Welcome to the Cleveland State University Job Posting and Application Site Tutorial!

Basic Navigation

This tutorial will take approximately 20 minutes.

1) Use the forward and back navigation buttons on the bottom of each slide.

2) Do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site.

3) Click on the Bookmark icon to the left to choose specific topics.

4) To protect the security of your data, the system will log you out if it detects no activity for 60 minutes.

5) Please do not leave your computer for more than 60 minutes while completing your application for employment.

Click on the forward arrow below to go to the next slide.

Course Objectives

1. After reviewing this tutorial, you will be able to:

2. Learn about employment opportunities at Cleveland State University

3. Complete an application for employment

4. Apply for specific position(s)

5. Attach a resume or other document to your application for each position (as necessary)

6. Log in to the site to view your status for each position to which you have applied

Required Materials

Have these items ready BEFORE beginning the application process.

Your complete:

1) Personal information

2) Educational history

3) References, and

4) Employment information

In some cases, an electronic copy of your resume and/or cover letter may also be Required.

Frequently Asked Questions

Q. <u>Where do I begin?</u>

A.   Select a user name and password that you will easily remember and keep it in a secure area. This will be needed to apply for other positions or check the status of your application the next time you visit the site.

Q. <u>What information will I be asked to provide?</u>
A. 1. Personal information such as name, address, phone number, etc.

   2. Education and previous employment

   3. Contact information regarding your employment history and references.

Q. <u>What if I want to submit a resume, cover letter, or other document?</u>
A. CSU does not accept resumes for its Classified Civil Service positions. It will not be necessary for you to submit documents, other than your application; however, our Professional Staff positions may require you to attach documents to your application, which will be prompted by the system. Although our Faculty positions are advertised here, these positions will have special application instructions on each posting.

Frequently Asked Questions, cont.

Q. <u>What if I have already completed a paper application at CSU, do I have to do another application on this site?</u>

A. Yes you will have to complete another application; however, you will only be required to complete an application <u>one time</u> using this system. If you already have an application in this system, we ask that you not create multiple applications.

Q. <u>What if I need assistance in completing my online application?</u>

A. The HR Department staff can assist you in completing your online application. We have terminals that are available during business hours, some of which have been equipped with Assistive Technology to help applicants complete an application.

Online Application System Steps

The next slides show step by step what to do to complete an online application.

Step 1 – Create Your Login ID

Click the "Create Application" link to select a User Name and Password and to create your application.

Create Your Login ID, cont.

Select User Name:

Use between 6 and 20 letters or numbers.

Samplename

Create a User Name

Password:

Use between 6 and 20 letters or numbers.

****

Create a password – you will type this word twice, but only *** will appear to protect your security

Re-enter Password:

****

CONTINUE TO PAGE 1 OF APPLICATION >>

Security Information

Or click here to cancel.

CANCEL

After typing your information, click the "continue" button to go to the next page.

Done

Create Your Login ID, cont.

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What if I forget my password?

Click on this Open a New Window link to open a new window where you can print out and record your user name and password.

You will need your user name and password to check the status of your application or apply for other positions the next time you visit the site.

Before beginning your application, please enter a question and answer that only you know. If you forget your password when returning to the site, the system will reset it once you answer this question correctly.

This question and answer will not be part of your employment application.

The question and answer are case-sensitive.

*Required information is denoted with an asterisk.

Your Question and Answer

* Please choose an account access question:	Choose a question below...	
* Please enter the answer to your question:		

*Required information is denoted with an asterisk.

SAVE AND CONTINUE TO NEXT >>

Choose a question to which you will easily remember the answer.

Type the answer here.

Click here to go to the next page.

Step 2: Create Your Application

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Create Application

Personal Information: Page 1 of 6

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Continue** button or the **Return** button at the bottom of the screen every 60 minutes in order to avoid losing your data.

*Required information is denoted with an asterisk.

Personal Information

* First Name:
Middle Name:
* Last Name:
Other names used:
Address:
City:
State (enter NA if a non U.S. address):
Zip Code:
* Home Telephone Number: (format: xxx-xxx-xxxx)
Alternate Telephone Number: (format: xxx-xxx-xxxx)
* Email Address:
May we contact you at work? ○ Yes ○ No ● No Response
If yes, telephone number (format: xxx-xxx-xxxx):

This process consists of several separate "pages" (or web pages) of information. Each page will also have information that you may need to "scroll down" to access.

To scroll down the page, use your mouse and the "scroll bar" here (or simply press the "Page Down" key on your keyboard.

Create Your Application, cont.

The Personal Information screen displays first. This is where you enter your name, address, and other similar information.

Asterisks indicate required fields that must be answered to continue to the next screen.

Create Your Application, cont.

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Regular/Temporary Position Preference:
☐ Regular
☐ Regular and Temporary

Have you ever been employed by CSU before? Yes ▾

If yes, under what name?

If yes, list dates and job title(s):

The University has a policy which limits the hiring of relatives in the same unit. List names of relatives currently working at Cleveland State University:

To receive veteran's preference under the Ohio Revised Code, you must provide a copy of your discharge papers (DD214) upon testing and/or interviewing for a position. Have you provided us with a copy of your discharge papers (DD214)?
○ Yes
◉ No
○ No Response

Criminal History

* Have you been convicted of a criminal offense?   ○ Yes   ◉ No   ○ No Response

If yes, please describe details including the nature and circumstances of the offense(s) and date(s) of conviction, term(s) of incarceration and probation (if any). A conviction will not necessarily be a bar to employment. The type of offense, age at the time of conviction, length of time since conviction, subsequent employment history, and job relatedness of the offense, among other factors will be considered.

*Required information is denoted with an asterisk.

| << SAVE AND RETURN TO PREVIOUS | SAVE AND CONTINUE TO NEXT >> |

| SAVE AND STAY ON THIS PAGE | EXIT |

Once you have completed this section, click here to go to the next page.

You may quit the application process at any time by clicking the "EXIT" button.

13

Error Messages

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Create Application

Personal Information: Page 1 of 6

⚠ This page has errors that must be corrected before you may continue. Please correct these errors before proceeding.

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Continue** button or the **Return** button at the bottom of the screen every 60 minutes in order to avoid losing your data.

*Required information is denoted with an asterisk.

Personal Information

*	First Name:	Stacey
	Middle Name:	
*	Last Name: ● This is a required field. Please complete field before continuing.	
	Other names used:	
	Address:	
	City:	
	State (enter NA if a non U.S. address):	
	Zip Code:	
*	Home Telephone Number: *(format: xxx-xxx-xxxx)* ● This is a required field. Please complete field before continuing.	
	Alternate Telephone Number: *(format: xxx-xxx-xxxx)*	
*	Email Address:	s.monroe@csuohio.edu

If you've forgotten to complete any "required fields," an error message will appear at the top of the page.

The "required fields" that you need to complete will be highlighted in yellow.

Complete the required fields then click "Save and Continue to Next".

Step 3: Voluntary Information

This is our Voluntary Demographic Data screen. The information in this section is optional, but is greatly appreciated – your information will remain anonymous and is used for reporting purposes only.

The information you enter on this screen will have absolutely no bearing on any employment-related decision.

Step 4: Create Your Application - Education

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• Welcome. You are logged in.   Wednesday, February 4, 2009

Create Application

Educational History: Page 3 of 6

Please enter your education history, starting with High School. Include Vocational School, College and Graduate School if applicable. When finished, click on the **Save and Continue to Next Page** button at the bottom of the screen.

Existing Entries

No Records Found

[ADD NEW ENTRY]

[<< SAVE AND RETURN TO PREVIOUS]   [SAVE AND CONTINUE TO NEXT >>]

[EXIT]

You will add separate entries for each school that you attended.

Click "Add New Entry" to begin entering your educational history.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

16

Create Your Application – Education, cont.

On this page, list your educational history.

Click "Add Entry" after entering your school data.

Step 5: Create Your Application – Skill Information

This is where you list your skills in computers, office equipment, etc.

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• Welcome. You are logged in.   Friday, February 6, 2009

View/Edit Application

Employment History: Page 5 of 6

List employment **beginning with present** or most recent position. When listing experience while employed by Temporary Agencies, specify the agency name and places of employment. Include active military service assignments and type of discharge, and any periods of self-employment. To begin entering information, click the Add New Entry button. Enter your oldest job first. When finished entering each job, click the button. Continue adding your job history by clicking the Add New Entry button. When finished, click Save and Continue to Next Page button.

Existing Entries

No Records Found

ADD NEW ENTRY

<< SAVE AND RETURN TO PREVIOUS	SAVE AND CONTINUE TO NEXT >>

EXIT

You will add separate entries for positions that you held.

Click "Add New Entry" to begin entering your employment history.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Create Your Application – Employment, cont.

This is where you will list your work experience.

Be sure to gather this information before beginning this process.

Step 7: Create Your Application - References

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View/Edit Application

References: Page 6 of 6

| << SAVE AND RETURN TO PREVIOUS | SAVE AND CONTINUE TO NEXT >> |

*Required information is denoted with an asterisk.

References

Reference Name:	
Address:	
Phone:	
Email:	
Relationship	
Company:	
Reference Name:	
Address:	

On this page, list your reference information.

Again, be sure to gather this information before beginning this process.

Step 8: Online Signature for Your Application

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Edit My Information   🖶 View Application

Application Status

I hereby certify that the statements contained in this Application are true and without omission. I voluntarily authorize: (1) Cleveland State University to investigate information concerning my pre employment, experience, skills and education; (2) persons and entities referenced by me in this application to freely provide information to Cleveland State University, and I hereby release each these persons and entities which provide or receive such information about me from any and all liability for any damage that may result from furnishing such information; (3) those persons and entities referenced by me in this application to accept a photocopy or facsimile copy of this page my consent and release of liability for providing all requested information to Cleveland State University; and (4) Cleveland State University to request and receive a copy of my driving record where appropriate, if the position requires or authorizes me to drive a University-owned or lease vehicle.

I understand that omissions, false or misleading statements made by me on this Application, in connection with the above-mentioned investigation, or interview(s) will be sufficient cause for rejection of my application or, if discovered subsequent to my being hired by Cleveland State University, termination of employment, and may be a violation of Section 2921.13, ORC, and subject me to criminal investigation.

I have read, understand, and can perform with or without reasonable accommodation the responsibilities listed for the current vacancy (ies) for which I am applying. These responsibilities represent the essential functions of the position. I will advise CSU if I require accommodation for the testing or interviewing process.

I understand that the initial period of any employment will be on a probationary basis.

Note: In compliance with the Immigration and Naturalization Services Act of 1986, prior to employment you will be required to provide proof of your identity and eligibility to work in this country.

Affirmative Action Statement: CSU is an Affirmative Action Equal Opportunity Institution. No person will be denied opportunity for employment or education, or be subject to discrimination in any project, program or activity because of race, color, religion, sex, secual orientation, national origin, age, handicap or disability, disable veteran or Vietnam era veteran status.

⊙ I have read and understand the above. I certify that all information provided is true and complete.

[CANCEL] [CONTINUE]

By clicking the 'Continue' button, you are electronically signing and confirming that all the information submitted is true and complete.

22

Step 9: Certify Your Application

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- Welcome. You are logged in.   Friday, Febru

Confirm Change Application Status

Confirm edits.

Application Status

I have read and understand the above. I certify that all information provided is true and

[GO BACK]   [CONFIRM]

Click "Go Back" to edit your application if necessary.

Click "Confirm" to certify that your answers are correct and to save your application.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Step 10: Search Postings

After finishing your application, you will automatically be taken to the home page

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Home
Search Postings
Application Status
Edit Application
Preview Application
Change Password
Logout

• CSU Home Page

• HR Employement Page

Click "Search Postings" to begin the process of applying to a job.

• Welcome **Monroe, Stacey**. You are logged in.   Friday, February 6, 2009

Application Status

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the **Withdraw Application** link for that position.
  (Note: If you withdraw your application, you will *not* be able to apply for the same position again).

You have not applied to any positions. Please apply for a specific posting Search Postings link on the navigation bar, viewing the a specific position, and applying for that position.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Applying for a Position System Steps

The next slides show step by step what to do to apply for a position.

Step 1: Search Postings

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Home
Search Postings
Application Status
Edit Application
Preview Application
Change Password
Logout

- CSU Home Page

- HR Employement Page

To view the position details and/or apply to a position, click on the **View** link below the Job Title. To sort, click on the arrow next to the column title.

RETURNING USERS: Please **STOP** and read this important message!
If you need to **edit your application information** before applying for a position, please login and click on the 'Manage Applications' link on the navigation bar to the left. **You will not be allowed to change your application information after you have applied for a position.**

Search Results		
1 Record		
▼ **Job Title**	▼ **Job Open Date**	▼ **Department**
Secretary 1 View		

You can search postings by Category or other details to bring up a specific list of open positions, or you can leave all of the fields blank to retrieve a list of all open positions.

To view open postings, please enter your search criteria below. You may view all open postings by not specifying any search criteria and clicking on the **Search** button.

Search Postings			
Posting Category:	Any	Requisition Number:	
Department	Any	Business Title	
Classification	Any		

SEARCH   **CLEAR RESULTS**

Step 2: View

Step 3: Apply

Once you've determined that you meet the qualifications and wish to apply, click here.

Look below to view the Position details.

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Home
Search Postings
Application Status
Edit Application
Preview Application
Change Password
Logout

• CSU Home Page

• HR Employement Page

If you need to **edit your application information** before applying for a position, please login and click on the 'Manage Applications' link on the navigation bar to the left. **You will not be allowed to change your application information after you have applied for a position.**

APPLY FOR THIS POSTING

Posting Details

Category:	Administrative Support/Clerical
Start Date	
Salary Grade:	26
Title:	Secretary 1
Department:	College of Science, Dean
Title of Immediate Supervisor:	McNair Scholars Program Director
FLSA:	Non-Exempt
FTE:	.5
Function:	Serve as receptionist and first point of contact. Supports the Director and staff members with routine administrative tasks. Performs a variety of clerical tasks that support the office. Interacts professionally with all internal and external customers using strong customer service skills.
Minimum Qualifications:	High school graduate or equivalent. Completion of a high school typing class. Six months previous paid work experience typing on a word processor, filing, and operating general office equipment. Utilizing a database or spreadsheet package OR completion of a

Step 4: Answer Supplemental Questions

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Supplemental Questions

* Are you a high school graduate or have equivalent certification?
- ⦿ No Response
- ○ Yes
- ○ No

* Do you have at least twelve (12) months of verifiable previous paid work experience entering and verifying accounting records?
- ⦿ No Response
- ○ Yes
- ○ No

* Do you have at least twelve (12) months verifiable previous paid work experience utilizing a computer spreadsheet package?
- ⦿ No Response
- ○ Yes
- ○ No

Answer any supplemental questions here.

<u>Note:</u> Not every position will have supplemental questions.

Certify Application

I hereby certify that the statements contained in this Application are true and without omission. I voluntarily authorize: (1) Cleveland State University to investigate information concerning my previous employment, experience, skills and education; (2) persons and entities referenced by me in this application to freely provide information to Cleveland State University, and I hereby release each of these persons and entities which provide or receive such information about me from any and all liability for any damage that may result from furnishing such information; (3) those persons and entities referenced by me in this application to accept a photocopy or facsimile copy of this page as my consent and release of liability for providing all requested information to Cleveland State University; and (4) Cleveland State University to request and receive a copy of my driving records, where appropriate, if the position requires or authorizes me to drive a University-owned or leased vehicle.

I understand that omissions, false or misleading statements made by me on this Application, in connection with the above-mentioned investigation, or interview(s) will be sufficient cause for rejection of my application or, if discovered subsequent to my being hired by Cleveland State University, termination of employment, and may be a violation of Section 2921.13, ORC, and subject me to criminal investigation.

I have read, understand, and can perform with or without reasonable accommodation the responsibilities listed for the current vacancy (ies) for which I am applying. These responsibilities represent the essential functions of the position. I will advise CSU if I require accommodation for the testing or interviewing process.

I understand that the initial period of any employment will be on a probationary basis.

Answer Supplemental Questions, cont.

Similar to when you initially created your application, you will electronically "sign" your application by clicking here.

Then click here to save your application and apply to this position.

Or click here to cancel applying to this position.

Step 5: Attach Required Documents

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Time button. If you have attached all **Required** documents and do not wish to attach **Optional** documents, or are finished attaching documents, click the **Finished Attaching Documents** button. Once you click the **Finished Attaching Documents** button, you will not be able to attach any further documents to your application for **this** position.

If you have not completed applying for this position, any documents that you have attached will be held in the system.

NOTE: Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading.
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics.

Once you have attached your document, please click the **View** link to verify that it uploaded correctly. After clicking the **View** link, your document will appear in a separate pop-up window. Close this pop-up window before clicking another **View** link to prevent viewing difficulties with subsequent documents. your document appears to have formatting problems, please click the **Remove** link to remove the document and adjust your document as needed by following the tips above and reattaching it.

2 Records

▲ Required	Attach / Remove	Document Type	Attached Document	View Document
	Attach	Resume		
	Attach	Cover Letter		

FINISHED ATTACHING DOCUMENTS

CANCEL APPLYING TO THIS POSTING

Some positions will require you to attach a resume and cover letter to your application. To do so, click "Attach" next to the relevant Document Type.

In order to attach a document, you will need to have saved it in an electronic format such as a Word document or a PDF file (see next slide).

Attach Required Documents, cont.

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- Welcome **Smith, Jenny**. You are logged in.   Thursday, February 19, 2009

Attach Documents - Account Clerk 3

Attach Resume

Return to Previous

If your document is in Microsoft Word or PDF format, please use the **Upload** feature to attach your document. Otherwise, please use the **Paste** feature.

Upload a new Resume:

To upload a **Microsoft Word** or **PDF** document, click the **Browse** button, then select the file you wish to upload and click on the **Open** button. Your document must be less than 2 MB in size. Click the **Attach** button when you are finished.

Note: If your document is *not* in Microsoft Word or PDF format, please copy and paste the text of your document in 'Paste a new Resume' section directly below.

File: [   ] [Browse...]

[**ATTACH**]

Paste a new Resume:

Enter (or copy and paste) the text of the document in the text area below. Click the **Attach** button when you are finished.

Text: [   ]

> Click here to search your computer's hard drive or a floppy disc.

> Or, copy and paste the text of your document here. Note that using this Paste box will not preserve the formatting of your documents (fonts, bullets, etc.)

Attach Required Documents, cont.

A pop-up screen will open to allow you to search for your document .

Choose file

Look in: My Computer

- 3½ Floppy (A:)
- Local Disk (C:)
- Compact Disc (D:)

History

Desktop

My Documents

My Computer

My Network P...

For example, double click on Local Disk to search the hard drive.

Select the location of your file.

File name:

Files of type: All Files (*.*)

Open

Cancel

Attach Required Documents, cont.

Click on the file name.

Then click "Open".

Attach Required Documents, cont.

Upload a new Resume:

To upload a **Microsoft Word** or **PDF** document, click the **Browse** button, then select the file you wish to upload and click on the **Open** button. Your document must be less than 2 MB in size. Click the **Attach** button when you are finished.

Note: If your document is *not* in Microsoft Word or PDF format, please copy and paste the text of your document in 'Paste a new Resume' section directly below.

File: [C:\Documents and Settir] [Browse...]

[**ATTACH**]

Paste a new Resume:

Enter (or copy and paste) the text of the document in the text area below. Click the **Attach** button when you are finished.

Text: [   ]

[**ATTACH**]

Return to Previous

> Confirm your attachment by clicking the "Attach" button.

Attach Required Documents, cont.

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Attach Documents - Account Clerk 3

Confirm

Return to Previous

You have not completed applying for this position!

Your application is not complete until you receive a confirmation number.

To submit this document to your application for this position, click the **Confirm Attaching Document** button at the bottom of the screen.

To cancel attaching this document, please click the **Return to Previous** link on this screen.

After clicking the **Confirm** button, you will be directed back to the main Documents page, where you will be able to view, remove and reattach documents.

Job Title	Document Type	Date & Time Submitted
Account Clerk 3	Resume	Resume_02-19-09_13-37-03CT

CONFIRM ATTACHING DOCUMENT

Return to Previous

Click the "Confirm Attaching Document" button.

Attach Required Documents, cont.

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If you wish to attach **Required** documents at a later time, click the **Do Not Attach Documents at this Time** button. If you have attached all **Required** documents and do not wish to attach **Optional** documents, or are finished attaching documents, click the **Finished Attaching Documents** button. Once you click the **Finished Attaching Documents** button, you will not be able to attach any further documents to your application for **this** position.

If you have not completed applying for this position, any documents that you have attached will be held the system.

NOTE: Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading.
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics.

Once you have attached your document, please click the **View** link to verify that it uploaded correctly. After clicking the **View** link, your document will appear in a separate pop-up window. Close this pop-up window before clicking another **View** link to prevent viewing difficulties with subsequent documents. If your document appears to have formatting problems, please click the **Remove** link to remove the document and adjust your document as needed by following the tips above and reattaching it.

2 Records

Required	Attach / Remove	Document Type	Attached Document	View Document
	Remove	Resume	Resume_02-19-09_13-37-03CT	View
	Attach	Cover Letter		

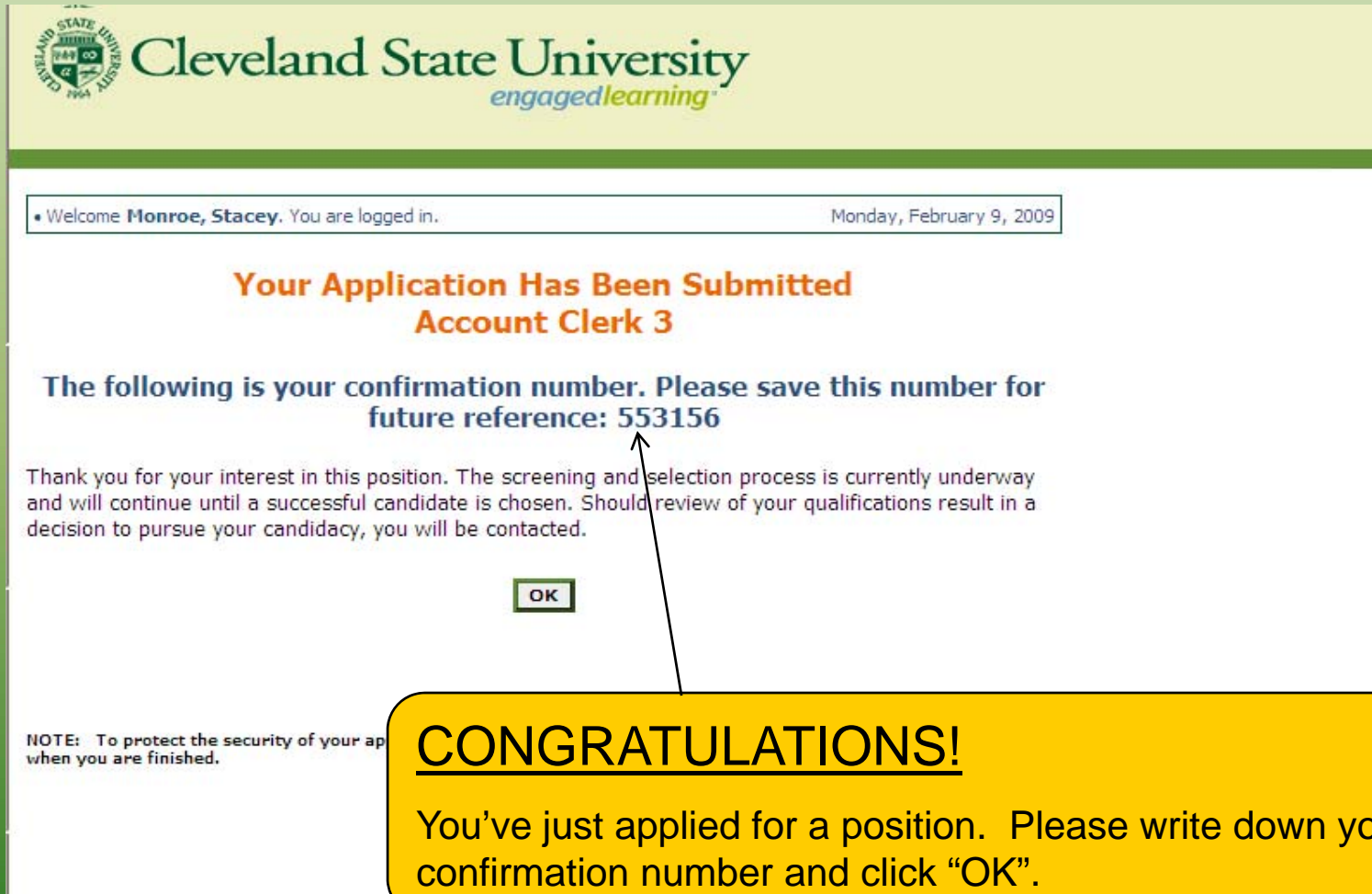**FINISHED ATTACHING DOCUMENTS**

CANCEL APPLYING TO THIS POSTING

To attach additional documents, click another "Attach" link for the relevant document.

Click here when you have completed attaching documents.

37

Submission Confirmation

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• Welcome **Monroe, Stacey**. You are logged in.   Monday, February 9, 2009

Your Application Has Been Submitted
Account Clerk 3

The following is your confirmation number. Please save this number for future reference: 553156

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

OK

NOTE: To protect the security of your ap
when you are finished.

CONGRATULATIONS!

You've just applied for a position. Please write down your confirmation number and click "OK".

Manage Your Applications

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Home
Search Postings
Application Status
Edit Application
Preview Application
Change Password
Logout

• CSU Home Page

• HR Employment Page

• Welcome **Monroe, Stacey**. You are logged in.   Monday, February 9, 2009

Application Status

The table below lists the positions you have applied to.

• To remove your application from consideration for a position, click on the **Withdraw Application** link for that position. (Note: If you withdraw your application, you will *not* be able to apply for the same position again).

Application Status

2 Records

Job Title	Business Title	Confirmation Number	Posting Number	Application	Application Date	Status	Attached Documents	View Documents
Secretary 1 View	Secretary 1	553155	0600002	View Application	02-06-2009	In Progress Withdraw Application		
			0600007	View Application	02-09-2009	In Progress Withdraw Application		

NOTE: To protect the security of your application information,   finished.

> Any time you login, you can view the status of all your applications by clicking the "Application Status" link.

> You can see your status and review your application to each position on this screen.

39

Manage Your Applications, cont.

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Home
Search Postings
Application Status
Edit Application
Preview Application
Change Password
Logout

• CSU Home Page

• HR Employement Page

• Welcome **Monroe, Stacey**. You are logged in.   Monday, February 9, 2009

Application Status

The table below lists the positions you have applied to.

• To remove your application from consideration for a position, click on the **Withdraw Application** link for that position.
  (Note: If you withdraw your application, you will *not* be able to apply for the same position again).

To apply for additional positions, click Search Postings and follow the exact same process as before.

Application Status

2 Records

Job Title	Business Title	Confirmation Number				
Secretary 1 View	Secretary 1	553155	0600002	View Application	02-06-2009	In Progress Withdraw Application
Account Clerk 3 View	Account Clerk 3	553156	0600007	View Application	02-09-2009	In Progress Withdraw Application

NOTE: To protect the sec   ed.

You will NOT have to reenter your entire application information. You will only need to answer any questions associated with that position

40

Manage Your Applications, cont.

When returning to the Online Employment System, just login using your User Name and Password.

If you forget your PASSWORD, click here. Your secret question will be displayed for you to answer.

If you forget your USER NAME or need additional assistance, please contact the Human Resources department.

Conclusion

If you have any questions or concerns, please call Human Resources at (216) 687-3636

Thank you for viewing this tutorial!