

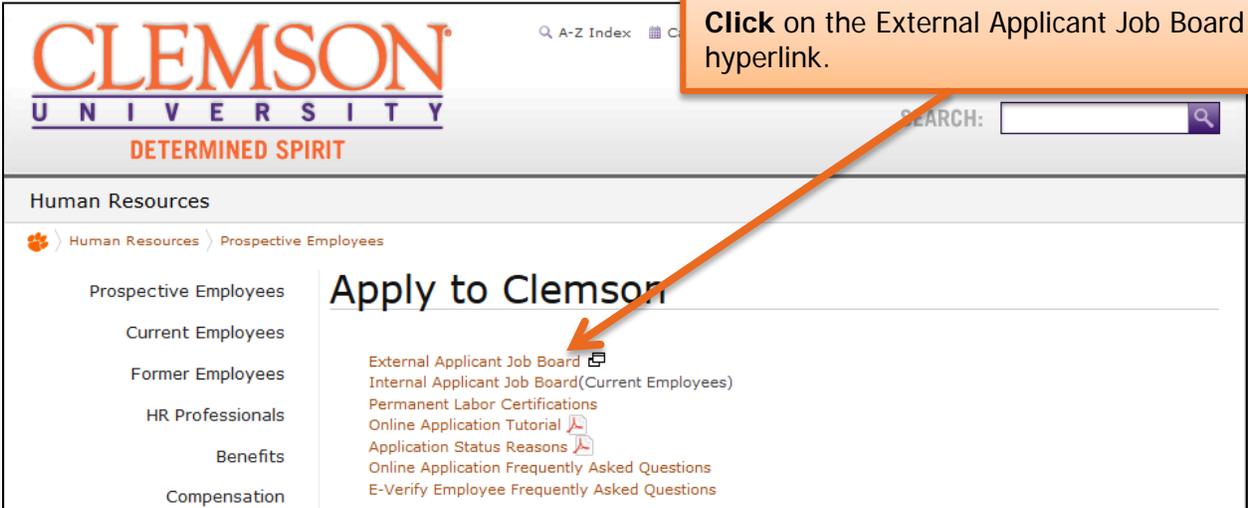
# Quick Reference: Applying for a Staff Position

## *External Applicants (Internal Applicants skip to page 12.)*



**STEP 1**  
Navigate to the Clemson webpage by going to <http://www.clemson.edu/employment/> and clicking on Employment Opportunities.

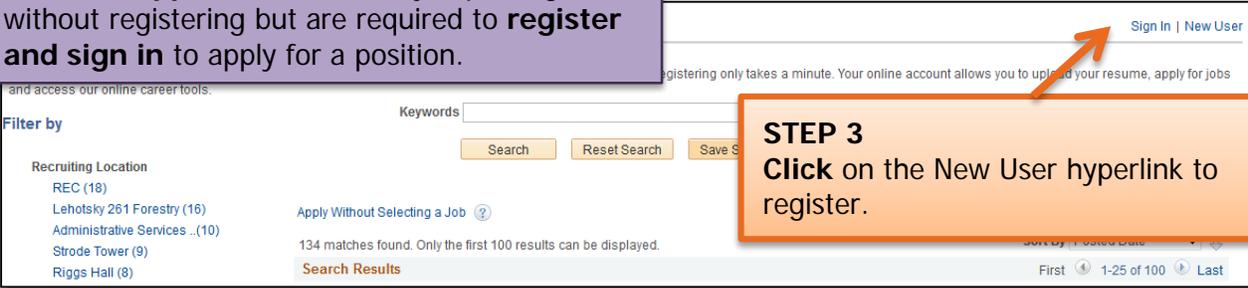
The screenshot shows the top of the Clemson University website. The browser address bar displays "www.clemson.edu/employment/". The main navigation bar includes "Employment and Benefits" and "resources +". A search bar is visible on the right. Below the navigation bar, there is a banner image of a building. On the right side of the banner, there are links for "SELF SERVICE" and "EMPLOYMENT OPPORTUNITIES". An orange callout box with an arrow points to the "EMPLOYMENT OPPORTUNITIES" link.



**STEP 2**  
Click on the External Applicant Job Board hyperlink.

The screenshot shows the "Human Resources" section of the website. The breadcrumb trail is "Human Resources > Prospective Employees". The main heading is "Apply to Clemson". Below this heading, there is a list of links: "External Applicant Job Board", "Internal Applicant Job Board (Current Employees)", "Permanent Labor Certifications", "Online Application Tutorial", "Application Status Reasons", "Online Application Frequently Asked Questions", and "E-Verify Employee Frequently Asked Questions". An orange callout box with an arrow points to the "External Applicant Job Board" link.

**External applicants can view job postings without registering but are required to register and sign in to apply for a position.**



**STEP 3**  
Click on the New User hyperlink to register.

The screenshot shows a job search results page. The breadcrumb trail is "Human Resources > Prospective Employees > External Applicant Job Board". The page displays a search bar with "Keywords" and buttons for "Search", "Reset Search", and "Save S...". Below the search bar, there is a filter section for "Recruiting Location" with a list of locations and their counts: REC (18), Lehotsky 261 Forestry (16), Administrative Services...(10), Strode Tower (9), and Riggs Hall (8). The search results section shows "134 matches found. Only the first 100 results can be displayed." and "Search Results". In the top right corner, there are links for "Sign In" and "New User". An orange callout box with an arrow points to the "New User" link.

# Quick Reference: Applying for a Staff Position

## STEP 4

If you are a registered applicant, **sign in** using your User Name and Password.

If you are a first-time user, **click** the Register Now hyperlink to create a User Name and Password.

The screenshot shows a 'Sign In' form with the following elements: a heading 'Sign In', a message 'You must sign in to continue.', two input fields for '\*User Name' and '\*Password', a 'Sign In' button, and a link 'Don't have a User Name or Password? Register Now'. There are also links for 'Forgot User Name' and 'Forgot Password'. An orange box with an arrow points from the 'Register Now' link to the 'STEP 4' text box above.

**Important Information:** New users must complete the profile page, including acknowledging the terms of service, then click Register. You will be returned to the Job Search Page.

## STEP 5A

**Search** for jobs by scrolling through the job list **OR** look for a particular job/area by filtering by Recruiting Location, Department, Job Family, Job Function, or the year the job was posted.

The screenshot shows a job search interface. On the left, there are filters for 'Recruiting Location' (REC (15), Lehotsky 261 Forestry (12), SIRRINE HALL (9), RIGGS HALL (7), FLUOR DANIEL EIB (5), More...), 'Department' (Ag & Environmental Scien..(11), Elec. & Computer Engr. (8), Pee Dee Resrch & Educatio..(8), Biological Sciences (4), Development (4), More...), and 'Job Family'. The main area shows '103 matches found. Only the first 100 results can be displayed'. Below this is a 'Search Results' section with a list of jobs. The second job, 'Assistant Professor-Business Statistics - 14508', is highlighted in yellow. An orange box with an arrow points from the 'STEP 5A' text to the filters. Another orange box with an arrow points from the 'STEP 5B' text to the highlighted job listing.

## STEP 5B

**Select** the position title hyperlink to view the position information.

**Important Information:** Position information includes job duties as well as the education and experience and the skills and competencies required for the position.

# Quick Reference: Applying for a Staff Position

## Important Information:

Prior to applying for a position, gather the following information:

- Educational background
- References
- Employment background
- An electronic PDF or Word version of any documents you would like to attach (resume, cover letter, vitae, writing samples, etc.)

The screenshot shows a list of job positions with checkboxes for selection. Below the list are two buttons: "Apply for Selected Jobs" and "Apply Without Selecting a Job". An orange callout box titled "STEP 6" provides instructions on how to use these buttons.

**STEP 6**  
To apply to a single position, **click** the position title hyperlink then **click** Apply.  
**OR**  
To apply to multiple positions at one time, **check** the box beside each position you want to apply to then **click** Apply for Selected Jobs.  
**OR**  
To submit an application without selecting a job, **click** Apply Without Selecting a Job.

**Important Information:** There are six steps in the staff application process. Your progress is displayed at the top of each screen. If you save the application as a draft, you can exit and return as needed.

The progress bar shows six steps: Start, Resume, Education and Work Experience, Qualifications, Other, and Review/Submit. The "Start" step is highlighted with an orange square. Below the bar are buttons for "Exit", "Previous", and "Next".

Start - Step 1 of 6

# Quick Reference: Applying for a Staff Position

## *Application Process*

**Start - Step 1 of 6**  
Applying for: Director of HR Systems

We do business with the government; we must reach out to hire and provide opportunities for our veterans. To help us measure how well we are doing, you may voluntarily provide information from Self Service, Personal Information, and access the system.

**ATTENTION: PLEASE CAREFULLY READ THE FOLLOWING INFORMATION.** For Staff/Administrative/Trades positions, you must complete this section, including your resume and education level. Keep in mind that a Resume does not take the place of a cover letter. You are required to complete this portion. You can click next to proceed to the application. Be sure that you upload all required documents in the application. Thank you for your interest in Clemson University.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. Uploading a resume will complete many parts of the application, but it will not complete all fields. It is the applicant's responsibility to ensure all information populated from a resume is accurate and complete. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

**Agreements**

**Application Terms & Agreements**

All statements made on this application and any accompanying resume/vita are true and correct. I understand that knowingly false statements on this or any other of my application materials or during an interview or discussion during the application process could eliminate me from further consideration for employment or, if employed by Clemson University will be grounds for my dismissal. I understand that, if employed by Clemson University, the nature of my employment will be at will; meaning I can resign at any time and for any reason, and Clemson University may terminate my employment at any time and for any reason.

After submitting your application, you will receive a confirmation email from Clemson University. We encourage you to log in regularly to view the status of your application.

I have read and agree to the above terms and agreements

Exit Save as Draft Previous Next

### STEP 1

Read the terms of service, check the acknowledgement box and click Next.

**Resume - Step 2 of 6**  
Applying for: Director of HR Systems

Please provide us with your resume using one of the following options:

**Resume Options**

Attach Resume

Use Existing Resume

Copy & Paste Resume

Please provide us with your cover letter.

**Cover Letter**

Attach Cover Letter Provide us with your cover letter

Exit Save as Draft Previous Next

### STEP 2 (Options for attaching your resume/cover letter)

Click Attach Resume then select the file you wish to upload.

**OR**

Click Use Existing Resume to use a resume you have previously uploaded. Click the radio button of the resume you wish to use when prompted to do so.

**OR**

Click Copy & Paste Resume to copy and paste a resume if your resume is not a Word or PDF document. Copy and paste the document into the textbox.

**AND**

Attach a cover letter by clicking Attach Cover Letter.

Click Next to go to the next step.

# Quick Reference: Applying for a Staff Position

**Important Information:** Entering your education and work experience is required to be considered for Clemson University positions. Providing a resume alone is insufficient. Even if you attach a resume, you must complete all sections of the application. Please be sure to follow the entire application process.

**STEP 3A**  
Click Add Work Experience to enter your relevant work history in chronological order beginning with your most recent employer.

**STEP 3B**  
Enter requested information, and, if your work experience is complete, click Save to return to the main Education and Work Experience page to add your education information.  
**OR**  
Click "Save and Add Another" to add additional work experience. Click "Save and Add Another" for each work experience you want to add.

# Quick Reference: Applying for a Staff Position

The screenshot shows a web application interface for 'Education and Work Experience - Step 3 of 6'. At the top, there are navigation tabs for 'Start', 'Resume', and 'Education and Work Experience'. Below the tabs, the user is identified as 'Applying for: Director of HR Systems'. There are three main sections: 'Work Experience', 'Education Degree', and 'Volunteer Service'. Each section contains a message stating 'You have not added any [category] to your application.' and a corresponding 'Add [Category]' button. At the bottom right, there are buttons for 'Exit', 'Save as Draft', 'Previous', and 'Next'. An orange arrow points from the 'Add Education Degree' button in this screenshot to the 'Add Education Degree' form in the next screenshot.

**STEP 3C**  
Click Add Education Degree to enter your educational background in chronological order beginning with your most recent school/degree.

The screenshot shows the 'Add Education Degree' form. It includes the following fields: '\*Effective Date' (with a date picker set to 09/16/2015), '\*Education Degree', 'Area of Study (Major)', 'GPA', a 'Graduated' checkbox, and 'School Name' (with a character count of 25 characters remaining). At the bottom, there are three buttons: 'Save', 'Save and Add Another', and 'Cancel'. An orange arrow points from the 'Add Education Degree' button in the previous screenshot to this form. Another orange arrow points from the 'Save and Add Another' button to the text box on the right.

**STEP 3D**  
Enter requested information. Click "Save and Add Another" if you have additional educational information you wish to add.  
**OR**  
If your educational experience is complete, **click** Save to return to the main Education and Work Experience page to add volunteer service information.

# Quick Reference: Applying for a Staff Position

The screenshot shows a progress bar at the top with three steps: 'Start', 'Resume', and 'Education and Work Experience'. The current step is 'Education and Work Experience - Step 3 of 6'. Below the progress bar, there are three sections: 'Work Experience', 'Education Degree', and 'Volunteer Service'. Each section has a message stating 'You have not added any [category] to your application.' and a corresponding 'Add [Category]' button. An orange callout box points to the 'Add Volunteer Service' button.

**STEP 3E**  
Click Add Volunteer Service to enter your volunteer service activities in chronological order beginning with your most recent activity.

The screenshot shows the 'Add Volunteer Service' form. It includes fields for: '\*Effective Date' (09/16/2015), '\*Volunteer Service', 'Organization', 'Role' (254 characters remaining), and 'Years of Involvement' (254 characters remaining). At the bottom, there are three buttons: 'Save', 'Save and Add Another', and 'Cancel'. An orange callout box points to the 'Save and Add Another' button.

**STEP 3F**  
Enter requested information. Click "Save and Add Another" if you have additional volunteer service activities you want to add.  
**OR**  
If your volunteer service is complete, click Save to continue to the next step in the application process.

# Quick Reference: Applying for a Staff Position

**Important Information:** If a license or certification is required for the position, be sure to include it in your application. Instructions are below.

The screenshot shows the 'Qualifications' section, Step 4 of 6, for the position of Director of HR Systems. It includes four sub-sections: Licenses, Certifications, Language Skills, and Job Related Skills. Each sub-section has a message stating that no items have been added and a corresponding 'Add' button. At the bottom right, there are navigation buttons: Exit, Save as Draft, Previous, and Next.

**STEP 4**  
Click on the appropriate button to Add Licenses, Add Certifications, Add Language Skills or Add Job Related Skills.  
Click Next when finished to continue.

**Important Information:** Add at least three references who are familiar with your work. References should include at least two managers or supervisors.

The screenshot shows the 'References' section, Step 5 of 6, for the position of Director of HR Systems. It features a 'References (Required)' section with a message indicating that information must be entered. Below this is an 'Add Reference' button. At the bottom right, there are navigation buttons: Exit, Save as Draft, Previous, and Next. An orange callout box points to the 'Add Reference' button.

**STEP 5A**  
Click Add Reference to provide a reference's name, title and contact information.  
Click Add Reference again to add additional references.  
Click Next to continue.

# Quick Reference: Applying for a Staff Position

Other: Questionnaire - Step 5 of 6  
Applying for: Student Services Mgr I

**Application Questionnaire (Required)**

1. Do you have a bachelor's degree and experience in student services?  
 Yes  
 No
2. Are you legally authorized to work in the United States?  
 Yes  
 No
3. Are you now, or have you ever been employed by the State of South Carolina?  
 Yes  
 No
4. Have you entered all of your applicable or related work experience in the employment section of the application? Resumes may be attached, but only employment data entered into the application will be considered for screening purposes.  
 Yes  
 No
5. Do you have any relatives employed with the State of South Carolina?  
 Yes  
 No
6. Are you at least 18 years of age?  
 Yes  
 No

**Open Ended Questions (Required)**

7. Have you ever been terminated or forced to resign from any job? If yes, please explain. If no, type "No"

Word Count      Total Words 0

8. Have you ever been convicted of any unlawful offense, other than a minor traffic violation? If yes, please explain. If no, please type "No" in the box below.

Word Count      Total Words 0

**STEP 5B**  
Complete the Application Questionnaire by selecting the "Yes" or "No" radio button or entering comments for each question. Click Next to continue.

**STEP 6** At this point in the application process you will be given the opportunity to voluntarily share information regarding disability, veteran status and diversity status. Provision of this information is voluntary. The information is used to assist Clemson University in complying with federal and state requirements, including Equal Employment Opportunity record keeping.

**STEP 7**  
Click the edit icon  to review and/or edit your application. Click Submit Application to complete the application process.

References	Employer	Edit
Reference		
Greg Calron		

Exit    Save as Draft    Previous    Submit Application

# Quick Reference: Applying for a Staff Position

**Important Information:** Once the application has been successfully submitted, you will be taken to a confirmation page. If you want to view or apply for additional jobs, click the Return to Job Search hyperlink at the bottom of the Confirmation page.

**Application Confirmation**

 **Your job application has been successfully submitted.**

You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Location	Job Posting Date	Application Date
Director of HR Systems	100013	Administrative Services Bldg	09/01/2015	09/16/2015

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search](#)      [View Submitted Application](#)

**My Activities**      [Job Search](#) | [My Notifications](#) | **My Activities** | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Contact Info](#)

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Actions
Human Resources Mgr II	10241	Bldg	Submitted	08/30/2010 6:24PM	08/30/2010	
Training Manager, Office of Human Resources	12770	Administrative Services Bldg	Submitted	09/18/2013 5:02PM	09/18/2013	
Director of HR Systems	100013	Administrative Services Bldg	Submitted	09/16/2015 11:00AM	09/16/2015 11:00AM	<a href="#">Withdraw</a>
Multiple Job Application	Multiple	-	Not Submitted	09/16/2015 11:19AM		<a href="#">Withdraw</a>

On the My Activities page, click the job title to view your submitted application or click the Withdraw button to remove your application.

Access your My Activities page by logging into <http://www.clemson.edu/employment/> and clicking on Employment Opportunities. My Activities is located in the My Notifications section.

**Save Search**      [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#)

Select the checkbox and enter an email address if you want the search results for this saved search emailed to you.

**My Saved Search**

\*Name My Search

Notify me when new jobs meet my criteria

\*Email Address

[Save Search](#)

\* Required Information

[Return to Previous Page](#)      [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#)

**TIP**  
You can request that new positions matching specific job titles be emailed to you when they are posted. **Enter** a job title in the Name My Search field. **Check** "Notify me when new jobs meet my criteria." **Enter** your email address. **Click** Save Search.

# Quick Reference: Applying for a Staff Position

**TIP**

You can email a job posting to a friend.  
**Click** Email to Friend.  
**Enter** the email address to which you want the posting sent.  
**Click** Send.

...minate against any person or group on the basis of age, color, disability, gender, pregnancy, or genetic information. Clemson University is building a culturally diverse faculty and staff pages applications from minorities and women.

**JEANNE CLERY ACT:**

The Jeanne Clery Disclosure Act requires institutions of higher education to disclose campus security information including crime statistics for the campus and surrounding areas. As a current or prospective Clemson University employee, you have a right to obtain a copy of this information for this institution. For more information regarding our Employment, Campus Safety and Benefits, please visit the Human Resources - Prospective Employees web page shown below:

<http://www.clemson.edu/cao/humanresources/prospective/>

Apply

Email to Friend

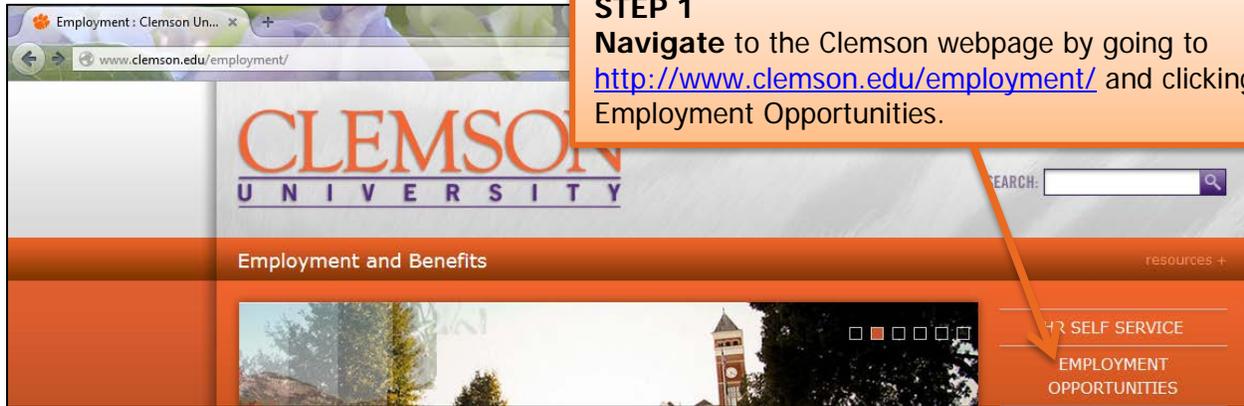
Refer a Friend

[Return to Previous Page](#)

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)

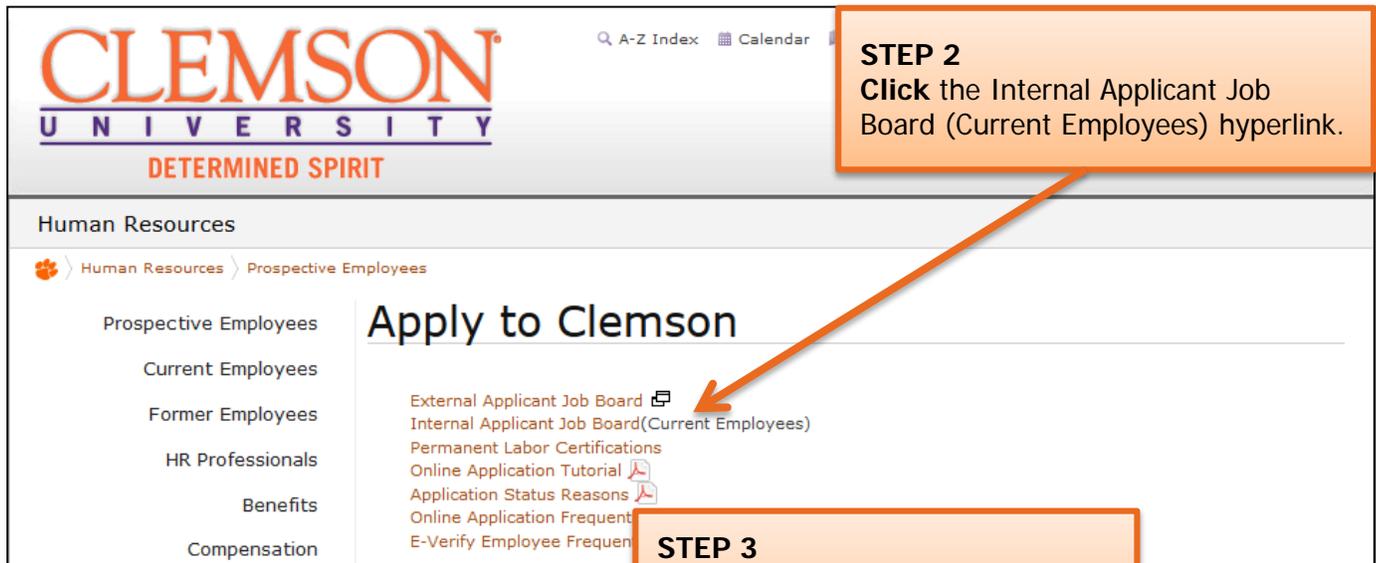
# Quick Reference: Applying for a Staff Position

## *Internal Applicants*



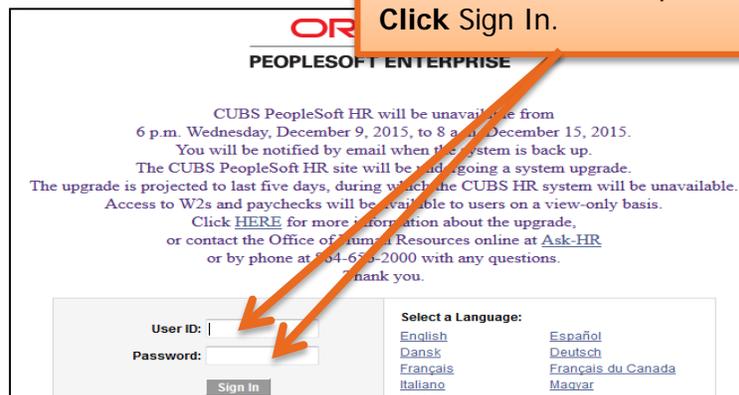
### STEP 1

**Navigate** to the Clemson webpage by going to <http://www.clemson.edu/employment/> and clicking on Employment Opportunities.



### STEP 2

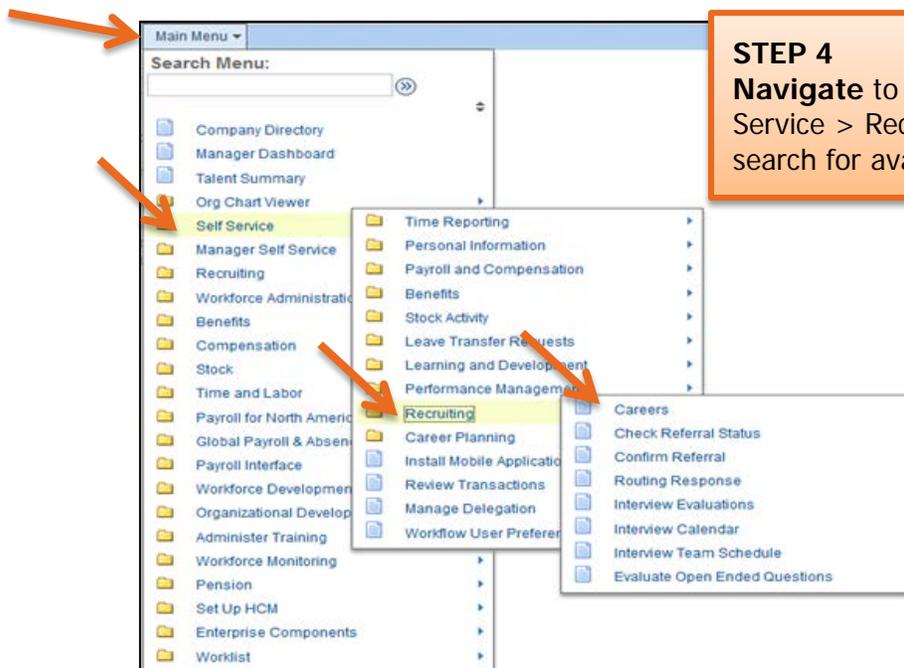
**Click** the Internal Applicant Job Board (Current Employees) hyperlink.



### STEP 3

**Log In** to PeopleSoft using your Clemson user ID and password.  
**Click Sign In.**

# Quick Reference: Applying for a Staff Position

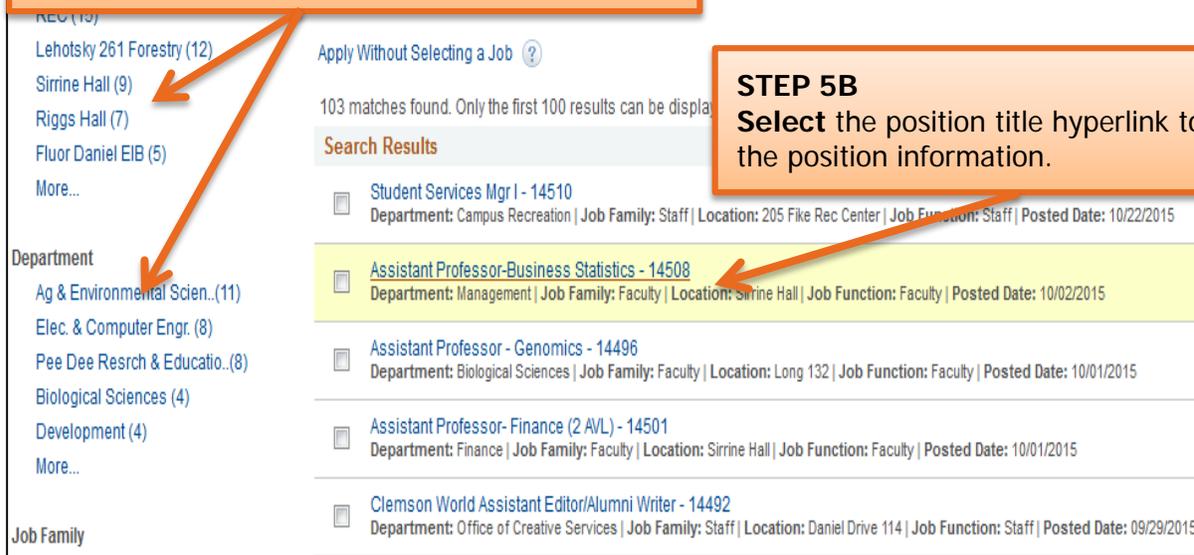


## STEP 4

**Navigate** to Main Menu > Self Service > Recruiting > Careers to search for available positions.

## STEP 5A

**Search** for jobs by scrolling through the job list **OR** look for a particular job/area by filtering by Recruiting Location, Department, Job Family, Job Function, or the year the job was posted.



## STEP 5B

**Select** the position title hyperlink to view the position information.

**Important Information:** Position information includes job duties as well as the education and experience and the skills and competencies required for the position.

# Quick Reference: Applying for a Staff Position

## Important Information:

Prior to applying for the position, gather the following information:

- Educational Background
- References
- Employment Background
- An electronic PDF or Word version of any document you wish to attach (resume, cover letter, vitae, writing samples etc.)

[4-H Extension Agent - Asst \(Aiken and Edgefield Counties\)](#)  
Department: Aiken | Job Family: Unclassified | Location: Aiken E

[4-H Extension Agent - Asst \(Dillon and Marlboro Counties\)](#)  
Department: Dillon | Job Family: Unclassified | Location: Dillon E

[4-H Extension Agent - Asst \(Greenwood County\) - 14401](#)  
Department: Greenwood | Job Family: Unclassified | Location: Greenwood  
Posted Date: 08/25/2015

[Apply Without Selecting a Job](#)

## STEP 6

To apply to a single position, **click** the position title hyperlink then **click** Apply.

**OR**

To apply to multiple jobs at the same time, **check** the box beside each position to which you wish to apply then **click** Apply for Selected Jobs.

**OR**

To submit an application without selecting a position, **click** Apply Without Selecting a Job at the bottom of the page.

**Important Information:** There are six steps in the staff application process. Your progress is displayed at the top of each screen. You can exit the application at any time.

Start   Resume   Education and Work Experience   Qualifications   Other   Review/Submit

|

Start - Step 1 of 6

# Quick Reference: Applying for a Staff Position

## Application Process

**Start - Step 1 of 6**  
Applying for: Director of HR Systems

We do business with the government; we must reach out to hire and protect our veterans. To help us measure how well we are doing, you may voluntarily provide information from Self Service, Personal Information, and access the system.

**ATTENTION: PLEASE CAREFULLY READ THE FOLLOWING INFORMATION.** For Staff/Administrative/Trades positions, you must complete this section, including your job title and education level. Keep in mind that a Resume does not take the place of a cover letter. You must complete this portion. You can click next to proceed to the application. Be sure that you upload all required documents in the application. Thank you for your interest in Clemson University.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. Uploading a resume will complete many parts of the application, but it will not complete all fields. It is the applicant's responsibility to ensure all information populated from a resume is accurate and complete. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the application process, please read the agreement on this page carefully. By selecting the agreement checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

**Agreements**

**Application Terms & Agreements**

All statements made on this application and any accompanying resume/vita are true and correct. I understand that knowingly false statements on this or any other of my application materials or during an interview or discussion during the application process could eliminate me from further consideration for employment or, if employed by Clemson University will be grounds for my dismissal. I understand that, if employed by Clemson University, the nature of my employment will be at will; meaning I can resign at any time and for any reason, and Clemson University may terminate my employment at any time and for any reason.

After submitting your application, you will receive a confirmation email from Clemson University. We encourage you to log in regularly to view the status of your application.

I have read and agree to the above terms and agreements

Exit Save as Draft Previous Next

### STEP 1

Read the terms of service, check the acknowledgement box and click Next.

**Resume - Step 2 of 6**  
Applying for: Director of HR Systems

Please provide us with your resume using one of the following options:

**Resume Options**

Attach Resume

Use Existing Resume

Copy & Paste Resume

Please provide us with your cover letter.

**Cover Letter**

Attach Cover Letter Provide us with your cover letter

Exit Save as Draft Previous Next

### STEP 2 (options for attaching your resume/cover letter)

Click Attach Resume and select the file you wish to upload.

OR

Click Use Existing Resume to use a resume you previously uploaded. Click the radio button of the resume you wish to use when prompted to do so.

OR

Click Copy & Paste Resume to copy and paste a resume that is not a Word or PDF document. Copy and paste the document into the textbox.

AND

Attach a cover letter by clicking Attach Cover Letter.

Click Next to move to the next step.

# Quick Reference: Applying for a Staff Position

**Important Information:** In order to be considered for a position at Clemson University, you are required to enter your education and work experience in the provided sections of the application. Attaching a resume without completing all sections of the application is insufficient. Please be sure to follow the entire application process.

**STEP 3A**  
**Click** Add Work Experience to enter your relevant work history in chronological order beginning with your most recent employer.

**STEP 3B**  
**Enter** all requested information for the work experience being described.  
To add additional work experience, **click** "Save and Add Another." Click "Save and Add Another" for each work experience you want to add.  
When you've entered all of your relevant work experience, **click** Save to return to the main Education and Work Experience page to add your education information.

# Quick Reference: Applying for a Staff Position

**STEP 3C**  
Click Add Education Degree to enter your educational background in chronological order beginning with your most recent school/degree.

**STEP 3D**  
Enter the requested information.  
To add additional educational information, **click** "Save and Add Another."  
When you've entered all of your education degrees, **click** Save to return to the main Education and Work Experience page to add volunteer service information.

# Quick Reference: Applying for a Staff Position

The screenshot shows a progress bar at the top with three steps: 'Start', 'Resume', and 'Education and Work Experience'. The 'Education and Work Experience' step is highlighted with a yellow square. Below the progress bar, the page title is 'Education and Work Experience - Step 3 of 6' and the user is applying for 'Director of HR Systems'. There are three main sections: 'Work Experience', 'Education Degree', and 'Volunteer Service'. Each section contains a message stating 'You have not added any [category] to your application.' and a corresponding 'Add [Category]' button. At the bottom right, there are navigation buttons: 'Exit', 'Save as Draft', 'Previous', and 'Next'.

**STEP 3E**  
Click Add Volunteer Service to enter your volunteer service activities in chronological order beginning with your most recent activity.

The screenshot shows the 'Add Volunteer Service' form. It includes the following fields: '\*Effective Date' (09/16/2015), '\*Volunteer Service', 'Organization', 'Role' (254 characters remaining), and 'Years of Involvement' (254 characters remaining). At the bottom, there are three buttons: 'Save', 'Save and Add Another', and 'Cancel'. The 'Save' button is marked as a required field. Arrows from the text boxes point to the 'Save' and 'Save and Add Another' buttons.

**STEP 3F**  
Enter requested information.

To enter additional volunteer service, click "Save and Add Another."

When you've entered all of your volunteer service, click Save. (Clicking Save will return you to the Education and Work Experience page.)

Click Next to continue the application process.

# Quick Reference: Applying for a Staff Position

**Important Information:** If a license or certification is required for the position, be sure to add it using the instructions below.

**STEP 4**  
Click on the appropriate button to Add Licenses, Add Certifications, Add Language Skills or Add Job Related Skills.  
Click Next when finished to continue.

**Qualifications - Step 4 of 6**  
Applying for: Director of HR Systems

**Licenses**  
You have not added any licenses to your application.  
Add Licenses

**Certifications**  
You have not added any certifications to your application.  
Add Certifications

**Language Skills**  
You have not added any language skills to your application.  
Add Language Skills

**Job Related Skills**  
You have not added any job related skills to your application.  
Add Job Related Skills

Exit Save as Draft Previous Next

**Important Information:** Add at least three references who are familiar with your work and answer several employment related questions. References should include at least two managers or supervisors.

# Quick Reference: Applying for a Staff Position

**STEP 5A**  
Click Add Reference to provide a reference's name, title and contact information.  
Click Add Reference again to add an additional reference.  
Click Next to continue.

**STEP 5B**  
Complete the Application Questionnaire by selecting the "Yes" or "No" radio button or entering comments for each question.  
Click Next to continue.

**Important Information:** At this point in the application process you will be given the opportunity to voluntarily share information regarding disability, veteran status and diversity status. Provision of this information is voluntary; it assists Clemson University in complying with federal and state requirements, including Equal Employment Opportunity record keeping.

# Quick Reference: Applying for a Staff Position

**STEP 7**  
**Click** the edit icon  to review and/or edit your application.  
**Click** Submit Application to complete the application process.

References	Employer	Edit
Reference		
Greg Calron		

Exit | Save as Draft | ← Previous | Submit Application

**Important Information:** Once your application has been successfully submitted, you will be taken to a confirmation page. If you wish to view or apply for additional jobs, click the Return to Job Search hyperlink at the bottom of the Application Confirmation page.

**Application Confirmation**

 **Your job application has been successfully submitted.**

You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Location	Job Posting Date	Application Date
Director of HR Systems	100013	Administrative Services Bldg	09/01/2015	09/16/2015

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search](#)      [View Submitted Application](#)

# Quick Reference: Applying for a Staff Position

My Activities

Job Search | My Notifications | **My Activities** | My Favorite Jobs | My Saved Searches | My Contact Info

Display a

Date Created Date Submitted

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Action
Human Resources High	10241	Bldg	Submitted	08/30/2010 6:24PM	08/30/2010	
Training Manager, Office of Human Resources	12770	Administrative Services Bldg	Submitted	09/18/2013 5:02PM	09/18/2013 8:38AM	Withdraw
Director of HR Systems	100013	Administrative Services Bldg	Submitted	09/16/2015 11:00AM	09/16/2015 11:00AM	Withdraw
Multiple Job Application	Multiple	-	Not Submitted	09/16/2015 11:19AM		Withdraw

On the My Activities page **click** the job title to view your submitted application. **Click** the Withdraw button to remove your application.

Access your My Activities page by logging into <http://www.clemson.edu/employment/> and clicking on Employment Opportunities. My Activities is located in the My Notifications section.

Save Search

Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

Select the checkbox and enter an email address if you want the search results for this saved search to be emailed to you when they are posted.

**My Saved Search**

\*Name My Search

Notify me when new jobs meet my criteria

\*Email Address

Save Search

\* Required Information

Return to Previous Page

Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

**TIP**  
You can request that positions matching specific job titles be emailed to you when they are posted.  
**Enter** a job title in the Name My Search field.  
**Check** "Notify me when new jobs meet my criteria."  
**Enter** your email address.  
**Click** Save.

# Quick Reference: Applying for a Staff Position

**TIP**

You can email a job posting to a friend.

**Click** Email to Friend.

**Enter** the email address to which you want the posting sent.

**Click** Send.

any person or group on the basis of age, color, disability, gender, pregnancy, or national origin. Clemson University is building a culturally diverse faculty and staff with the inclusion of persons from minorities and women.

**JEANNE CLERY ACT:**

The Jeanne Clery Disclosure Act requires institutions of higher education to disclose campus security information including crime statistics for the campus and surrounding areas. As a current or prospective Clemson University employee, you have a right to obtain a copy of this information for this institution. For more information regarding our Employment, Campus Safety and Benefits, please visit the Human Resources - Prospective Employees web page shown below.

<http://www.clemson.edu/cao/humanresources/prospective/>

Apply

Email to Friend

Refer a Friend

[Return to Previous Page](#)

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)

# Quick Reference: Accepting an Employment Offer

**Important Information:** If you are selected for a position at Clemson University, you will receive email notification that a job offer is available for your review. The instructions below will assist you in accessing the offer.

Dear Mr. Wakefield,

Congratulations! We are delighted to extend to you an offer of employment for the position below.

Job Opening ID: 100159 Administrative Assistant

The details of your job offer can be viewed by selecting the link. This job offer will expire on 2015-12-07

**DIRECTIONS:**

1. Select the below link to access our careers site.
2. Sign In to access your account using your User Name and Password.
3. Select the My Notifications link at the top of the page.
4. In the Notifications list select the 'Job Offer' link.
5. Review the offer details and follow the instructions to accept or reject the job offer.

[https://cubshrweb.uat.clemson.edu/psp/ps/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_SCHJOB&Action=U&FOCUS=Applicant](https://cubshrweb.uat.clemson.edu/psp/ps/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant)

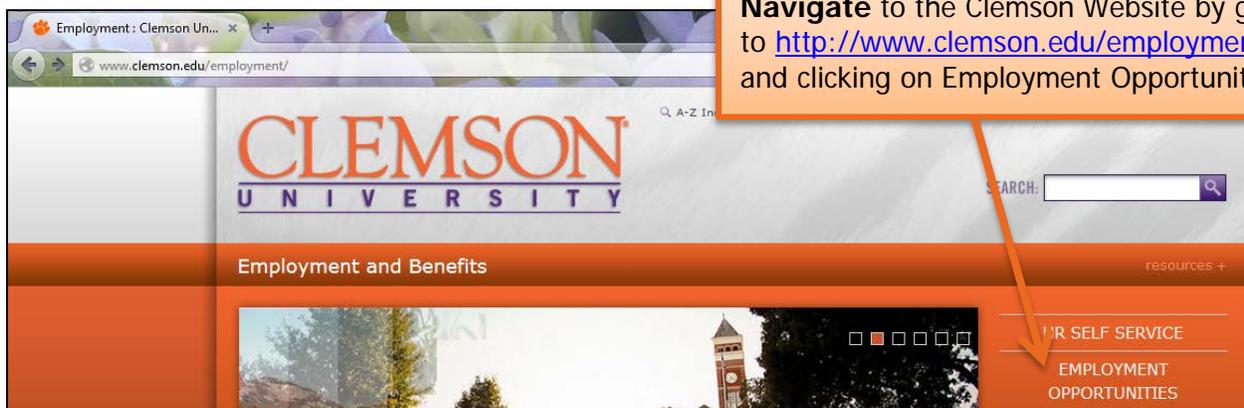
Thank you.

This email was automatically generated. Please do not respond. If you need assistance or have further questions about your job offer, please contact your recruiter directly.

## STEP 1A

Access your job offer by clicking the hyperlink included in the email notification.

**OR**



## STEP 1B

Navigate to the Clemson Website by going to <http://www.clemson.edu/employment/> and clicking on Employment Opportunities.

# Quick Reference: Accepting an Employment Offer

**STEP 2**  
Log In using your user ID and password.

Job Search

You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools.

Filter by

Keywords  Search Tips

Search Reset Search Save Search More Options

Apply Without Selecting a Job ?

262 matches found. Only the first 100 results can be displayed.

Sort By Posted Date

Search Results

Administrative Assistant - 100190  
Department: PSA Fiscal Unit | Job Family: Staff | Location: Barre 1st Floor | Job Function: Staff | Posted Date: 12/03/2015

Administrative Assistant - 100191  
Department: PSA Fiscal Unit | Job Family: Staff | Location: Barre 1st Floor | Job Function: Staff | Posted Date: 12/03/2015

Administrative Assistant - 100192  
Department: PSA Fiscal Unit | Job Family: Staff | Location: Barre 1st Floor | Job Function: Staff | Posted Date: 12/03/2015

Sign In | New User

**STEP 3**  
Click My Notifications on the Careers page.

Main Menu > Careers

Go Tigers! All Search

Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

Keywords  Search Tips

Search Reset Search Save Search More Options

Apply Without Selecting a Job ?

121 matches found. Only the first 100 results can be displayed.

Search Results

Info Tech Systems Architect - 14594  
Department: COE Next Gen Computing | Job Family: IT | Location: Fluor Daniel EIB | Job Function: Staff | Posted Date: 11/03/2015

**STEP 4**  
Click View Offer in My Notifications.

My Notifications

Job Offers

View Offer	Job Title	Job ID	Status	Location	Posted Date	Expiration Date
<a href="#">View Offer</a>	Administrative Assistant	14569	New	Jervey Athletic Center	11/02/2015	11/07/2015

Notifications

Subject	Status	Received	Delete
You have a job offer: Administrative Assistant (Job ID 14569)	New	11/02/2015 3:45PM	<a href="#">Delete</a>

Return to Previous Page

Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

# Quick Reference: Accepting an Employment Offer

**Job Offer** | Job Search | My Notifications **1** | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

We'd like to hire you for the following position:

Posting Title Administrative Assistant  
Job Opening ID 14569

**STEP 5**  
Click the Offer Letter hyperlink to review the job offer details. This will open the offer letter as a PDF document.

**STEP 6**  
Review all other attachments. Documents marked Action Required must be completed and returned to Clemson University in person or by uploading them here.

If you have any questions, please contact your recruiter for assistance.

**Step 1 - Review Offer Information**

Type	Details
Document	<a href="#">Offer Letter</a>

**Step 2 - Acknowledge Offer**

I acknowledge that I have reviewed and understand the job offer details for the position.

Comments

**STEP 7**  
Check the acknowledgement stating you have reviewed and understand the job offer. Click Accept to accept the job offer OR Reject to decline the offer.

**Step 3 - Return Completed Documents**

No completed documents have been added

**STEP 8**  
Click Upload documents if you want to submit documents here.

Return to Previous Page | Job Search | My Notifications **1** | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

**File Attachment**

Cover Letter.txt

**STEP 9**  
Click Choose File and select the file you want to upload. Click Upload.

# Quick Reference: Accepting an Employment Offer

**Important Information:** You will be prompted to rename the file (if desired).

**Document Description**

Description

[View Document](#)

**STEP 10**  
If you want to change the file name, **enter** the new file name in the Description text box and **click** OK to upload the document.

**Step 3 - Return Completed Documents**

File Name	Description	
<input type="checkbox"/> Tenure_Agreement.txt	Cover_Letter.txt	<input type="button" value="Delete"/>

**STEP 11**  
Select the documents you want to submit to Clemson University and click Send Selected to Recruiter. You can delete documents by **clicking** the corresponding trash can icon.

**Note:**

A confirmation message of your acceptance will display.

Dear Test Attach,

Your application status has been changed to 071 Offer Accepted for Job Opening (100159) Administrative Assistant.

(This message was automatically generated. Please do not respond.)

**Important Information:** If the offer letter does not appear after you hit Print, check that your browser's pop-up blocker is off.

## General Questions

### How does the application process change after the upgrade to PeopleSoft 9.2?

Applicants will follow the same log in procedures they always have. Once internal applicants log in, they will be able to search with new query options; otherwise everything remains unchanged.

### How do I apply for a faculty position?

Currently, nothing will change about the way faculty apply for positions.

### What messages can applicants expect during the application process?

An applicant can expect the following communications during the application process:

- Confirmation that the application was received (submitted)
- Notification that the application was forwarded to the manager for review, if applicable
- Notification that the applicant has been selected/scheduled for interview, if applicable
- Notification that the candidate has a job offer pending, if applicable
  - Confirmation of the candidate's acceptance/rejection of the job offer, if applicable
- Notification, after the position is filled, that the candidate was not selected for the job, if applicable

### What communications does an applicant receive during the interview process?

Applicants chosen for interviews are notified of their scheduled interview appointment and will be sent an electronic meeting invitation that can be loaded to a calendar.

## Resources

Policies and Procedures:

[Clemson University Policies and Procedures Manual](#)

Related Forms:

[HR Professionals Webpage](#)

Systems:

[PeopleSoft/CUBS](#)

Please send requests for additional information to [Ask-HR](#).