

# Clemson University Application Tutorial

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# Prior to Applying:

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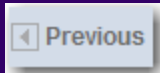
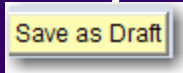
Suggested items to have prior to applying:

- Education, references and employment information
- An electronic copy of any documents that you may want to attach to your application (resume, cover letter, letters of recommendations, transcripts, writing samples, etc) in .pdf, .doc, or .docx format.

# Helpful Hints:

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- To navigate through the application, please use the next  and previous  buttons
- We do not recommend using the “Back”, “Forward” or “Refresh” buttons on your browser because it may cause unexpected or unwanted results including losing your information.
- If you leave your computer, please click on Save as Draft  to save your information. However, you must return to the draft application and complete the application process before you can be considered for a job.

# Helpful Hints Continued:



- Applications shown in "DRAFT" status are not submitted for positions. Clicking on Close Application, Draft, or Careers Home after starting the application process places your application in draft status.

<u>Application</u>	<u>Status</u>	<u>Application Date</u>
<a href="#">Administrative Coord I</a>	005 Draft	06/11/2008 11:03AM
<a href="#">Food Service Specialist III</a>	005 Draft	06/11/2008 11:03AM

# Getting Started:



**Careers**

**New users click here**

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

**Existing users click here**

**If you forgot your password, click here.**

Basic Job Search

Keywords:

Posted: Last Month

[Advanced Search](#) [Search Tips](#)

Login

Email Addr.:

Password:

[Password Help](#) [Register Now](#)

Latest Job Postings

« First ◀ Previous | [Next](#) ▶ Last »

<u>Date</u>	<u>Job Title</u>	<u>Job ID</u>	<u>Location</u>
<input type="checkbox"/> 05/29/2008	<a href="#">Administrative Assistant</a>	8314	Allendale Extension Office
<input type="checkbox"/> 05/28/2008	<a href="#">data base supervisor</a>	8372	Brackett 445

Internal applicants (current employees) please click on the internal applicants link → login to PeopleSoft → click on Self Service → Recruiting Activities → Careers

# Registering:



## Register

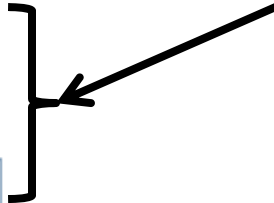
Enter your new email address and password.

### Enter Registration Information

\*Email Address

\*Password

\*Confirm Password



Enter your full email address, password and confirm your password here, then click on Register.

Register

[Return to Previous Page](#)

# Careers Home:



Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

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**Careers Home**  
**Welcome**

**Basic Job Search**

Keywords:

Posted:  ▼

[Advanced Search](#) [Search Tips](#)

**My Career Tools**

[0 Applications](#)

[0 Cover Letters and Attachments](#)

[0 Saved Resumes](#)

[My Profile](#)

**Notifications**

You do not have any notification

**Latest Job Postings**

<u>Date</u>	<u>Job Title</u>	<u>Location</u>
<input checked="" type="checkbox"/> 05/29/2008	<a href="#">Administrativ</a>	Allendale Extension Office
<input type="checkbox"/> 05/28/2008	<a href="#">data base supervisor</a>	

◀◀ First ◀ Previous | [Next](#) ▶ Last ▶▶

[Select All](#) [Deselect All](#)

**Put a check mark in the box beside each job you desire to apply for.**

**To view the job description, click on the title**

**Click on apply now.**

# Uploading a Resume:



## Choose a Resume Option

### Resume Options

Our system accepts: ".doc", ".html", and ".pdf" files. How would you like to proceed?

- Upload a new resume
- Apply without using a resume

Continue

[Return to Previous Page](#)

A resume may be attached during the application process. If you desire to include a specific cover letter, we advise you to save the resume and cover letter as one document.

Click to continue...

Additional attachments such as non job specific cover letters, letters of recommendations, writing samples, transcripts, etc may be uploaded after your application is submitted.

# Attaching a Resume:



A screenshot of a file selection dialog box. It features a text input field at the top, a "Browse..." button to its right, and two buttons at the bottom: "Upload" and "Cancel".

Click here to browse and select your resume.

A screenshot of a file selection dialog box showing a file path: "C:\Documents and Settings\vivian\My Documents\Appl...". It includes a "Browse..." button, and "Upload" and "Cancel" buttons at the bottom.

Click on Upload

A screenshot of a form titled "Enter Resume Text". It contains a "Resume Text" section with a "Resume Title" field (containing "Tech\_Resume\_-\_Eric\_Stewart.doc"), a "Language" dropdown menu (set to "English"), and a "File Name" field with a "View Attachment" link. At the bottom, there are "Continue", "Close", and "Return to Previous Page" buttons.

Once your resume has been uploaded, click on continue.

# Your Profile:



Please follow these instructions

## My Profile

Enter your name as it appears on your social security card, address, telephone number and e-mail address. All information on this page is required and will be used by the hiring departments to contact you regarding the position(s) for which you have applied.

Save

[Return to Previous Page](#)

### Member Information

**User Name:** vivgirl7@yahoo.com  
**Password:** [Change Password](#)  
**Method of contact:** EMail

### Name


**Name Format:** English   
**Name Prefix:**   
**\*First Name:**   
**Middle Name:**   
**\*Last Name:**   
**Name Suffix:**

# Profile Information Cont'd:



Complete required fields as shown below


**Address**

Country:  

Address 1:


Address 2:

Address 3:

City:  State:  


Postal:

**Email Addresses**

Primary Email Type:  

Email Address:

**Phone**

Primary Phone Type:  

Phone Number:  Extension:  [Remove](#)

[+ Add Another Phone Number](#)

[Return to Previous Page](#)

Click on the down arrow and choose an email type.

Click on the down arrow and choose a phone type; additional phone numbers may be added by clicking here.

Click on save

# Entering Work Experience:



Education, Work Experience, Licenses & Certificates References and Referrals Preferences Application

This page shows a summary of your employment history. To add employment information to the summary, click the Add Work Experience link below. To change information for period of employment, click the link shown under the Employer heading for the appropriate job. To delete employment information from the summary, click the trash can icon shown to the right of the End Date. All work experience must be shown on the application in order to be considered by our hiring departments.

## Work Experience

You have not added any employment information to your new application.

[+ Add Work Experience](#)

Click here to add work experience

Our agency requires completion of the work experience section. A resume may be attached, but not as a substitution for completing any required fields. Your application will be screened based on information contained within your online application.

# Entering Work Experience:



**Add New Application**  
**Add Employment History**

[OK & Return](#) [OK & Add More](#) [Cancel](#) [Return to Previous Page](#)

**Enter Employment Details**

\*Start Date:  [B1]

End Date:  [B1]

\*Employer:   Ok to Contact Employer

\*Ending Job Title:

\*Ending Pay Rate:  Pay Frequency:

Telephone:

\*Duties:

**Add your work history in chronological order, starting with your most current employer**

**Click here to add another employer**

[OK & Return](#) [OK & Add More](#) [Cancel](#) [Return to Previous Page](#)


\* Required Field

**Click here to return to the application**


# Education History:



Education History

Highest Education Level:  

To add a primary or secondary school, click the Add Primary or Secondary Education History hyperlink below Primary/Secondary School Education. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding Primary/Secondary School Information.

<u>School</u>	<u>School Type</u>	<u>Country</u>	
<a href="#">Orlando Heights, Orlando</a>	High School	USA	

[+ Add Primary and Secondary Education History](#)

To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree. Please do not enter a completion date unless you have received your degree.

Post-Secondary Education

You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)

Click on the down arrow and select the Highest Education Level you have achieved.

Click here to add high school information

# Adding High School Info:



## Add Primary and Secondary Education

OK & Return

OK & Add More

Cancel

[Return to Previous Page](#)

### Enter Primary or Secondary Education Details

Country:	United States	▼
State:	South Carolina	▼
School Type:	High School	▼
*School:	Greenwood High School	
Level Achieved:	Graduated	▼
*Date Acquired:	05/27/1981	
*Last Grade:	12	<input checked="" type="checkbox"/> Completed

OK & Return

OK & Add More

Cancel

[Return to Previous Page](#)

\* Required Field

**Enter information  
as shown on this  
page; when  
finished, click on  
Ok & Return**

# Education History:



Post-Secondary Education				
<u>Degree</u>	<u>Major</u>	<u>School</u>	<u>Date Issued</u>	
<a href="#">Bachelor of Science</a>	Business Administration	Lander University	12/15/1985	
<a href="#">Masters Human Resource Develop</a>	Human Resource Development	Clemson University	08/12/2002	
<a href="#">+ Add Post-Secondary Education History</a>				

Click here to add Post-Secondary (College/ University) Education

# Adding College Info:



**Add Post-Secondary Education**

OK & Return   OK & Add More   Cancel   [Return to Previous Page](#)

Enter Post-Secondary Education Details

Country:	United States	▼	Other:	Lander University
State:	South Carolina	▼	Other:	Business - Information Systems
*School:	Lander University	🔍		
*Major:		🔍		
*Degree:	Bachelor of Science	▼		
	<input checked="" type="checkbox"/> Graduated			
Date Issued:	12/13/1985	📅		

OK & Return   OK & Add More   Cancel   [Return to Previous Page](#)

\* Required Field

**Click here to return to the application**

**Click here to add additional schools**

All information on this page should be completed. If your school or major are not in the drop down or look up boxes, enter them here. Be sure the look up or drop down box is empty before clicking!

# Licenses & Certifications:



If you have any licenses or certificates, enter them here. Some jobs require a license and / or certification. Failure to include this information will result in your application failing the application screening.

## Licenses and Certificates

You have not added any licenses or certificates to your application.

[+ Add Licenses and Certificates](#)

Click here to add licenses and certifications

**Certain jobs require licenses and certifications. Failure to include this information if required will cause you to fail the screening process.**

# Licenses & Certifications:



## Add License or Certificates

### License or Certificate Details

*License/Certificate	Drivers License
Issued By:	SC-DMV
License/Certification Number:	0123125469
Date Issued:	06/02/2008

Click here to return

OK & Return

OK & Add More

Cancel

[Return to Previous Page](#)

Click here to add more

\* Required Field

Enter information as shown above

# Professional References:



Enter the name, title and telephone number for three professional references here. These people should be familiar with your work.

## Professional References

You have not added any references to your application.

[+ Add Reference](#)

**Click here to add a reference**

**Our system requires submission of three professional references, who are familiar with your work.**

# Professional References:



## Add Reference

OK & Return    OK & Add More    Cancel    [Return to Previous Page](#)

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Enter Reference Details

Reference Type:	Professional
*Reference Name:	<input type="text" value="Micky Mouse"/>
*Title:	<input type="text" value="Chief Mouse"/>
Employer:	<input type="text" value="Wonderful World of Disney"/>
*Telephone:	<input type="text" value="7899877418"/>

OK & Return    OK & Add More    Cancel    [Return to Previous Page](#)

\* Required Field

**Click here to add more** (points to OK & Add More button)

**Click here when done** (points to OK & Return button)

Complete the information as shown above. Required fields are marked with an asterisk.

# Referral Information:



Referral Information

How did you find out about the job? Ad

SubSource

Specific Referral Source: Anderson Independent

Are you a former employee?  Yes  No

Click here to choose the advertising type

Enter the specific referral source here

Now tell us if you are a former employee

We'd like to know how you found out about our job vacancies. Please complete the information as shown above.

# Preferences - Optional:



Preferences

Desired Start Date: 06/05/2008

Are you willing to relocate?  Yes  No

Are you willing to travel?  Yes  No

If yes, how often? 76 - 100 %

Regular/Temporary: Either

Desired Work Days:  Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday  Sunday

Full/Part-Time: Either

Desired Shift: 1

Minimum Pay: 35,000 Per: Annual

Currency Code: USD US Dollar

Desired Hours Per Week: 40

**What are your employment preferences? Please keep in mind that inflated minimum pay requirements could cause a hiring manager not to choose you for an interview.**

# Questionnaire:



Application Questionnaire

Are you legally authorized to work in the United States?

Yes

No

State Law prohibits employment with the state for people who have defaulted on certain student loans, unless satisfactory repayment arrangements have been made. Are you in default on a student loan?

No

If yes, please click on the Explain link and give the details of your repayment arrangements. [Explain](#)

State agencies are actively recruiting welfare and food stamp recipients through the SC Family Independence Act of 1995. Are you currently receiving AFDC benefits or food stamps?

Yes

No

Are you now, or have you ever been employed by the State of South Carolina?

No

If yes, please click on the Explain link and enter the agency name(s) and date(s) of employment [Explain](#)

Have you ever been terminated or forced to resign from any job?

No

If yes, please click on the Explain link and provide a detailed explanation. [Explain](#)

Do you have a high school diploma or GED and experience in one of the following areas: communications, switchboard exchange operations or working with the general public. Please explain.

No

If yes, please click on the Explain link and provide a detailed explanation. [Explain](#)

Is all of your applicable or related experience shown on the employment application? Resumes may be submitted, but not as a substitution for any information that must be included on the application.

Yes

No

**You must answer all questions each time you apply. Failure to do so will result in your application not passing the screening requirements. If there is an explain link, you must provide an accurate explanation.**

# Submitting Your Application:



◀ [Previous](#) [Save as Draft](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#) ▶

Once finished, please click on submit; click on save as draft if you need to review the application and make additional changes. This option saves all information that was entered, but does not submit your application for a position. Submit enters and saves all information into our system. You cannot make changes to information once it is entered unless you save the information as a draft. Close application does not save and submit your information; if you click on this button without clicking on draft, your information may be lost.

Please note: If you apply for a job and submit the application, no changes can be made to that application.

# Application Summary Page:

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**Our online system will provide a summary of the information entered into our system. Please review the information for accuracy and completeness before clicking on submit.**

# Self Identification:



## Submit Online Application

### Self Identification Details

Qualified applicants are considered for and treated during employment without regard to race, color, religion, national origin, citizenship, age, marital status, ancestry, physical or mental disability, medical condition, veteran status or sexual orientation.

Solely to help us comply with federal and state Equal Employment Opportunity record keeping, and other legal requirements, we invite you to complete the following information.

Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be used by the hiring department when making any employment decisions.

\*Gender:

Female



Click here to select your gender

Ethnic Group:

Black/African American



Click here to select your race/ethnicity

I decline to provide my self identification details.

# Self Identification:



## Submit Online Application

### Self Identification Details

Qualified applicants are considered for and treated during employment without regard to race, color, religion, national origin, citizenship, age, marital status, ancestry, physical or mental disability, medical condition, veteran status or sexual orientation.

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Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be used by the hiring department when making any employment decisions.

\*Gender:

Ethnic Group:

I decline to provide my self identification details.

If you do not want to provide the information, click here

# Terms & Agreements:



## Terms and Agreements

Applicants who are offered employment with Clemson University will be required to pass a criminal convictions check. Additionally, if you have education above high school, a default student loan check is required. Certain positions require a department of motor vehicle check and/or pre-employment drug screening.

The applicant is responsible for the accuracy, completeness, and truthfulness of all information on the Employment Application. All sections must be fully completed. A resume may be attached, but it will not be used as a substitution for completing any fields on the employment application. The Office of Human Resources will not contact applicants to request additional information if an application is incomplete. You may only submit one application and resume for each position; once you click on the Submit button, no changes will be allowed.

By submitting this application, you authorize Clemson University to verify all information contained in the application, including attached documents. It also means that you certify that the information contained on the application is true and complete to the best of your knowledge. You acknowledge that any false statements or omissions you made in the application process may be grounds for immediate dismissal or rejection from consideration for current or further employment opportunities. You also acknowledge that a resume may be attached, but it will not be used as a substitution for completing any information on this application.

I agree to these terms  I do not agree to these terms

Submit

Cancel

[Return to Previous Page](#)

**Please read the terms and agreements page and click on accept these terms. The submit button will not be active until you make a selection.**

**Click here when finished**

Submit

Cancel

[Return to Previous Page](#)

# Confirmation Page:



[Careers Home](#)   [Job Search](#)   [My Saved Jobs](#)   [My Saved Searches](#)   [My Career Tools](#)   [Logout](#)

## My Applications

When you are finished with your application, close your browser.

✓ You have successfully submitted your job application.

My Applications

Display applications from:  Refresh

◀◀ First ◀ Previous | Next ▶ Last ▶▶

<u>Application</u>	<u>Status</u>	<u>Application Date</u>
<a href="#">Administrative Assistant</a>	020-Applied	06/03/2008 11:51AM

This is the confirmation page in Careers. This page shows your application status, as well as, the applications you have submitted. If the applications are not visible, change the “display applications from” option.

# Thank You!

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**Thanks for your interest in employment with Clemson University. If you need further assistance, please contact our office at 864-656-3361 or 864-656-2000.**

**Office of Human Resources – Recruitment Unit  
Clemson University**

**Administrative Services Building**

**Pearman Blvd., Box 345337**

**Clemson, SC 29634-5337**

**Fax: (864) 656-1334**

**TDD: 864-656-7453**

**Email: [hrjob@clemson.edu](mailto:hrjob@clemson.edu)**

**Web Address: <http://findjobs.clemson.edu>**

# Confirmation Email:



**Your online application has been successfully submitted.** Standard Header  
"hrjob@CLEMSON.EDU" <hrjob@CLEMSON.EDU> Add Tuesday, June 3, 2008 12:04:28 PM  
To: aaliyahmorris90@yahoo.com

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

Dear Aaliyah Morris,

Thank you for expressing an interest in the following position(s) submitted on 2008-06-03:

8517-Administrative Assistant

Clemson University offers a very competitive benefits package. For more information, please visit:

[http://www.clemson.edu/humanres/classandcomp/documents/benefits\\_overview.htm](http://www.clemson.edu/humanres/classandcomp/documents/benefits_overview.htm)

Your application will be reviewed to determine if your qualifications are commensurate with the posting requirements. If it passes our initial screening, your application will be routed to the hiring department for further review and/or interview consideration. The hiring department will contact only those applicants, whom they desire to interview. This process may span several weeks from the application close date.

Once again, thank you for your interest.

To review your information, click the following link.

[https://qacubshr9e.clemson.edu/psc/hpqa/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?  
Dapp=HRS\\_CE\\_HM\\_PDF&Action=1&SitId=1](https://qacubshr9e.clemson.edu/psc/hpqa/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Dapp=HRS_CE_HM_PDF&Action=1&SitId=1)

**Confirmation  
email sent from  
the system**