UNIVERSITY OF MISSOURI
PeopleSoft End User Training

APPLYING FOR JOBS USING RECRUIT – CURRENT EMPLOYEES
TRAINING PARTICIPANT GUIDE

PEOPLESOFTHRMS 9.1
RECRUIT
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Recruiting Activities

Careers

Current employees can apply for staff jobs with the University of Missouri via the Human Resource Services website.

http://hrs.missouri.edu/

From the Human Resource Services website, navigate to Find a Job > Staff Jobs > Current Employees.

Careers Home

The Careers Home page is your dashboard for the Recruit system. From here, you can complete an application, upload resumes and other supporting materials, and search and apply for jobs at the University of Missouri. You can also see copies of any correspondence from Human Resource Services or from Hiring Managers.
## Basic Job Search

The Basic Job Search is the default job search option.

**Keywords:** You can search for job openings based on keywords in the job posting description.

**Posted:** You can search job openings based on the time frame that they were posted. The following are the available search options:

- Anytime (Default)
- Last Month
- Last 3 Months
- Last Week
- Last Year

**Search:** Click this button to launch the job search. If you leave the keywords blank and leave the posted field set at “Anytime,” you will search on all openings posted for COLUM, UMSYS, and UOEXT.

**Advanced Search:** This opens a new window that allows you to add a variety of more specific search criteria to your job search. For more information, see page 7.
### My Career Tools

<table>
<thead>
<tr>
<th>Accepted/Unaccepted Applications</th>
<th>Shows the number of applications you have already submitted. Click this link to review all of your applications. For more information, see page 4.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments</td>
<td>Shows the number of attachments that you have uploaded in Recruit. Click this link to add attachments or to review the attachments that you have already uploaded. For more information, see page 5.</td>
</tr>
<tr>
<td>Saved Resumes</td>
<td>Shows the number of resumes that you have uploaded in Recruit. Click this link to review the resumes that you have already uploaded. You can upload a resume when you submit a job application. For more information, see page 11.</td>
</tr>
<tr>
<td>My Profile</td>
<td>Contains information carried over from Personal Information Summary in PeopleSoft. If you need to update this information, please use myHR (Self Service &gt; Personal Information) or submit a PDF.</td>
</tr>
<tr>
<td>Notifications</td>
<td>Hiring Managers can send email correspondence to applicants through the Recruit system. Copies of these emails or other notifications will display here.</td>
</tr>
</tbody>
</table>

**Note:** As you apply for jobs and save attachments, the numbers by these items will reflect this activity.
My Applications

You can review all of the applications that you have already submitted. The default setting for reviewing applications is Within Last Three Months. You can change this time frame. Other options include:

- All Applications
- Last Year
- Within Last Month
- Within Last Week

To review an application, click the title for the job or click the icon in the Print Application column. This is the way your application will appear to Recruiters and Hiring Managers. If you are invited for an interview, you may want to print the application and take it with you.
Attachments

There are seven different kinds of attachments that you can upload to Recruit.
- Cover Letters (maximum of five)
- Letters of Reference (maximum of five)
- Portfolio (maximum of two)
- Publications (maximum of two)
- Reference List (maximum of two)
- Transcripts (maximum of three)
- Other (maximum of 10)

You can manage these attachments and add and remove them at any time. To add an attachment, use the [+ Add Attachment] link. To remove an attachment, use the trash can icon on the same line as the attachment you want to remove.

The attachments listed are not specific to each application. They are part of your applicant file. This means that while the Hiring Manager for each specific job can see only the specific application and resume you submit for that job, if you apply for multiple jobs, all of the Hiring Managers for those jobs will be able to see all of your attachments.
To make sure the Hiring Managers know which attachments are for which jobs, use the Job Title and Job Opening ID# in the Attachment Purpose field when you upload your attachments. For example, you might list the attachment purpose for a cover letter as Drake Cover Letter ADMIN 4077 (last name-type of attachment-Job Posting Title-Job Opening ID#).

Note: If you want to attach cover letters that are specific to each job opening, save your cover letter and resume as one document and upload it as the resume when applying for each job opening. You are limited to five distinct cover letters in the attachment sections, but you upload a new resume for each job opening.
Job Search

The Job Search defaults to the Advanced Job Search. Advanced Search allows you to narrow the job list search results based on multiple criteria.

**Enter Keywords**: You can search based on keywords in the job posting description.

**Select Locations**: You can search for a specific location.

**Select Job Families**: Jobs are grouped into 21 Job Families based on common characteristics or skill requirements. You can search only a specific Job Family by selecting it from the list. To search all Job Families, either select All Job Families or make no selection.

**Full/Part Time**: You can search on full or part time status.
- FT = 40 hours/week
- PT = 39 or fewer hours/week

**Regular/Temporary**: You can search on regular or temporary status.
- Regular = Benefit eligible
- Temporary = Non benefit eligible

**Desired Pay**: You can search based on your desired pay.

**Currency**: If searching by Desired Pay, select USD.

**Job Opening ID**: Specific number unique for each job opening. If you are looking for a specific job opening, you can enter the ID#. The search will only return that specific job opening.
Job Search cont.

**Recruiter:** To search job openings based on the Recruiter, enter the Recruiter's name.

**Hiring Manager:** To search job openings based on the Hiring Manager, enter the Hiring Manager's name.

**Find Jobs Posted Within:** You can search job openings based on the date that they were posted. The following are the available search options:
- Anytime (Default)
- Last Month
- Last 3 Months
- Last Week
- Last Year

**Display Results Sorted By:** Sort your search results by either the dates posted or the location.

If you leave all of the search criteria blank, the search will return a list of all posted jobs for COLUM, UMSYS, and UOEXT. This is the same result you will get from the Basic Search.
Job Search cont.

The Job Search Results are listed in date order with the newest jobs listed at the top. The results can be resorted by Posting Title, Department, or any of the list headings by clicking on the links.

**Select**: Used to select one or more jobs to apply to at once.

**Created**: The date that the job was posted. This is the default sort for the job opening list.

**Posting Title**: This is the job title. Clicking on the Posting Title will take you to the job posting so that you can review the job details and qualifications.

**ID #**: The ID# is the number assigned to the job posting. This number is unique for each job posting.

**Department**: This is the hiring department.

**Location**: This is the location of the job.
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The Job Search Results will be a list of current job vacancies. To view the detailed description, select the posting title link.

**Apply Now:** This button lets you apply for one or more jobs at a time. First, use the Select check box in the left hand column to select the job(s) for which you are applying. Then, click the Apply Now button. This will open your job application. Once you have completed the information, your application will be submitted for all of the job(s) that you selected.

**First:** The first page of search results.
**Previous:** Moves up the list one page at a time.
**Next:** Moves down the list one page at a time.
**Last:** The last page of search results.
At the top of each job posting you will see the following: Job Title, Job ID, Location, and Full/Part Time.

Below this information are the details for the job posting. You will need to scroll to see all of the information about the job.

- Hiring Department: The department that is hiring for the job.
- Job Description: The job duties and responsibilities. This is determined by the Hiring Department.
- Salary: The hiring range associated with the job.
- Shift: The working hours for the job.
- Minimum Qualifications: The qualifications specific to the job title. These are determined by Human Resource Services when the job is classified. You must meet the minimum qualifications for the job title in order to be considered for the job.
Job Description cont.

- Preferred Qualifications: The qualifications determined by the Hiring Department to be helpful to be successful in the job.
- Application Materials: For some jobs, the Hiring Department may ask that you submit additional materials beyond just the application. If additional materials are required, they will be listed here. Additional materials might include a cover letter, resume, portfolio, or references.
- Application Deadline: This is the last day that you will be able to submit an application for a specific job. The application deadline is specific to each job, so be sure to check this carefully.
- Other Information: If the Hiring Department chooses to post additional information aside from the job description, that information will be listed here. For example, this might include information about the department or a grant.

To apply for this job from this page, click from either the top or bottom of the page.

Hint: If trying to print the job opening in Firefox and you are having trouble (e.g., only a portion of the webpage will print), try the following:
1. Place your cursor in the frame you wish to print.
2. Right click and select This Frame > Print Frame.
3. Click OK in the Print pop-up window.
Starting the Application Process

After clicking Apply Now, this screen will display.

Apply Now - Choose Resume

Your resume can be unique for each job opening. Each time you apply for a job you will be asked if you want to upload a new resume, use an existing resume, or apply without using a resume. The choice to use an existing resume option will only be available if you have already applied for a job and uploaded a resume.

To associate a unique cover letter for this job, combine your resume and cover letter a single document and upload it here.

If you selected multiple jobs from the job opening list to apply for at once, the same resume will be attached to each job opening. If you want to use a different resume for each job opening, you will need to apply for each job individually.

After selecting your resume option, click the Continue button.
Apply Now - Complete Application

If this is your first time applying for a job in Recruit, you will need to complete all sections of the application. If you have already applied for a job in Recruit, the information entered at that time will be saved in your application. Please review all sections of your application to make sure that they are updated with your most current information.

Human Resource Services uses the information in your application to determine if you meet the minimum qualifications for a job opening. Please make sure that all necessary information is on your application. Attaching a resume is NOT a substitute for completing all sections of the application.

**Posting Title:** Links back to the job posting information. If you selected multiple jobs from the job opening list to apply for at once, they will all be listed here.

**Remove:** Delete any job you selected with Apply Now.

**Add Another Job to Application:** Returns to job opening search to locate additional jobs.
Work Experience

To add Work Experience, use the [Add Work Experience] link.

Add information about your work and relevant volunteer experience from the last 10-15 years. At least one entry is required.
Add Employment History

Enter previous employment or volunteer information in the fields on this page beginning with your most recent experience.

Select Add More to get a new screen to add information about your last job. Repeat this process until you have documented your last 10-15 years of work experience.
Add your Education History to your application.

Select your Highest Education Level from the drop-down list.

If you selected HS Graduate or Equivalent or Less Than HS Graduate, please fill in your high school education history using the [Add High School Education History] link. For more information, see page 18.

If you selected any degree beyond high school, please fill in your college or university history using the [Add Post-Secondary Education History] link. For more information, see page 19.
Add High School Education

Complete the information about your high school. If you graduated from the school, select Completed.
To add information about your college or university history, enter the school you attended, the date your degree was acquired, your major, and the degree you pursued. To select your degree, click the look up feature and select a degree from the list. If you have multiple degrees of the same type (e.g., two bachelor's degrees), select BACH1 for the second degree, BACH2 for the third, etc.

If you graduated, select the Graduated check box.
Licenses & Certifications

If you have any licenses or certifications that you would like listed on your application, add them here. If a job posting requires a specific license or certification, you need to include it in your application in order to be considered qualified for the job.
Languages

If you speak or understand a language other than English and want to include that in your application, add it here. If a job posting requires a specific language, you need to include it in your application in order to be considered qualified for the job.
References

If you would like to include personal or professional references in your application materials, add the names and contact information here. If you have letters of reference that you want included with your application materials, you can upload these letters in the Cover Letters and Attachments section of the application. If a job posting requires references, you can add them here.
Application Questionnaire

The Application Questionnaire is made up of questions that help Recruiters to determine your employment eligibility and job skills. Questions are customized to target specific skill areas for each job posting. They may relate to minimum qualifications or to the preferred qualifications for the job.

You need to answer all of the questions in the Application Questionnaire. If you are applying for multiple jobs, the questions in this section will be made up of all of the questions for the job postings to which you are applying.
Referral Information

The Referral Information section tells Human Resource Services and the Hiring Department how you found out about the job opening. This information is used for reporting and to help determine advertising for future job openings.

If you were referred to the job opening by a University employee, choose Employee from the drop-down list. This will open another field in which to enter the employee's name.

If you were referred to the job opening by an individual who is not a University employee, choose referral from the drop-down list and enter the individual's name in the Specific Referral Source field.
Submit Application

Once all of the application information is complete, you may either save the application as a draft to edit later, submit the application, or close the application without saving or submitting.

To submit your application, click **Apply Now**

To save your application as a draft, click **Save & Continue**. This does not submit your application for consideration.

To close the application without saving or submitting, click the Careers Home link. This will take you back to the Careers menu and does not submit your application for consideration.
My Applications

After selecting Apply Now, a confirmation screen will appear that lists the job(s) for which you have applied. You will also receive an email confirmation at the email address you have listed on your application.

To review your application, return to the Careers Home page and click the Applications link. This will open a list of your applications for you to review. You will not be able to update or edit an application once it is submitted. If you need to add information to your application or edit your application, you will need to apply again, with a new application, for the job posting.

Use the Print Application icon to print a current application. Mark the changes or additions needed and use that document to refer to when modifying your application for submission.

Note: Only submitted applications will have the Print Application icon available.
When you successfully apply, an email like this will be sent to you at the address on your application.
My Applications

If after selecting Apply Now, and an error occurs, this message will display. You will also receive an email message at the email address you have listed on your application providing additional information about how to successfully apply.
Application Error Email

When an error occurs, an email like this will be sent to you at the address on your application.

Follow the instructions in the email to successfully complete the application process.