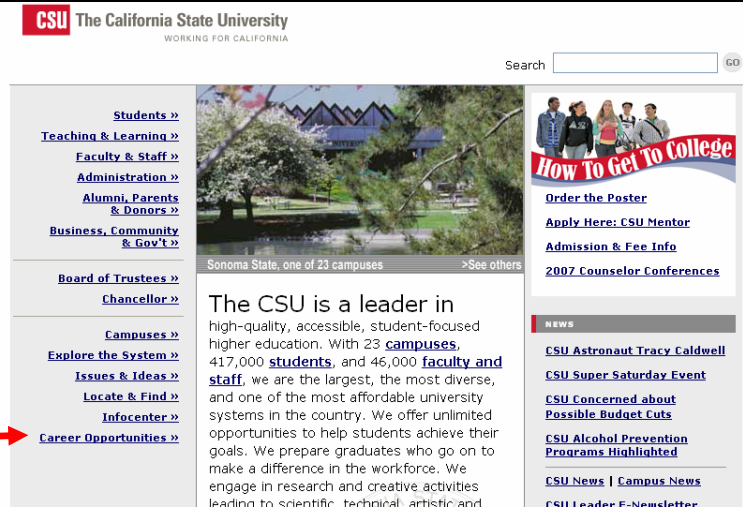
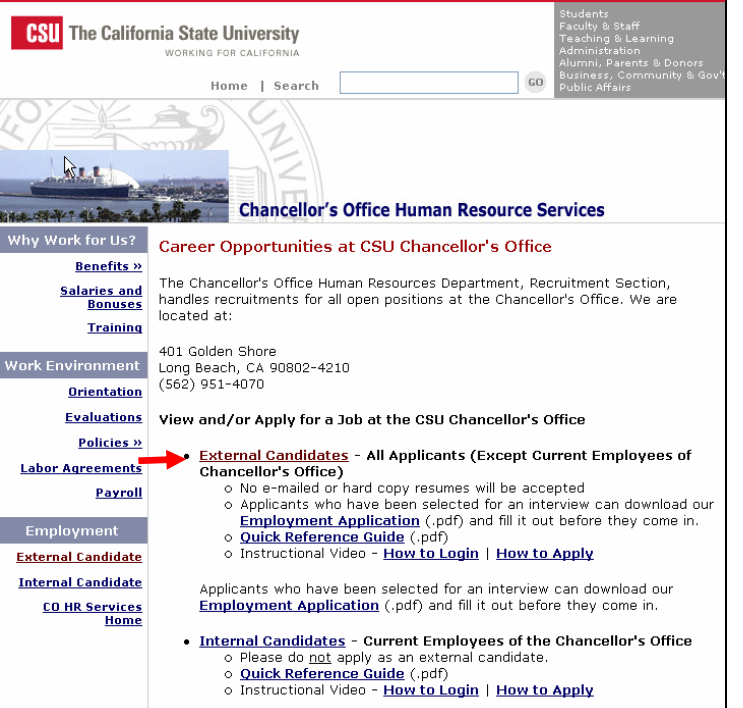


External Applicant Guide

Follow the steps in this guide to apply for a position at the CSU Chancellors Office. This guide is intended to assist external applicants (non-employee's) with applying for jobs via the recruiting self service application.

APPLYING FOR A JOB AS AN EXTERNAL APPLICANT

<p>1. Navigate to the Chancellors Office website.</p> <p>Open your web browser and navigate to the Chancellors Office main page: www.calstate.edu. Click on the Career Opportunities link.</p>	 <p>The screenshot shows the CSU homepage. The left navigation menu includes links for Students, Teaching & Learning, Faculty & Staff, Administration, Alumni, Parents & Donors, Business, Community & Gov't, Board of Trustees, Chancellor, Campuses, Explore the System, Issues & Ideas, Locate & Find, Infocenter, and Career Opportunities. A red arrow points to the 'Career Opportunities' link.</p>
<p>2. Navigate to the External Candidates page.</p> <p>On the Career Opportunities page, click on the External Candidates link.</p>	 <p>The screenshot shows the 'Chancellor's Office Human Resource Services' page. The left navigation menu includes links for Why Work for Us?, Benefits, Salaries and Bonuses, Training, Work Environment, Orientation, Evaluations, Policies, Labor Agreements, Payroll, Employment, External Candidate, Internal Candidate, CO HR Services, and Home. A red arrow points to the 'External Candidates' link under the 'Policies' category.</p>

External Applicant Guide

3. FIRST TIME APPLICANTS ONLY. Register as an applicant. (Skip to step #4 if you are already a registered user)

Click the [Register Now](#) link to register as a system user.

Enter a User Name, Password and Confirm Password and click the [Register](#) button.

You are now returned to the Careers page and are logged in. You are now ready to review and apply for Job Openings. (You may now proceed to step #5)

Careers

If you have applied with California State University Chancellors Office previously, enter your User Name and Password, then click Login. If this is your first application, click the "Register Now" link and follow the directions to register as a user. (NOTE: Due to a recent system upgrade, if you established a login prior to September 7th, 2007, that login is no longer available and you will need to re-register in order to apply for an opening.)

Basic Job Search Keywords: <input type="text"/> Posted: Last Month <input type="button" value="v"/> <input type="button" value="Search"/> Advanced Search Search Tips	Login User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> Login Help Register Now
---	---

Register

Enter your new user name and password.

Enter Registration Information	
User Name	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
<input type="button" value="Register"/>	Return to Previous Page

4. Login as an external applicant.

Enter your User Name and Password, then click the [Login](#) button.

Careers

If you have applied with California State University Chancellors Office previously, enter your User Name and Password, then click Login. If this is your first application, click the "Register Now" link and follow the directions to register as a user. (NOTE: Due to a recent system upgrade, if you established a login prior to September 7th, 2007, that login is no longer available and you will need to re-register in order to apply for an opening.)

Basic Job Search Keywords: <input type="text"/> Posted: Last Month <input type="button" value="v"/> <input type="button" value="Search"/> Advanced Search Search Tips	Login User Name: <input type="text" value="Demonstration"/> Password: <input type="password" value="....."/> <input type="button" value="Login"/> Login Help Register Now
---	---

Open Job Postings

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	08/29/2007	Dir Technical Services	555	CO WestEd Facility, TISS
<input type="checkbox"/>	08/28/2007	Mgr Ben & HR Prog	554	Golden Shore
<input type="checkbox"/>	08/23/2007	Freelance Graphic Designer	552	Golden Shore
<input type="checkbox"/>	08/21/2007	University Counsel	549	Golden Shore

External Applicant Guide

5. Review Job Opening Details.

Once logged in you may review all Job Openings that are currently accepting applications and apply for those that are of interest.

Review the list of Job Titles. If a Job Title is of interest, click the Job Title hyperlink to open the Job Description page.

The Job Description page provides a Job Summary. This summary provides an overview of the Job Opening. To obtain all details on the job opening, click the [View Full Vacancy Announcement](#) hyperlink to open a full Vacancy Announcement in PDF format as shown.

Review the detailed job vacancy announcement and, if you meet the qualifications, please proceed to step #6 “Apply for a Job Opening”.

Careers Home
Welcome Demonstration

Basic Job Search

Keywords:

Posted: Last Month

[Advanced Search](#) [Search Tips](#)

My Career Tools

[1 Applications](#)

[1 Saved Resumes](#)

[My Profile](#)

Open Job Postings			
	Date	Job Title	Location
<input type="checkbox"/>	08/29/2007	Dir Technical Services	CO WestEd Facility, TISS
<input type="checkbox"/>	08/28/2007	Mgr Ben & HR Prog	Golden Shore
<input type="checkbox"/>	08/23/2007	Freelance Graphic Designer	Golden Shore
<input type="checkbox"/>	08/21/2007	University Counsel	Golden Shore
<input type="checkbox"/>	08/16/2007	Admin Specialist	CO WestEd Facility, TISS
<input type="checkbox"/>	08/09/2007	Graphic Designer	
<input type="checkbox"/>	08/09/2007	Academic Senate Member	Golden Shore
<input type="checkbox"/>	08/09/2007	Legal Secretary	Golden Shore
<input type="checkbox"/>	08/09/2007	Accountant	Golden Shore
<input type="checkbox"/>	08/09/2007	Chief of Staff	Golden Shore
<input type="checkbox"/>	08/09/2007	Srvsng Librarian 12 Mo	Golden Shore
<input type="checkbox"/>	08/07/2007	HR Tech Analyst	Golden Shore

Job Description

Job Title: Admin Specialist
Job ID: 546
Location: CO WestEd Facility, TISS
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary
 The California State University, Office of the Chancellor, is seeking a Planning Analyst to provide administrative and technical support to the Chief of Facilities Planning, provide general office coordination, and supervise and train the unit's administrative support staff.

How To Apply
 To apply please submit your resume and cover letter online.

Equal Employment Opportunity
 The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of age, disability, disabled veteran or Vietnam-era veteran status, gender, marital status, national origin, race, religion, or sexual orientation.

[View Full Vacancy Announcement](#)

[Return to Previous Page](#)

BUDGET ANALYST
 (Administrator II)
Budget Office
 Requisition #000546

August 29, 2007

Position:
 The California State University, Office of the Chancellor, is seeking a Budget Analyst to perform a variety of duties to prepare and develop the CSU system budget, allocation of appropriations; governmental reports, and develop and present analytic position papers and policy studies.

Duties:
 Under the general direction of the Associate Budget Director, Budget Director, and Assistant Vice Chancellor, the Budget Analyst will assist in identifying the total expenditure requirements of campus and systemwide offices throughout the budget process; develop recommendations for generating resources to meet expenditure requirements; formulate and analyze allocation models designed for the equitable

fund accounting, and financial reporting; assist campus budget offices in applying systemwide allocations and policies to campus operations; communicate and collaborate with Budget Office, campus, Chancellor Office, state government management and staff, as well as other higher education constituency groups on systemwide Business and Finance matters; consult on implementation of CSU policies and programs; participate on committees; support and/or carry out presentations to CSU and other constituency groups.

Requirements:
 This position requires the equivalent to a Bachelor's degree in business finance or accounting, public administration, or similar area of study; three to four years of applicable public administration work experience in business finance with

External Applicant Guide

6. Apply for a Job Opening.

You may apply for a job opening at any time by clicking the checkbox beside a Job Opening and clicking the Apply Now button.

Careers Home
Welcome

Basic Job Search
Keywords:
Posted: Last Month
Search Advanced Search Search Tips

My Career Tools
[0 Applications](#)
[0 Saved Resumes](#)
[My Profile](#)

Open Job Postings

Date	Job Title	Job ID	Location
<input type="checkbox"/>	Dir Technical Services	555	CO WestEd Facility, TISS
<input checked="" type="checkbox"/>	Mar Ben & HR Prog	554	Golden Shore
<input type="checkbox"/>	Freelance Graphic Designer	552	Golden Shore
<input type="checkbox"/>	PC Technician	550	Golden Shore
<input type="checkbox"/>	University Counsel	549	Golden Shore
<input type="checkbox"/>	Admin Specialist	546	CO WestEd Facility, TISS
<input type="checkbox"/>	Graphic Designer	511	
<input type="checkbox"/>	Legal Secretary	536	Golden Shore
<input type="checkbox"/>	Accountant	534	Golden Shore
<input type="checkbox"/>	Chief of Staff	535	Golden Shore
<input type="checkbox"/>	Services Librarian 12 Mo	537	Golden Shore
<input type="checkbox"/>	Academic Senate Member	538	Golden Shore
<input type="checkbox"/>	HR Tech Analyst	533	Golden Shore

Select All Deselect All Save Jobs Apply Now

7. FIRST TIME APPLICANTS ONLY (Applicants who have applied previously proceed to step #9)

First Time Applicants must submit a new resume. Choose “Upload a new resume” and click the Continue button.

Use the Browse button to open an explorer window and select your resume file. (Note: The file must be in an Adobe ‘PDF’ or MS Word ‘DOC’ format). Once you have selected the resume file, click the Upload button to submit your resume.

Apply Now
Choose Resume

You must either select an existing resume already on file or submit a new resume for consideration with this application. Please note that all resumes must be submitted in either an Adobe “PDF” format or MS Word “.DOC” format. If you wish to include a cover letter or additional information, please include it in the same file as your resume.

Resume Options

How would you like to proceed?

Upload a new resume

Continue Return to Previous Page

C:\User\VB Resumes\0000 Browse...

Upload Cancel

External Applicant Guide

<p>8. Name your resume.</p> <p>In the Resume Title field, enter a description of this resume. The title should be descriptive.</p>	<p>Apply Now</p> <p>Enter Resume Text</p> <p>This page allows you to provide a name for the resume you have submitted. This is helpful should you provide different versions of your resume per application. Please provide a meaningful name for the resume you have just submitted in the Resume Title field. This title may be useful in the future should you apply for additional positions.</p> <div data-bbox="646 369 1349 506"> <p>Resume Text</p> <p>Resume Title: <input type="text" value="Demonstration Resume"/></p> <p>File Name: View Attachment</p> </div> <p><input type="button" value="Continue"/> <input type="button" value="Close"/> Return to Previous Page</p>
<p>9. Select a resume already on file or submit a new one.</p> <p>If you have previously applied for a job, you will have a resume already on file. You may select to use an existing resume with this application or you may submit a new resume.</p>	<p>Apply Now</p> <p>Choose Resume</p> <p>You must either select an existing resume already on file or submit a new resume for consideration with this application. Please note that all resumes must be submitted in either an Adobe ".PDF" format or MS Word ".DOC" format. If you wish to include a cover letter or additional information, please include it in the same file as your resume.</p> <div data-bbox="646 789 1341 919"> <p>Resume Options</p> <p>How would you like to proceed?</p> <p><input type="radio"/> Upload a new resume</p> <p><input checked="" type="radio"/> Use an existing resume <input type="text" value="Demonstration Resume"/></p> </div> <p><input type="button" value="Continue"/> Return to Previous Page</p>
<p>10. FIRST TIME APPLICANTS ONLY <i>(Applicants who have applied previously proceed to step #11)</i></p> <p>Enter your contact information. The following fields are required:</p> <ol style="list-style-type: none"> First Name Last Name Address 1 City State Postal Email Address Phone Number <p>Once all fields have been entered, click the <u>Save</u> button.</p>	<div data-bbox="646 1056 1312 1230"> <p>Name</p> <p>Name Prefix: <input type="text"/></p> <p>*First Name: <input type="text" value="Demonstration"/></p> <p>*Last Name: <input type="text" value="Application"/></p> </div> <div data-bbox="646 1266 1312 1493"> <p>Address</p> <p>Country: <input type="text" value="United States"/></p> <p>*Address 1: <input type="text" value="1234 Wherever"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>*City: <input type="text" value="Long Beach"/> *State: <input type="text" value="California"/></p> <p>*Postal: <input type="text" value="90809"/></p> </div> <div data-bbox="646 1535 1312 1650"> <p>Email Addresses</p> <p>*Email Address: <input type="text" value="Demo@Demo.com"/></p> </div> <div data-bbox="646 1671 1312 1787"> <p>Phone</p> <p>*Phone Number: <input type="text" value="562-8774561"/> Extension: <input type="text"/></p> </div> <p><input type="button" value="Save"/> Return to Previous Page</p>

External Applicant Guide

11. Complete and Submit your Application.

Enter the following fields:

- i. Desired Start Date
- j. Are you willing to relocate?
- k. Are you willing to travel?
- l. If yes, how often?
- m. Regular/Temporary
- n. Full-Part Time.

When you have entered all required fields, click the [Submit](#) button to submit your application.

[Apply Now](#)

Complete Application

You are applying for:

[Legal Secretary](#) [Remove](#)

Demonstration Resume

Demonstration Application
1234 Wherever
Long Beach, CA 90809
[Edit Profile](#)

Save
Submit
Close Application
[Careers Home](#)

Preferences

Preferences

Desired Start Date: BT

Are you willing to relocate? Yes No

Are you willing to travel? Yes No

If yes, how often? ▼

Regular/Temporary: ▼

Full-Part-Time: ▼

12. Enter/update your Self Identification Details.

You may *voluntarily* choose to enter your Gender, Ethnic Group and Military Status **OR** check the “I decline to provide my self identification details” checkbox.

You must agree to the Terms and Agreements section in order to submit your application. If you agree with the Terms and Agreements, click the “I agree to these terms” button and then click the [Submit](#) button.

Submit Online Application

Self Identification Details

Qualified applicants are considered for and treated during employment without regard to race, color, religion, gender, national origin, citizenship, age, marital status, ancestry, physical or mental disability, medical condition, veteran status, sexual orientation or any other protected status. This survey, and any data submitted on the survey, will be kept separate from your application, resume and other information obtained from you during the recruitment process, and it will not be accessible by anyone involved with making the recommendations or decisions regarding selection or hiring for this job. The Chancellors Office is interested in reaching the broadest possible group of qualified applicants. This survey has been developed to assist us in monitoring the effectiveness of our recruitment efforts, and in collecting data that is required for compliance with State, Federal and University reporting requirements. While your reply will be most helpful to us in carrying out our administrative responsibilities, completing this survey is entirely voluntary.

*Gender: ▼

Ethnic Group: ▼

*Military Status: ▼ **Effective Date** 09/04/2007

I decline to provide my self identification details.

Terms and Agreements

I understand that the California State University Office of the Chancellor will verify the statements I have made regarding my academic background, employment history, and any criminal convictions that may be on my record. I give the CSU Office of the Chancellor consent to conduct a criminal record check, credit check, DMV check or other background check. I authorize my past employers and schools to give the CSU Office of the Chancellor pertinent work-related information about me. I also understand that all offers of appointment are contingent upon receipt of satisfactory verification information.

I agree to these terms I do not agree to these terms

Submit
Cancel
[Return to Previous Page](#)

External Applicant Guide


13. My Applications Confirmation.

After submitting your Online Application, you are taken to the My Applications page and receive a confirmation.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

My Applications

You have successfully applied for this/these job(s).

My Applications			
Display applications from:	<input type="text"/>	<input type="button" value="Refresh"/>	
◀◀ ◀ ▶ ▶▶			
Application	Job Opening ID	Status	Application Date
 Legal Secretary	536	Applied	09/04/2007 3:58PM