

Guideline Overview – Career Sites

The Division of Human Resources and Inclusive Excellence (HRIE) has launched an additional Career Opportunities site for the campus community as of 2/9/2023 that will exclusively host career opportunities for CSUF employees and students. This comes as part of HRIE's divisional Strategic Goal of Employee Engagement to further develop and support programs and activities that foster a diverse and inclusive community and increase employee engagement. Hosting an internal only site enhances CSUF's recruitment strategy by increasing awareness of internal-only vacancies and providing an opportunity to apply to these exclusive opportunities. This further demonstrates CSUF's desire to highlight opportunities for employee career growth.

The campus community will go from one career site to two as of 2/9/2023: (1) *Existing* External Career Opportunities site for positions open to external applicants and internal applicants, and (2) *New* Internal Career Opportunities site for positions open to internal employees and students only.

Terminology

- Internal Applicants
 - Those who are currently employed by or are students at CSUF
- External Applicants
 - Those who are not currently employed by and are not students at CSUF
- External Career site
 - This is the current [External Career Site](#).
 - The location will remain unchanged.
 - This site is widely publicly available to those who are not affiliated with CSUF and to those who are current CSUF employees and students.
 - Anyone is eligible to apply to the positions on the External Career site.
 - All appropriate collective bargaining requirements for open recruitments will continue to be adhered to.
- Internal Career site
 - This is the new Internal Career site.
 - The site is accessed via the [CSUF Portal](#) under the *User Apps* section at the link titled *Internal Career Opportunities*.
 - This site is available to current CSUF employees, students, and those affiliated with the University who have access to the CSUF Portal.
 - Those who are affiliated with CSUF are eligible to apply to the positions within this Internal Career site.
 - All appropriate collective bargaining requirements for internal positions will continue be adhered to.
 - The Career Center's Titan Connection will continue route students seeking student employment opportunities to this page, which contains information about accessing the Internal Career Opportunities site via their student Portal: <https://hr.fullerton.edu/careers/students/>

For further information regarding accessing the External Career Opportunities site and Internal Opportunities Career site, please review the below Frequently Asked Questions (FAQs) and Access Guides.

- Frequently Asked Questions - FAQs (Page 2)
- Job Alerts – Set Up Guide (Page 4)
- External Career site - Access guide (Page 6)
- Internal Career site - Access guide (Page 7)

For further questions regarding the new Internal Career Opportunities site please reach out as appropriate:

- Natalie Bersig at nbersig@fullerton.edu for Faculty and Student Employment (Student Assistants and Unit 11 Teaching Associates, Graduate Assistants, and Instructional Student Assistants) recruitments
- Tammy Dietzel at tdietzel@fullerton.edu for Staff and Management recruitments

Frequently Asked Questions - FAQs

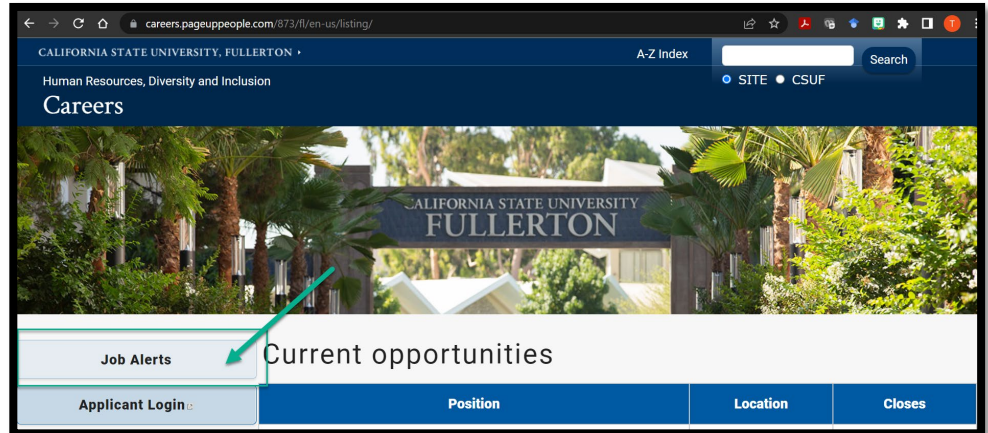
1. *As a current CSUF employee seeking career opportunities on campus, where do I look for job postings?*
 - a. You will find job postings on both the external career site and the internal career site. The external site has job postings that both the public AND campus employees may apply to. The internal site has job postings that only campus-affiliated individuals (current employees and students) can apply to. Each job posting will only appear on one site.
2. *As a current CSUF employee seeking career opportunities on campus, what is the best way to keep up to date regarding the open positions on both the external and internal career sites?*
 - a. The utilization of the *Job Alerts* functionality within each site will allow you to stay up to date. This is useful for notifying you when new job opportunities are posted. You can specify criteria for positions that you are particularly interested in so you don't miss an opportunity. You can set up these alerts by following the guide in the documentation below (See page 4)
3. *As an applicant to an internal job opportunity, is the application experience different that applying for a position on the external Career Opportunities site?*
 - a. No. After you have navigated to the Internal Career Opportunities page via the Portal, you will go through the same application process as applying for a position on the external Career Opportunities page.
4. *As a current CSUF student, where do I look for campus employment opportunities for students?*
 - a. You can access Student Assistant, Teaching Assistant, Graduate Assistant, and Instructional Student Assistant employment opportunities via the student Portal by clicking the link under User Apps titled "Internal Career Opportunities."
 - b. Information about other campus employment opportunities is available here: <https://hr.fullerton.edu/careers/students/>
5. *As a current CSUF faculty member, does the Internal Career Opportunities site impact me?*
 - a. No. All faculty job postings are open to all via the External Career Opportunities site.
6. *As a hiring manager, does the Internal Career Opportunities site impact me?*
 - a. It is expected that posting positions limited to campus employees and students on the Internal Careers page will greatly reduce or eliminate ineligible applicants in those applicant pools, which will make reviewing applications faster.

7. *As a search committee member, does the Internal Career Opportunities site impact me?*
 - a. Only if the recruitment you are involved in is an internal recruitment. In that case, it is expected that posting positions limited to campus employees and students on the Internal Careers page will greatly reduce or eliminate ineligible applicants in those applicant pools, which will make reviewing applications faster.
8. *As a staff who supports recruitments, does the Internal Career Opportunities site impact me?*
 - a. Only if the recruitment you are involved in is an internal recruitment. In that case, it is expected that posting positions limited to campus employees and students on the Internal Careers page will greatly reduce or eliminate ineligible applicants in those applicant pools, which will result in fewer or no ineligible applicants to manage.
9. *As a staff who supports recruitments, do I need to enter anything different when creating a requisition for an internal job posting?*
 - a. No. The appropriate HRIE recruiter will designate whether the requisition will post on the external or internal site.
10. *As a staff who supports recruitments, does this change the approach for direct-hire requisitions?*
 - a. No. Please contact the appropriate HRIE recruiter for those.

Job Alerts – Set Up Guide

The utilization of the *Job Alerts* functionality within each site allows potential candidates to stay up to date. This is useful for notifying interested applicants when new jobs are made available to apply for. Candidates can specify criteria of positions they are particularly interested in so they don't miss an opportunity. See below set up guideline for how to. You can follow these same steps on either the internal site or the external site:

1. Navigate to the [CSUF External Career Opportunities site](#). Click on the button titled "Job Alerts".

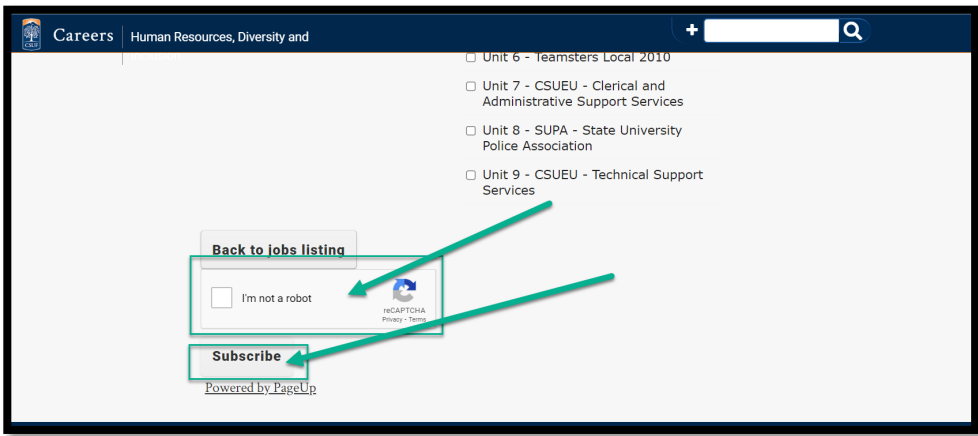
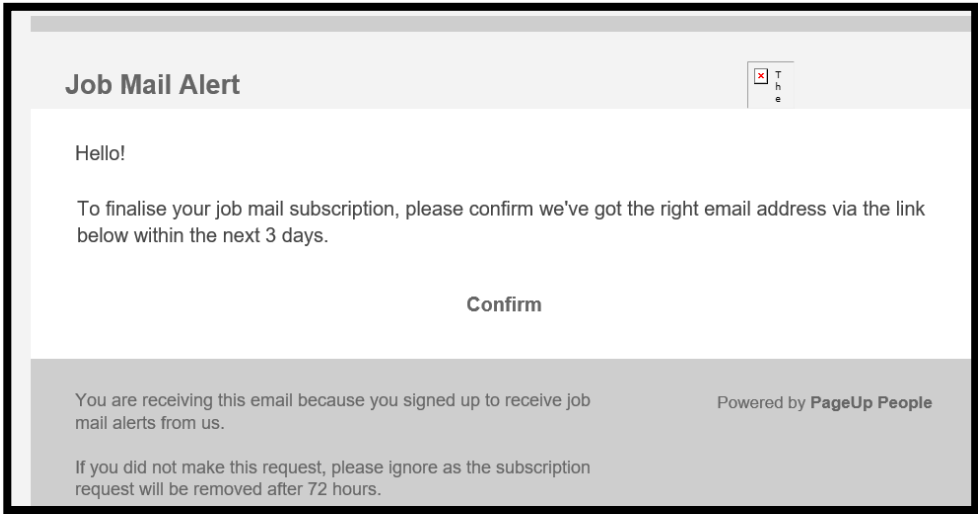
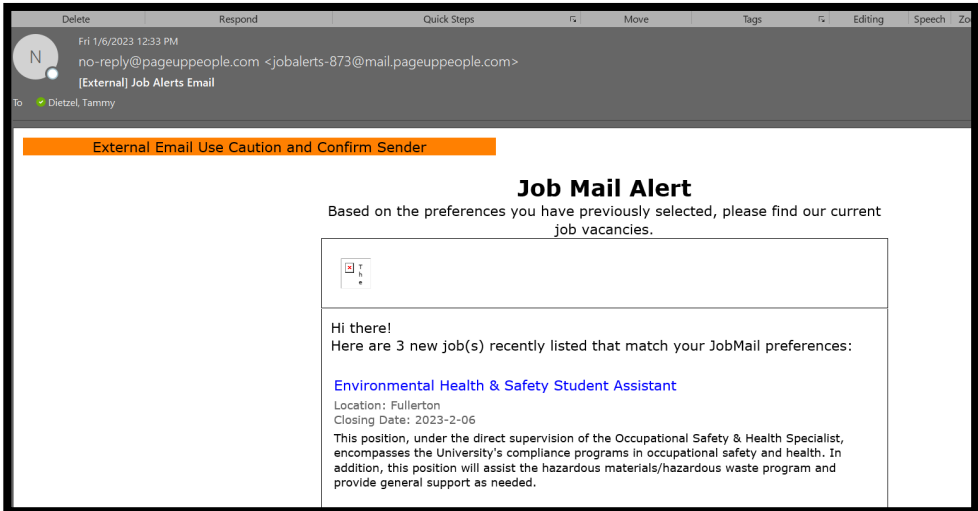


2. You will be taken to the job subscription page where you will submit your email address to receive notifications and can make your selections for the specific work type and specific categories of opportunities you would like to receive alerts for.

The screenshot shows the 'Job mail subscription' form. It includes a sidebar with 'Job Alerts' and 'Applicant Login' buttons. The main form area has the following sections:

- Email address:** A text field with the placeholder 'address@example.com'.
- Keywords:** A text field with the placeholder 'e.g.Engineer, Melbourne'.
- Work type:** A section with a 'Select All' button and a list of checkboxes: Auxiliary, Extended Education Instructor, Graduate Assistant, and Instructional Faculty.
- Categories:** A section with a 'Select All' button and a list of checkboxes: Administrative, Athletics, At-Will, and Child/Youth Education and Development.
- Locations:** A section with a 'Select All' button and a dropdown menu currently showing 'Southern California'.

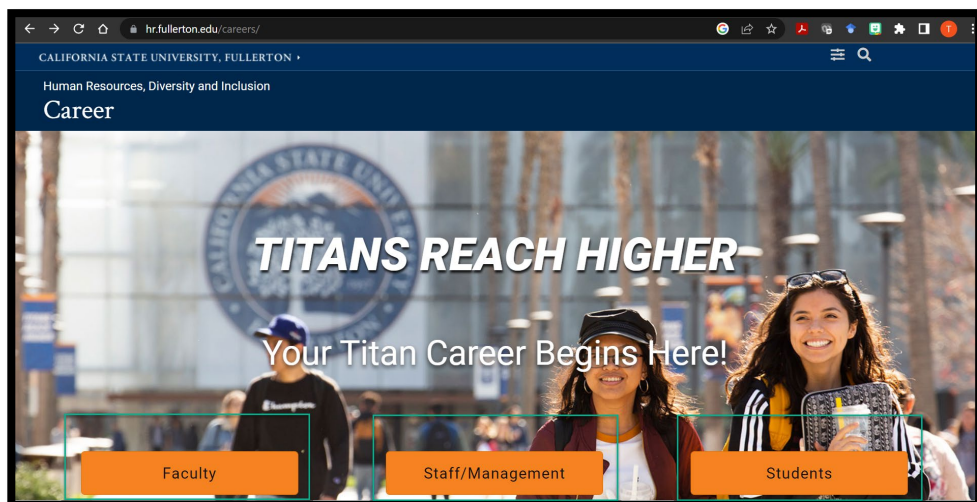
Scroll to the bottom of the screen and certify you are not a robot and click the submit button to confirm your subscription to job alerts

	
<p>4. You will receive a confirmation email from the vendor PageUp in approximately five minutes or less to the email address you listed to receive alerts to. Confirm your email address by click “Confirm” in the email you receive.</p>	
<p>5. Once you confirm your email address, you will begin to receive email alerts of new opportunities as they become available.</p> <p>You have successfully set up email alerts!</p>	

External Career Opportunities Site – Access Guide

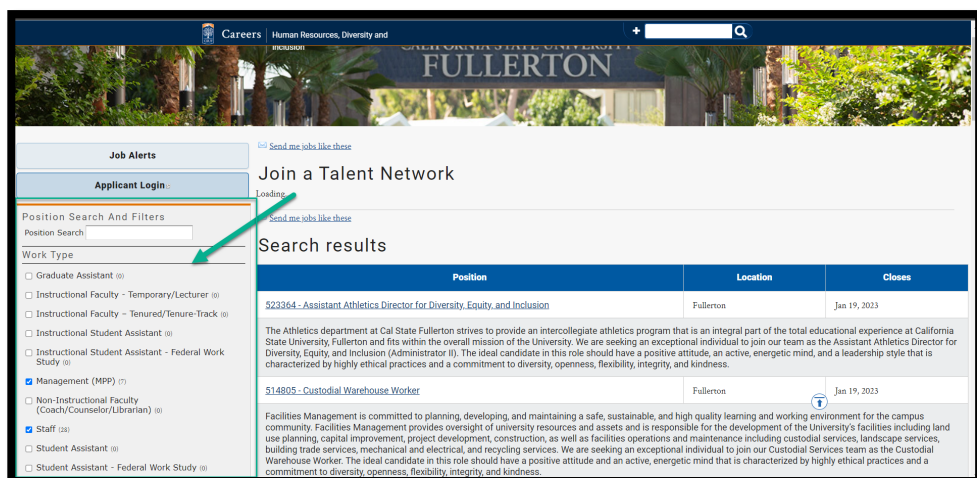
For opportunities that are available to both external and internal applicants, visit our External Career Opportunities site following the guide below.

1. Navigate to [CSUF External Career Site](https://hr.fullerton.edu/careers/)
(<https://hr.fullerton.edu/careers/>)
) . Select the roles you are interested in reviewing.



2. You can further search by criteria such as work types, categories, bargaining unit, job search category/discipline, and time basis using the bar on the left-hand side

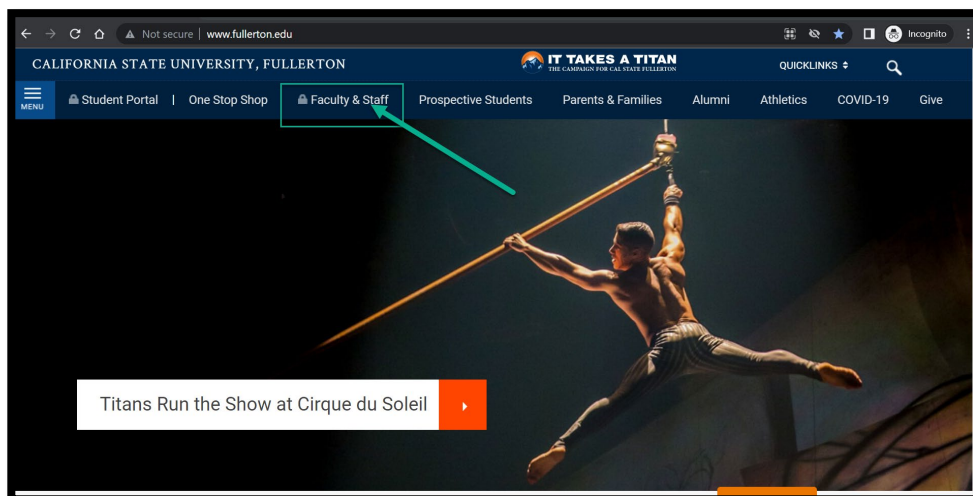
You have successfully navigated to the CSUF External Career Opportunities site!



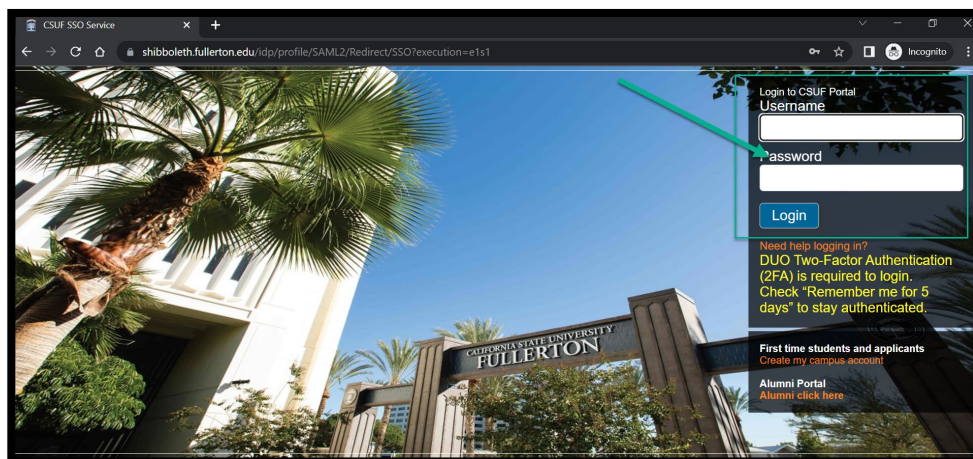
Internal Career Opportunities site – Access Guide

For opportunities that are available to only internal applicants, visit our Internal Career Opportunities site following the guide below.

1. Navigate to [CSUF Home page](http://www.fullerton.edu/) (<http://www.fullerton.edu/>) select Faculty & Staff from the top bar, or Student Portal for students.



Login to the CSUF Portal with appropriate credentials.



2. Utilizing the apps search bar, search for “internal” and you will see the Internal Career Opportunities page become available.

Select the Internal Career Opportunity page.

You have successfully navigated to the Internal Careers Opportunity site!

Continue for step 2 on next page

