



Viewing Job Postings

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| 1. | Click the Advanced Search <input type="button" value="Advanced Search"/> link. |
| 2. | Click All Locations <input type="text" value="All Locations"/> in the Select Locations list. Note: To select multiple locations, press and hold down the Ctrl key while clicking selected locations. |
| 3. | Click All Job Families <input type="text" value="All Job Families"/> in the Select Job Families list. Note: To select multiple job families, press and hold down the Ctrl key while clicking selected locations. |
| 4. | Scroll down the page to locate the Find Jobs Posted Within selection box. |
| 5. | Click the Find Jobs Posted Within field drop-down menu <input type="button" value="v"/> button. |
| 6. | Make a selection from the list of values. Note: The drop-down menu buttons may be used to search the Full/Part Time, Regular/Temporary, Desired Pay, and Job Opening ID fields. |
| 7. | Click the Search <input type="button" value="Search"/> button. |
| 8. | Click the Posting Title link to open and view a job posting. |
| 9. | Scroll down the page to review the entire job posting. |
| 10. | When the job posting has been reviewed, click the Return to Previous Page <input type="button" value="Return to Previous Page"/> link. |
| 11. | If necessary, scroll down the page and click on the Posting Title link of additional postings to be viewed. |
| 12. | After reviewing all desired job postings, click the Return to Previous Page <input type="button" value="Return to Previous Page"/> link to perform any additional searches. |
| 13. | Congratulations, you have successfully viewed one or several job postings! |









Register as an External Applicant

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| 1. | Click the click here to Register click here to Register link. |
| 2. | Enter a user name into the User Name field (the user name can be whatever the applicant wishes it to be). |
| 3. | Press the [Tab] key. |
| 4. | Enter a password into the *Password field. |
| 5. | Press the [Tab] key. |
| 6. | Re-enter the chosen password into the *Confirm Password field. |
| 7. | Click the Register  button. |
| 8. | Congratulations, you have successfully registered as an external applicant in PeopleSoft! |





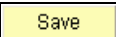
Submitting an Applicant Profile

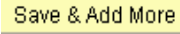
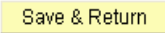



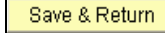
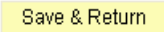
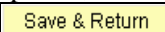
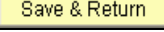



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| 1. | Enter the user name created during registration into the User Name field. |
| 2. | Press the [Tab] key. |
| 3. | Enter the password created during registration into the Password field. |
| 4. | Click the Login  button. |
| 5. | Scroll down the Careers Home page. |
| 6. | Click the Submit a Profile link and follow Steps 4 through 17 of the Applying for a Job as a New Applicant section of the <i>Quick Step Application Guide</i> . |



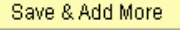
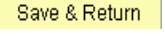



Updating the Applicant Profile

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| 1. | Enter the user name created during registration into the User Name field. |
| 2. | Press the [Tab] key. |
| 3. | Enter the password created during registration into the Password field. |
| 4. | Click the Login  button. |
| 5. | <p>Click a link to make changes in the My Career Tools information box:</p> <ul style="list-style-type: none"> ○ Select the Applications  link to update saved jobs and online applications. ○ Select the Cover Letters & Attachment  link to add a cover letter for specific jobs. (See the Adding an Attachment to an Application section of the <i>Quick Step Application Guide</i>.) ○ Select the Saved Resumes  link to add or revise a resume. (See the Adding an Attachment to an Application section of the <i>Quick Step Application Guide</i>.) ○ Select the Contact Details  link to make personal information changes. |
| 6. | After making all needed profile changes, click the Save  button. |
| 7. | Click the Return to Previous Page  link. |
| 8. | Click the Logout  link. |
| 9. | Congratulations, you have successfully updated your Applicant Profile! |






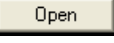


Applying for a Job as a New Applicant

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| 1. | The most recent job postings appear on the Careers home page. Job posting information may be opened and viewed by selecting the Job Title link or by performing an Advanced Search following Steps 2 through 8 of the View Job Postings section of the <i>Quick Step Application Guide</i> . |
| 2. | After opening and reviewing the job posting's Job Description, if the position appears interesting, click the Apply Now  button. |
| 3. | <p>If the applicant is a first time user, to apply for a position the applicant will need to register for access by clicking the Register Now  link and following Steps 4 through 9 of the Register as an External Applicant section of the <i>Quick Step Application Guide</i>.</p> <p>If the applicant is a returning user, the applicant will simply enter the existing User Name and Password and click the Login  button.</p> |
| 4. | A resume may be copied and pasted for review but the applicant profile pages will still need to be completed in order to be considered for open positions. Select the Copy and paste resume text <input type="checkbox"/> option; Use an existing resume <input type="checkbox"/> option; or the Apply without using a resume <input type="checkbox"/> Option. |
| 5. | Click the Continue  button. |
| 6. | <p>Complete the information on the Contact Details page.</p> <p>Note: Required fields are identified with an asterisk (*). An applicant must complete all required fields before moving to the next page.</p> <p>When completing the contact details information, if the system states the National ID already exists, an account has been previously created using the same National ID number.</p> <p>Please contact a recruiter to reset your password by calling the State Personnel Department at (317) 232-0200 or by emailing jobs@spd.in.gov.</p> |
| 7. | Click the Save  button. |

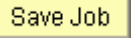
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| 8. | <p>Complete the information on the Education and Work Experience page.</p> <p>Complete work experience information by clicking the Add Work Experience Add Work Experience link. If more than one position needs to be entered, click the Save & Add More  button. When all work experience has been added click the Save & Return  button to return to the Education and Work Experience page and enter education history.</p> <p>Indicate the highest education level by selecting a value from the Highest Education Level  drop-down menu.</p> <p>Complete education history by clicking the Add Primary and Secondary Education History Add Primary and Secondary Education History link and the Add Post-Secondary Education History Add Post-Secondary Education History link.</p> <p>Note: After completing each education history, click the Save & Return  button to return to the Education and Work Experience page.</p> |
| 9. | <p>Click the Next  button to go to the Additional Information page.</p> |
| 10. | <p>Complete any necessary information on the Additional Information page.</p> <p>Click the Add Job Training Add Job Training link to add any additional on-the-job training. When finished, click the Save & Return  button to return to the Additional Information page.</p> <p>Click the Add Licenses and Certificates Add Licenses and Certificates link to add any additional licenses and certificates. When finished, click the Save & Return  button to return to the Additional Information page.</p> <p>Click the Add Languages Add Languages link to add any languages that are spoken, written, or read. When finished, click the Save & Return  button to return to the Additional Information page.</p> <p>Click the Add Memberships Add Memberships for any organization of membership. When finished, click the Save & Return  button to return to the Additional Information page.</p> <p>If necessary, click the Proficiency field drop-down menu  button to select an entry to self-evaluate your skill level for the competency listed to the left of any Proficiency fields.</p> |
| 11. | <p>Click the Next  button to go to the Application Questionnaire page.</p> |
| 12. | <p>Answer all of the Application Questionnaire page questions.</p> <p>Click the Next  button to go to the Referral Information page.</p> |

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| 13. | <p>Complete the fields in the Preferences section as desired.</p> <p>Complete the fields in the Referral section.</p> <p>Review the Prior Convictions question and select the correct option.</p> <p>Click the Next  button to go to the References page.</p> |
| 14. | <p>Fill out all of the available reference information on the Add Reference page by clicking the Add Reference  link.</p> <p>If more than one reference needs to be entered, click the Save & Add More  button.</p> <p>After all references have been entered, click the Save & Return  button.</p> |
| 15. | <p>Click the Submit  button.</p> |
| 16. | <p>Complete the requested Equal Employment Opportunity (EEO) information.</p> <p>Note: If the applicant prefers not to provide this information, check the I decline to provide my self identification details <input type="checkbox"/> checkbox.</p> |
| 17. | <p>Click the I agree to these terms  option at the bottom of the page.</p> <p>Click the Submit  button.</p> |
| 18. | <p>When the application has been successfully submitted, the application Status will read Applied on the My Applications page.</p> |
| 19. | <p>Congratulations, you have successfully completed and submitted an application to the State of Indiana!</p> |

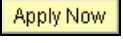

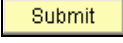
Adding an Attachment to an Application

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| 1. | After logging in from the sign-on screen, click the My Career Tools  link. |
| 2. | Click the Add Attachment link.  |
| 3. | Select the attachment type by clicking the Attachment Type drop-down menu  button and complete the fields. |
| 4. | Click the Add Attachment  link. |
| 5. | Click the Browse...  button to locate the attachment in the applicant's computer files. |
| 6. | After locating the Microsoft Word document in the applicant's files, click the document to select it. |
| 7. | Click the Open  button. |
| 8. | The selected document path appears in the window to the left of the Browse... button. Click the Upload  button. |
| 9. | The Microsoft Word document attachment is now attached to the applicant's application. Click the Save & Return  button to return to the My Career Tools page. |
| 10. | Congratulations, you have successfully attached a document to your application! |

Saving a Job to Apply at a Later Time

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| 1. | After logging in from the sign-on screen, the most recent job postings appear from the Careers home page. Job posting information may be opened and viewed by selecting the Job Title link or by performing an Advanced Search following Steps 2 through 8 of the View Job Postings section of the <i>Quick Step Application Guide</i> . |
| 2. | Review the job information. If the job looks interesting, an applicant has the option to save the job by clicking the Save Job  button. A saved job can be applied for at a later time if necessary. |
| 3. | Congratulations, you have successfully saved a job! |

Submitting an Application with an Existing Profile

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| 1. | After logging in from the sign-on screen, the most recent job postings appear from the Careers home page. Job posting information may be opened and viewed by selecting the Job Title link or by performing an Advanced Search following Steps 2 through 8 of the View Job Postings section of the <i>Quick Step Application Guide</i> . |
| 2. | After opening and reviewing the job posting's Job Description, if the position appears interesting, click the Apply Now  button. |
| 3. | A resume may be copied and pasted for review but the applicant profile pages will still need to be completed in order to be considered for open positions. Select the Copy and paste resume text <input type="checkbox"/> option; Use an existing resume <input type="checkbox"/> option; or the Apply without using a resume <input type="checkbox"/> option. |
| 4. | Click the Continue  button. |
| 5. | Review all Profile pages for accuracy and complete all required fields for each application. When you are finished, click the Submit  button. |
| 6. | When the application has been successfully submitted, the application Status will read Applied on the My Applications page. |
| 7. | Congratulations, you have successfully completed and submitted an application to the State of Indiana as an existing applicant! |