**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

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

<table>
<thead>
<tr>
<th>General and Contact Information</th>
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<tbody>
<tr>
<td>• Temporary Address: address at college</td>
</tr>
<tr>
<td>• Permanent Address: address at home</td>
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<th>Experience</th>
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<th>Legal Information</th>
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<tr>
<td>Note: This information will <strong>ONLY</strong> be seen by Human Resources. This is not seen by the hiring managers.</td>
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Application Process:

Back to job postings: click **Job Postings** 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
**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

**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 manager 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