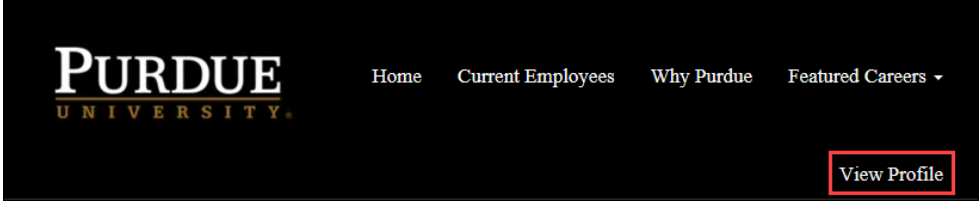
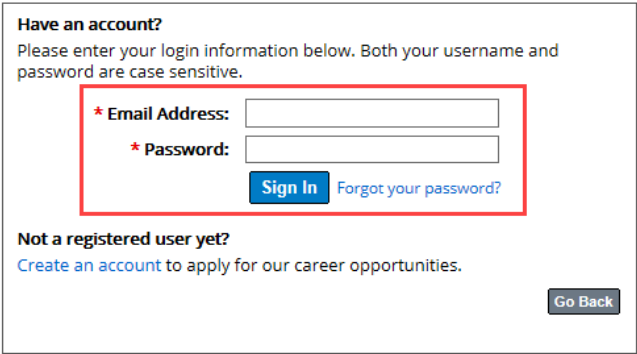
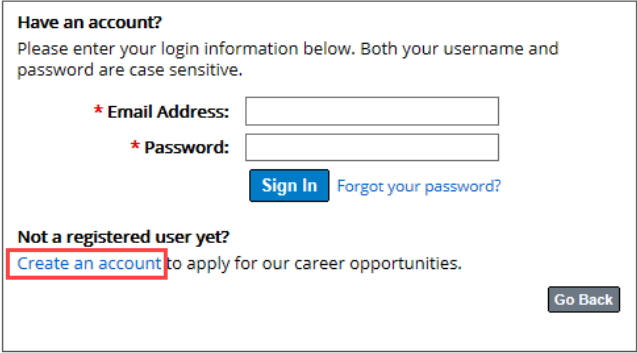


**Applying to Job Posting – External Candidate Quick Reference Guide**

Last Updated: 01/22/2019

This Quick Reference Guide outlines the steps for job seekers to create a candidate profile and apply to a job posting at Purdue University.

Access Purdue's Career Website	
<p>Visit Purdue's <b>Careers</b> webpage.</p> <p>Click <b>View Profile</b>.</p>	<p><a href="https://careers.purdue.edu/">https://careers.purdue.edu/</a></p> 
<p>Returning users, enter <b>Email Address</b> and <b>Password</b>, and click <b>Sign In</b>.</p>	<p>Career Opportunities: Sign In</p> 
<p>New users should click <b>Create an account</b>.</p>	<p>Career Opportunities: Sign In</p> 


<p>Enter <b>Email Address</b>, <b>Password</b>, and <b>Name</b> information.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;"><a href="#">Go Back</a></p> <p>Already a registered user? <a href="#">Please sign in</a></p> <p>Login credentials are case sensitive</p> <p>* Email Address: <input type="text"/></p> <p>* Retype Email Address: <input type="text"/></p> <p>* Choose Password: <input type="text"/> <a href="#">Password Policy</a></p> <p>* Retype Password: <input type="text"/></p> <p>* First Name: <input type="text"/></p> <p>* Last Name: <input type="text"/></p> <p>Notification: <input checked="" type="checkbox"/> Receive new job posting notifications  <input checked="" type="checkbox"/> Hear more about career opportunities</p> <p style="text-align: center;"><a href="#">Create Account</a></p> </div>
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### Candidate Profile

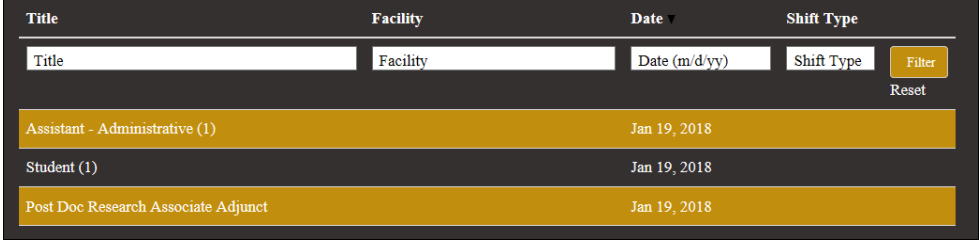

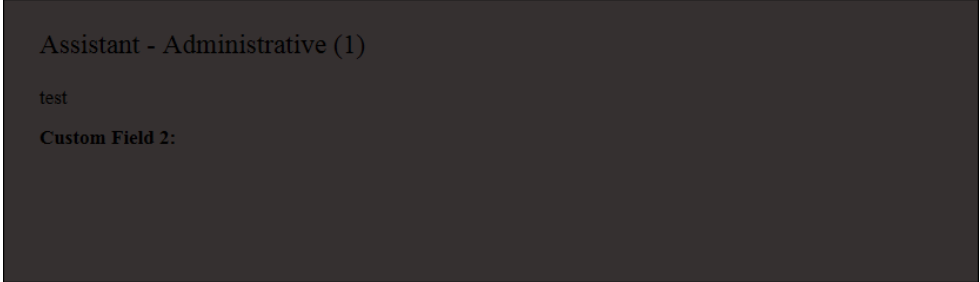
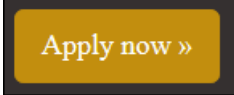
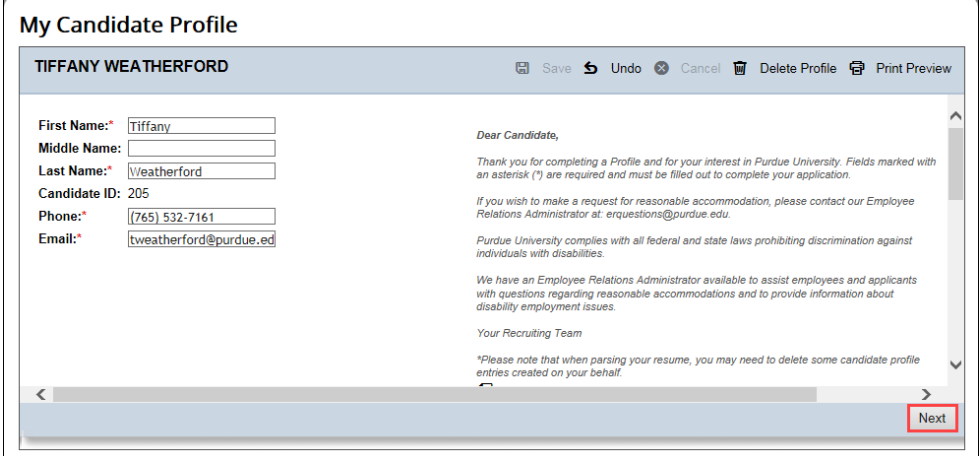
Prior to applying for a job at Purdue University, candidates must create a profile.

<p>Click <b>My Candidate Profile</b>.</p>	
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<p>Click <b>Browse...</b> to select resume file.</p> <p><b>NOTE:</b> File type must be DOCX, PDF, Image or Text.</p> <p>Click <b>Upload</b>.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">Upload Resume <span style="float: right;">✕</span></p> <p>The first step in creating your profile is to upload your resume. We'll automatically organize it to make it searchable by our recruiters and maximize your chance of finding a match. Accepted File types: DOCX, PDF, Image and Text</p> <p>Choose File: <input type="text"/> <a href="#">Browse...</a></p> <p style="text-align: right;"><a href="#">Cancel</a> <a href="#">Upload</a></p> </div>
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<p>As the file uploads, the system automatically attempts to organize the information into the appropriate categories and fields.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">Upload Resume <span style="float: right;">✕</span></p> <p>The first step in creating your profile is to upload your resume. We'll automatically organize it to make it searchable by our recruiters and maximize your chance of finding a match.</p> <p style="text-align: center;"> Processing...</p> </div>
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<p>Successful upload of the resume file is displayed.</p>	<p><input checked="" type="checkbox"/> <b>Your resume has been uploaded and organized for better searching.</b> Take a look at the information below in case we made a mistake or missing something. To delete all the info, just Click "Cancel" above.</p>																														
<p>To upload a cover letter or a new resume, click the <b>Click here to attach your Cover Letter</b> link.</p>	<p><i>*Please note that when parsing your resume, you may need to delete some candidate profile entries created on your behalf.</i></p> <p> <b>Tiffany LB Weatherford's Resume</b>  Last Updated: 12/21/2017  Your Cover Letter is not on file. <a href="#">Click here to attach your Cover Letter</a></p>																														
<p>Complete any missing required information such as phone and address.</p>	<p><b>More Information</b></p> <table border="1"> <tr> <td>Home Phone*</td> <td><input type="text"/></td> </tr> <tr> <td>Street Address*</td> <td><input type="text"/></td> </tr> <tr> <td>City*</td> <td>Lafayette</td> </tr> <tr> <td>State / Province*</td> <td>Indiana </td> </tr> <tr> <td>Postal Code*</td> <td>47909</td> </tr> <tr> <td>Country*</td> <td>United States </td> </tr> </table>	Home Phone*	<input type="text"/>	Street Address*	<input type="text"/>	City*	Lafayette	State / Province*	Indiana	Postal Code*	47909	Country*	United States																		
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<p>Auto-loaded information from the resume file will populate some of the previous employment, education, languages, and certifications sections. Make any necessary corrections to the parsed information.</p> <p><b>NOTE:</b> If a resume has been uploaded it is not necessary to complete the information section.</p> <p>If not uploading a resume/CV, the information in this section should be completed in as much detail as possible.</p>	<table border="1"> <tr> <td colspan="2"><b>Previous Employment</b> <a href="#">+ Add Another</a></td> </tr> <tr> <td> <b>Purdue University</b></td> <td>Remove  </td> </tr> <tr> <td colspan="2">Instructional Designer/Trainer</td> </tr> <tr> <td colspan="2"><a href="#">&gt;Details</a></td> </tr> <tr> <td> <b>Industrial Federal Credit Union</b></td> <td>Remove   </td> </tr> <tr> <td colspan="2">Trainer</td> </tr> <tr> <td colspan="2"><a href="#">&gt;Details</a></td> </tr> <tr> <td> <b>UNSPECIFIED</b></td> <td>Remove  </td> </tr> <tr> <td colspan="2">Teller</td> </tr> <tr> <td colspan="2"><a href="#">&gt;Details</a></td> </tr> <tr> <td colspan="2"><b>Education</b> <a href="#">+ Add Another</a></td> </tr> <tr> <td> <b>No Selection</b></td> <td>Remove </td> </tr> <tr> <td colspan="2">Purdue University West Lafayette, IN</td> </tr> <tr> <td colspan="2"><a href="#">&gt;Details</a></td> </tr> <tr> <td colspan="2"><b>Language Skills</b> <a href="#">+ Add</a></td> </tr> </table>	<b>Previous Employment</b> <a href="#">+ Add Another</a>		<b>Purdue University</b>	Remove	Instructional Designer/Trainer		<a href="#">&gt;Details</a>		<b>Industrial Federal Credit Union</b>	Remove	Trainer		<a href="#">&gt;Details</a>		<b>UNSPECIFIED</b>	Remove	Teller		<a href="#">&gt;Details</a>		<b>Education</b> <a href="#">+ Add Another</a>		<b>No Selection</b>	Remove	Purdue University West Lafayette, IN		<a href="#">&gt;Details</a>		<b>Language Skills</b> <a href="#">+ Add</a>	
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<p>Click <b>Save</b> before leaving profile.</p>	<p> <b>Changes pending.</b> You must save your changes in order to keep them.</p> <p> <b>Save</b> <b>Cancel</b> <b>Print Preview</b></p>																														
<p><b>Search for Jobs</b></p>																															
<p>Job postings can be searched by entering the following search criteria:</p> <ul style="list-style-type: none"> <li>• <b>Keyword</b></li> <li>• <b>Location</b></li> <li>• <b>Title</b></li> <li>• <b>Department</b></li> </ul>	<table border="1"> <tr> <td>Search by Keyword</td> <td>Search by Location</td> <td> <b>Search Jobs</b></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td> <b>Clear</b></td> </tr> <tr> <td colspan="3"><a href="#">More Options</a></td> </tr> <tr> <td>Title</td> <td>Department</td> <td></td> </tr> <tr> <td>All </td> <td>All </td> <td></td> </tr> </table>	Search by Keyword	Search by Location	<b>Search Jobs</b>	<input type="text"/>	<input type="text"/>	<b>Clear</b>	<a href="#">More Options</a>			Title	Department		All	All																
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<a href="#">More Options</a>																															
Title	Department																														
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<p>To perform a wide open search of all vacant positions, leave all search criteria blank.</p> <p>Click <b>Search Jobs</b> for results.</p>																	
<p>The <b>Search Results</b> are displayed in a table below the search criteria fields.</p>	 <table border="1"> <thead> <tr> <th>Title</th> <th>Facility</th> <th>Date</th> <th>Shift Type</th> </tr> </thead> <tbody> <tr> <td>Assistant - Administrative (1)</td> <td></td> <td>Jan 19, 2018</td> <td></td> </tr> <tr> <td>Student (1)</td> <td></td> <td>Jan 19, 2018</td> <td></td> </tr> <tr> <td>Post Doc Research Associate Adjunct</td> <td></td> <td>Jan 19, 2018</td> <td></td> </tr> </tbody> </table>	Title	Facility	Date	Shift Type	Assistant - Administrative (1)		Jan 19, 2018		Student (1)		Jan 19, 2018		Post Doc Research Associate Adjunct		Jan 19, 2018	
Title	Facility	Date	Shift Type														
Assistant - Administrative (1)		Jan 19, 2018															
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<h3>Submit Application</h3>																	
<p>From the list of positions, click the <b>Title</b>.</p>																	
<p>The <b>Job Description</b> is displayed.</p>																	
<p>Click <b>Apply now</b>.</p>																	
<p>Review <b>Candidate Profile</b> and make any edits as needed.</p> <p>Click <b>Next</b>.</p>																	

<p>Complete all required information and answer citizenship, sex, race, diversity, disability, veteran status, and employment questions.</p> <p>Convictions is also a required field. If none, enter <b>N/A</b> in the Details field.</p>	<p>For example:</p> <div data-bbox="537 254 1149 506"> <p>* Are you legally authorized to work in the United States? <input type="text" value="No Selection"/></p> <p>* Will you now or in the future require visa sponsorship for employment? <input type="text" value="No Selection"/></p> </div> <div data-bbox="537 520 1511 1003"> <p>Have you ever been convicted of or plead guilty to a crime that has not been expunged by a court? (Include felonies, misdemeanors, and court-martial convictions. Exclude infractions including speeding tickets and/or parking tickets.)</p> <p>* <input type="text" value="No Selection"/></p> <p>If the answer to the above question is "Yes," please provide the following details (if the answer is "No," indicate "NA")</p> <p>Details Required:</p> <ol style="list-style-type: none"> <li>1. Conviction (e.g. felony, misdemeanor),</li> <li>2. Offense (e.g. theft, DUI, battery),</li> <li>3. Date of Conviction,</li> <li>4. Location (City, County, State),</li> <li>5. Court Action/Sentence (e.g. time served, sentence, probation)</li> </ol> <p>* <input type="text"/></p> </div>
<p>Enter <b>Name</b> and <b>Date</b> to electronically sign application.</p>	<div data-bbox="537 1031 1230 1276"> <p>* Sign your name here to confirm that all application data is true and accurate. <input type="text"/></p> <p>* Today's Date <input type="text" value="MM/DD/YYYY"/></p> </div>
<p>To submit application, click <b>Apply</b>.</p> <p>To save application without submitting, click <b>Save</b>.</p>	<div data-bbox="537 1346 954 1423"> <p><input type="button" value="Apply"/> <input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>
<p>A notification displays that the application was successfully submitted.</p>	<div data-bbox="537 1493 1511 1640"> <p><b>Career Opportunities: Assistant - Administrative (1) (182)</b></p> <p>Your application has been sent. Thank you!</p> <p><input type="button" value="Return to Job search page"/> <input type="button" value="Return to Jobs applied"/></p> </div>
<p><b>Monitor Application Status</b></p>	
<p>Under <b>Job Management</b>, click <b>Jobs Applied</b>.</p>	<div data-bbox="537 1724 1433 1871"> <p>HOME JOB SEARCH <b>JOB MANAGEMENT</b> PASSWORD MANAGEMENT MY PROFILE</p> <p><b>JOBS APPLIED</b> SAVED SEARCHES/ALERTS SAVED JOBS SAVED APPLICATIONS</p> </div>

<p>All jobs to which you applied that are still open are displayed.</p> <p>The <b>Status</b> of the application is also displayed.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Career Opportunities: Jobs Applied</b></p> <p>Items per page: 10 Showing 1-1 of 1</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr> <th style="text-align: left;">Job Title <span style="font-size: small;">▲</span></th> <th style="text-align: left;">Actions</th> <th style="text-align: left;">Req ID</th> <th style="text-align: left;">Date Applied</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Status Date</th> <th style="text-align: left;">Next Step</th> </tr> </thead> <tbody> <tr> <td>Assistant - Administrative (1)</td> <td>Select <span style="font-size: small;">▼</span></td> <td>182</td> <td>01/24/2018</td> <td>Application received</td> <td>01/24/2018</td> <td>Application review</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"><a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px; text-decoration: none;">Find More Jobs</a></p> </div>	Job Title <span style="font-size: small;">▲</span>	Actions	Req ID	Date Applied	Status	Status Date	Next Step	Assistant - Administrative (1)	Select <span style="font-size: small;">▼</span>	182	01/24/2018	Application received	01/24/2018	Application review
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Assistant - Administrative (1)	Select <span style="font-size: small;">▼</span>	182	01/24/2018	Application received	01/24/2018	Application review									

**Respond to Offer**

<p>Click <b>My Offers</b>.</p>	<div style="border: 1px solid black; padding: 5px;">  <div style="background-color: #0070C0; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>HOME</span> <span>JOB SEARCH</span> <span>JOB MANAGEMENT</span> <span>PASSWORD MANAGEMENT</span> <span>MY PROFILE</span> <span style="border: 2px solid red; padding: 2px;">MY OFFERS</span> </div> </div>
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<p>Read and review <b>Offer Letter</b>.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>My Offers</b></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p style="text-align: right; margin: 0;"><a href="#" style="color: #0070C0; text-decoration: none;">Offer Letter</a></p> <p style="margin: 0;">Manager - Transportation (229) - Pending</p> <p style="font-size: small; margin: 0;">Location PWD (2466) Offer Date 01/30/2018</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p style="margin: 0;">Offer Letter <span style="float: right;"> </span></p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p style="margin: 0;">January 30, 2018</p> <p style="margin: 0; font-size: small;">Tiffany Weatherford 2520 Robinwood Drive Lafayette, Indiana 47909</p> <p style="margin: 0; font-size: small;">Dear Tiffany:</p> <p style="margin: 0; font-size: small;">Welcome to Purdue University Northwest! Congratulations on your new position as Manager - Transportation in DEPT NAME Department on our CAMPUS LOCATION campus, effective February 5, 2018. Your position is an exempt (not eligible for overtime), 12-month, 1.00 CUL appointment with an annual salary of \$ANNUAL AMOUNT (\$5500 monthly). This position may be required to travel between campuses.</p> <p style="margin: 0; font-size: small;">To assist you in completing required paperwork and acquaint you with Purdue Northwest, you are scheduled for New Employee Onboarding in the Human Resources Office located in the ADDRESS, on DATE at 8:00 am. <a href="#" style="color: #0070C0; text-decoration: none;">Click here</a> for a campus map and directions.</p> <p style="margin: 0; font-size: small;">This letter is not intended to create a contract of employment for any specific period of time and is contingent upon the following:</p> <ul style="list-style-type: none"> <li>Eligibility to work in the United States</li> <li>Successful completion of a background check</li> </ul> </div> </div>
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<p>To accept, click <b>Accept Offer</b>.</p> <p>To correspond regarding the offer prior to accepting, click <b>Email Recruiter</b>.</p> <p>To decline, click <b>Decline Offer</b>.</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #0070C0; color: white; padding: 5px 20px; display: inline-block; border: 1px solid black;">Accept Offer</div> </div> <p style="font-size: small; margin: 0;">By clicking Accept Offer you understand and agree to the terms of this offer</p> <div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #D3D3D3; padding: 5px 20px; display: inline-block; border: 1px solid black;">Decline Offer</div> </div> <div style="text-align: center;"> <div style="background-color: #D3D3D3; padding: 5px 20px; display: inline-block; border: 1px solid black;">Email Recruiter</div> </div> </div>
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	<p><b>My Offers</b></p> <div style="border: 1px solid gray; padding: 5px;"> <p>Manager - Transportation (229) - Accepted <a href="#">Offer Letter</a></p> <p>Location PWD (2466) Offer Date 01/30/2018</p> </div> <div style="border: 1px solid gray; padding: 5px; float: right; margin-top: -20px;"> <p>Accepted 01/30/2018</p> </div>						
<p><b>Create Job Alert</b></p>							
<p>Click <b>Job Management</b>.</p> <p>Click <b>Saved Searches/Alerts</b>.</p>							
<p>Existing <b>Saved Searches</b> are displayed.</p>	<p><b>Career Opportunities: Saved Searches/Alerts</b></p> <p><input type="checkbox"/> Receive new job posting notifications</p> <table border="1"> <thead> <tr> <th>Job Alerts</th> <th>Frequency</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Clerk</td> <td>7</td> <td> / </td> </tr> </tbody> </table> <p><a href="#">Create New Job Alert</a></p>	Job Alerts	Frequency	Actions	Clerk	7	/
Job Alerts	Frequency	Actions					
Clerk	7	/					
<p>To create a new saved search, click <b>Create New Job Alert</b>.</p>	<p><b>Career Opportunities: Saved Searches/Alerts</b></p> <p><input type="checkbox"/> Receive new job posting notifications</p> <p>Click "Create New Job Alert" to start setting up a Job Alert.</p> <p><a href="#">Create New Job Alert</a></p>						
<p>Enter search criteria which includes:</p> <ul style="list-style-type: none"> <li>• <b>Keyword</b></li> <li>• <b>Location</b></li> <li>• <b>Title</b></li> <li>• <b>Department</b></li> </ul>							
<p>Determine frequency by entering number of days.</p> <p>Click <b>Create Alert</b>.</p>	<p>Send me alerts every <input type="text" value="7"/> days <a href="#">Create Alert</a> <a href="#">Return to Job Alerts</a></p>						

The search is now saved and email notifications will be sent according to the Alert Schedule selected.

Thank You.  
You have successfully modified your account.  
[Back to Job Listing](#) [View Profile](#)

**Submit Application (from Email Notification)**

Click the **Apply to this job now...** link in the notification email to view job posting and apply.

Mon 12/11/2017 4:55 PM  
SYSTEM <system@successfactors.com>  
Manager - Extension  
To  Weatherford, Tiffany LB

I saw this job and thought you might be interested in this opportunity.

**Manager - Extension**

Job Summary

As primary representative of Purdue University in a county, lead and guide all programming efforts in order to accomplish County Extension Service (CES) mission. Provide program leadership, administrative, office, fiscal and personnel management, and oversee public relations and marketing.

Core Responsibilities

Provide framework for promoting the vision and mission of Purdue County Extension Service. Administer and adhere to Purdue CES and county policies. Maintain accountability for all fiscal, personnel, programmatic, and reporting issues. Secure funding to support programming efforts; encourage grantsmanship and other funding options to augment state and county resources. Administratively supervise all county Purdue staff, county staff and grant funded employees. Coordinate, implement, and evaluate county CES Plan of Work. Coordinate the development and implementation of a county public relations strategy. Educator in area of specialization.

Education

Master's Degreee

[Apply to this job now...](#)

The **Job Description** is displayed.

**Manager - Transportation**

Job Summary

Oversee and manage all parking related services. Establish organizational and operational policies, procedures and goals. Manage operations, and supervise/guide staff activities.

Core Responsibilities

Hire and train staff. Supervise staff. Prepare strategic plan goals. Provide guidance and direction to staff for implementation. Coordinate the upkeep and maintenance of parking structures, parking signs, markings and parking lots. Coordinate enforcement of Parking Regulations with the Purdue University Police department. Review University Parking and Traffic Regulations and policies to ensure relevance. Act as Appeals Officer as appropriate. Coordinate daily campus event parking.

Education

BA/BS Degree

Experience

M3 - Minimum of four to five years of related experience

Skills

Management skills: planning, fiscal management, employee development. Verbal and written communication skills. Customer service skills. Computer and software skills. Valid driver's license.

Click **Apply now.**

[Apply now »](#)