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 Registering for an Account 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.