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

University *of* San Diego

Applying for a Position at USD

Welcome to USD's online application system. While we hope that the system is easy to use, we have created this guide to assist you by walking you through each step of the process. There are multiple ways to apply for a job – we will walk you through one way.

There are two main parts of the process:

Part 1: Create a profile

Part 2: Apply for a job

The following sections will walk you through each of these steps. If you have questions that are not answered here, or if you reach any errors, please call us at (619) 260-4594.

To begin:

Go to www.sandiego.edu/jobs. Click on "Prospective Employees" and then the "Enter our online application system" link. This will take you to our recruitment system jobs page.

Part 1: Creating a Profile

Creating a profile will allow you to …

Register:

1. If this is your first time on our site, click `Register today`.

2. Enter your email address, last name and first name.

3. Create and confirm a password. Your email address and password is what you will use to login the next time you visit the site.

4. Click `Submit`.

Create an Account:

5. If you have a resume that you would like to upload, select `Yes, I have a resume`, then click `Browse...` to locate the file name on your computer.

   If you choose to upload a resume, click `Continue`.

6. If you would like to create a resume with our automated system, click `No, I do not have a resume`.

7. Click `Continue`.

Enter Personal Information:

8. Enter the information requested (address, phone numbers). You may also upload any other documents that you would like included in your profile (cover letter, references, etc.)

9. When finished, click `Next`.

Add Qualifications and Skills:

10. Begin to enter your **employment history**, by clicking on `Add Another Employer` in the Employment History section. Enter the name of the organization, the dates that you worked there, your job title, location and description of job duties.

11. Repeat step 10 for additional employment history.

12. Select any **skills** that you would like added to your profile by clicking `Add Another Skill`. This will allow managers looking for someone with a particular skill set to seek you out.

    a. Select a Skill Type and click `Search`.

    b. Select all skills that apply within that category and click `OK`.

13. To enter your **education qualifications**, click `Add Another Establishment` under the Education Qualifications section.

    a. Enter the name of the college or university, the location, the type of degree earned, major subject, and date degree was received.

    b. If you earned another degree from *the same college or university*, click the ✚ under Add Degree.

    c. If you earned another degree from *a different college or university*, click `Add Another Establishment` and enter the information.

14. If you have **additional qualifications**, click `Add Another Qualification` and enter the information appropriately.

15. When finished, click `Next`.

Enter Preferences:

This will allow us to match your job preferences to current postings.

16. Enter any keywords or select from the Job Category list if you would like to specify the type of job you are looking for. If you would like to select more than one Job Category, hold the Ctrl button and select more than one.

17. Enter whether you are looking for Full Time, Part Time, or Either.

18. Enter your desired Minimum Salary if you choose to.

19. Select ☑ Match Competencies and ☑ Match Qualifications if you would like the system to automatically search for jobs that match your qualfications for you to review.

20. Select ☑ Allow Account To Be Searched if you would like your profile to be accessible to hiring managers who may be looking for someone with similar qualifications that you have listed.

21. Select your Email Preferences if you would like to receive emails about new postings.

22. When finished, click Next.

Note: You will not see confirmation from the system regarding the preferences you selected, however the system is keeping this record.

Create Resume

All of the information that you have entered so far will be put into a format that resembles a resume. Here is where you can select which format you prefer.

(If you uploaded a resume in step 5, you can skip steps 22 and 23.)

23. Select one of the resume formats that you like by clicking on the ⦿ underneath.

24. Click Finish.

Confirmation

You will then receive confirmation of your registration. The system will also show any jobs that match your qualifications. You can view additional information about these jobs by clicking on the "Name". You can also search for more jobs by clicking on Search for More Jobs.

Part 2: Applying for a Job

When you find a job you would like to apply for, click Apply Now. Then follow these steps:

1. Review Account Page: This page will allow you to review the information from your profile. You can make any changes that you would like. All changes will be made to your original profile. When you are ready to continue, click Next.

2. Enter Application Details: Enter information about 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, click Next.

3. Assessment Survey: All applicants are asked to complete a brief survey regarding their application. There may be additional questions referring to minimum qualifications. Answer all of the questions asked, click Continue. Click Next to complete page 2 of the test. When complete click Finish.

4. Review: Review your account to make sure there is nothing else you would like to change. When you are ready to submit, click Finish. You will then receive confirmation that your application was submitted.

5. To view your application status, click the Home tab in the top right hand corner of the page.

6. This will show you what jobs you have applied for and what your application status is.

That's it! As you can see, creating your profile takes the majority of the time, but once you have done this, applying for jobs on campus is quick and easy.

The next time you want to search for jobs or apply, just log in with your email address and password. Once you get to your home page, click on the Jobs tab in the top right hand side of the page and search for jobs you are interested in. Then just repeat steps 24- 30.