



STUDENTJOBSATPURDUE

Experience that Pays

Student Employment Management System

Student Applicant User Guide

Introduction:

The Student Employment Management System (SEMS) is a web-based system that supports various aspects of student employment including recruitment, scheduling, performance management, and training tracking.

Getting Started:

In this system, you will be interacting with managers of numerous food stores, restaurants, entertainment, and fitness locations. Once completing your profile, you can apply for available positions.

Use **Google Chrome** or **Mozilla Firefox** to access www.purdue.edu/studentemployment

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

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:

Once logged in, the system will prompt you to fill out the following information:

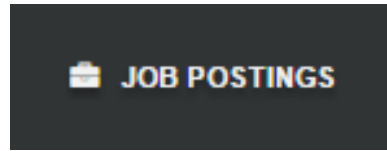
- Basic Information
- Personal Contact Information - complete campus and permanent address
- Availability*
- Past Experience
- Organizational Involvement
- Legal Questions

*Select **Edit Profile** to change your availability

When applying for jobs, remember to update your job information as needed within each application.

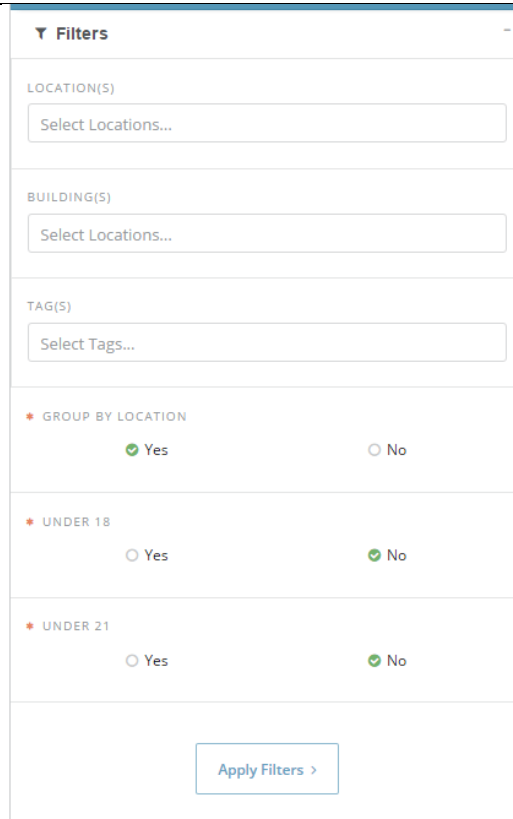
Application Process:

To search for jobs, select **Job Postings** in the top right hand corner of the screen next to your Purdue email.



You can search specific jobs using the following fields:

- Location
- Building
- Tag

A screenshot of a 'Filters' panel. At the top, it says 'Filters' with a downward arrow. Below are three search fields: 'LOCATION(S)' with a 'Select Locations...' dropdown, 'BUILDING(S)' with a 'Select Locations...' dropdown, and 'TAG(S)' with a 'Select Tags...' dropdown. Below these are three filter sections: 'GROUP BY LOCATION' with 'Yes' selected (checked radio button) and 'No' unselected; 'UNDER 18' with 'Yes' unselected and 'No' selected (checked radio button); and 'UNDER 21' with 'Yes' unselected and 'No' selected (checked radio button). At the bottom is a blue button labeled 'Apply Filters >'.

Filter Category	Yes	No
GROUP BY LOCATION	<input checked="" type="radio"/>	<input type="radio"/>
UNDER 18	<input type="radio"/>	<input checked="" type="radio"/>
UNDER 21	<input type="radio"/>	<input checked="" type="radio"/>

To apply, select a job and click **Apply** on the bottom of the application. Complete the required application questions, then **check over** the entire application to ensure you have the information correct before submitting.

Manage Your Applications:

Once you have applied for one or multiple jobs, click **My Applications**, located below your email in the upper right hand corner.

The application(s) will fall under one of three categories:

Action Needed:

Your application was processed by a hiring manager and you have been offered a position.

Go to **My Applications** and select the application that says **Offered a Position**.

If you need to complete some validation questions, do so, then select **Join Our Team**.

Applicant History:

These are past applications. If you were hired or rejected by the manager or you refused an offer, those inactive applications are in this category.

Active & Pending Applications:

When you have an open application in this section, it will be in one of the following categories:

- Pending
- Submitted
- Interviewing
- Held for Consideration

Pending:

An application is pending **ONLY** if you have not completed all sections of your profile or said application before submitting it.

Submitted:

An application has been submitted and received. No further action is needed.

Interviewing:

If you have been selected to interview for a position, your status will change to **Interviewing**. No further action is needed.

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:

To withdraw an active application, select application and choose **Withdraw** from the options given.

System Communication:

The application process is a series of back and forth emails and actions, some in the system, some through your Purdue email account, or alternate account if not a Purdue student.

Ultimately, your application will fall in one of three categories:

- Hired
- Rejected
- Held for Consideration

Interviewing (not required):

Before hiring you, a manager may send you an email requesting an interview. This is not required, and some positions hire solely based on applications alone.

Once you've received the interview request email, reply back to the manager at their **Purdue email address** – Do NOT respond directly to the email from the system. It is a no-reply address.

Hiring:

You will receive an email saying you have been offered a position.

In the System, go to **My Applications** and select said application then choose **Accept Offer**. This is the last action item on your part.

The manager will then hire you in the System, and you will receive an email about hiring paperwork.

The completed application will appear as **Hired** in the Application History section of the My Application tab.

Rejection:

If you are not chosen for a position, you will receive an email from the manager and that application will appear as **Manager Rejected** in the Application History section of the **My Applications** tab.

Held for Consideration:

As previously stated, managers can hold your application for consideration for one semester only. You will receive an email from the system stating this status of your application.

The application will appear as **Held for Consideration** in the Active & Pending section of the **My Applications** tab.

Hints and Tips to Remember:

- Use Firefox or Google Chrome to access the Student Employment Management System.
- If you are not a Purdue student, **confirm** your account via the email sent to you **before** using the system.
- Add your availability under **Edit Profile** under the availability tab on the left side of the screen.
- Complete your profile and the entire application to insure completion.
- Never reply directly to the email sent from the SEMS system, always send the manager an email using their provided email address.
- Update your active application as needed with each profile edit so insure the manager receives the most current information.
- Further job seeker resources and resume building sites include:

<https://owl.english.purdue.edu/owl/>

<https://www.cco.purdue.edu/>