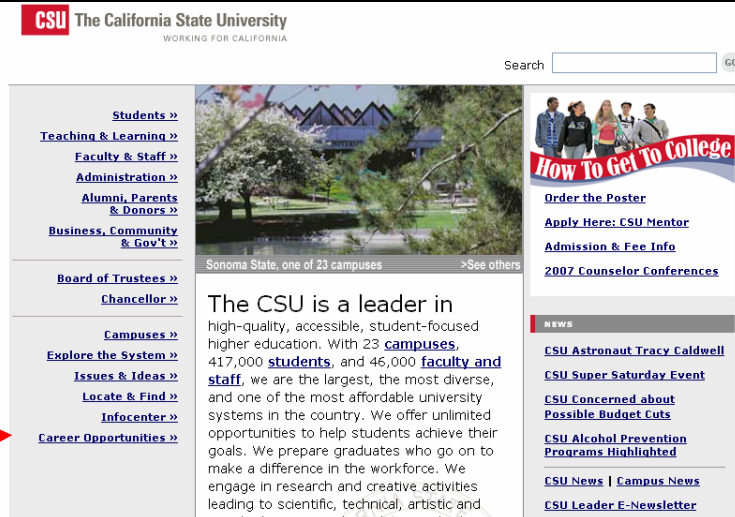
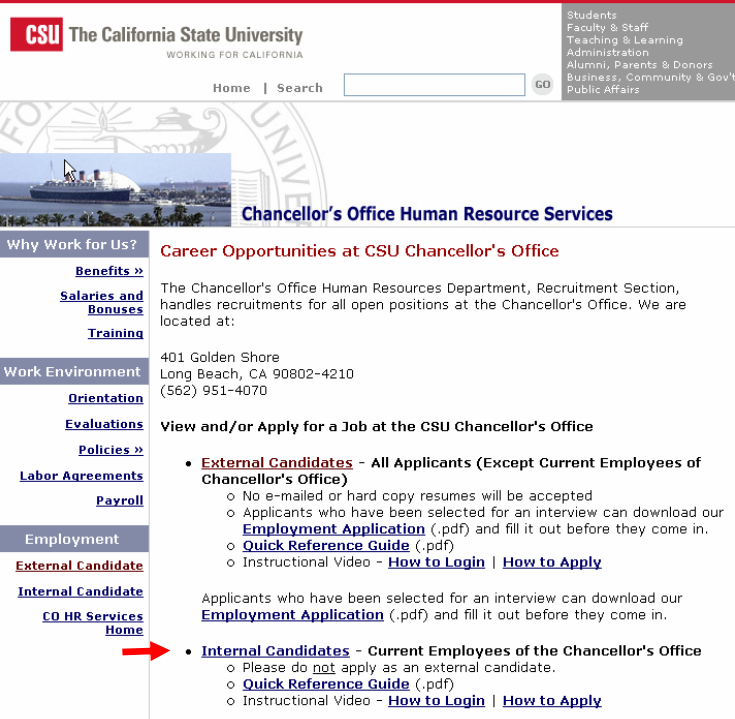


# Internal Applicant Guide

Follow the steps in this guide to apply for a position at the CSU Chancellors Office. This guide is intended to assist internal applicants (employees) with applying for jobs via the recruiting self service application.

## APPLYING FOR A JOB AS AN EMPLOYEE

<p><b>1. Navigate to the Chancellors Office website.</b></p> <p>Open your web browser and navigate to the Chancellors Office main page: <a href="http://www.calstate.edu">www.calstate.edu</a>. Click on the Career Opportunities link.</p>	 <p>The screenshot shows the CSU homepage. The left navigation menu includes links for Students, Teaching &amp; Learning, Faculty &amp; Staff, Administration, Alumni, Parents &amp; Donors, Business, Community &amp; Gov't, Board of Trustees, Chancellor, Campuses, Explore the System, Issues &amp; Ideas, Locate &amp; Find, Infocenter, and Career Opportunities. A red arrow points to the 'Career Opportunities' link.</p>
<p><b>2. Navigate to the Internal Candidates page.</b></p> <p>On the Career Opportunities page, click on the Internal 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, and CO HR Services Home. A red arrow points to the 'Internal Candidate' link.</p>

## Internal Applicant Guide

### 3. Login to PeopleSoft

PeopleSoft.

User ID:

Password:

To set trace flags, click [here](#)

### 4. Navigate to Recruiting Self Service

From the main menu select Self Service > Recruiting Activities > Careers.

PeopleSoft.

Menu

Search:

- My Favorites
- CO Folder
- Self Service
  - Rideshare Points and Usage
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Recruiting Activities
    - Careers
- Manager Self Service
- Recruiting
- Workforce Administration
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

Welcome Sandy

#### Basic Job Search

Keywords:

Posted:

[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"/>	08/29/2007 <a href="#">Dir Technical Services</a>	555	CO WestEd Facility, TISS
<input type="checkbox"/>	08/28/2007 <a href="#">Mgr Ben &amp; HR Prog</a>	554	Golden Shore
<input type="checkbox"/>	08/23/2007 <a href="#">Freelance Graphic Designer</a>	552	Golden Shore
<input type="checkbox"/>	08/21/2007 <a href="#">University Counsel</a>	549	Golden Shore
<input type="checkbox"/>	08/16/2007 <a href="#">Admin Specialist</a>	546	CO WestEd Facility, TISS
<input type="checkbox"/>	08/09/2007 <a href="#">Graphic Designer</a>	511	
<input type="checkbox"/>	08/09/2007 <a href="#">Academic Senate Member</a>	538	Golden Shore
<input type="checkbox"/>	08/09/2007 <a href="#">Legal Secretary</a>	536	Golden Shore
<input type="checkbox"/>	08/09/2007 <a href="#">Accountant</a>	534	Golden Shore
<input type="checkbox"/>	08/09/2007 <a href="#">Chief of Staff</a>	535	Golden Shore
<input type="checkbox"/>	08/09/2007 <a href="#">Spryng Librarian 12 Mo</a>	537	Golden Shore
<input type="checkbox"/>	08/07/2007 <a href="#">HR Tech Analyst</a>	533	Golden Shore

[Select All](#) [Deselect All](#)

## Internal Applicant Guide

### 5. Review Job Opening Details.

You may now 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”.

Welcome Sandy

**Basic Job Search**

Keywords:

Posted: Last Month ▼

[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"/>	<a href="#">08/29/2007 Dir Technical Services</a>	555	CO WestEd Facility, TISS
<input type="checkbox"/>	<a href="#">08/28/2007 Mgr Ben &amp; HR Prog</a>	554	Golden Shore
<input type="checkbox"/>	<a href="#">08/23/2007 Freelance Graphic Designer</a>	552	Golden Shore
<input type="checkbox"/>	<a href="#">08/21/2007 University Counsel</a>	549	Golden Shore
<input type="checkbox"/>	<a href="#">08/16/2007 Admin Specialist</a>	546	CO WestEd Facility, TISS
<input type="checkbox"/>	<a href="#">08/09/2007 Graphic Designer</a>	511	
<input type="checkbox"/>	<a href="#">08/09/2007 Academic Senate Member</a>	538	Golden Shore
<input type="checkbox"/>	<a href="#">08/09/2007 Legal Secretary</a>	536	Golden Shore
<input type="checkbox"/>	<a href="#">08/09/2007 Accountant</a>	534	Golden Shore
<input type="checkbox"/>	<a href="#">08/09/2007 Chief of Staff</a>	535	Golden Shore
<input type="checkbox"/>	<a href="#">08/09/2007 Spvsng Librarian 12 Mo</a>	537	Golden Shore
<input type="checkbox"/>	<a href="#">08/07/2007 HR Tech Analyst</a>	533	Golden Shore

[Select All](#) [Deselect All](#)

**Job Description**

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

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**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](#)

Job Opportunities

HUMAN RESOURCE SERVICES

**BUDGET ANALYST**  
 (Administrator I)  
**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

## Internal 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. →

Welcome Sandy

**Basic Job Search**

Keywords:

Posted: Last Month

[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"/>	<a href="#">Dir Technical Services</a>	555	CO WestEd Facility, TISS
<input type="checkbox"/>	<a href="#">Mgr Ben &amp; HR Prog</a>	554	Golden Shore
<input type="checkbox"/>	<a href="#">Freelance Graphic Designer</a>	552	Golden Shore
<input type="checkbox"/>	<a href="#">University Counsel</a>	549	Golden Shore
<input type="checkbox"/>	<a href="#">Admin Specialist</a>	546	CO WestEd Facility, TISS
<input type="checkbox"/>	<a href="#">Graphic Designer</a>	511	
<input type="checkbox"/>	<a href="#">Academic Senate Member</a>	538	Golden Shore
<input type="checkbox"/>	<a href="#">Legal Secretary</a>	536	Golden Shore
<input type="checkbox"/>	<a href="#">Accountant</a>	534	Golden Shore
<input type="checkbox"/>	<a href="#">Chief of Staff</a>	535	Golden Shore
<input type="checkbox"/>	<a href="#">Sprvsng Librarian 12 Mo</a>	537	Golden Shore
<input type="checkbox"/>	<a href="#">HR Tech Analyst</a>	533	Golden Shore

←

### 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

[Return to Previous Page](#)

C:\User\VB Resumes\0000

## Internal Applicant Guide

### 8. Name your resume.

In the Resume Title field, enter a description of this resume. The title should be descriptive.

[Apply Now](#)

#### Enter Resume Text

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.

Resume Text	
Resume Title:	Demonstration Resume
File Name:	<a href="#">View Attachment</a>
<a href="#">Continue</a>	<a href="#">Close</a> <a href="#">Return to Previous Page</a>

### 9. Select a resume already on file or submit a new one.

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.

[Apply Now](#)

#### Enter Resume Text

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.

Resume Text	
Resume Title:	Sandys First Resume
File Name:	<a href="#">View Attachment</a>
<a href="#">Continue</a>	<a href="#">Close</a> <a href="#">Return to Previous Page</a>

### 10. Complete and Submit your Application.

Enter the following fields:

- Desired Start Date
- Are you willing to relocate?
- Are you willing to travel?
- If yes, how often?
- Regular/Temporary
- 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:


[Admin Specialist](#) [Remove](#)

Sandys First Resume 

Sandy Cheeks  
11632 Palawan Street  
Cypress, CA 90630

[Save](#) [Submit](#) [Close Application](#) [Careers Home](#)

Preferences

Preferences	
Desired Start Date:	09/18/2007 
Are you willing to relocate?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you willing to travel?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, how often?	<input type="text" value=""/>
Regular/Temporary:	Either <input type="text" value=""/>
Full/Part-Time:	Either <input type="text" value=""/>

## Internal Applicant Guide

### 11. 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](#)

### My Applications

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

**My Applications**

Display applications from:  Refresh

◀◀ ◀ | ▶ ▶▶

Application	Job Opening ID	Status	Application Date
 <a href="#">Admin Specialist</a>	546	Applied	09/05/2007 8:42AM