



Quick-Tips for Applicants in the Faculty Recruitment System

System Requirements

- To successfully navigate through this system, it is recommended that you use the following internet browsers:
 - Mozilla Firefox
 - Google Chrome
 - Internet Explorer 11 (IE 11) or Internet Explorer 10 (IE 10)
- Apply for a job using a desktop or laptop computer (a mobile device can be used for viewing position information, but not for uploading required documents).

Quick-Tip Topics:

- 1) **Searching for jobs**
- 2) **Uploading application materials**
- 3) **Managing References**
- 4) **Entering Voluntary Information**
- 5) **Submitting your application**
- 6) **Updating/Editing application materials**
- 7) **Updating contact information**

(1) To Search for Faculty Jobs

Click on the **Job Title** Link to view the detailed position requirements. The position requirements will include the application procedures. Once you click, **Apply for this Position**, the **Sign in Welcome Page** will pop up.

New Visitor	Returning User
Click Register Here and create an account. Complete all the required Account Information and Contact Information fields and click, Register . *Your Password created must have at least 7 characters and contain at least 2 lower case letters and numbers.	If you have previously registered and created an account, enter your Email Address, and Password used during the Registration process and click, Sign In . *If you forgot your Password, you will be redirected to the Forgot Password page to reset your Password. Once you enter your email address, you will receive an email containing a link to reset your Password.

(1.1) Update Contact Information for a Specific Job Submission

To change the contact information for a particular job submission, you must modify the job submission. Go to the **Search Faculty Jobs** page; find your job title and click, **Modify current submission**. You must then click the **Back** button or the **1. CONTACT INFO** tab.

(1.2) Application Process

Once you have logged in, you are ready to begin the application process. If you wish to verify your contact information, click the **Back** button or the **Contact Information** tab.

1. Update the appropriate fields including how you learned about the position and click, **Next**.
2. You are now directed to the **Attachments and/or URL** page.

(2) Uploading Attachments or URL

- 1) Select the type of attachment from the box labeled **1) Specify Attachment or URL Type:**
 - You must upload the **Curriculum Vitae/Resume and Cover Letter**.
 - You will receive an error message if you do not upload the Curriculum Vitae/Resume and Cover Letter.
 - Maximum file size is 20 MB
 - PDF and DOC are the recommended file types for all documents.
- 2) a. You can upload documents, browse for your file by clicking **Choose File**, select your file and click, **Open**, then click, **Upload File** -OR-
b. You can provide a URL to share documents. Copy and paste the URL and click, **Save URL**.
Note: The URL is recommended for large files, videos, etc. and cannot be used for the Curriculum Vitae or Cover Letter
- 3) Once the file(s) are uploaded or the URL(s) are saved, they will appear under, **Submitted Files and/or URL's**.
- 4) Click, **Next** to continue the application process.

(2.1) Removing Attachments

In the event you uploaded the incorrect attachment, click the **Remove Attachment** link located under **Submitted Files and/or URL's**. A pop-up message will appear asking, "Are you sure you want remove the file attachment?" Click, **Ok** or **Cancel**.

(3) References

The number of professional references required for the position is documented in the position description:

- 1) To add a referent, you must minimally enter the referent's first and last name and email address. Title, Phone Number and Institution/Company are optional.
- 2) Entering an email address will generate an email to the referent with a secure link to upload the PDF file to the application. **Note:** The secure link can only be accessed once. If the referent clicks the link more than once, s/he will receive an error message stating, "Invalid Code."
If you are not ready to contact your referent(s) at this time, do not add any information for the referent on this page. When you are ready for CSUF to contact the referent, you can return to the system and enter the referent's information and click, **Add New Referent**.
- 3) Once the reference is successfully sent, the referent's name, information and Recommendation Status will appear above the **Add New Referent** fields. A system generated notification, **A referent has been successfully added for this submission** will appear above the referent's information. **Do not** click resubmit. Doing so will send a second link to your referent and the first link will become disabled.

(3.1) Edit/Update References

Once the referent's information is entered and the email is sent, you can edit/update your referent's information:

- 1) To edit your referent's information, click, **Edit This Reference**, this enables you to make changes to the fields you wish to update. Once updates are made, click, **Update This Reference**.

- 2) After you've updated the referent's information, you'll receive the message; ***The specified referent has been updated successfully.*** This message appears above the referent's name and information.

(3.2) Removing a Referent

You have the option of removing a referent after the email has been sent.

- 1) Click, ***Remove this Reference*** next to the name of the referent you wish to remove.
- 2) Once you've removed the referent, you'll receive the message; ***The specified referent has been successfully removed.*** This message appears above the Add New Referent fields.

(3.3) Resend Recommendation Request Email to Referent

You have the option of resending your reference request to your referent.

- 1) Click "Resend Recommendation Request Email" next to the appropriate referent's information.
- 2) A new email with a secure link will be sent to the referent to upload the reference letter.
- 3) Once the email has been successfully sent, the ***Recommendation Status*** message linked to your referent will be updated to, ***Recommendation Request Email has been sent on (Resent Date) at (Resent Time).***
- 4) The ***Resent Recommendation Request Email*** button will disappear once the referent has uploaded the reference letter.
- 5) You can always check the number of references required for the position by clicking the ***job posting*** link.

(4) Voluntary Information

Providing this information is entirely voluntary. You do not need to complete this information in order to complete your application. We do highly recommend that you complete this information. If you choose to skip the Voluntary Information during the application process, a message will pop up asking Describing the value of the information to CSUF and asking you, ***Are you sure you want to skip?*** Click, ***OK*** or ***Cancel*** to exit the screen.

(5) Confirmation

- 1) If you have ***NOT*** uploaded a CV and cover letter on the attachment page, you will not be able to complete the application process.
- 2) If you uploaded your attachments, you are directed to the ***Confirmation*** page with the documented ***Conditions of Employment***. You must check, ***Yes, I agree with the above conditions of employment*** and click, ***Submit the employment application***.

(5.1) Submission Acceptance

You will receive the message, ***Submission Accepted. Congratulations! You have successfully submitted your application!*** The noted Application ID is a randomly generated number for identification purposes. You will also receive a ***Submission Acceptance Email***.

(6) Update/Edit Job Submission

You may return to resume, update or edit your application submission at any time during the recruitment process.

- 1) After logging in, you'll see the ***Modify Initial Submission*** page when you have applied to one ***ONE*** job position.

- 2) If you have applied to multiple positions, you'll be returned to **Search Faculty Jobs**. To modify the submission, click **Modify current submission** next to the applicable position.

(7) Update Contact Information

Updating your contact information in the **Manage your Profile** page (link located in upper left corner of the Search Faculty Jobs page) will **NOT** update the contact information for any job applications in progress. It will only pre-populate the contact information for new applications.