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UMSYS HCM 9.2 PeopleSoft Recruit – Candidate Gateway

Welcome
Welcome to the UMSYS HCM 9.2 PeopleSoft Recruit – Candidate Gateway Training Guide!

Introduction
This training guide serves as training for accessing the University of Missouri’s Careers center, applying for a job, and managing your job applications. After completing this training guide, you should have the skills and knowledge to:

1. Access the PeopleSoft Careers page and register for an account (if needed).
2. Apply for a Job with the University.
3. Manage your applications and information within the PeopleSoft Careers page.
Accessing Careers

In order to view current job postings or apply for a job, you will first need to access the PeopleSoft Careers page. Please note that Internal users (Current Employees of the University) and External users (Prospective Employees of the University) have slight differences throughout this guide. These differences are noted where appropriate.

1. On your campus HRS site, follow the appropriate link to either search for Staff or Academic jobs and then choose Current Employee or Prospective Employee.
   a. You will be directed to the Careers homepage.

   ![Careers homepage](image)

   Note: Internal users will be presented with the myHR login page before being directed to the Careers homepage. Sign in with your current university SSO ID and password.

Registering for an Account (External Users)

External users can view job openings without registering and signing in. However, if you want to apply for a job or use other features like saving searches or emailing job postings, you will need to register with the Careers site first.

1. From the Careers page, click the New User link.

   ![New User link](image)

   a. Fill in the fields on the New User Registration form.
Note: Fields with an asterisk (*) are required fields.

b. At the top of the page, click the Register button.
View Job Openings

1. If you know the job title, job number, or other information about the job opening you are looking for, you can use the **Search Jobs** bar on the Careers homepage to search for the opening.

   ![Search Jobs](image)

2. To view current job openings, click the **View Latest Jobs** button.

   ![View Latest Jobs](image)

   a. The **Search Jobs** page will display showing current job openings.
The jobs displayed can be filtered by choosing options from the menu on the left-side of the page.
b. Once an option is selected, it will display above the filtered search results.

c. Filters can be removed individually by clicking the X icon on the displayed filter, or by clicking the Clear All link, which will remove all filters currently applied.
d. Current jobs and job search results can also be sorted by clicking the **Sort** menu button and choosing one of the options displayed.

3. To view a specific job listing, choose the opening you want to view from the list of search results.
a. The Job Description page will display.

b. The currently viewed job posting can be added to your favorites by clicking the Add to Favorite Jobs link. The currently viewed job posting can also be emailed by clicking the Email this Job link.

c. Enter an email address in the To field and your name in the Your Name field. Click the Send button in the top-right corner.
Note: This email contains two links, one for External users and one for Internal users so the generated email can be sent to either.

d. To view other job openings, click the <Search Jobs (Back) button.
4. You can save a search if you have selected filters by clicking the **Save Search** link.

   ![Screenshot of Save Search feature]

   a. Enter a name for the search in the **Search Name** field.
   b. You can also have an email sent to you when a job is posted that matches the saved search criteria by checking the corresponding **check box** and entering an email address in the **Email To** field.
   c. Click the **Save** button to save the search.
5. To return to the Careers page, click the < Careers (Back) button.
Applying for a Job

After signing in and viewing current job openings, you can apply for a job by using the following steps. Identify the job you want to apply for on the Search Jobs page and choose that job listing from the list. Then, click the Apply for Job button.

1. The Apply for Job page will display. Previously completed steps can be viewed and edited by selecting the step from the menu on the left side of the page. Steps cannot be selected before they have been completed. Note that clicking the Next button also automatically saves your progress.

   a. Click the View Terms and Conditions link to view the terms and conditions of the application. When you are done viewing, close the terms and check the I agree to the Terms and Conditions option.
Note: Agreeing to the terms and conditions is required. If you do not agree to the terms and conditions, you will not be allowed to advance and apply for the position.

b. Click the **Next** button to advance. Please note that the Next button is always at the top of each page.

2. The **Resume** step will display. For Academic positions, this step is required. Otherwise, it is not required unless specified in the job opening’s description.

   a. To attach a resume, click the **Attach Resume** button and follow the prompts to attach the document from your computer.
   
   b. If you already have a resume saved, click the **Use Existing Resume** button.
   
   c. If the job requires or requests it, you can also attach a cover letter by clicking the **Attach Cover Letter** button and follow the prompts to attach the document from your computer.
d. When you are finished, click the Next button.

3. The Attachments step will display. This step is not required unless specified in the job opening’s description.

   a. To attach a document, click the Add Attachment button and follow the prompts to attach the document from your computer.
   b. Click the Next button.

4. The Work Experience step will display for Staff positions only. This step is required for Staff positions.

   Note: If you have applied previously or are an Internal user, prior Work Experience will display. These can be edited or deleted by selecting the entry from the list.

   a. To add work experience, click the Add Work Experience button.
b. Enter information in the **Add Work Experience** form fields. Fields with an asterisk (*) are required.

c. When you are finished, click the **Done** button.

d. Click the **Next** button.
5. The **Education** step will display for Staff positions only.

a. Under **Education History**, select your **Highest Education Level** using the drop-down menu.

b. Click the **Add Post-Secondary Education History** button.
c. Enter the appropriate information and click the **Done** button.

![Add Post-Secondary Education History](image)

**Note**: It is recommended to use the **Lookup** feature to complete the **Degree**, **Country**, and **State** fields. When using the Lookup feature to select the country,

![Lookup Feature](image)

toggle the **Search Criteria** feature,
and search for the country in the **Description** field.

d. **Click the Add High School Education History button.**
e. Enter the appropriate information and click the **Done** button.

**Note:** It is recommended to use the **Lookup** feature to complete the **Education Level**, **Country**, **State**, and **School Type** fields.
f. Click the **Next** button.

6. The **Accomplishments** step will display for Staff positions only. This step is not required to advance.
a. If you want to add a license or certification to the application, click the **Add Licenses and Certifications** button.

![Add Licenses and Certifications](image1)

b. Enter the appropriate information and click the **Done** button. Fields with an asterisk (*) are required.

![Add Licenses and Certifications](image2)

**Note:** It is recommended to use the **Lookup** feature to complete the **License**, **Country** and **State** fields.
c. If you want to add a language skill to the application, click the Add Language Skills button.

![Add Language Skills](image)


d. Enter the appropriate information and click the Done button. Fields with an asterisk (*) are required.

![Add Language Skills](image)

**Note:** It is recommended to use the Lookup feature to fill in the Language field.
e. Click the **Next** button.

7. The **References** step will display for Staff positions only. This step is not required unless specified in the job opening’s description.
a. To add a reference, click the **Add Reference** button.

![Image of Add Reference button](image1.png)

b. Enter the appropriate information and click the **Done** button. Fields with an asterisk (*) are required.

![Image of Add Reference form](image2.png)
c. When you are done adding references, click the **Next** button.

8. The **Referrals** step will display. This step is required to advance.
a. Use the drop-down menu to select an option for the **How did you learn of the job?** field.

b. Depending on which option is selected, the Additional Information field may appear. Make the appropriate selection.

c. If you want to list a specific source for your referral, enter the information in the **Specific Referral Source** field.

d. Click the **Next** button.
9. The **Questionnaire** step will display for Staff positions only. This step is required to advance.

a. Answer each question by selecting the appropriate response below.
b. When finished, click the **Next** button.

10. The **Self-Identify** step will display. This step is split into three sections and is not required to advance.

   ![Image of Self-Identify step](image)

   **Note:** This step will not display if you are an Internal user. For internal users, this information is available to view and edit by logging into myHR directly.

   a. Under **Self-Identify - Disability**, you can self-identify a disability status by selecting an option on this page and clicking the **Next** button.
How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON’T HAVE A DISABILITY
- I DON’T WISH TO ANSWER

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.
b. Under **Self-Identify – Veteran**, you can self-identify a veteran status by selecting an option on this page and clicking the **Next** button.

c. Under **Self-Identify – Diversity**, you can self-identify gender and ethnicity information by selecting the appropriate options on this page and clicking the **Next** button.
11. The **Review and Submit** step will display.
a. To review a step of the application, click the Header for that section and click the Modify link.

b. When you are finished and ready to submit your application, click the Submit button.

c. An Application Confirmation page will display. You can view the submitted application from this page, or return to the careers page.
Careers Page Options

This section covers the other options available on the Careers page once logged in.

My Job Notifications

From the Careers homepage, click the **My Job Notifications** option.

The **My Job Notifications** page will display. If your profile has any waiting notifications, you will see them on this page.
To return to the Careers homepage, click the < Careers (Back) button.

**My Job Applications**
From the Careers homepage, click the My Job Applications option.
The **My Job Applications** page will display. On this page you will find a list of the applications you have submitted.

1. Click the **View Detail** button in the Print Application column to view a printable PDF version of your application. The PDF opens in a separate tab.

   ![View Detail button](image)

   **Note:** If you have just entered the application, you may receive a popup message asking you to wait for the PDF application to generate.
a. To view a delivered version of the application, click the **Edit** button.

![Image of the Edit button](image1.png)

**Note:** This version is not printer friendly. To print an application, use the PDF version.

b. If you wish to withdraw an application from consideration, click the **Withdraw** button.

![Image of the Withdraw button](image2.png)

2. This page also displays resumes and attachments associated with your account.

<table>
<thead>
<tr>
<th>My Resumes</th>
<th>Attached File</th>
<th>Job ID</th>
<th>Resume Title</th>
<th>Date Created</th>
</tr>
</thead>
<tbody>
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<td>22382</td>
<td>Wade_Wilson_Resume.docx</td>
<td>06/13/2017 11:04AM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Cover Letters and Attachments</th>
<th>Attached File</th>
<th>Job ID</th>
<th>Attachment Title</th>
<th>Attachment Type</th>
<th>Date Uploaded</th>
</tr>
</thead>
<tbody>
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<td>Wade_Wilson_Cover_Letter.docx</td>
<td>22382</td>
<td>Wade_Wilson_Cover_Letter.docx</td>
<td>Cover Letters</td>
<td>06/13/2017 11:04AM</td>
</tr>
</tbody>
</table>

a. To view a document, click the **Attached File** link.

![Image of the Attached File link](image3.png)
3. Click the <Careers (Back) button to return to the Careers homepage.

My Favorite Jobs
From the Careers homepage, click the My Favorite Jobs option.

The My Favorite Jobs page will display. This page will show any jobs you have selected as favorites in the Search Jobs sections. From here, you can easily access jobs you have previously favorited in order to view again or begin applying for
1. To view a favorited job, click the View Job button.

a. To return, click the My Favorite Jobs (Back) button.
2. To remove a favorited job from the list, **check the box** next to the job you want to remove and click the **Remove Favorite** button. Multiple favorited jobs can be selected at once.

![Image of My Favorite Jobs with checkboxes and Remove Favorite button highlighted]

3. To return to the Careers homepage, click the **< Careers (Back)** button.

![Image of Careers homepage with My Favorite Jobs section highlighted]

**My Saved Searches**

From the Careers homepage, click the **My Saved Searches** option.
The **My Saved Searches** page will display. This page will show any searches that you have saved in the Search Jobs section. Each saved search will show the saved search’s name, the date it was created, and whether the Email Notifications option has been chosen.

1. To use a saved search to search current job openings, click the **Search** button.
2. To edit a previously saved search, click the **Edit** button.

   a. You can edit the name in the **Search Name** field and toggle the option to have an email sent to you when a job is posted matching your saved search criteria by checking the **Email me when new jobs meet my criteria** option. You can also edit the email address this notification is sent to in the **Email To** field.

   ![Edit Saved Search](image1)

   ![Edit Saved Search](image2)

   b. You can delete a saved search from the edit menu by clicking the **Delete** button.
c. When you are finished editing, click the **Save** button.

![Edit Saved Search](image)

**Note:** If the Search Name is edited, a new Saved Searches entry will be created.

3. To return to the Careers homepage, click the `< Careers (Back)` button.
My Account Information

From the Careers Homepage, click the My Account Information option.

The My Account Information page will display. This page can be used to view and edit your account information. Fields marked with an asterisk (*) are required. From this page you can change your account password, update email addresses and phone numbers, and switch your preferred contact method.
If any information is updated or changed, be sure to click the **Save** button.
To return to the Careers homepage, click the < Careers (Back) button.

THIS CONCLUDES THE TRAINING ON HCM 9.2 PEOPLESOFT RECRUIT – CANDIDATE GATEWAY.