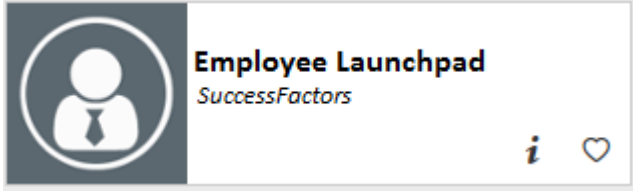

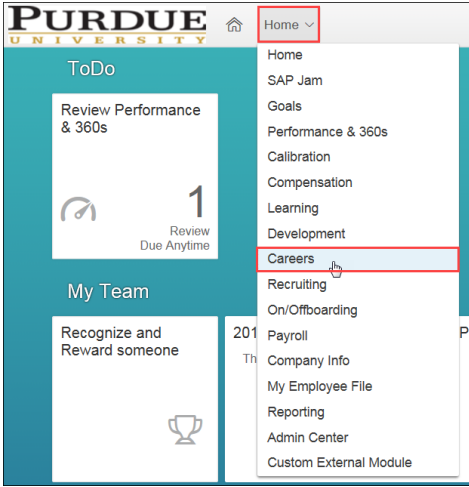
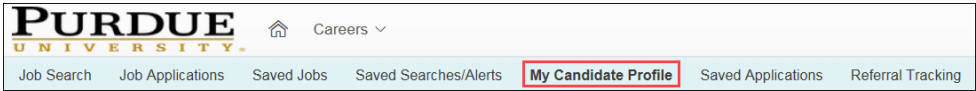
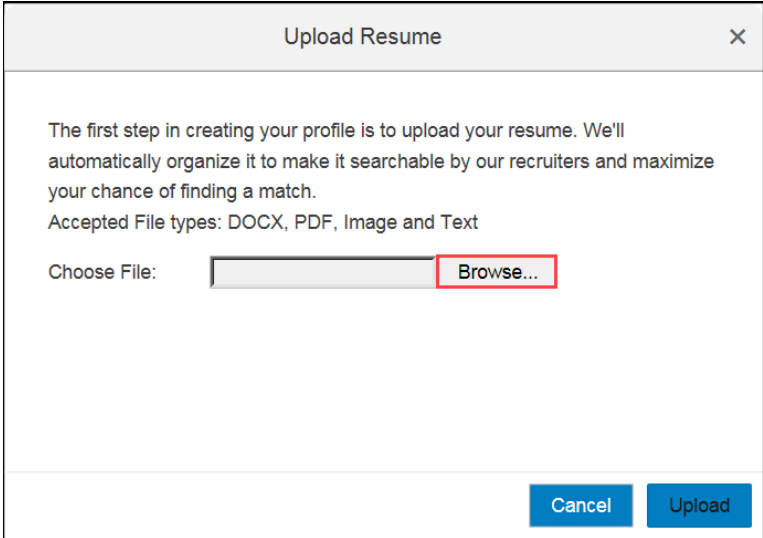
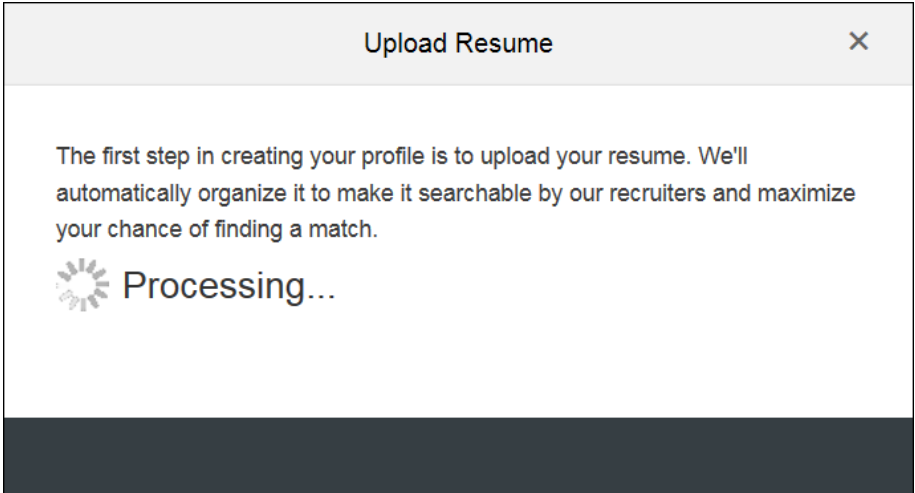
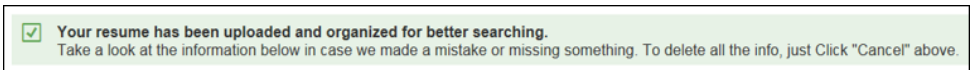
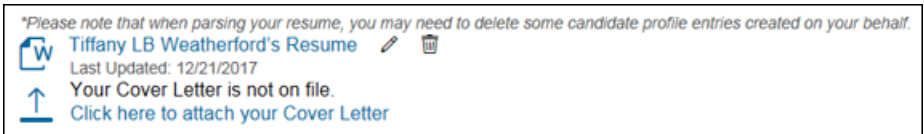
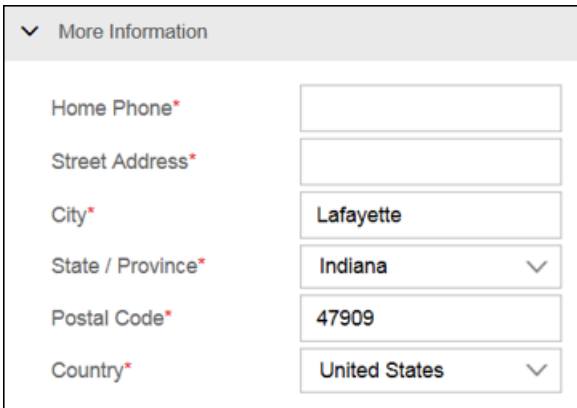


This Quick Reference Guide outlines the steps for current Purdue employees to create a candidate profile and apply to a job posting.

Access SuccessFactors	
<p>Visit OneCampus and select Employee Launchpad.</p>	<p>https://one.purdue.edu/</p> 
<p>Log in using Purdue Career Account ID and BoilerKey passcode.</p>	
Candidate Profile	
<p>Candidates must create a profile prior to applying for a job.</p>	
<p>From the Success Factors home page, click the Home drop-down menu and select Careers.</p>	
<p>Click My Candidate Profile.</p>	

<p>Click Browse... to select resume file. NOTE: File type must be DOCX, PDF, Image or Text.</p> <p>Click Upload.</p>	
<p>As the file uploads, the system automatically attempts to organize the information into the appropriate categories and fields.</p>	
<p>Successful upload of the resume file is displayed.</p>	
<p>To upload a cover letter or a new resume, click appropriate link.</p>	
<p>Complete any missing required information. NOTE: Required information is marked with a red asterisk (*).</p>	

Auto-loaded information from the resume file will populate some of the previous employment, education, languages, and certifications sections. Make any necessary corrections to the parsed information.

NOTE: If a resume has been uploaded it is not necessary to complete the information section.

If not uploading a resume/CV, the information in this section should be completed in as much detail as possible.

Previous Employment + Add Another

Purdue University Remove ▾ 🗑️
Instructional Designer/Trainer
Details
Company Name: Purdue University
Title: Instructional Designer/Trainer
From Date: MM/DD/YYYY 📅 14
End Date: MM/DD/YYYY 📅 14
Close Details

Industrial Federal Credit Union Remove ▾ ⚙️ 🗑️
Trainer
Details
Company Name: Industrial Federal Credit Union
Title: Trainer
From Date: MM/DD/YYYY 📅 14
End Date: MM/DD/YYYY 📅 14
Close Details

UNSPECIFIED Remove ⚙️ 🗑️
Teller
Details
Company Name: UNSPECIFIED

Click **Save** before leaving profile.

⚠️ Changes pending. You must save your changes in order to keep them.

📁 Save ✕ Cancel 🖨️ Print Preview

Search Jobs

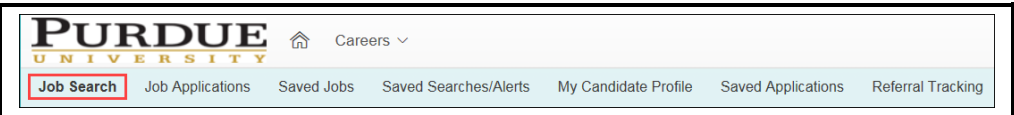
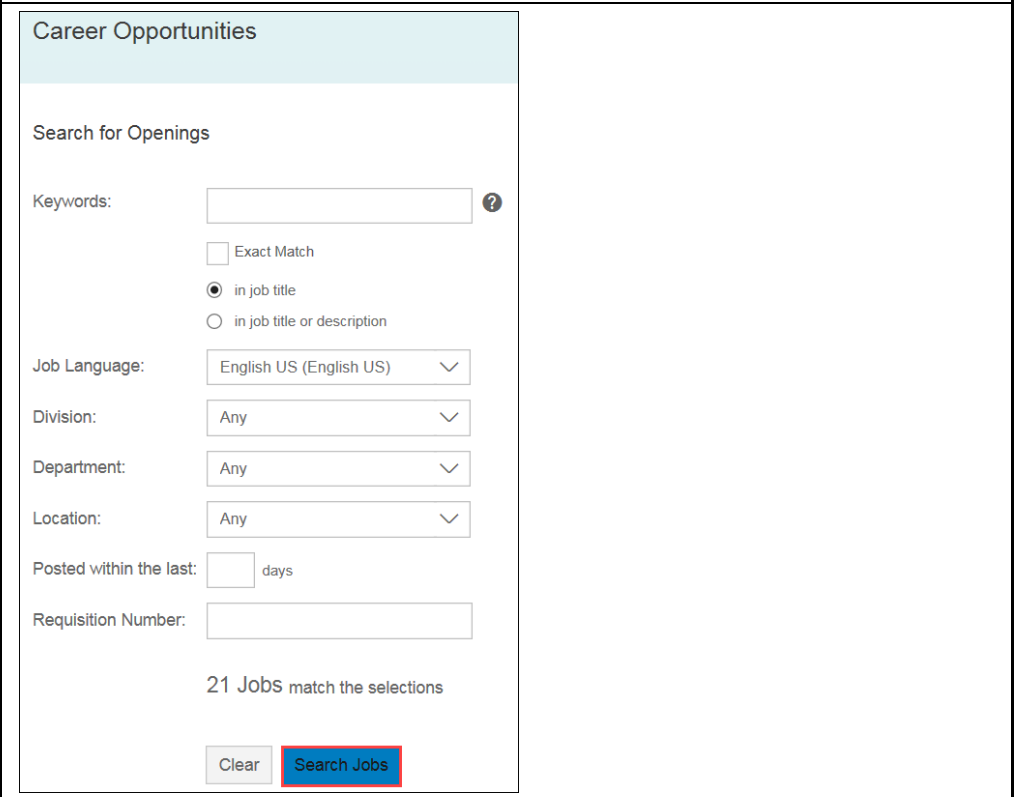
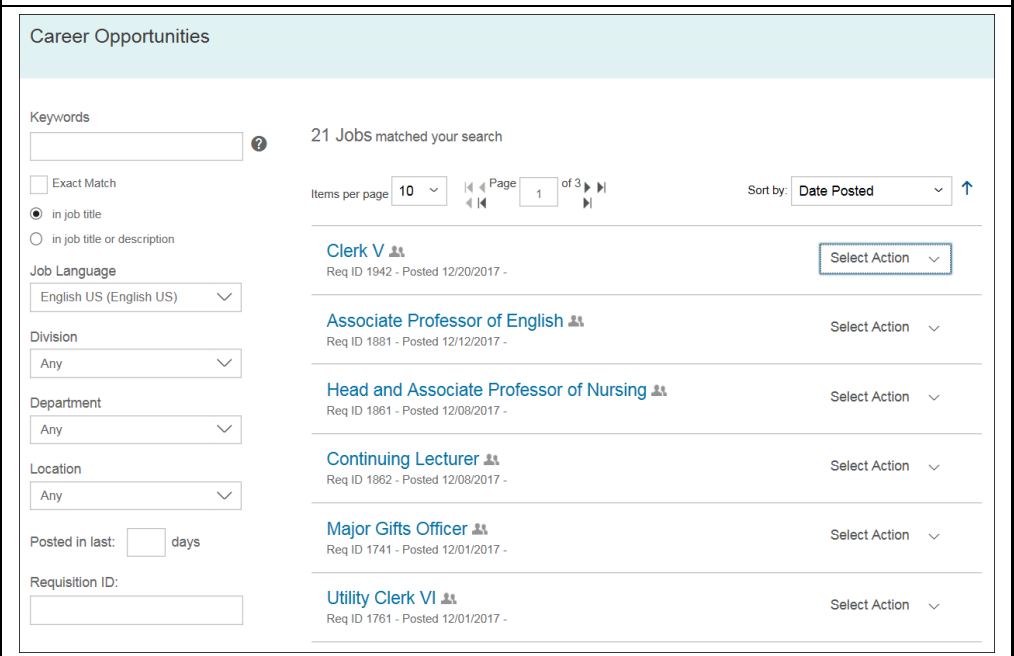
From the Success Factors home page, click the **Home** drop-down menu and select **Careers**.

PURDUE UNIVERSITY Home ▾

ToDo
Review Performance & 360s
1 Review Due Anytime

My Team
Recognize and Reward someone

- Home
- SAP Jam
- Goals
- Performance & 360s
- Calibration
- Compensation
- Learning
- Development
- Careers**
- Recruiting
- On/Offboarding
- Payroll
- Company Info
- My Employee File
- Reporting
- Admin Center
- Custom External Module

<p>Click Job Search.</p>	
<p>To narrow search, select specific criteria from available fields.</p> <p>To run the search wide open, leave fields blank.</p> <p>Click Search Jobs.</p>	
<p>A list of internally posted positions is displayed.</p> <p>To narrow results, the same search criteria is located on the left side of the results screen.</p> <p>NOTE: All external postings will be listed on the internal SuccessFactors site, for Purdue Employees to consider.</p>	

Submit Application (from Job Search)

To apply for a posted position, click the corresponding **Select Action** drop-down menu and select **Apply**.

Clerk V
Req ID 1942 - Posted 12/20/2017 -

Associate Professor of English
Req ID 1881 - Posted 12/12/2017 -

Head and Associate Professor of Nursing
Req ID 1861 - Posted 12/08/2017 -

Select Action

- Apply
- Apply Using LinkedIn™
- Save Job
- Refer Friend to Job

Review candidate profile and make changes as needed.

Click **Next**.

My Candidate Profile

Tiffany LB Weatherford

Candidate ID: 1263

Phone*

Email*

Dear Candidate,
Thank you for completing a Profile and for your interest in Purdue University. Fields marked with an asterisk (*) are required and must be filled out to complete your application. If you wish to make a request for reasonable accommodation, please contact our Employee Relations Administrator at: erquestions@purdue.edu. Purdue University complies with all federal and state laws prohibiting discrimination against individuals with disabilities. We have an Employee Relations Administrator available to assist employees and applicants with questions regarding reasonable accommodations and to provide information about disability employment issues.
Your Recruiting Team
*Please note that when parsing your resume, you may need to delete some candidate profile entries created on your behalf.
Tiffany LB Weatherford's Resume
Last updated: 12/21/2017
Your Cover Letter is not on file
Click here to attach your Cover Letter

Previous Employment Add Another

- Purdue University
Instructional Designer/Trainer
7 years, 2 months
10/10 - Present
- Industrial Federal Credit Union
Trainer
4 years, 5 months
05/05 - 10/10
- Industrial Federal Credit Union
Teller
1 year, 7 months
11/04 - 05/05

Education Add Another

- Political Science and Government
Purdue University West Lafayette, IN
3 years, 9 months
08/98 - 05/02

Language Skills Add

There are no items in this section.

Certifications/Licenses Add Another

- Certificate of Project Management
4 years, 9 months
04/13 - Present

Documents

Attachment Documents: Attach a document

Attachment Documents: Attach a document

More Information

Home Phone*

Street Address*

City*

State / Province*

Postal Code*

Country*

Candidate Profile Extension

Next

Complete all required information and answer citizenship, race, diversity, disability, veteran status, and employment questions.

NOTE: Required fields are marked with a red asterisk (*) and required selections are outlined in red.

For example:

* Are you legally authorized to work in the United States?

* Will you now or in the future require visa sponsorship for employment?

Enter **Name** and **Date** to electronically sign application.


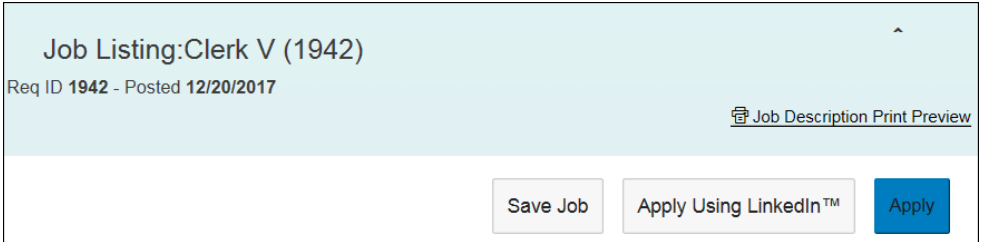
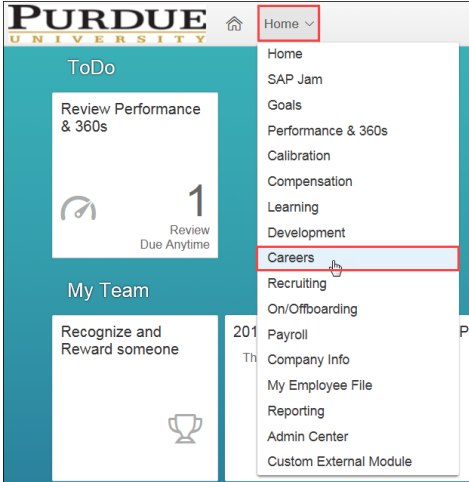
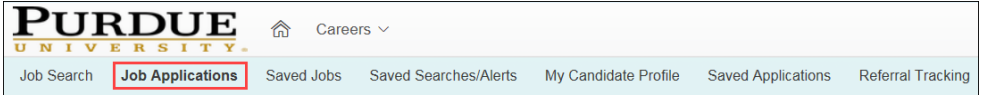
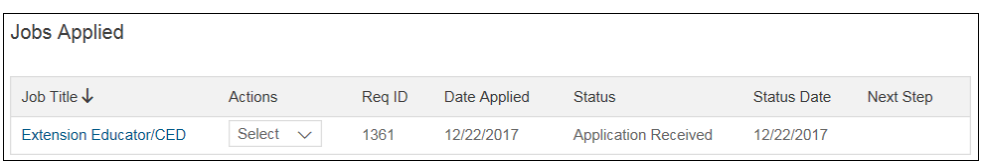
* Sign your name here to confirm that all application data is true and accurate.

* Today's Date

<p>To save application without submitting, click Save.</p>	<div style="border: 1px solid black; padding: 5px;"> Apply Back Save Cancel </div>
<p>A notification displays that the application was saved successfully.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Career Opportunities: Clerk - Administration (2) (1942)</p> <div style="border: 1px solid blue; background-color: #e6f2ff; padding: 5px;"> The draft application was saved successfully. </div> </div>
<p>To submit application, click Apply.</p>	<div style="border: 1px solid black; padding: 5px;"> Apply Back Save Cancel </div>
<p>A notification displays that the application was successfully submitted.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Career Opportunities: Clerk - Administration (2) (1942)</p> <p>Your application has been sent. Thank you!</p> <div style="display: flex; justify-content: space-around;"> Return to Job search page Return to Jobs applied </div> </div>

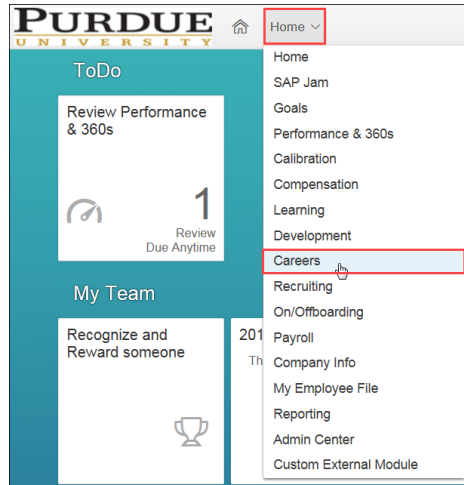
Submit Application (from Email Notification)

<p>Click link in the notification email to view job posting and apply.</p>	<div style="border: 1px solid black; padding: 10px;"> <p style="font-size: small;">Mon 12/11/2017 4:55 PM</p> <p> SYSTEM <system@successfactors.com> Manager - Extension</p> <p>To: <input type="checkbox"/> Weatherford, Tiffany LB</p> <p>I saw this job and thought you might be interested in this opportunity.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>Manager - Extension</p> <p>Job Summary</p> <p>As primary representative of Purdue University in a county, lead and guide all programming efforts in order to accomplish County Extension Service (CES) mission. Provide program leadership, administrative, office, fiscal and personnel management, and oversee public relations and marketing.</p> <p>Core Responsibilities</p> <p>Provide framework for promoting the vision and mission of Purdue County Extension Service. Administer and adhere to Purdue CES and county policies. Maintain accountability for all fiscal, personnel, programmatic, and reporting issues. Secure funding to support programming efforts; encourage grantsmanship and other funding options to augment state and county resources. Administratively supervise all county Purdue staff, county staff and grant funded employees. Coordinate, implement, and evaluate county CES Plan of Work. Coordinate the development and implementation of a county public relations strategy. Educator in area of specialization.</p> <p>Education</p> <p>Master's Degreee</p> </div> <div style="border: 1px solid blue; padding: 5px; text-align: center; margin-top: 10px;"> Apply to this job now... </div> </div>
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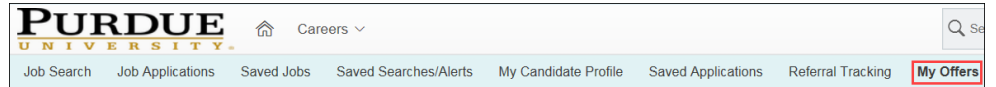
<p>Log in to SuccessFactors.</p>															
<p>The Job Listing is displayed.</p> <p>To submit application, click Apply.</p>															
<p>Monitor Application Status</p>															
<p>From the Success Factors home page, click the Home drop-down menu and select Careers.</p>															
<p>Click Job Applications.</p>															
<p>All jobs to which you applied that are still open are displayed.</p> <p>The Status of the application is also displayed.</p>	 <table border="1"> <thead> <tr> <th>Job Title ↓</th> <th>Actions</th> <th>Req ID</th> <th>Date Applied</th> <th>Status</th> <th>Status Date</th> <th>Next Step</th> </tr> </thead> <tbody> <tr> <td>Extension Educator/CED</td> <td>Select ↓</td> <td>1361</td> <td>12/22/2017</td> <td>Application Received</td> <td>12/22/2017</td> <td></td> </tr> </tbody> </table>	Job Title ↓	Actions	Req ID	Date Applied	Status	Status Date	Next Step	Extension Educator/CED	Select ↓	1361	12/22/2017	Application Received	12/22/2017	
Job Title ↓	Actions	Req ID	Date Applied	Status	Status Date	Next Step									
Extension Educator/CED	Select ↓	1361	12/22/2017	Application Received	12/22/2017										

Respond to Offer

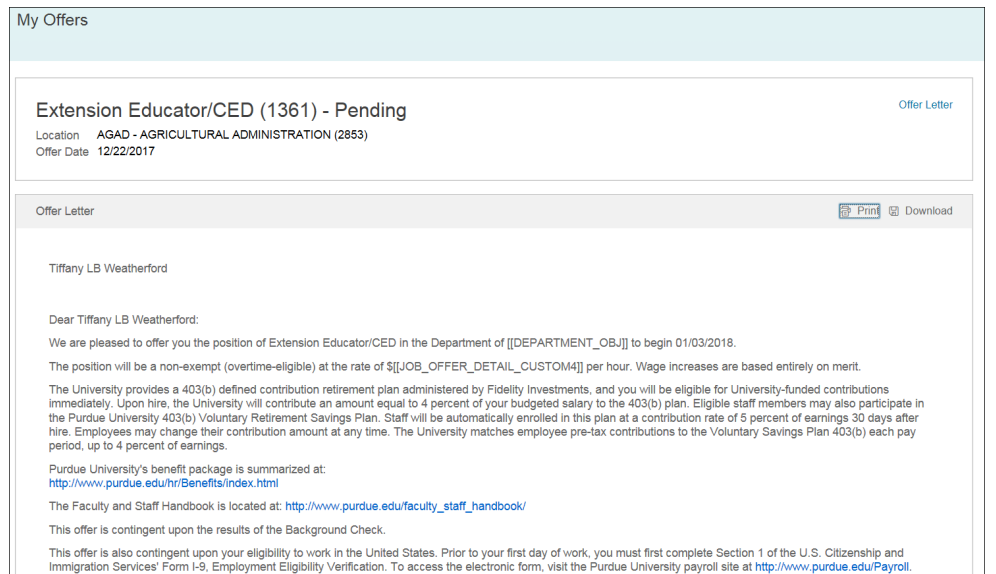
From the Success Factors home page, click the **Home** drop-down menu and select **Careers**.



Click **My Offers**.



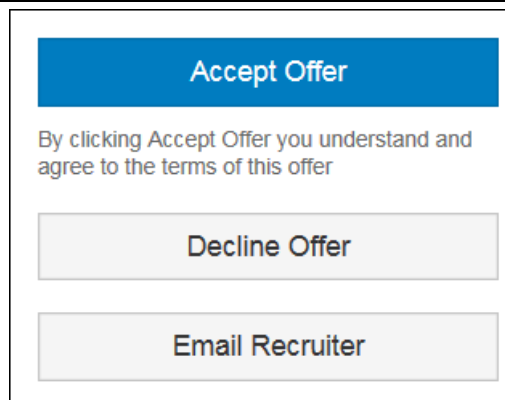
Read and review **Offer Letter**.



To accept, click **Accept Offer**.

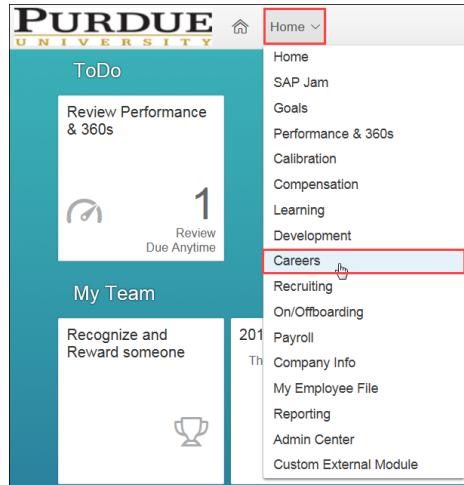
To correspond regarding the offer prior to accepting, click **Email Recruiter**.

To decline, click **Decline Offer**.

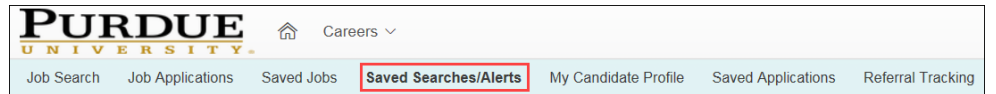


Create Job Alert

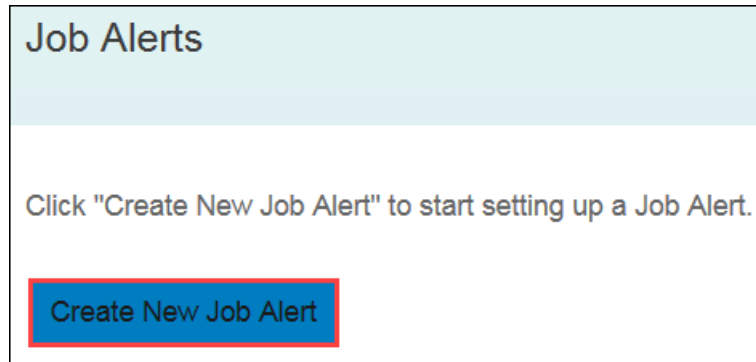
From the Success Factors home page, click the **Home** drop-down menu and select **Careers**.



Click **Saved Searches/Alerts**.



Click **Create New Job Alert**.



<p>Create Name of search and Email frequency.</p> <p>Select specific criteria from available fields.</p> <p>When finished, click Save.</p>	<div style="border: 1px solid gray; padding: 5px;"> <div style="text-align: right; border-bottom: 1px solid gray; margin-bottom: 5px;"> Create New Job Alert × </div> <div style="margin-bottom: 5px;"> * Name of Saved Search/Alert <input style="border: 1px solid gray; width: 150px;" type="text"/> </div> <div style="margin-bottom: 5px;"> * Email me - Select - ▼ </div> <div style="margin-bottom: 5px;"> <input checked="" type="checkbox"/> Send email only when new jobs are available </div> <div style="margin-bottom: 5px;"> Keywords <input style="border: 1px solid gray; width: 100px;" type="text"/> ? </div> <div style="margin-bottom: 5px;"> <input checked="" type="radio"/> in job title <input type="radio"/> in job title or description </div> <div style="margin-bottom: 5px;"> Department Any ▼ </div> <div style="margin-bottom: 5px;"> Division Any ▼ </div> <div style="margin-bottom: 5px;"> Location Any ▼ </div> <div style="margin-bottom: 5px;"> Posted within the last <input style="width: 20px;" type="text"/> days </div> <div style="margin-bottom: 5px;"> Requisition Number <input style="width: 100px;" type="text"/> </div> <div style="text-align: right; border-top: 1px solid gray; padding-top: 5px;"> Cancel Save </div> </div>										
<p>The search is now saved and email notifications will be sent according to the Alert Schedule selected.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Name</th> <th style="text-align: left;">Date Modified</th> <th style="text-align: left;">Date Expires</th> <th style="text-align: left;">Alert Schedule</th> <th style="text-align: left;">Actions</th> </tr> </thead> <tbody> <tr> <td style="color: #0070C0;">Business Positions</td> <td>12/22/2017</td> <td>06/20/2018</td> <td>Daily</td> <td style="border: 1px solid gray; padding: 2px;">Select ▼</td> </tr> </tbody> </table>	Name	Date Modified	Date Expires	Alert Schedule	Actions	Business Positions	12/22/2017	06/20/2018	Daily	Select ▼
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Business Positions	12/22/2017	06/20/2018	Daily	Select ▼							