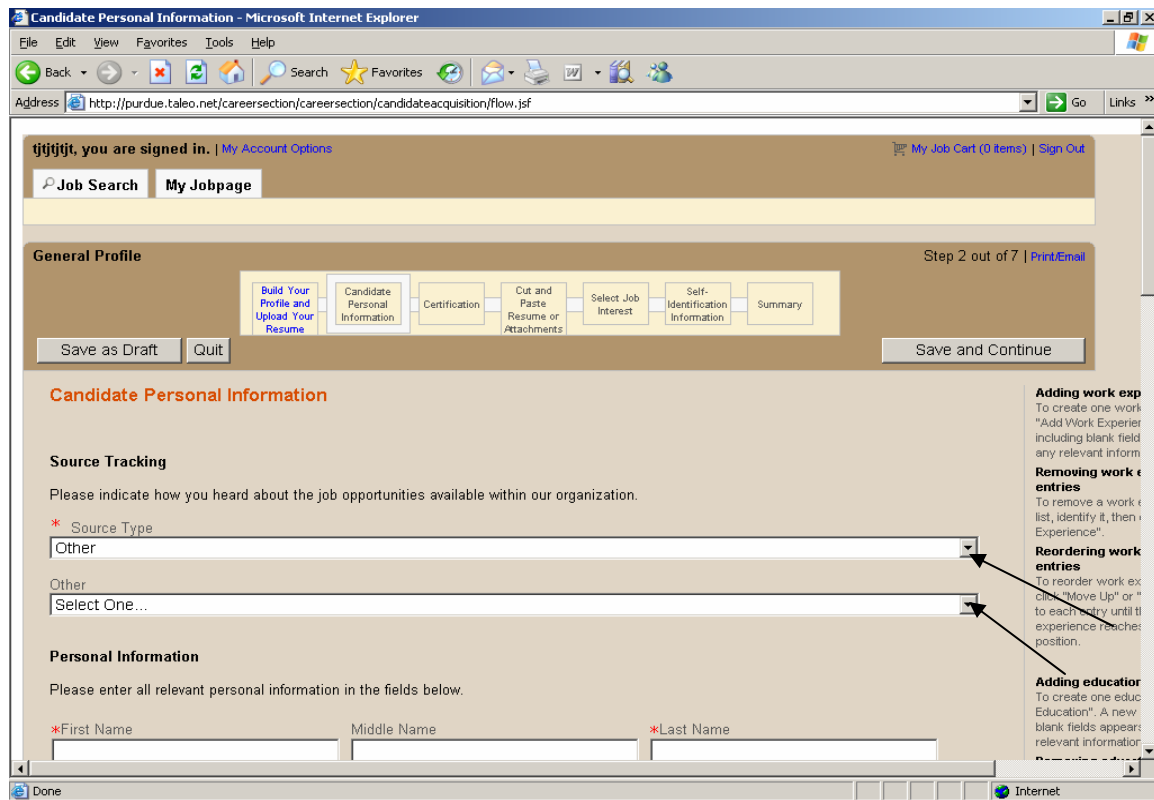
Buttons at the bottom: "Save as Draft", "Quit", and "Save and Continue".

Arrows in the image point to the "Option 1" radio button and the "Browse..." button.

On the Candidate Personal Information page you are required to complete five fields. These fields are indicated with a red asterisk \*.

You must enter a Source Type

Under Source Type **click on the Drop Down Box** (the grey box with the arrow pointing down in it). Drag your mouse over the source you wish to **select and click on source** when it is highlighted. Once you have selected a source type it will prompt you with another question. At the end of the next text box (Other) **click on the Drop Down Box** and drag your mouse over the source you wish to **select and click on source** when it is highlighted.



On the Candidate Personal Information page

**Click in the text boxes and type in your information.**

Candidate Personal Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://purdue.taleo.net/careersection/careersection/candidateacquisition/flow.jsf> Go Links

Please enter all relevant personal information in the fields below.

\*First Name Middle Name \*Last Name

Street Address (Line 1)

Street Address (Line 2)

City

State  
Not Specified

Zip/Postal Code

Country

\*Home Phone Number Work Phone Number

Cellular Number

You will be required to enter a e-mail address. If you do not have an e-mail address, you can register for a free account with [Gmail](#), [Hotmail](#), [Yahoo](#). The advantage of an e-mail address is you can choose to receive automatic updates when new opportunities match your profile. You can also choose to receive automatic acknowledgements when we receive your application.

\*Email Address

Website Address

Click, move up or down to each entry until the experience reaches the desired position.

**Adding education**  
To create one educ "Education". A new blank fields appears relevant information

**Removing educat**  
To remove an educ identify it, then click "Education".

**Reordering educ**  
To reorder educat "Move Up" or "Move Down" each entry until the reaches the desired

**Email Notification**  
When you select th system sends an ei whenever a new p profile is posted.

Internet

On the Candidate Personal Information page is where you can enter and delete work experience and education. **This is also the page that you can choose to receive job email notifications whenever a new position matching your profile is posted.**

**Click in** or Tab to the boxes you wish to populate by typing information into them  
Once you have provided all the information.  
Click on **Save and Continue**

The screenshot shows the 'Candidate Personal Information' page in Microsoft Internet Explorer. The browser's address bar displays 'http://purdue.taleo.net/careersection/careersection/candidateacquisition/flow.jsf'. The page contains several input fields: 'Email Address', 'Website Address', and a checkbox for 'Already employed by this company'. Below these is the 'Work Experience' section, which includes a heading, a list of work experiences (currently showing 'Work Experience 1'), and fields for 'Employer', 'Job Function', 'Start Date', 'End Date', 'Supervisor's Name', and 'Supervisor's Phone'. There are also 'Remove Work Experience' and 'Add Work Experience' buttons.

The screenshot shows the 'Candidate Personal Information' page in Microsoft Internet Explorer, focusing on the 'Education' and 'Job Posting Notification' sections. The 'Education' section includes a heading, a list of educational experiences (currently showing 'Education 1'), and fields for 'Institution', 'Program', 'Education Level', 'GPA', and 'Graduation Date'. Below this are 'Remove Education' and 'Add Education' buttons. The 'Job Posting Notification' section has a heading and a checkbox for receiving email notifications, which is checked. At the bottom of the page, there are 'Save as Draft', 'Quit', and 'Save and Continue' buttons. Arrows point to the checked checkbox and the 'Save and Continue' button.

The Certification page is optional.

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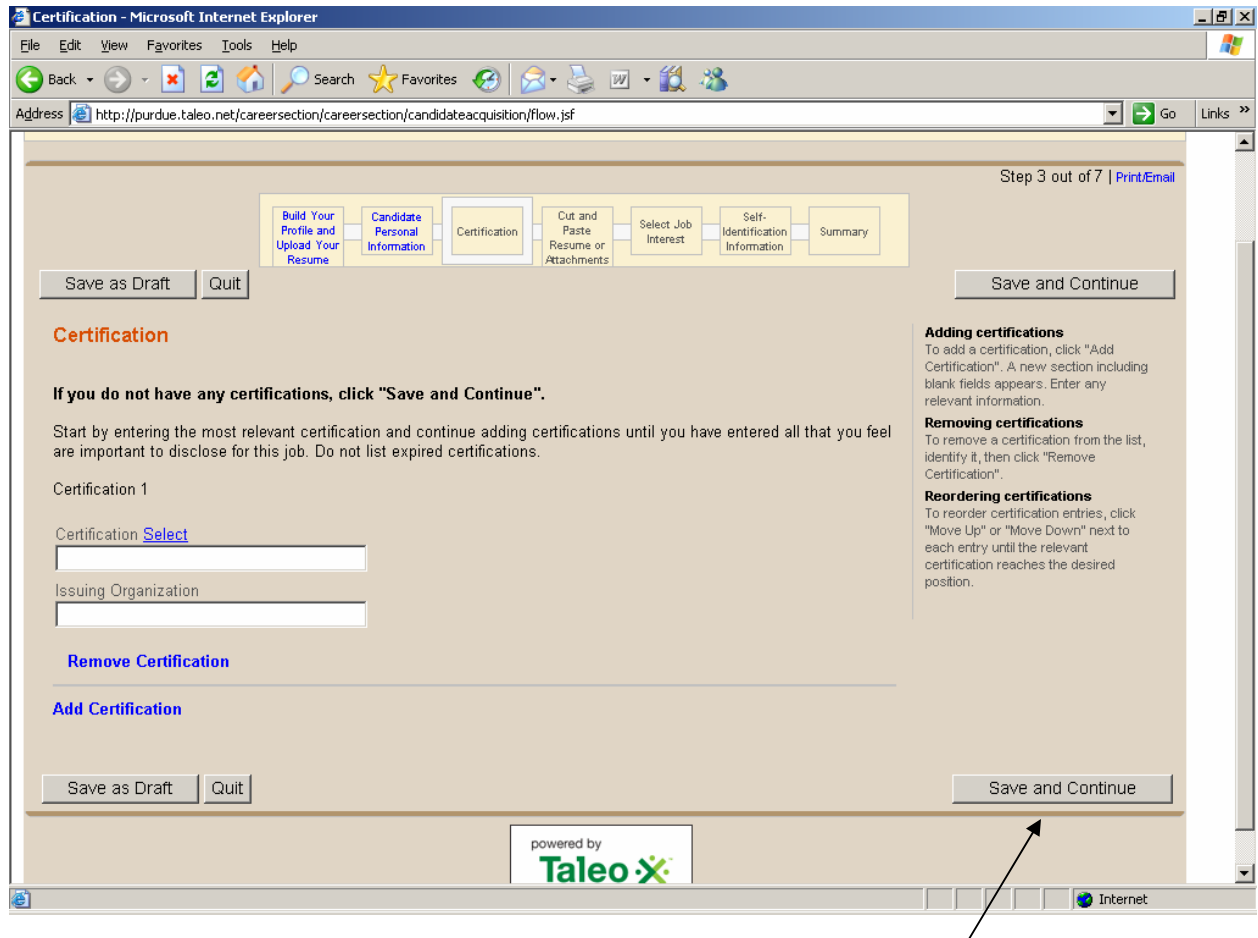
If you wish to enter a certification

**Click in the text box and type in your certification** (a drop box will appear, if you wish to select one from the drop down list highlight it and click on the one you wish to select).

**Click in text box under Issuing Organization** and type in the organization name.

Once you have entered all your certifications

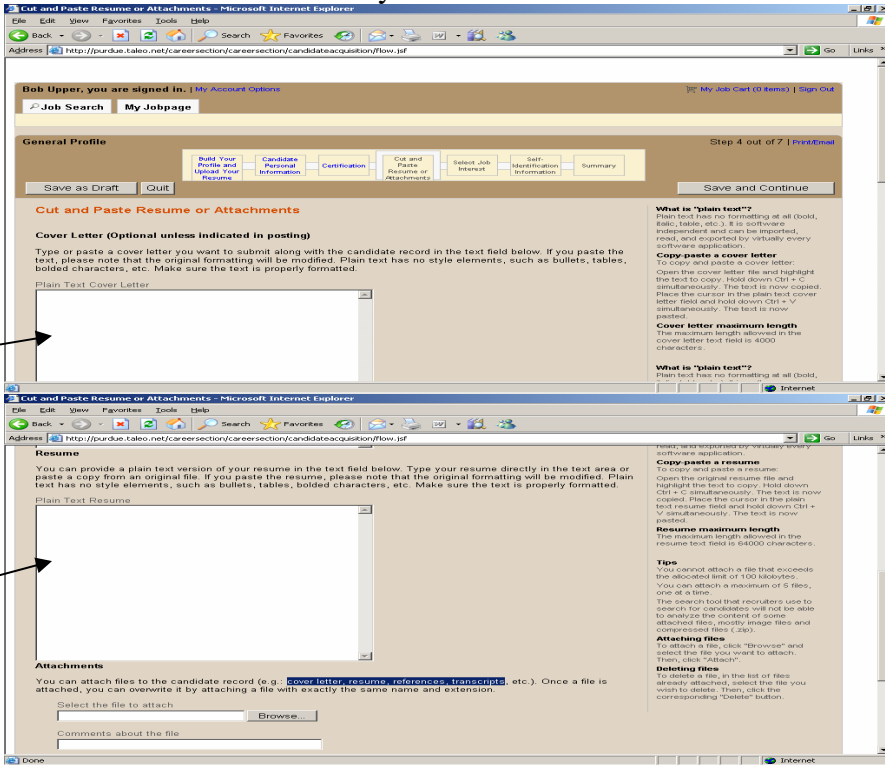
**Click on Save and Continue**



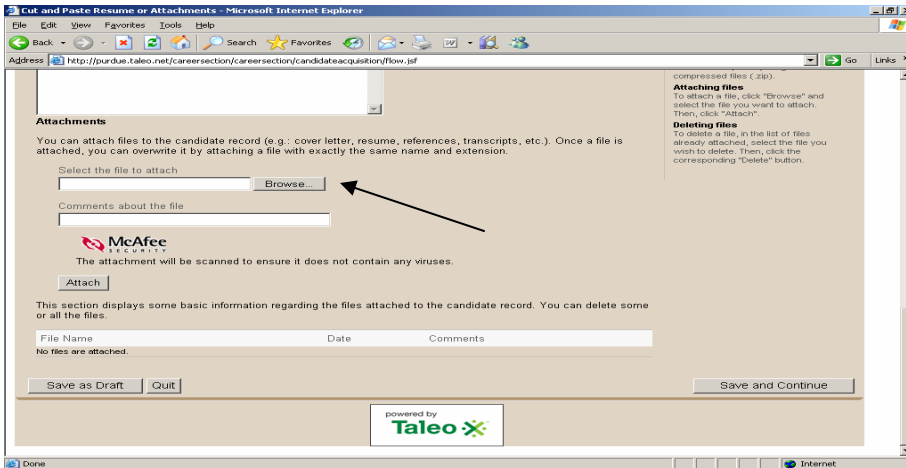


The Cut and Paste Resume or Attachments page is where you have the option to copy parts out of a document and paste it into text boxes. If you chose Option 2 on the Build Your Profile and Upload Your Resume page, you do not need to do.

If you wish to insert text you need to copy it and then **click in the text boxes and paste.** **Click Save and Continue** if you have no attachments



If you are at a personal computer, and you wish to attach documents **Click on Browse**  
Locate your files and double click on them  
**Click on Save and Continue**



The Select Job Interest Page you are required to select a job category. This page is where you indicate what work preferences you are interested in. On the Candidate Personal Information page if indicated to be notified by email of job postings the information you select here will generate what category of emails you will receive.

---

To select the job categories you are interested in (you must select at least one)  
Under Category

**Click on the Drop Down Box** (the grey box with the arrow pointing down in it).

**Scroll down** until the job category you are interested in is highlighted and

**Click on the category.** That category will appear in the text box.

If you wish to select a certain job function within that category

Under Function

**Click on the Drop Down Box**

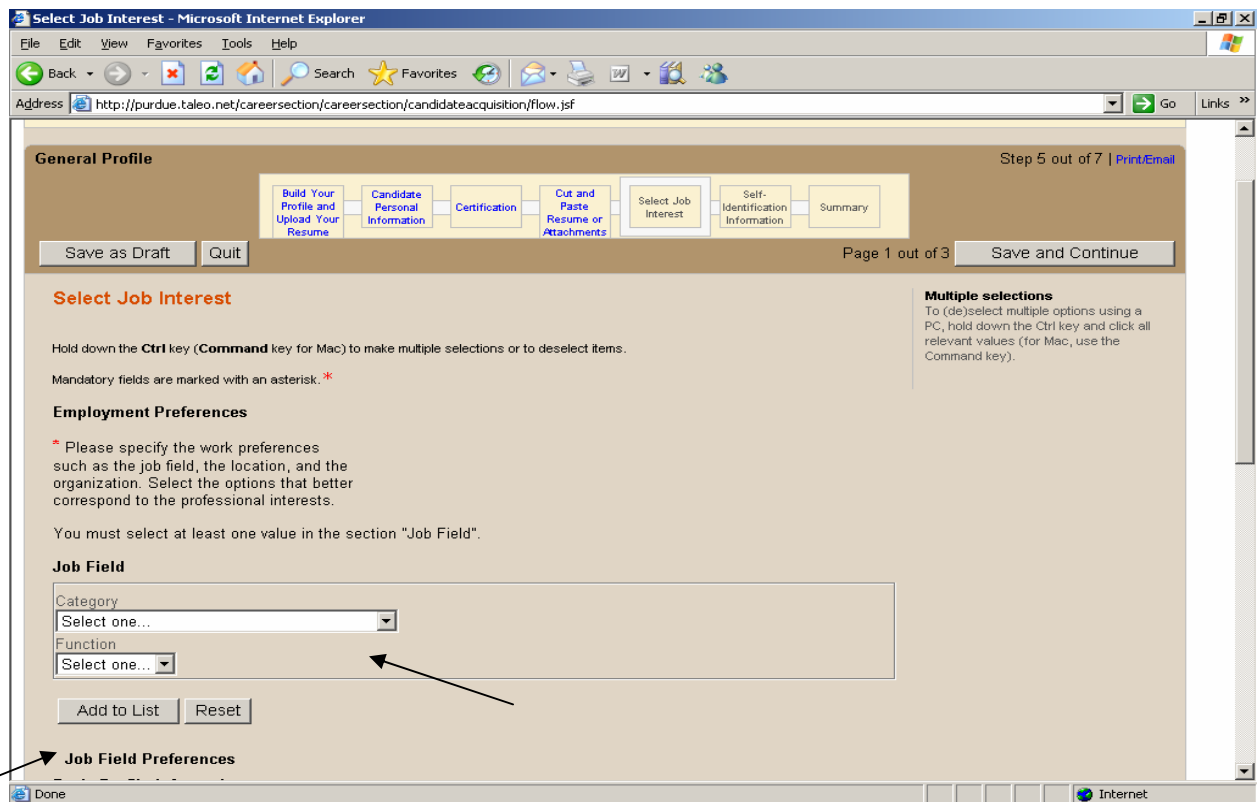
**Scroll down** until the function you are interested in is highlighted and

**Click on that function**

**Click on Add to List**

If you wish to select more than one category, continue to repeat these steps for each job category you are interested in.

A list of the job category or categories you have select will show on this page under  
Job Field Preferences



On the Select Job Interest page this is where you indicate your employment preferences, conditions, and interests. Such as part time, a specific shift, or minimum salary, etc. This information is optional.

---

Click on the preference in each field you wish to give an answer for.

If you wish to give your minimum salary requirement

**Click in the text box** below Minimum Annual Salary and type in your figures.

Under Travel click on the Drop Down Box if you have a preference.

Under Date Availability click on the Drop Down Boxes if you wish to give such a date.

**Click on Save and Continue**

**Select Job Interest - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <http://purdue.taleo.net/careersection/careersection/candidateacquisition/flow.jsf> Go Links >>

**Job Field Preferences**

**Basic Profile Information**

Indicate the employment preferences, conditions and interests in the fields below.

Education Level  
Not Specified  
None  
High School Diploma/GED (±11 years)  
Technical Diploma (±12 years)  
Associate's Degree/College Diploma (±13 years)

Schedule  
Not Specified  
Full-time  
Part-time

Shift  
Not Specified  
Day Job  
Evening Job  
Night Job  
Rotating

Employee Status  
Not Specified  
Regular  
Contractual  
Temporary  
Limited Term

Minimum Annual Salary  Currency  Travel (Up to...)

Date of Availability  
Month  Day  Year

Save as Draft Quit

Page 1 out of 3 Save and Continue

Internet

The Select Job Interest Page you are required to select a Location.

---

Under Location and State

**Click on the Drop Down Box** (the grey box with the arrow pointing down in it).

**Scroll down** until Indiana is highlight and **click on Indiana**

Indiana will appear in your text box.

**Click Add to List**

Indiana will show on this page under Location Preferences

Scroll down past all the questions on this page.

(Please note... Do not answer the questions below they are the same as on the previous page that you just completed so we have your answers if you provided them.)

**Click Save and Continue** at the bottom right of this page

The screenshot shows a web browser window titled "Select Job Interest - Microsoft Internet Explorer". The address bar displays "http://purdue.taleo.net/careersection/careersection/candidateacquisition/flow.jsf". The page content includes a progress bar at the top right indicating "Step 5 out of 7". Below the progress bar, there are several tabs: "Build Your Profile and Upload Your Resume", "Candidate Personal Information", "Certification", "Cut and Paste Resume or Attachments", "Select Job Interest" (which is highlighted), "Self-Identification Information", and "Summary". Below the tabs, there are buttons for "Save as Draft" and "Quit". The main content area is titled "Select Job Interest" and contains instructions: "Hold down the **Ctrl** key (**Command** key for Mac) to make multiple selections or to deselect items." and "Mandatory fields are marked with an asterisk.\*". Under the "Employment Preferences" section, there is a note: "\* Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests." and a requirement: "You must select at least one value in the section 'Location'." The "Location" section features a "State" dropdown menu with "Indiana" selected. Below the dropdown are "Add to List" and "Reset" buttons. The "Location Preferences" section is also visible, along with "Basic Profile Information". The browser's status bar at the bottom shows "Done" and "Internet".

On the Select Job Interest Page you can indicate the Campus you wish to work at.

---

Under Organization and Division

**Click on the Drop Down Box** (the grey box with the arrow pointing down in it).

**Scroll down** until the campus you wish to select is highlighted and click on it

That campus will appear in your text box.

**Click Add to List**

If you wish to select more than one campus, continue to repeat these steps for each

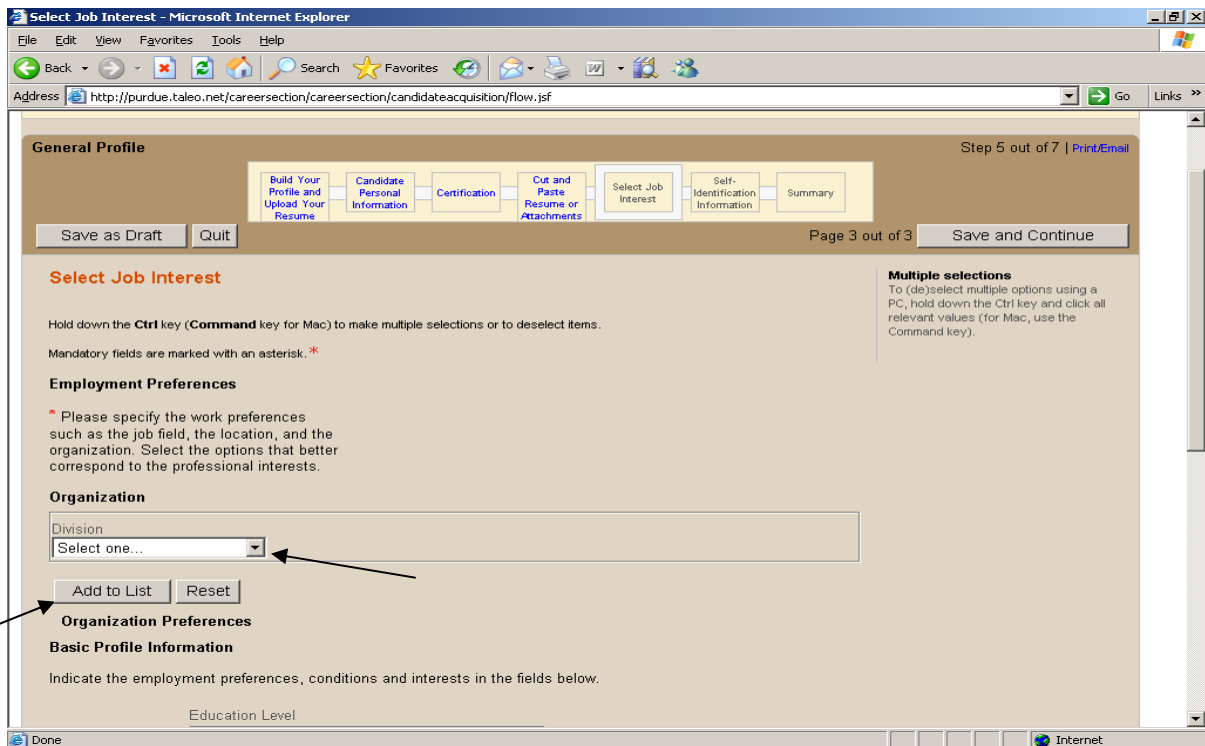
campus you interested in working at.

A list of campus or campuses you have select will show on this pagr under Organization Preferences

Scroll down past the questions on this page.

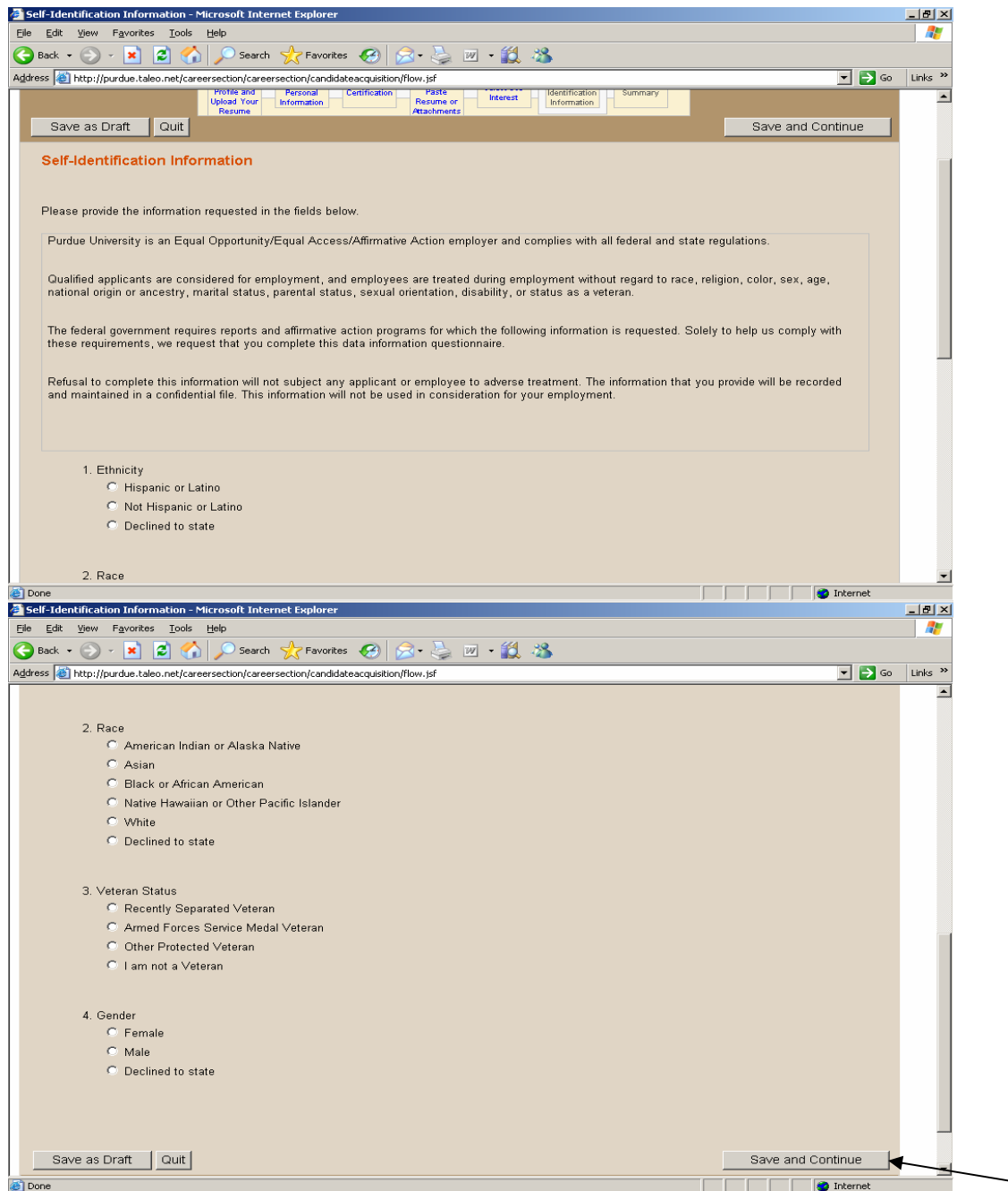
(Please note... Do not answer the questions below they are the same as on the previous page that you just completed so we have your answers if you provided them.)

**Click Save and Continue** at the bottom right of this page



The Self-Identification Information page is optional.

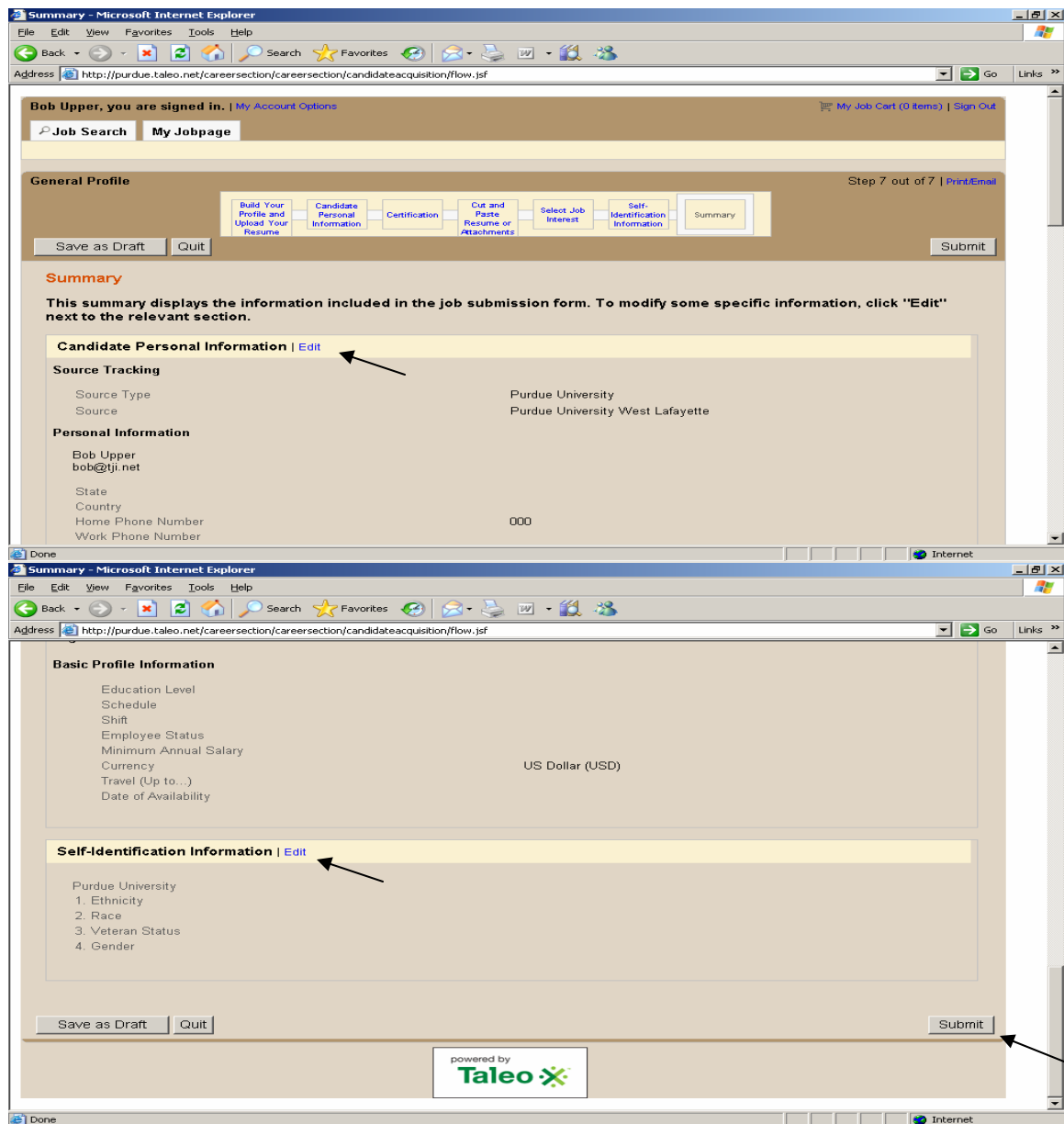
**Click on the white circle** by each one that applies  
If you do not wish to answer any of these questions  
**Click on Save and Continue**



The Summary page is where you can check to make sure all the information you have entered is correct and if not you can edit it from this page.

If your information is correct and you do not wish to add or change any of your information scroll down to the bottom and **Click on Submit** in the bottom right corner

If you do wish to edit your information, **click on the blue edit** by the section you wish to make changes or additions to. Once your changes are complete **Click on Submit** in the bottom right corner



Your will receive a Thank You page once your information has been successfully submitted.

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To Sign Out  
**Click on the blue Sign Out** in the top right corner.

