

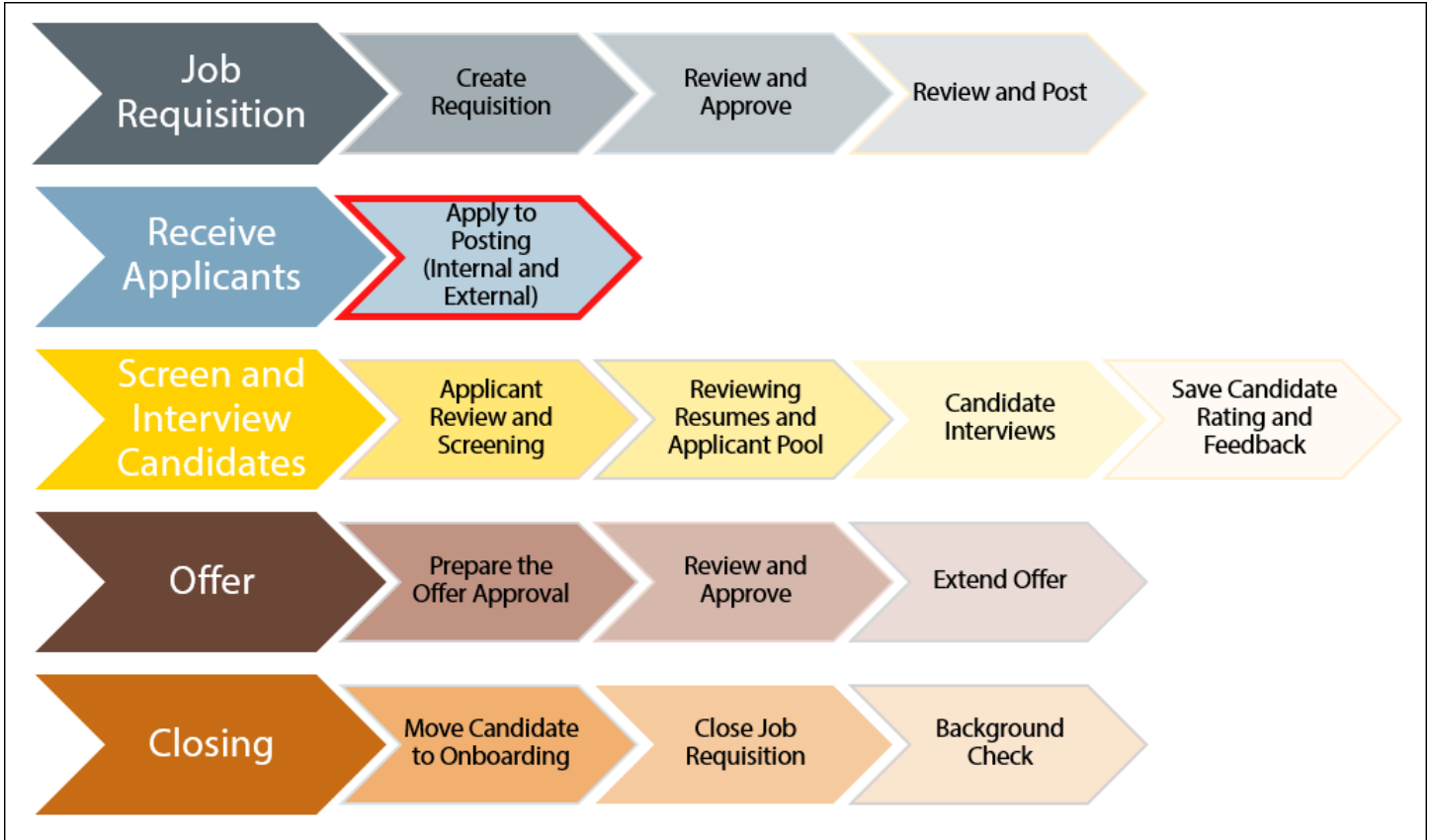
**Applying to Job Posting – Internal Candidate Quick Reference Guide**

**Last Updated:** 01/09/2018

This Quick Reference Guide outlines the steps for current Purdue employees to create a candidate profile and apply to a job posting.

The Recruitment Process

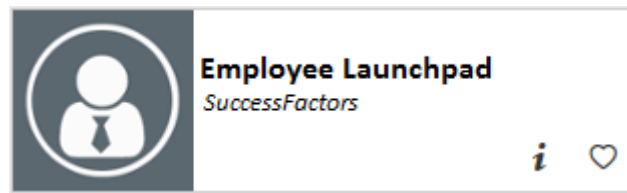
The application activity takes place after the job requisition has been approved and posted.



**Access SuccessFactors**

<https://one.purdue.edu/>

Visit **OneCampus** and select **Employee Launchpad**.



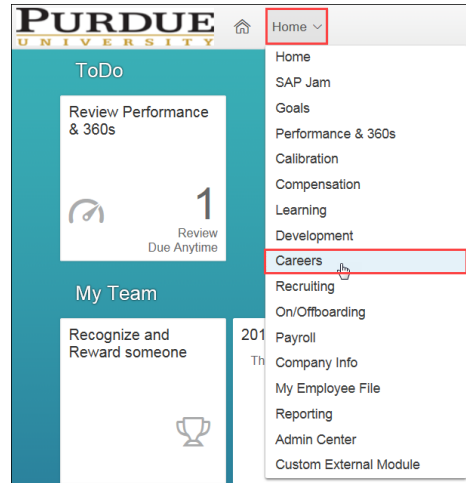
Log in using **Purdue Career Account ID** and **BoilerKey passcode**.



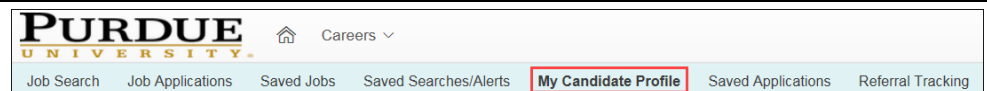
**Candidate Profile**

Candidates must create a profile prior to applying for a job.

From the Success Factors home page, click the **Home** drop-down menu and select **Careers**.

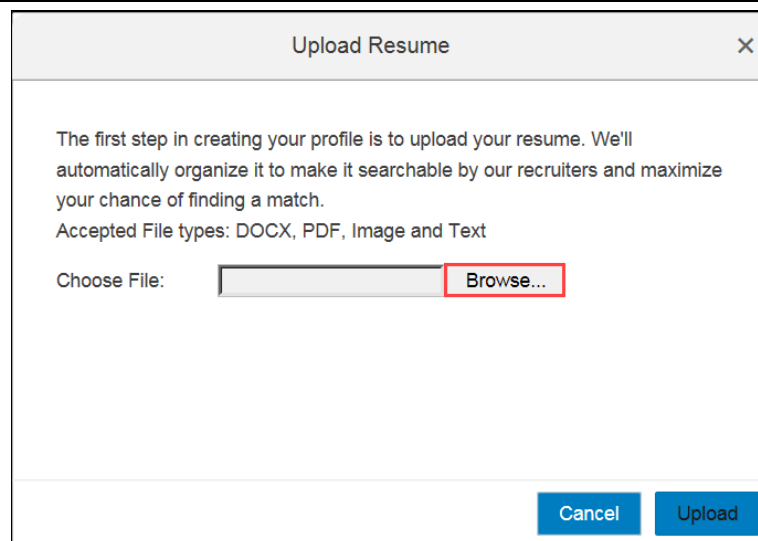


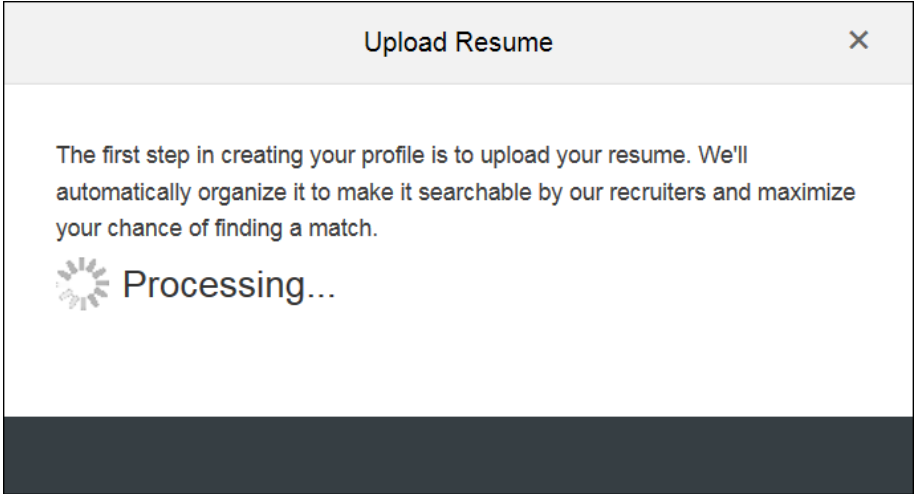
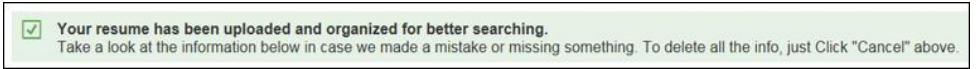
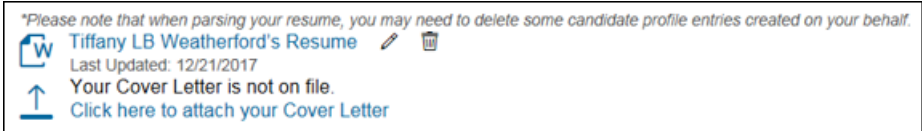
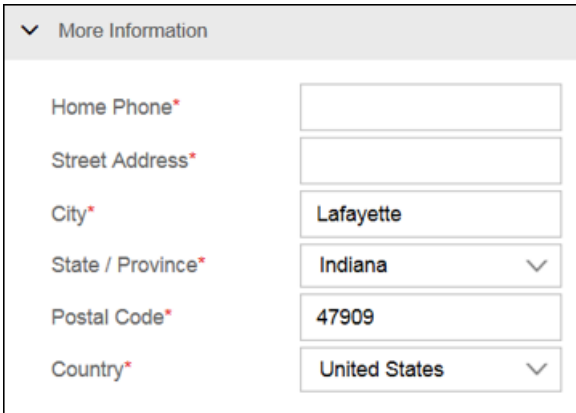
Click **My Candidate Profile**.



Click **Browse...** to select resume file.  
**NOTE:** File type must be DOCX, PDF, Image or Text.

Click **Upload**.



<p>As the file uploads, the system automatically attempts to organize the information into the appropriate categories and fields.</p>	
<p>Successful upload of the resume file is displayed.</p>	
<p>To upload a cover letter or a new resume, click appropriate link.</p>	
<p>Complete any missing required information such as phone and address.</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.

**NOTE:** If a resume has been uploaded it is not necessary to complete the information section.

If not uploading a resume/CV, the information in this section should be completed in as much detail as possible.

Click **Save** before leaving profile.

**Changes pending.** You must save your changes in order to keep them.

**Save** **Cancel** **Print Preview**

### Search Jobs

From the Success Factors home page, click the **Home** drop-down menu and select **Careers**.

<p>Click <b>Job Search</b>.</p>	
<p>To narrow search, select specific criteria from available fields.</p> <p>To run the search wide open, leave fields blank.</p> <p>Click <b>Search Jobs</b>.</p>	
<p>A list of internally posted positions is displayed.</p> <p>To narrow results, the same search criteria is located on the left side of the results screen.</p> <p><b>NOTE:</b> All external postings will be listed on the internal SuccessFactors site, for Purdue Employees to consider.</p>	

**Submit Application (from Job Search)**

To apply for a posted position, click the corresponding **Select Action** drop-down menu and select **Apply**.

**Clerk V**   
Req ID 1942 - Posted 12/20/2017 -

**Associate Professor of English**   
Req ID 1881 - Posted 12/12/2017 -

**Head and Associate Professor of Nursing**   
Req ID 1861 - Posted 12/08/2017 -

Select Action

- Apply
- Apply Using LinkedIn™
- Save Job
- Refer Friend to Job

Review candidate profile and make changes as needed.

Click **Next**.

My Candidate Profile

Tiffany LB Weatherford

Candidate ID: 1263

Phone:

Email:

Dear Candidate,

Thank you for completing a Profile and for your interest in Purdue University. Fields marked with an asterisk (\*) are required and must be filled out to complete your application. If you wish to make a request for reasonable accommodation, please contact our Employee Relations Administrator at: erpositions@purdue.edu.

Purdue University complies with all federal and state laws prohibiting discrimination against individuals with disabilities. We have an Employee Relations Administrator available to assist employees and applicants with questions regarding reasonable accommodations and to provide information about disability employment issues.

Your Recruiting Team

\*Please note that when parsing your resume, you may need to delete some candidate profile entries created on your behalf.

Tiffany LB Weatherford's Resume  
Last updated: 12/21/2017  
Your Cover Letter is not on file  
[Click here to attach your Cover Letter](#)

Previous Employment + Add Another

- Purdue University  
Instructional Designer/Trainer  
7 years, 2 months  
10/10 - Present  
[Details](#)
- Industrial Federal Credit Union  
Trainer  
4 years, 5 months  
05/05 - 10/10  
[Details](#)
- Industrial Federal Credit Union  
Teller  
1 year, 7 months  
11/04 - 05/05  
[Details](#)

Education + Add Another

- Political Science and Government  
Purdue University West Lafayette, IN  
3 years, 9 months  
08/98 - 05/02  
[Details](#)

Language Skills + Add

There are no items in this section.

Certifications/Licenses + Add Another

- Certificate of Project Management  
4 years, 9 months  
04/13 - Present  
[Details](#)

Documents

Attachment Documents: [Attach a document](#)

Attachment Documents: [Attach a document](#)

More Information

Home Phone\*

Street Address\*

City\*

State / Province\*

Postal Code\*

Country\*

Candidate Profile Extension

**Next**

Complete all required information and answer citizenship, race, diversity, disability, veteran status, and employment questions.

For example:




\* Are you legally authorized to work in the United States?

\* Will you now or in the future require visa sponsorship for employment?

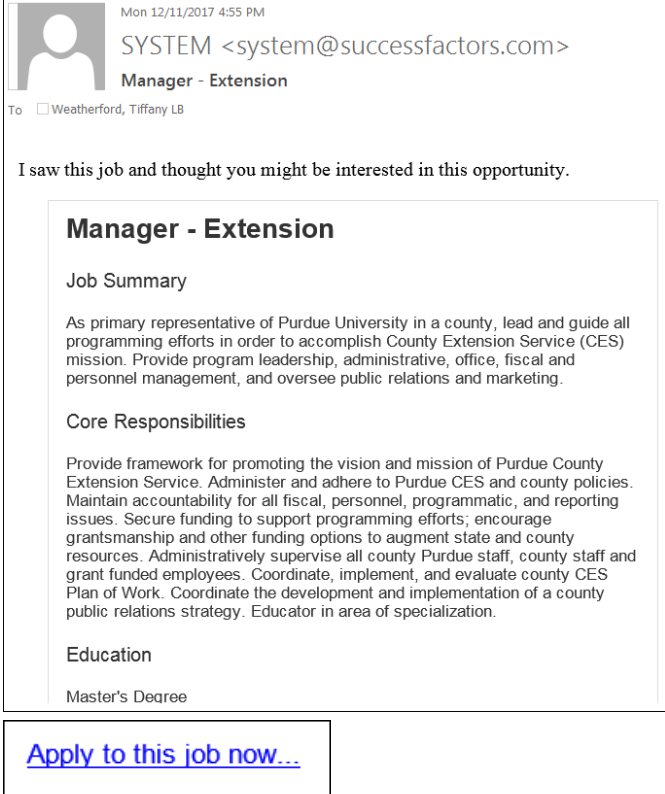
Enter **Name** and **Date** to electronically sign application.


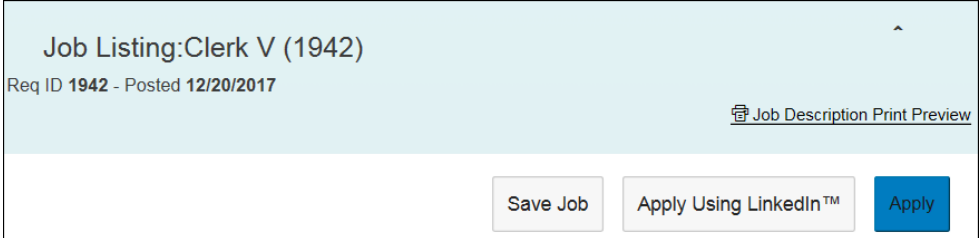
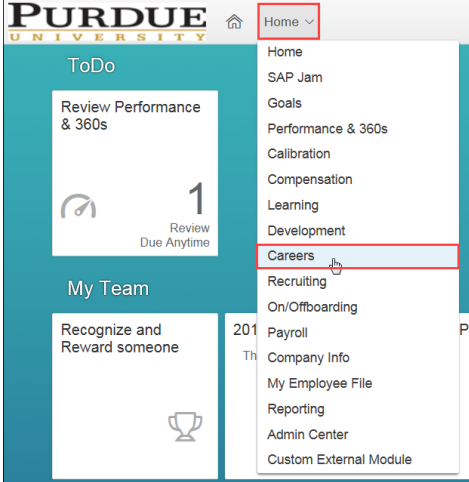
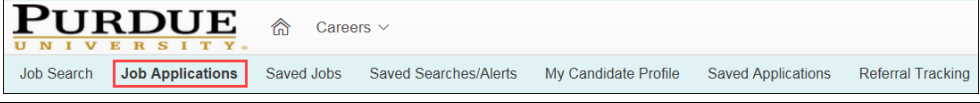

\* Sign your name here to confirm that all application data is true and accurate.

\* Today's Date

<p>To save application without submitting, click <b>Save</b>.</p>	
<p>A notification displays that the application was saved successfully.</p>	<p><b>Career Opportunities: Clerk - Administration (2) (1942)</b></p> <p> The draft application was saved successfully.</p>
<p>To submit application, click <b>Apply</b>.</p>	
<p>A notification displays that the application was successfully submitted.</p>	<p><b>Career Opportunities: Clerk - Administration (2) (1942)</b></p> <p>Your application has been sent. Thank you!</p> <p><a href="#">Return to Job search page</a> <a href="#">Return to Jobs applied</a></p>

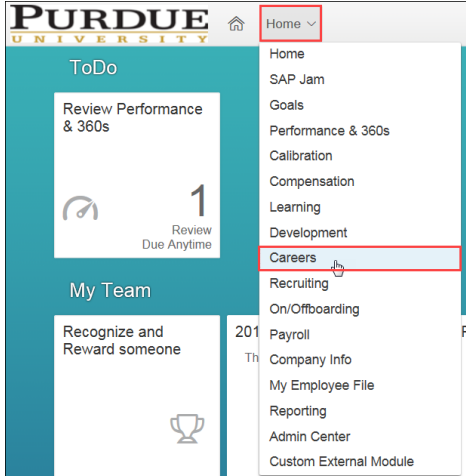
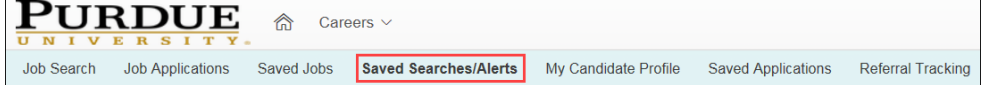
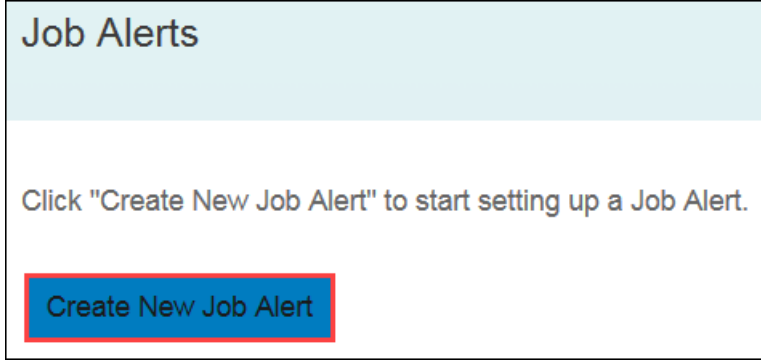
**Submit Application (from Email Notification)**

<p>Click the <b>Apply to this job now...</b> link in the notification email to view job posting and apply.</p>	 <p>The screenshot shows an email from SYSTEM &lt;system@successfactors.com&gt; dated Mon 12/11/2017 4:55 PM. The recipient is Weatherford, Tiffany LB. The subject is 'Manager - Extension'. The body text says 'I saw this job and thought you might be interested in this opportunity.' Below this is a job summary for 'Manager - Extension' with details on responsibilities and education (Master's Degree). At the bottom is a blue link: 'Apply to this job now...'</p>
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<p>Log in to <b>SuccessFactors</b>.</p>															
<p>The <b>Job Listing</b> is displayed.</p> <p>To submit application, click <b>Apply</b>.</p>															
<p><b>Monitor Application Status</b></p>															
<p>From the Success Factors home page, click the <b>Home</b> drop-down menu and select <b>Careers</b>.</p>															
<p>Click <b>Job Applications</b>.</p>															
<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>	 <table border="1"> <thead> <tr> <th>Job Title ↓</th> <th>Actions</th> <th>Req ID</th> <th>Date Applied</th> <th>Status</th> <th>Status Date</th> <th>Next Step</th> </tr> </thead> <tbody> <tr> <td>Extension Educator/CED</td> <td>Select ↓</td> <td>1361</td> <td>12/22/2017</td> <td>Application Received</td> <td>12/22/2017</td> <td></td> </tr> </tbody> </table>	Job Title ↓	Actions	Req ID	Date Applied	Status	Status Date	Next Step	Extension Educator/CED	Select ↓	1361	12/22/2017	Application Received	12/22/2017	
Job Title ↓	Actions	Req ID	Date Applied	Status	Status Date	Next Step									
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<b>Respond to Offer</b>	
<p>From the Success Factors home page, click the <b>Home</b> drop-down menu and select <b>Careers</b>.</p>	
<p>Click <b>My Offers</b>.</p>	
<p>Read and review <b>Offer Letter</b>.</p>	
<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>	

<b>Create Job Alert</b>	
<p>From the Success Factors home page, click the <b>Home</b> drop-down menu and select <b>Careers</b>.</p>	 <p>The screenshot shows the Success Factors home page. At the top right, the 'Home' dropdown menu is open, listing various navigation options. The 'Careers' option is highlighted with a red box. The main page content includes a 'ToDo' section with a task 'Review Performance &amp; 360s' and a 'My Team' section with a task 'Recognize and Reward someone'.</p>
<p>Click <b>Saved Searches/Alerts</b>.</p>	 <p>The screenshot shows the Success Factors navigation bar. The 'Saved Searches/Alerts' link is highlighted with a red box. Other navigation links include 'Job Search', 'Job Applications', 'Saved Jobs', 'My Candidate Profile', 'Saved Applications', and 'Referral Tracking'.</p>
<p>Click <b>Create New Job Alert</b>.</p>	 <p>The screenshot shows the 'Job Alerts' page. A blue button labeled 'Create New Job Alert' is highlighted with a red box. The page text reads: 'Click "Create New Job Alert" to start setting up a Job Alert.'</p>

Create **Name** of search and **Email** frequency.

Select specific criteria from available fields.

When finished, click **Save**.

Create New Job Alert ×

\* Name of Saved Search/Alert

\* Email me

Send email only when new jobs are available

Keywords  ?

in job title    in job title or description

Department

Division

Location

Posted within the last  days

Requisition Number

Cancel
Save

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

Name	Date Modified	Date Expires	Alert Schedule	Actions
Business Positions	12/22/2017	06/20/2018	Daily	Select ▾