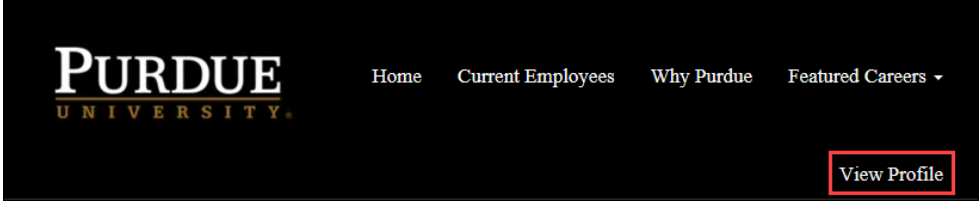


Applying to Job Posting – External Candidate Quick Reference Guide

Last Updated: 01/22/2019

This Quick Reference Guide outlines the steps for job seekers to create a candidate profile and apply to a job posting at Purdue University.

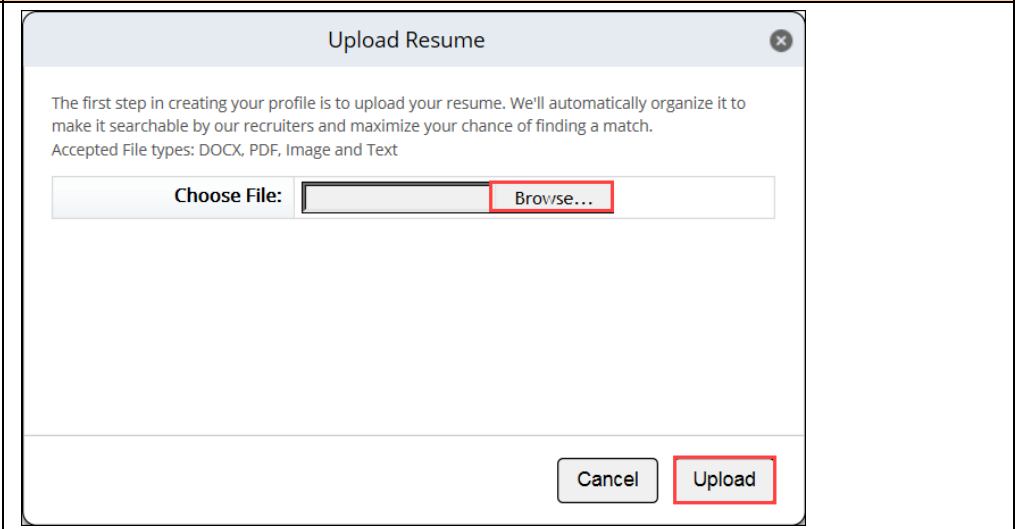
Access Purdue's Career Website	
<p>Visit Purdue's Careers webpage.</p> <p>Click View Profile.</p>	<p>https://careers.purdue.edu/</p> 
<p>Returning users, enter Email Address and Password, and click Sign In.</p>	<p>Career Opportunities: Sign In</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Have an account? Please enter your login information below. Both your username and password are case sensitive.</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>* Email Address: <input type="text"/></p> <p>* Password: <input type="password"/></p> <p style="text-align: right;">Sign In Forgot your password?</p> </div> <p>Not a registered user yet? Create an account to apply for our career opportunities.</p> <p style="text-align: right;">Go Back</p> </div>
<p>New users should click Create an account.</p>	<p>Career Opportunities: Sign In</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Have an account? Please enter your login information below. Both your username and password are case sensitive.</p> <p>* Email Address: <input type="text"/></p> <p>* Password: <input type="password"/></p> <p style="text-align: right;">Sign In Forgot your password?</p> <p>Not a registered user yet? Create an account to apply for our career opportunities.</p> <p style="text-align: right;">Go Back</p> </div>

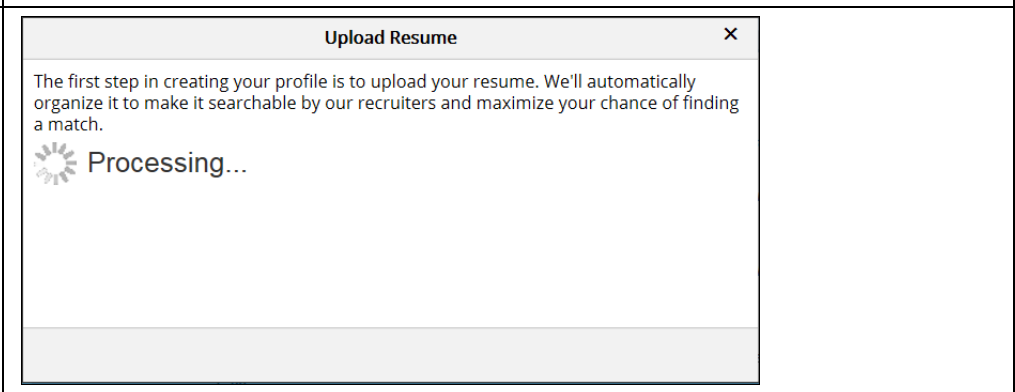
<p>Enter Email Address, Password, and Name information.</p>	<div style="border: 1px solid black; padding: 10px;"> <p>Go Back</p> <p>Already a registered user? Please sign in</p> <p>Login credentials are case sensitive</p> <p>* Email Address: <input type="text"/></p> <p>* Retype Email Address: <input type="text"/></p> <p>* Choose Password: <input type="text"/> Password Policy</p> <p>* Retype Password: <input type="text"/></p> <p>* First Name: <input type="text"/></p> <p>* Last Name: <input type="text"/></p> <p>Notification: <input checked="" type="checkbox"/> Receive new job posting notifications <input checked="" type="checkbox"/> Hear more about career opportunities</p> <p>Create Account</p> </div>
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Candidate Profile

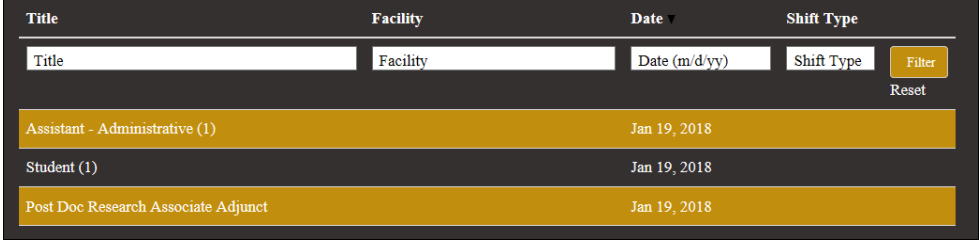

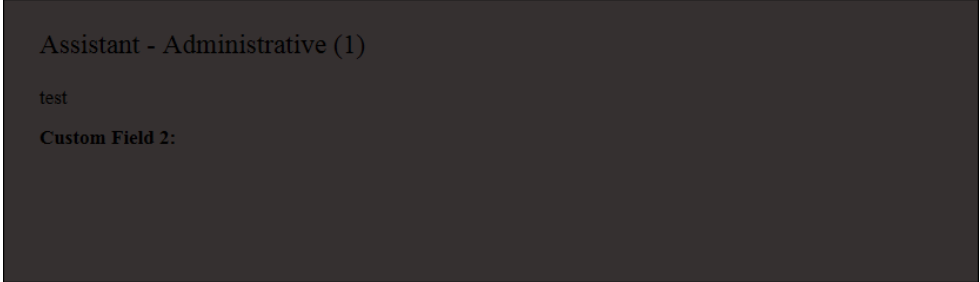
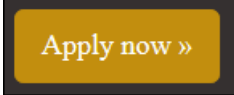
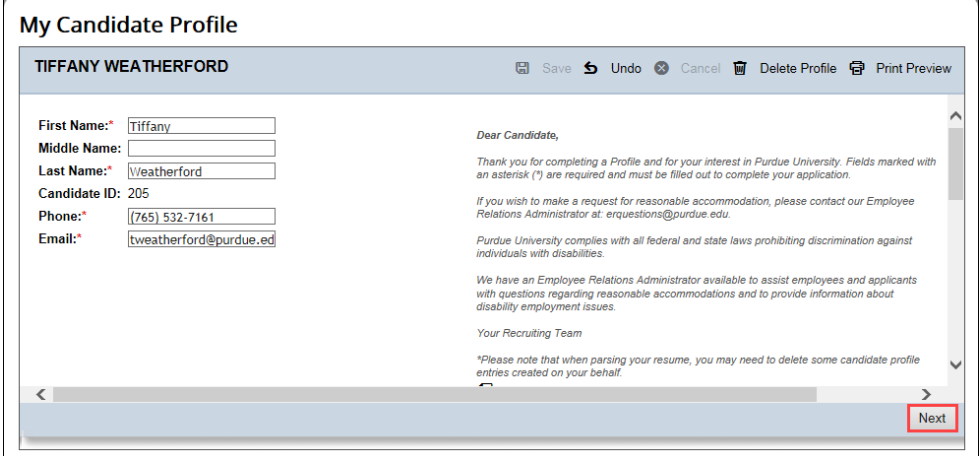
Prior to applying for a job at Purdue University, candidates must create a profile.

<p>Click My Candidate Profile.</p>	
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<p>Click Browse... to select resume file.</p> <p>NOTE: File type must be DOCX, PDF, Image or Text.</p> <p>Click Upload.</p>	
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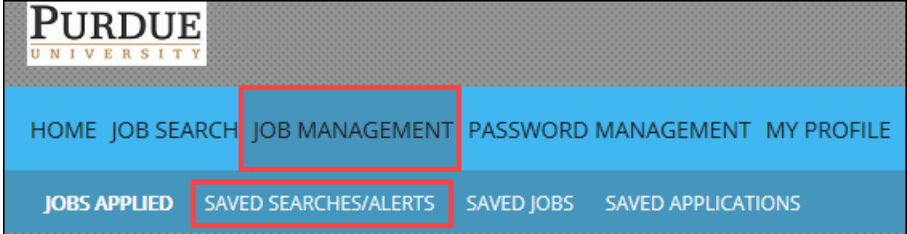
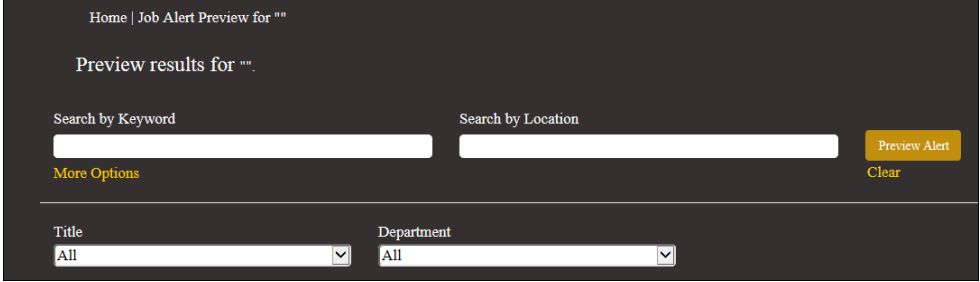
<p>As the file uploads, the system automatically attempts to organize the information into the appropriate categories and fields.</p>	
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<p>Successful upload of the resume file is displayed.</p>	<div style="border: 1px solid green; padding: 5px;"> <input checked="" type="checkbox"/> Your resume has been uploaded and organized for better searching. Take a look at the information below in case we made a mistake or missing something. To delete all the info, just Click "Cancel" above. </div>																								
<p>To upload a cover letter or a new resume, click the Click here to attach your Cover Letter link.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p><i>*Please note that when parsing your resume, you may need to delete some candidate profile entries created on your behalf.</i></p> <p> Tiffany LB Weatherford's Resume </p> <p>Last Updated: 12/21/2017</p> <p> Your Cover Letter is not on file.</p> <p>Click here to attach your Cover Letter</p> </div>																								
<p>Complete any missing required information such as phone and address.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>More Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Home Phone*</td> <td><input type="text"/></td> </tr> <tr> <td>Street Address*</td> <td><input type="text"/></td> </tr> <tr> <td>City*</td> <td>Lafayette</td> </tr> <tr> <td>State / Province*</td> <td>Indiana ▼</td> </tr> <tr> <td>Postal Code*</td> <td>47909</td> </tr> <tr> <td>Country*</td> <td>United States ▼</td> </tr> </table> </div>	Home Phone*	<input type="text"/>	Street Address*	<input type="text"/>	City*	Lafayette	State / Province*	Indiana ▼	Postal Code*	47909	Country*	United States ▼												
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<p>Auto-loaded information from the resume file will populate some of the previous employment, education, languages, and certifications sections. Make any necessary corrections to the parsed information.</p> <p>NOTE: If a resume has been uploaded it is not necessary to complete the information section.</p> <p>If not uploading a resume/CV, the information in this section should be completed in as much detail as possible.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>Previous Employment + Add Another</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Purdue University</td> <td style="text-align: right;">Remove ▼ </td> </tr> <tr> <td colspan="2">Instructional Designer/Trainer</td> </tr> <tr> <td colspan="2">>Details</td> </tr> <tr> <td>Industrial Federal Credit Union</td> <td style="text-align: right;">Remove ▼ ▲ </td> </tr> <tr> <td colspan="2">Trainer</td> </tr> <tr> <td colspan="2">>Details</td> </tr> <tr> <td>UNSPECIFIED</td> <td style="text-align: right;">Remove ▲ </td> </tr> <tr> <td colspan="2">Teller</td> </tr> <tr> <td colspan="2">>Details</td> </tr> </table> <p>Education + Add Another</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">No Selection</td> <td style="text-align: right;">Remove </td> </tr> <tr> <td colspan="2">Purdue University West Lafayette, IN</td> </tr> <tr> <td colspan="2">>Details</td> </tr> </table> <p>Language Skills + Add</p> </div>	Purdue University	Remove ▼	Instructional Designer/Trainer		>Details		Industrial Federal Credit Union	Remove ▼ ▲	Trainer		>Details		UNSPECIFIED	Remove ▲	Teller		>Details		No Selection	Remove	Purdue University West Lafayette, IN		>Details	
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<p>Click Save before leaving profile.</p>	<div style="border: 1px solid gray; padding: 5px;"> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> Changes pending. You must save your changes in order to keep them. </div> <div style="text-align: right; margin-top: 10px;"> Save Cancel Print Preview </div> </div>																								
<p>Search for Jobs</p>																									
<p>Job postings can be searched by entering the following search criteria:</p> <ul style="list-style-type: none"> • Keyword • Location • Title • Department 	<div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <table style="width: 100%;"> <tr> <td style="width: 50%;">Search by Keyword</td> <td style="width: 50%;">Search by Location</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>More Options</td> <td style="text-align: right;"> Search Jobs Clear </td> </tr> </table> <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;">Title</td> <td style="width: 50%;">Department</td> </tr> <tr> <td>All ▼</td> <td>All ▼</td> </tr> </table> </div>	Search by Keyword	Search by Location	<input type="text"/>	<input type="text"/>	More Options	Search Jobs Clear	Title	Department	All ▼	All ▼														
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<input type="text"/>	<input type="text"/>																								
More Options	Search Jobs Clear																								
Title	Department																								
All ▼	All ▼																								

<p>To perform a wide open search of all vacant positions, leave all search criteria blank.</p> <p>Click Search Jobs for results.</p>	
<p>The Search Results are displayed in a table below the search criteria fields.</p>	
<p>Submit Application</p>	
<p>From the list of positions, click the Title.</p>	
<p>The Job Description is displayed.</p>	
<p>Click Apply now.</p>	
<p>Review Candidate Profile and make any edits as needed.</p> <p>Click Next.</p>	

<p>Complete all required information and answer citizenship, sex, race, diversity, disability, veteran status, and employment questions.</p> <p>Convictions is also a required field. If none, enter N/A in the Details field.</p>	<p>For example:</p> <div style="border: 1px solid black; padding: 5px;"> <p>* Are you legally authorized to work in the United States? No Selection ▼</p> <p>* Will you now or in the future require visa sponsorship for employment? No Selection ▼</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Have you ever been convicted of or plead guilty to a crime that has not been expunged by a court? (Include felonies, misdemeanors, and court-martial convictions. Exclude infractions including speeding tickets and/or parking tickets.)</p> <p>* No Selection ▼</p> <p>If the answer to the above question is "Yes," please provide the following details (if the answer is "No," indicate "NA")</p> <p>Details Required:</p> <ol style="list-style-type: none"> 1. Conviction (e.g. felony, misdemeanor), 2. Offense (e.g. theft, DUI, battery), 3. Date of Conviction, 4. Location (City, County, State), 5. Court Action/Sentence (e.g. time served, sentence, probation) <p>* </p> </div>
<p>Enter Name and Date to electronically sign application.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>* Sign your name here to confirm that all application data is true and accurate. </p> <p>* Today's Date MM/DD/YYYY</p> </div>
<p>To submit application, click Apply.</p> <p>To save application without submitting, click Save.</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Apply Back Save Cancel </div>
<p>A notification displays that the application was successfully submitted.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Career Opportunities: Assistant - Administrative (1) (182)</p> <p style="text-align: center;">Your application has been sent. Thank you!</p> <div style="display: flex; justify-content: center; gap: 10px;"> Return to Job search page Return to Jobs applied </div> </div>
<p>Monitor Application Status</p>	
<p>Under Job Management, click Jobs Applied.</p>	<div style="border: 1px solid black; padding: 5px; background-color: #0070c0; color: white;"> <div style="display: flex; justify-content: space-between; padding: 5px 0;"> HOME JOB SEARCH JOB MANAGEMENT PASSWORD MANAGEMENT MY PROFILE </div> <div style="display: flex; justify-content: space-between; padding: 5px 0; margin-top: 5px;"> JOBS APPLIED SAVED SEARCHES/ALERTS SAVED JOBS SAVED APPLICATIONS </div> </div>

<p>All jobs to which you applied that are still open are displayed.</p> <p>The Status of the application is also displayed.</p>	<div data-bbox="548 226 950 256" style="border: 1px solid black; padding: 5px;"> <p>Career Opportunities: Jobs Applied</p> <p>Items per page: 10 Showing 1-1 of 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Job Title △</th> <th style="text-align: left;">Actions</th> <th style="text-align: left;">Req ID</th> <th style="text-align: left;">Date Applied</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Status Date</th> <th style="text-align: left;">Next Step</th> </tr> </thead> <tbody> <tr> <td>Assistant - Administrative (1)</td> <td>Select v</td> <td>182</td> <td>01/24/2018</td> <td>Application received</td> <td>01/24/2018</td> <td>Application review</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;">Find More Jobs</p> </div>	Job Title △	Actions	Req ID	Date Applied	Status	Status Date	Next Step	Assistant - Administrative (1)	Select v	182	01/24/2018	Application received	01/24/2018	Application review
Job Title △	Actions	Req ID	Date Applied	Status	Status Date	Next Step									
Assistant - Administrative (1)	Select v	182	01/24/2018	Application received	01/24/2018	Application review									
<p>Respond to Offer</p>															
<p>Click My Offers.</p>	<div data-bbox="548 510 1511 678" style="border: 1px solid black; padding: 5px;">  <div style="background-color: #0070c0; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> HOME JOB SEARCH JOB MANAGEMENT PASSWORD MANAGEMENT MY PROFILE MY OFFERS </div> </div>														
<p>Read and review Offer Letter.</p>	<div data-bbox="548 699 1511 1461" style="border: 1px solid black; padding: 5px;"> <h3 style="margin-top: 0;">My Offers</h3> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: right; margin: 0;">Offer Letter</p> <p>Manager - Transportation (229) - Pending</p> <p style="font-size: small; margin: 0;">Location PWD (2466) Offer Date 01/30/2018</p> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> Offer Letter Print Download </div> <p>January 30, 2018</p> <p>Tiffany Weatherford 2520 Robinwood Drive Lafayette, Indiana 47909</p> <p>Dear Tiffany:</p> <p>Welcome to Purdue University Northwest! Congratulations on your new position as Manager - Transportation in DEPT NAME Department on our CAMPUS LOCATION campus, effective February 5, 2018. Your position is an exempt (not eligible for overtime), 12-month, 1.00 CUL appointment with an annual salary of \$ANNUAL AMOUNT (\$5500 monthly). This position may be required to travel between campuses.</p> <p>To assist you in completing required paperwork and acquaint you with Purdue Northwest, you are scheduled for New Employee Onboarding in the Human Resources Office located in the ADDRESS, on DATE at 8:00 am. Click here for a campus map and directions.</p> <p>This letter is not intended to create a contract of employment for any specific period of time and is contingent upon the following:</p> <ul style="list-style-type: none"> Eligibility to work in the United States Successful completion of a background check </div>														
<p>To accept, click Accept Offer.</p> <p>To correspond regarding the offer prior to accepting, click Email Recruiter.</p> <p>To decline, click Decline Offer.</p>	<div data-bbox="548 1482 950 1778" style="border: 1px solid black; padding: 5px;"> <div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #0070c0; color: white; padding: 5px; display: inline-block; border: 1px solid #0070c0;">Accept Offer</div> </div> <p style="font-size: small; margin: 0;">By clicking Accept Offer you understand and agree to the terms of this offer</p> <div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #d3d3d3; padding: 5px; display: inline-block; border: 1px solid #d3d3d3;">Decline Offer</div> </div> <div style="text-align: center;"> <div style="background-color: #d3d3d3; padding: 5px; display: inline-block; border: 1px solid #d3d3d3;">Email Recruiter</div> </div> </div>														

	<p>My Offers</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Manager - Transportation (229) - Accepted Offer Letter</p> <p>Location PWD (2466) Offer Date 01/30/2018</p> </div> <div style="border: 1px solid gray; padding: 5px; float: right; margin-top: -20px;"> <p>Accepted 01/30/2018</p> </div>						
<p>Create Job Alert</p>							
<p>Click Job Management.</p> <p>Click Saved Searches/Alerts.</p>							
<p>Existing Saved Searches are displayed.</p>	<p>Career Opportunities: Saved Searches/Alerts</p> <p><input type="checkbox"/> Receive new job posting notifications</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0070c0; color: white;"> <th>Job Alerts</th> <th>Frequency</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Clerk</td> <td style="text-align: center;">7</td> <td style="text-align: center;">👁 / 🗑</td> </tr> </tbody> </table> <p>Create New Job Alert</p>	Job Alerts	Frequency	Actions	Clerk	7	👁 / 🗑
Job Alerts	Frequency	Actions					
Clerk	7	👁 / 🗑					
<p>To create a new saved search, click Create New Job Alert.</p>	<p>Career Opportunities: Saved Searches/Alerts</p> <p><input type="checkbox"/> Receive new job posting notifications</p> <p>Click "Create New Job Alert" to start setting up a Job Alert.</p> <p>Create New Job Alert</p>						
<p>Enter search criteria which includes:</p> <ul style="list-style-type: none"> • Keyword • Location • Title • Department 							
<p>Determine frequency by entering number of days.</p> <p>Click Create Alert.</p>	<p>Send me alerts every <input type="text" value="7"/> days Create Alert Return to Job Alerts</p>						

<p>The search is now saved and email notifications will be sent according to the Alert Schedule selected.</p>	<p>Thank You. You have successfully modified your account.</p> <p>Back to Job Listing View Profile</p>	
<p>Submit Application (from Email Notification)</p>		
<p>Click the Apply to this job now... link in the notification email to view job posting and apply.</p>	<div data-bbox="537 485 1146 1136" style="border: 1px solid #ccc; padding: 10px;"> <p> Mon 12/11/2017 4:55 PM SYSTEM <system@successfactors.com> Manager - Extension</p> <p>To <input type="checkbox"/> Weatherford, Tiffany LB</p> <p>I saw this job and thought you might be interested in this opportunity.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Manager - Extension</p> <p>Job Summary</p> <p>As primary representative of Purdue University in a county, lead and guide all programming efforts in order to accomplish County Extension Service (CES) mission. Provide program leadership, administrative, office, fiscal and personnel management, and oversee public relations and marketing.</p> <p>Core Responsibilities</p> <p>Provide framework for promoting the vision and mission of Purdue County Extension Service. Administer and adhere to Purdue CES and county policies. Maintain accountability for all fiscal, personnel, programmatic, and reporting issues. Secure funding to support programming efforts; encourage grantsmanship and other funding options to augment state and county resources. Administratively supervise all county Purdue staff, county staff and grant funded employees. Coordinate, implement, and evaluate county CES Plan of Work. Coordinate the development and implementation of a county public relations strategy. Educator in area of specialization.</p> <p>Education</p> <p>Master's Degreee</p> </div> <p style="text-align: center;">Apply to this job now...</p> </div>	
<p>The Job Description is displayed.</p>	<div data-bbox="537 1241 1468 1751" style="border: 1px solid #ccc; padding: 10px;"> <p>Manager - Transportation</p> <p>Job Summary</p> <p>Oversee and manage all parking related services. Establish organizational and operational policies, procedures and goals. Manage operations, and supervise/guide staff activities.</p> <p>Core Responsibilities</p> <p>Hire and train staff. Supervise staff. Prepare strategic plan goals. Provide guidance and direction to staff for implementation. Coordinate the upkeep and maintenance of parking structures, parking signs, markings and parking lots. Coordinate enforcement of Parking Regulations with the Purdue University Police department. Review University Parking and Traffic Regulations and policies to ensure relevance. Act as Appeals Officer as appropriate. Coordinate daily campus event parking.</p> <p>Education</p> <p>BA/BS Degree</p> <p>Experience</p> <p>M3 - Minimum of four to five years of related experience</p> <p>Skills</p> <p>Management skills: planning, fiscal management, employee development. Verbal and written communication skills. Customer service skills. Computer and software skills. Valid driver's license.</p> </div>	
<p>Click Apply now.</p>	<p>Apply now »</p>	