

Step-by-Step Guide: How to Apply for a Job (External Applicants)



Welcome to USD's online application system. There are multiple ways to apply for a job – this guide explains the most commonly used method. If you have questions or if you reach any errors, please call (619) 260-4594.

To begin:

Go to <http://sandiego.edu/jobs>. Click on the blue 'Search Jobs' button. This will take you to our visitor page.

From the iRecruitment Jobs Login page:

1. If this is your first time to apply for one of our jobs, click on '**Register Today**'. Enter your email address, Name, and to create a password. Then click .

If you already have a login, enter your Email and Password in the login fields provided and click

.

Create Account Page:

Hint: As you create your account click the

button every few minutes in order to keep your page refreshed and save the information you have entered.

Hint: To make changes as you go use the and buttons on the right hand side of the page. Do NOT use your internet browser's back and forward navigation buttons.

If you have a curriculum vitae or resume that you would like to upload, select

Yes, I have a c.v./resume, then click

to locate the file name on your computer. Select the document to upload and click

. Then click .

**If you would like to upload a resume at a later time OR create a resume with our automated system,

click **No, I do not have a c.v./resume** and then

click .

Personal Information Page and Additional Documents:

2. Enter the contact information requested (address, phone numbers).

3. You may also upload additional documents that you would like included in your profile (cover letter, references, etc.) by clicking

at the bottom of the page.

On the **Upload Document** page, click

to locate the file on your computer. Select the document you want to upload and click

.

Provide a **Description** and select a **File Type** from the drop down menu.

Note: The system will automatically replace previously uploaded documents with the same Document Type). If you want to upload more than c.v./resume or cover letter, select "Other Document Type" and provide a detailed description.

Click .

When finished, click .

Additional Details Page:

4. For statistical purposes, please enter information regarding how you learned about the job opening. Also enter information for our Equal Employment Opportunity survey or select the box that indicates you would prefer not to disclose the EEO information.

When finished, click .

Review Applications Details Page:


5. This page will allow you to review the information you entered into your profile. To make changes use the button on the right hand side of the page. (Do NOT use your browser back button.)
6. Please read the **Applicant Statement** by clicking on the link under the page title.
7. To submit your application, click . You will receive confirmation on the next page that your application was submitted.

If you are applying for a non-faculty position . . .

You will need to complete a few more steps.

8. From the confirmation page, click on [My Application](#). This will take you into your profile again.
9. Click on [Qualifications and Skills](#).

10. Enter your **Employment History** and **Qualifications**. Even though much of this is listed on your resume, there are additional pieces of information that are needed for the recruitment team.

11. When finished, click  .