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UMSYS HCM 9.2 PeopleSoft Recruit – Candidate Gateway

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UMSYS HCM 9.2 PeopleSoft Recruit – Candidate Gateway

Introduction

This training guide serves as training for accessing the University of Missouri’s Careers center, applying for a job, and managing your job applications. After completing this training guide, you should have the skills and knowledge to:

1. Access the PeopleSoft Careers page and register for an account (if needed).
2. Apply for a Job with the University.
3. Manage your applications and information within the PeopleSoft Careers page.
Accessing the PeopleSoft Careers Page

In order to view current job postings or apply for a job, you will first need to access the PeopleSoft Careers page. Please note that Internal users (Current Employees of the University) and External users (Prospective Employees of the University) have slight differences throughout this guide. These differences are noted where appropriate.

1. On your campus HRS site, follow the appropriate link to either search for Staff or Academic jobs and then choose Current Employee* or Prospective Employee.
   *Current employees will encounter a login screen; log in with your university credentials.

   a. You will be directed to the Careers homepage.
   b. If you’re a returning External User, click the Sign In link to open the Sign In dialog window. Enter your user name and password, and then click the Sign In button.

   c. Click the New User link if you are not currently registered with the university and want to apply for a job opening. Instructions for registering are in the next topic.
   d. Note that double-clicking items on this page will cause the next page to freeze. Click an item only once, and then wait for the next page to load.
Registering for an Account (External Users)

External users can view job openings without registering and signing in. However, if you want to apply for a job or use other features like saving searches or emailing job postings, you will need to register with the Careers site first.

This procedure begins where Accessing Careers left off.

1. From the Careers page, click the New User link.

2. The New User Registration page appears.

   a. Fill in the fields on the New User Registration form.  
      *Note: Fields with an asterisk (*) are required fields.*
   
   b. When you’re finished completing the form, click the Register button.

3. A valid email address is required in order for the system to communicate with you.

   **IMPORTANT:** If you encounter problems signing in at any time in the future, PLEASE FIRST TRY USING the Forgot User Name link.

   The problem is almost always related to having entered the wrong username; however, if Forgot User Name doesn’t help, please try Forgot Password.
View Job Openings

1. If you know the job title, job number, or other information about the job opening you are looking for, you can use the Search Jobs bar on the Careers homepage to search for the opening.

![Search Jobs](image1)

2. To view current job openings, click the View All Jobs button.

![View All Jobs](image2)

3. The Search Jobs page opens, listing current job openings.

![Search Jobs Page](image3)
a. Only the first 300 jobs can be displayed. If listed jobs total more than 300, you will need to filter the results in order to see all jobs.
b. There are a few ways to filter the list. The first is by selecting an option from the menu on the left.

i. The jobs displayed can be filtered by choosing options from the menu on the left-side of the page. For instance, selecting a Location link in the Location menu will reduce the number of jobs listed to only those in the location you choose.

ii. Once an option is selected, it will display above the filtered search results. Filters can be removed individually by clicking the X icon on the displayed filter, or by clicking the Clear All link, which will remove all filters currently applied.

c. Use the Search Jobs field to search by job title, location, or keyboard, all of which further filter the results.

d. Once you’ve applied all of the filters you desire, you can sort your filtered list by clicking the Sort button and choosing one of the options displayed.

e. You can save a search if you have selected filters by clicking the Save Search link.
4. To view a specific job listing, choose the opening you want to view from the list of search results.

5. The Job Description page opens.

a. The currently viewed job posting can be added to your favorites by clicking the Add to Favorite Jobs link.

b. The currently viewed job posting can be emailed by clicking the Email this Job link. Enter an email address in the To field and your name in the Your Name field. Click the Send button in the top-right corner.

   Note: This email contains two links, one for External users and one for Internal users, so the generated email can be sent to either.

c. To view other job openings, click the Search Jobs (Back) button in the upper left corner of the page.

d. Click the Apply for Job button if you’re ready to apply for the selected job.

   (See the Applying for a Job topic in this guide.)
Applying for a Job

After signing in and viewing current job openings, you can apply for a job using the following steps. Identify the job you want to apply for on the **Search Jobs** page and choose that job listing from the list. Then, click the **Apply for Job** button.

*Note: If you've already applied for a job and click **Apply for Job** again, an error message will appear. It states: To reapply, withdraw your prior application using the **My Job Applications** menu on the **Careers** page.*

1. The **Apply for Job** page opens.

   a. Previously completed steps can be viewed and edited by selecting the step from the menu on the left side of the page. Steps cannot be selected before they have been completed.

   b. You may click the **Save as Draft** button to save progress if you’re not finished with a page. (Note that clicking the **Next** button automatically saves your progress.)

   c. Click the **View Terms and Conditions** link to view the terms and conditions of the application. When you are done viewing, close the terms and check the **I agree to the Terms and Conditions** option.
**Note:** Agreeing to the terms and conditions is required. If you do not agree to the terms and conditions, the system will not allow you to apply for the position.

d. Click the **Next** button.

2. The **Resume** step appears.

**Note:** For Academic positions, this step is required. Otherwise, it is not required unless specified in the job opening’s description.

![Apply for Job](image)

a. To attach a resume, click the **Attach Resume** button and follow the prompts to attach the document from your computer.

    **NOTE:** Applicants who've already attached a resume will see a **Use Existing Resume** button, which you can click if you want to use an existing resume.

b. If the job requires or requests it, you can also attach a cover letter by clicking the **Attach Cover Letter** button and follow the prompts to attach the document from your computer.

c. When you are finished attaching documents, click the **Next** button to continue; your progress is saved.
3. The **Attachments** step appears. This step is not required unless specified in the job opening’s description.

   ![Attachments Step Image](image1)

   a. To attach a document, click the **Add Attachment** button and follow the prompts to upload the document from your computer.
   b. Click the **Next** button when you’re finished adding attachments.

4. The **Work Experience** step will display for **Staff positions only**. This step is required for Staff positions.

   ![Work Experience Step Image](image2)

   **Note**: If you have applied previously or are an Internal user, prior Work Experience will display. These can be edited or deleted by selecting the entry from the list.

To add work experience, click the **Add Work Experience** button. The **Add Work Experience** dialog window appears.

![Add Work Experience Image](image3)
a. Enter information in the form fields. Fields with an asterisk (*) are required.
b. When you are finished, click the **Done** button.
c. Click the **Next** button when the Work Experience page reappears.

5. The **Education** step will display for Staff positions only.

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a. **Under Education History**, select your **Highest Education Level** using the drop-down menu.
b. Click the **Add Post-Secondary Education History** button. The **Add Post-Secondary Education History** dialog window appears.

![Add Post-Secondary Education History dialog window](image)

i. Complete the fields. Required fields are marked with an asterisk (*).

ii. Use the **Lookup** feature (magnifying glass icon) to complete the **Degree**, **Country**, and **State** fields. Type search criteria into the appropriate fields under the **Search Criteria** section of the **Lookup** dialog window and then click **Search**. Make your choice by clicking the appropriate item in the **Search Results** that appear under the Search Criteria fields. The Lookup window will close, and your selection appear in the **Add Post-Secondary Education History**.

![Lookup dialog window](image)

iii. When you are finished completed the fields, click the **Done** button.

c. Click the **Add High School Education History** button. The **Add High School Education History** dialog window appears.
Complete the fields, using the **Lookup** feature to complete the **Education Level**, **Country**, **State**, and **School Type** fields. When you’re finished, click the **Done** button to return to the Education step, and then click the **Next** button to save your progress and move onto the next step.

6. The **Accomplishments** step will display for Staff positions only. This step is not required to advance.
a. If you want to add a license or certification to the application, click the Add Licenses and Certifications button.

The Add Licenses and Certifications dialog window appears. Enter the appropriate information in the fields; use the Lookup feature to complete the License, Country and State fields. Click the Done button when you’re finished. Fields with an asterisk (*) are required.

b. If you want to add a language skill to the application, click the Add Language Skills button.

The Add Language Skills dialog window appears. Enter the appropriate information in the fields; use the Lookup feature to complete the Language field. Click the Done button when you’re finished. Fields with an asterisk (*) are required.

c. Click the Next button.
7. The **References** step will display for Staff positions only. This step is not required unless specified in the job opening’s description.

   a. To add a reference, click the **Add Reference** button.
   b. The **Add Reference** dialog window appears.
   c. Enter the appropriate information into the fields and click the **Done** button. *Fields with an asterisk (*) are required.*
   d. When you are finished adding references, click the **Next** button.

8. The **Referrals** step will display. This step is required to advance.

   a. Use the drop-down menu to select an option for the **How did you learn of the job?** field.
   b. Depending on which option is selected, the Additional Information field may appear. Make the appropriate selection.
c. If you want to list a specific source for your referral, enter the information in the **Specific Referral Source** field.

d. Click the **Next** button.

9. The **Questionnaire** step will display for Staff positions only. This step is required to advance.

   ![Questionnaire Step](image)

   a. Answer each question by selecting the appropriate response.

   b. When finished, click the **Next** button.

10. The **Self-Identify** step will display. This step is split into three sections and is not required to advance.

    **Note:** This step will not display if you are an Internal user. For internal users, this information is available to view and edit by logging into myHR directly.

    a. Under **Self-Identify - Disability**, you can self-identify a disability status by selecting an option on this page and clicking the **Next** button.

    ![Self-Identify - Disability Step](image)
b. **Under Self-Identify – Veteran**, you can self-identify a veteran status by selecting an option on this page and clicking the **Next** button.
c. Under **Self-Identify – Diversity**, you can self-identify gender and ethnicity information by selecting the appropriate options on this page and clicking the **Next** button.
11. The **Review and Submit** step will display.

   a. To review a step of the application, click to expand the Header for that section.
   b. Click the **Modify** link.
   c. When you are finished and ready to submit your application, click the **Submit** button.
   d. An **Application Confirmation** page will display. You can view the submitted application from this page, or return to the careers page. You should receive a confirmation email upon successfully applying; please check your junk or spam folder.
Careers Page Options

This section covers the other options available on the Careers page once logged in.

My Job Notifications

From the Careers homepage, click the My Job Notifications option.

The My Job Notifications page will display. If your profile has any waiting notifications, you will see them on this page.
To return to the Careers homepage, click the <Careers (Back) button.

My Job Applications

From the Careers homepage, click the My Job Applications option.
The **My Job Applications** page will display. On this page you will find a list of the applications you have submitted.

1. Click the **View Detail** button in the Print Application column to view a printable PDF version of your application. The PDF opens in a separate tab, and the final page contains a description of the job that you applied for.

   ![View Detail button](image)

   **Note:** If you have just entered the application, you may receive a popup message asking you to wait for the PDF application to generate.

   ![Popup message](image)
a. To view a delivered version of the application, click the **Edit** button.

![Image](image1.png)

**Note:** This version is not printer friendly. To print an application, use the PDF version.

b. If you wish to withdraw an application from consideration, click the **Withdraw** button.

![Image](image2.png)

2. This page also displays resumes and attachments associated with your account.

![Image](image3.png)

a. To view a document, click the **Attached File** link.
3. Click the < Careers (Back) button to return to the Careers homepage.

My Favorite Jobs

From the Careers homepage, click the My Favorite Jobs option.

The My Favorite Jobs page will display. This page will show any jobs you have selected as favorites in the Search Jobs sections. From here, you can easily access jobs you have previously favorited in order to view again or begin applying for
them.

1. To view a favorited job, click the View Job button.

   a. To return, click the My Favorite Jobs (Back) button.
2. To remove a favorited job from the list, check the box next to the job you want to remove and click the Remove Favorite button. Multiple favorited jobs can be selected at once.

3. To return to the Careers homepage, click the Careers (Back) button.

My Saved Searches
From the Careers homepage, click the My Saved Searches option.
The *My Saved Searches* page will display. This page will show any searches that you have saved in the Search Jobs section. Each saved search will show the saved search’s name, the date it was created, and whether the Email Notifications option has been chosen.

1. To use a saved search to search current job openings, click the **Search** button.
2. To edit a previously saved search, click the **Edit** button.

   a. You can edit the name in the **Search Name** field and toggle the option to have an email sent to you when a job is posted matching your saved search criteria by checking the **Email me when new jobs meet my criteria** option. You can also edit the email address this notification is sent to in the **Email To** field.

   ![Edit Saved Search](image)

   b. You can delete a saved search from the edit menu by clicking the **Delete** button.

   ![Edit Saved Search Delete](image)
c. When you are finished editing, click the **Save** button.

![Edit Saved Search](image)

**Note:** If the Search Name is edited, a new Saved Searches entry will be created.

3. To return to the Careers homepage, click the < Careers (Back) button.
My Account Information

From the Careers Homepage, click the My Account Information option.

The My Account Information page will display. This page can be used to view and edit* your account information. From this page you can change your account password, update email addresses and phone numbers, and switch your preferred contact method.

*Only external applicants will be able to edit their information. Internal applicants update their account information in the My Personal Details tile in myHR.
If any information is updated or changed, be sure to click the **Save** button.

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**My Account Information**

Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

![My Account Information Image]

- **User Name**: wilsonwade
- **Country**: United States
- **Address 1**: 1234 Main St.
- **Contact Method**: Not Specified
- **First Name**: Wade
- **Last Name**: Wilson
- **Name Prefix**: 
- **Middle Name**: 
- **Name Suffix**: 
- **Name Change Password**: 
- **Save Button**

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To return to the Careers homepage, click the < Careers (Back) button.

THIS CONCLUDES THE TRAINING ON HCM 9.2 PEOPLESOFT RECRUIT – CANDIDATE GATEWAY.