



**STUDENTJOBSATPURDUE**

*Experience that Pays*

Student Employment Management System

Student Applicant User Guide

Last updated: 9/18/17

**Overview:**

In this system, you will be interacting with managers of all on-campus jobs. Once completing your profile, you can apply for available positions.

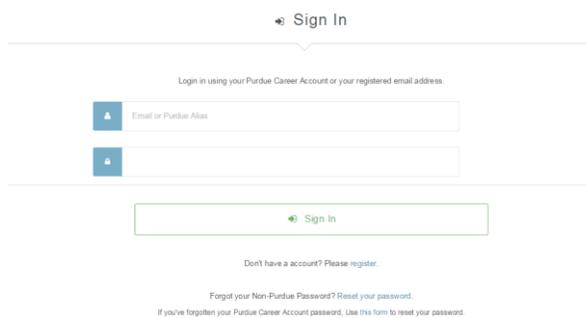
**Getting Started:**

Use Google Chrome to access [www.purdue.edu/studentemployment](http://www.purdue.edu/studentemployment)

Sign in using your Purdue Career Account if you are a Purdue student.

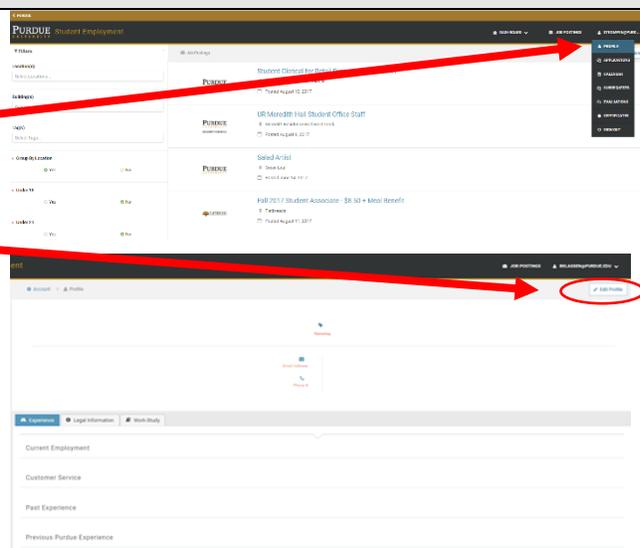
**Note:**

For non-Purdue applicants, register, and you will receive a confirmation email to confirm your account activation. You **must** follow the link in the email to have access to the site.



**Profile Set-Up:**

1. Hover over your Purdue alias in the top right corner
2. Select profile
3. Select edit profile



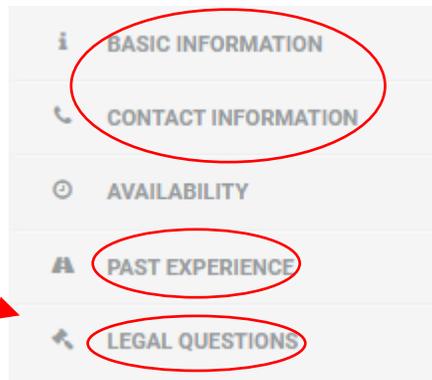
General and Contact Information

- Temporary Address: address at college
- Permanent Address: address at home

Experience

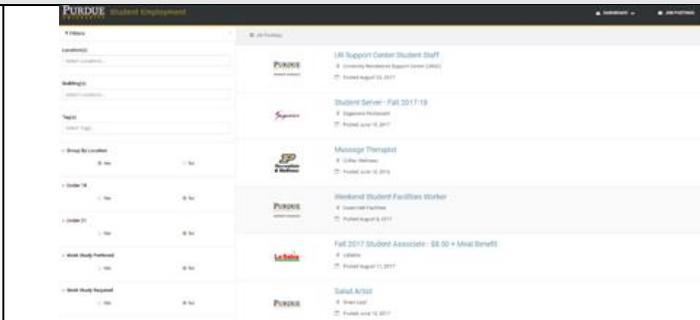
Legal Information

Note: This information will **ONLY** be seen by Human Resources.  
This is not seen by the hiring managers.



## Application Process:

Back to job postings: click  in the top right hand corner of the screen.

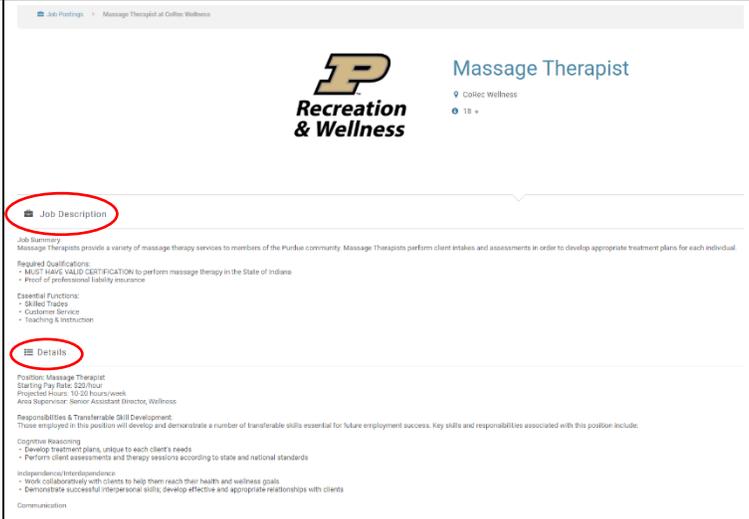


To Apply:

1. Find a Job and

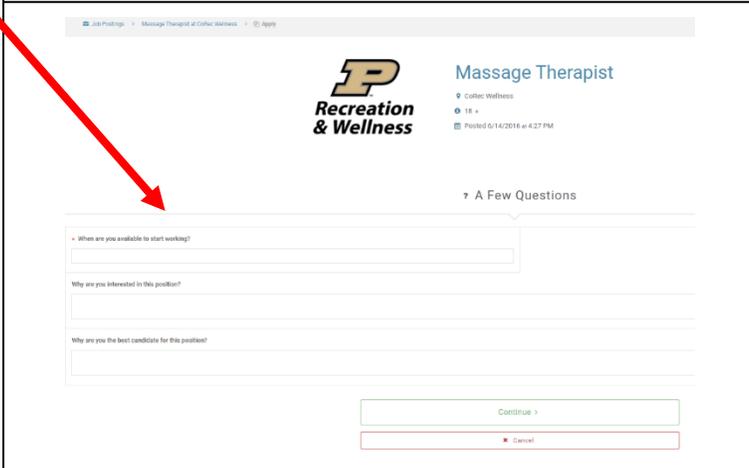


- Description gives a general summary of the job
- Details outline job requirements



2. Complete any additional prompts

- Your profile is used every time you apply



3. Review application and submit



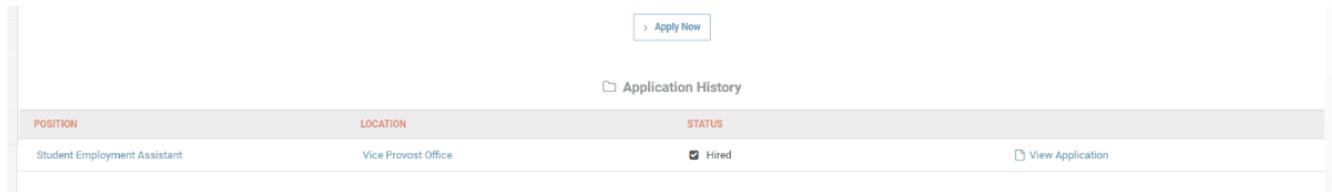
## Message Therapist

CoRec Wellness  
Pending Submission

## View and Manage Your Applications:

After submitting your application, you need to view and manage it in order to get hired.

1. Click **My Applications** to view status
  - Your application should now be Submitted



POSITION	LOCATION	STATUS	
Student Employment Assistant	Vice Provost Office	Hired	<a href="#">View Application</a>

### **Active Application:**

A submitted application will fall into one of the four categories pictured on the right.

#### **Held for Consideration:**

If your application is held, the manager thinks you would be a good fit, but the timing may not be right, making this similar to a waiting list. Managers may **NOT** hold an application for longer than **one** semester. If you have not received an action email such as rejected or an interviewing request in one semester, apply for an alternate job.

### **Withdrawing Applications:**

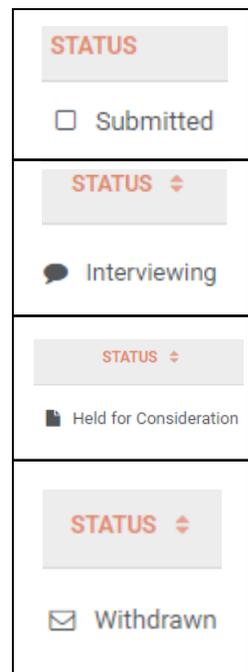
Select application, choose view application, and **Withdraw** from the options given.

### **Interview Process:**

1. Your application status is interviewing.
2. A manager **may** send you an email requesting an interview.
  - This is not required, some managers will hire without interviewing.
3. Respond as instructed to set up an interview. Note: If necessary, correspond with the hiring manger directly through their Purdue email

### **Accepting and Rejecting Offers:**

1. You will be notified by email that you were offered a position
2. Select **My Applications**
  - Status now says 'Offered a Position'
3. Select **View Application**
4. Either accept the offer, or reject it



STATUS

Submitted

STATUS

Interviewing

STATUS

Held for Consideration

STATUS

Withdrawn