

Frequently Asked Questions About Our Online Application System (iRecruitment)



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Here are the answers to the questions listed above:

- [How do I see what jobs are available?](#)

There are a few different ways to find our job postings. From the home page, click on any of the following links to find our available jobs:



From that next page, select your search criteria and click [Search](#). Click on any of the posting "Names" to view a detailed description.

- How do I apply for a job?

In order to apply for a job, you need to do two things: (1) create a profile within our database and then (2) apply for the specific job. There are two ways you can do this:

1. You can find the job you want to apply for and then click the Apply Now button. This will walk you through the steps to create a profile and the job application.
2. You can create your profile first, by clicking [Register today](#). After you create your profile, you can search for jobs and then click Apply Now and it will walk you through the final steps of applying.

- On the Preferences Page I make a selection but nothing happens?

That is normal. The system is keeping tracking of your preferences although it will not communicate that to you.

- How do I select two different Job Categories either in a search or on my Preferences page?

Hold the Control button while selecting multiple job categories.

- I haven't heard anything about my application. Did the hiring manager receive it?

If your application status is "Active Application", then it has been given to the hiring manager for review. If you are selected for an interview, you will be contacted by them.

- I got an error message and have questions. Who do I contact?

Have you been on one page for longer than 20 minutes? If so, the system probably "timed out" to ensure that if you left the computer someone could not come and see your information. Please try to login in again. You may have to input information that was not saved. If your login does not work, you may need to re-register.

We want to know if there are any problems or concerns about our online application system. Please contact us either via email (hr@san Diego.edu) or by phone at 619-260-4594 and select option 1 from the automated message to speak to an Employment Services Coordinator.

- Can I upload more than one resume or cover letter?

Each time you upload a new resume it will replace the former. Therefore, we recommend having a universal resume.