



University of Missouri

PeopleSoft End-User Training

Candidate Gateway Training Participant Guide

PeopleSoft HCM 9.2
Recruiting
June 31, 2017



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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

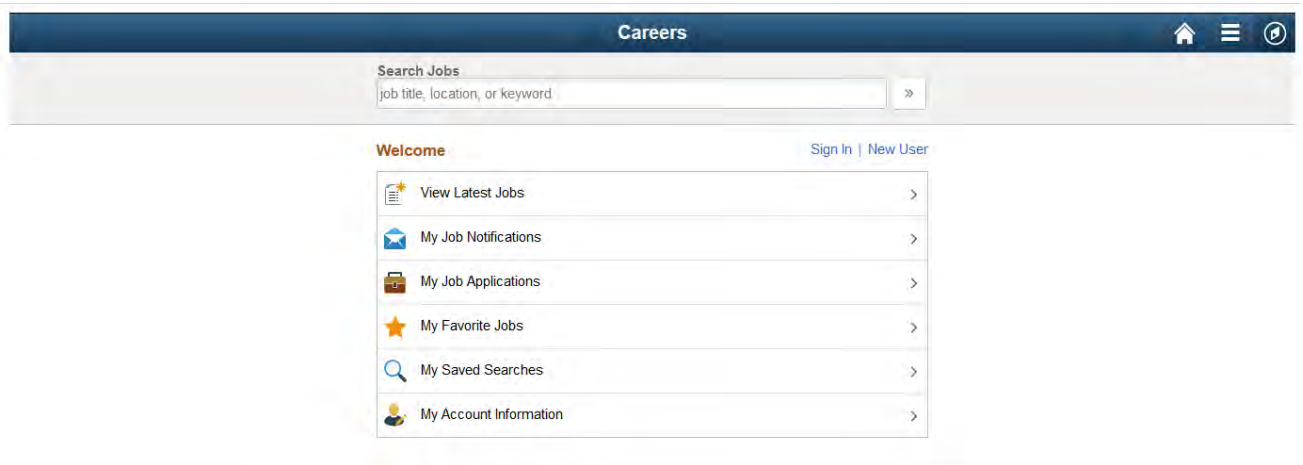
This training guide serves as training for accessing the University of Missouri's Careers center, applying for a job, and managing your job applications. After completing this training guide, you should have the skills and knowledge to:

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.

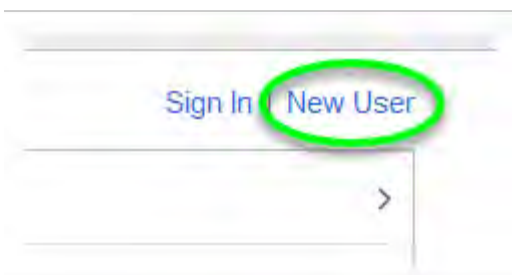


Note: Internal users will be presented with the myHR login page before being directed to the Careers homepage. Sign in with your current university **SSO ID** and **password**.

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.



- a. Fill in the fields on the New User Registration form.

The screenshot shows the 'New User Registration' page. At the top, there is a navigation bar with a home icon, a menu icon, and a refresh icon. Below the navigation bar, there is a link for 'Already Registered? Sign In Now' and a green 'Register' button. The form is divided into two sections: 'Account Information' and 'Address Information'. The 'Account Information' section includes fields for *User Name, *Password, *Confirm Password, *First Name, *Last Name, *Email Address, and *Phone. The 'Address Information' section includes a *Country dropdown menu (set to 'United States'), *Address 1, Address 2, Address 3, *City, *State dropdown menu, *Postal, and Country.

Note: Fields with an asterisk (*) are required fields.

- b. At the top of the page, click the **Register** button.

This screenshot shows the 'New User Registration' page with the 'Register' button highlighted by a green circle and a green arrow pointing to it. The form fields are filled with the following information: *User Name: WilsonWade, *Password: ●●●, Confirm Password: ●●●, *First Name: Wade, and *Last Name: Wilson. The navigation bar and 'Already Registered? Sign In Now' link are also visible.

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.



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



- a. The **Search Jobs** page will display showing current job openings.

The screenshot shows the 'Search Jobs' interface. On the left, there are three filter categories: Location, Department, and Job Family. The Location filter is expanded, showing 'Columbia (16)', 'TEST (3)', and 'UM System (1)'. The Department filter shows 'Human Resources Services (5)', 'VP Human Resources (5)', 'Total Reward Operations (3)', and 'SOS Temporary Staffing (2)'. The Job Family filter shows 'Human Resources (10)', 'Student & Temporary (3)', 'Office & Administrative (2)', and 'Finance & Business (1)'. The Job Posted In filter shows '2017 (17)' and '2016 (2)'. The main search area has a search bar with the text 'job title, location, or keyword', a 'Clear Search' button, and a 'Save Search' button. Below the search bar, it says '20 search result(s)'. The results are listed as follows:

- OUI TESTING - PLEASE APPLY**
 - Job ID: 22420
 - Location: UM System
 - Department: VP Human Resources
 - Job Family: Human Resources
 - Business Unit: University of MO-System
 - Posted Date: 05/14/2017
- HUMAN RESOURCES SPECIALIST I**
 - Job ID: 22408
 - Location: Columbia
 - Department: Human Resources Services
 - Job Family: Human Resources
 - Business Unit: University of MO-Columbia
 - Posted Date: 05/08/2017
- HUMAN RESOURCES SPECIALIST III**
 - Job ID: 22395
 - Location: Columbia
 - Department: Total Reward Operations

The jobs displayed can be filtered by choosing options from the menu on the left-side of the page.

This is a close-up screenshot of the filter menu on the left side of the page. The 'Location' filter is expanded, and the option 'Columbia (16)' is highlighted with a green circle. A green arrow points to the 'Columbia (16)' option. Below the 'Location' filter, the 'Department' filter is also visible, with options like 'Human Resources Services (5)', 'VP Human Resources (5)', and 'Total Reward Operations (3)'. The top of the page shows the 'Careers' breadcrumb.

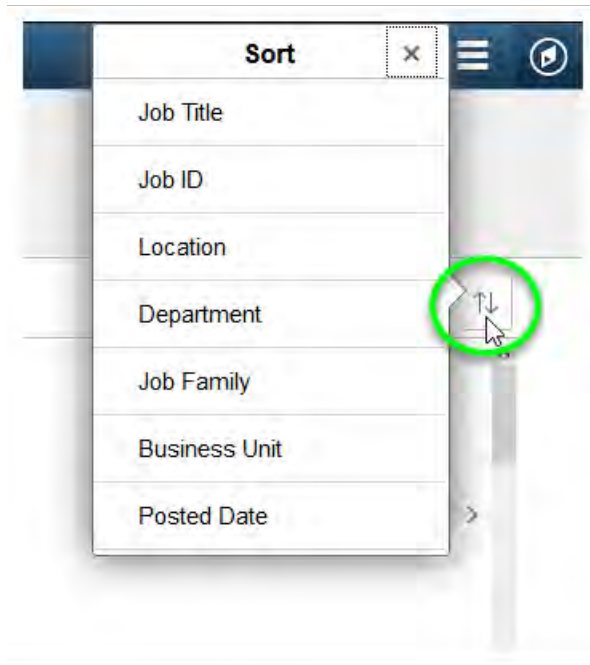
- b. Once an option is selected, it will display above the filtered search results.

The screenshot shows a search interface with a search bar containing the text "job title, location, or keyword" and a search button. Below the search bar are two buttons: "Clear Search" and "Save Search". A filter button labeled "Columbia" with a close icon (X) is highlighted by a green arrow. Below the filter, it says "16 search result(s)". The first search result is for "HUMAN RESOURCES SPECIALIST I" with the following details: Job ID 22408, Location Columbia, Department Human Resources Services, Job Family Human Resources, Business Unit University of MO-Columbia, and Posted Date 05/08/2017. A second search result for "HUMAN RESOURCES SPECIALIST III" is partially visible below.

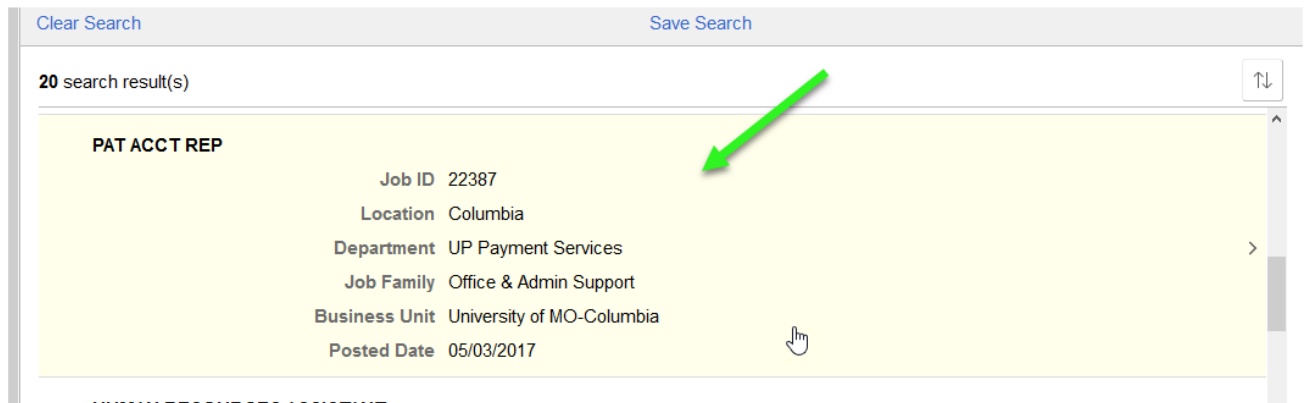
- c. Filters can be removed individually by clicking the X icon on the displayed filter, or by clicking the **Clear All** link, which will remove all filters currently applied.

The screenshot shows the search interface with two filters applied: "Columbia" and "Human Resources", each with a close icon (X). A green arrow points to the "Columbia" filter, and another green arrow points to the "Human Resources" filter. A "Clear All" button is circled in green. Below the filters, it says "7 search result(s)". The first search result is for "HUMAN RESOURCES SPECIALIST I".

- 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.

The screenshot shows a web interface for a job description. At the top, there is a navigation bar with 'Search Jobs' on the left and 'Job Description' in the center. Below this, there are navigation links for 'Previous Job' and 'Next Job'. The main content area displays the job title 'PAT ACCT REP' and a green 'Apply for Job' button. Job details include 'Job ID 22387', 'Location Columbia', and 'Full/Part Time Full-Time'. There are two interactive links: 'Add to Favorite Jobs' (with a star icon) and 'Email this Job' (with an envelope icon). Below these are sections for 'Benefit Eligibility', 'Diversity Commitment', and 'Equal Employment Opportunity', each with descriptive text. At the bottom, there is a section titled 'EEO IS THE LAW' with a list of links for more information.

- 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.

This is a close-up view of the job details section from the previous screenshot. It shows the job ID '22387' and the location 'Columbia'. The two links, 'Add to Favorite Jobs' and 'Email this Job', are circled in green to highlight them. Below this, the 'Benefit Eligibility' section is partially visible.

- 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.

Cancel **Email Job** **Send**

Enter the email address, using a comma as a separator, of the person to whom you are sending this job information. When you are finished, press the Send button.

*To

*Your Name

Subject

Message Wilson, Wade saw this job opening and thought you might find it interesting.

PAT ACCT REP
Univ of Missouri Retirees
Columbia

We would like to invite you to visit our careers site to complete your application.

DIRECTIONS:
1. Select the link to access our careers site.
2. Sign in to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

https://myhrqaup.umssystem.edu/psplamext/COLUM/HRMS/c/HRMS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=6&JobOpeningId=22387&PostingSeq=1

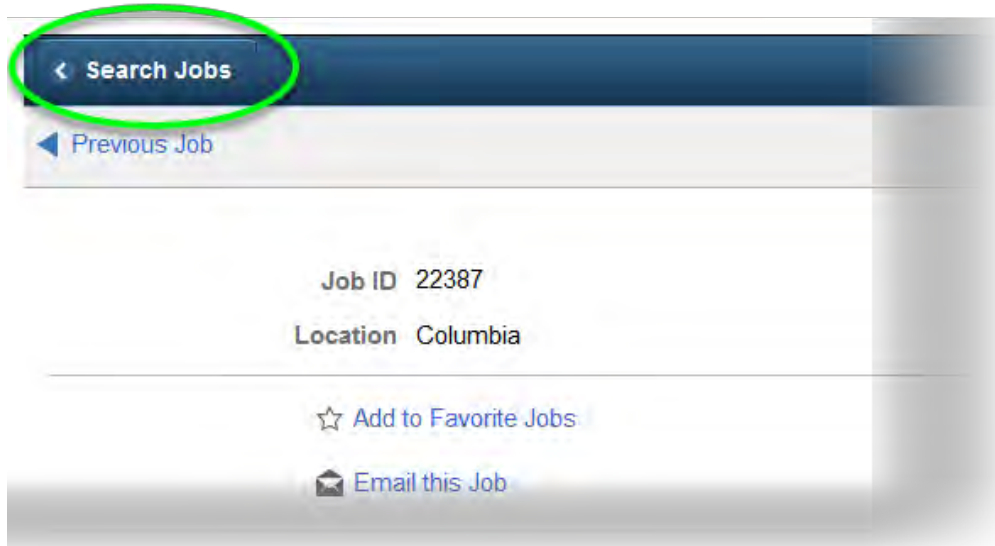
If you are a current employee of our organization please use the following link instead:
https://myhrqaup.umssystem.edu/psplamext/COLUM/HRMS/c/HRMS_HRAM_EMP_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&SiteId=6&FOCUS=Employee&JobOpeningId=22387&PostingSeq=1

Thank you.

**Disclaimer: Please note that any views or opinions presented in this email are solely those of the sender and do not necessarily represent those of the company.

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.



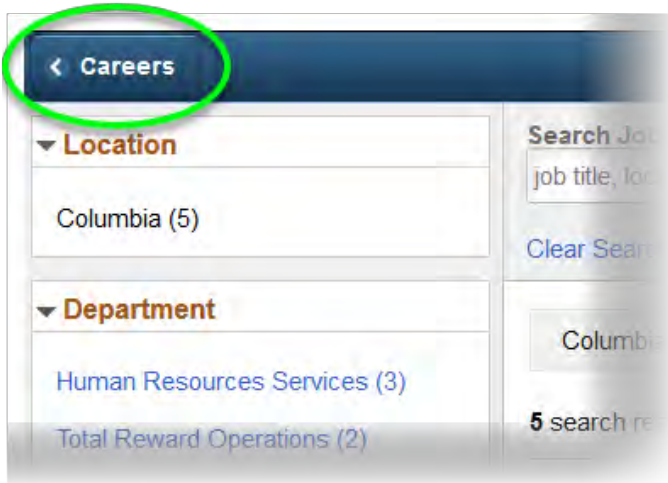
4. You can save a search if you have selected filters by clicking the **Save Search** link.

The screenshot shows the 'Search Jobs' interface. At the top, there is a search input field with the placeholder text 'job title, location, or keyword' and a search icon. Below the search field are two buttons: 'Clear Search' and 'Save Search'. The 'Save Search' button is circled in green. Below these buttons are three filter buttons: 'Columbia', 'Human Resources', and '2017', each with a close icon. To the right of these filters is a 'Clear All' link. At the bottom of the search results area, it says '5 search result(s)'.

- Enter a name for the search in the **Search Name** field.
- 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.
- Click the **Save** button to save the search.

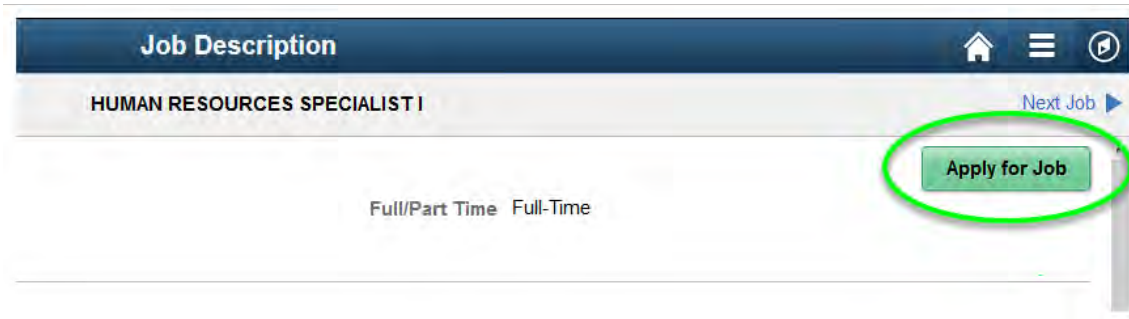
The screenshot shows the 'Save Search' dialog box. It has a title bar with 'Cancel' and 'Save Search' buttons. The 'Save' button is circled in green. The dialog contains three fields: '*Search Name' with the value 'MU HR 2017 JOBS', '*Email To' with the value 'xavier.charles@schoolforgiftenchildren.com', and a checked checkbox labeled 'Email me when new jobs meet my criteria'. Green arrows point to the '*Search Name' and '*Email To' fields. The dialog also shows 'Location: Columbia' at the bottom.

5. To return to the Careers page, click the **< Careers (Back)** button.

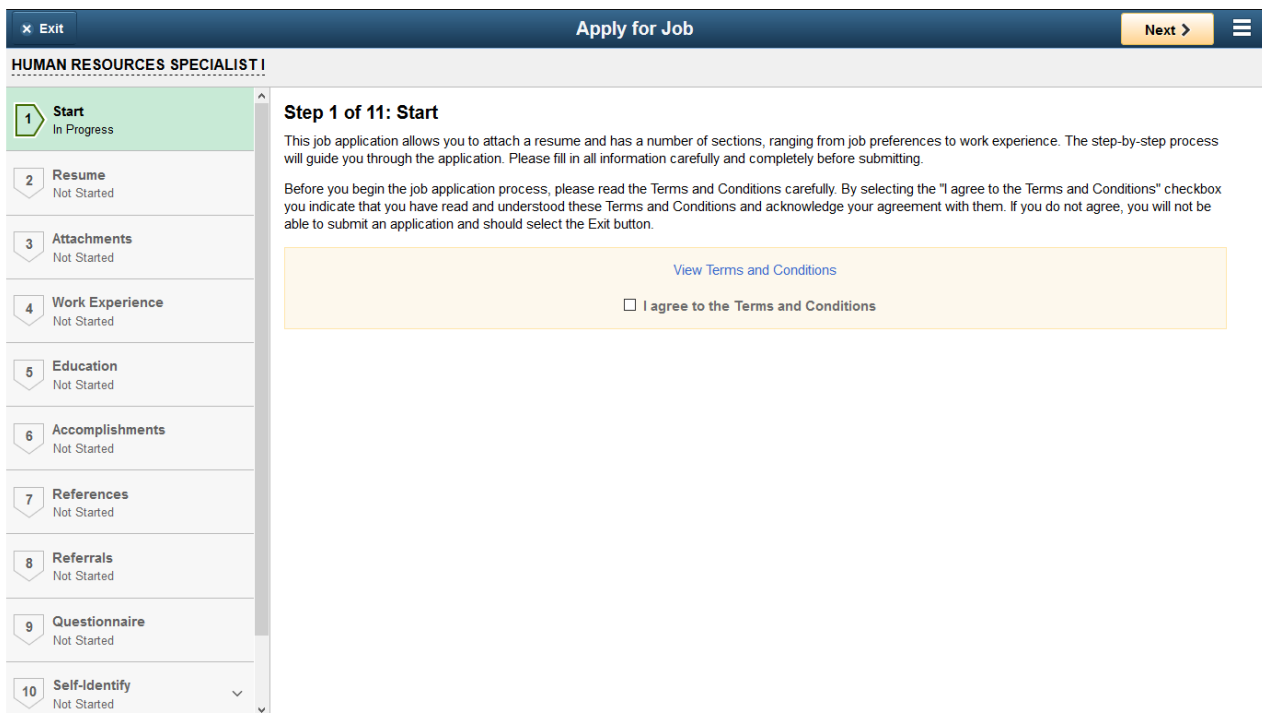


Applying for a Job

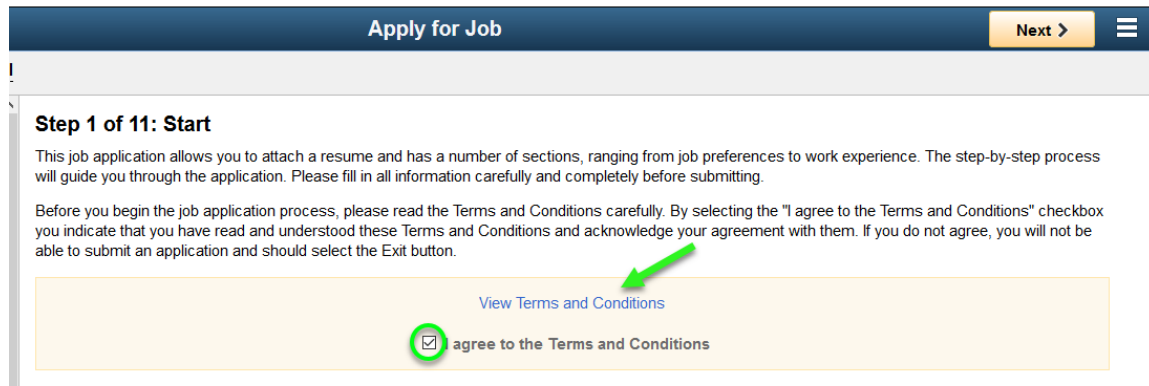
After signing in and viewing current job openings, you can apply for a job by using the following steps. Identify the job you want to apply for on the **Search Jobs** page and choose that job listing from the list. Then, click the **Apply for Job** button.



1. The **Apply for Job** page will display. Previously completed steps can be viewed and edited by selected 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.

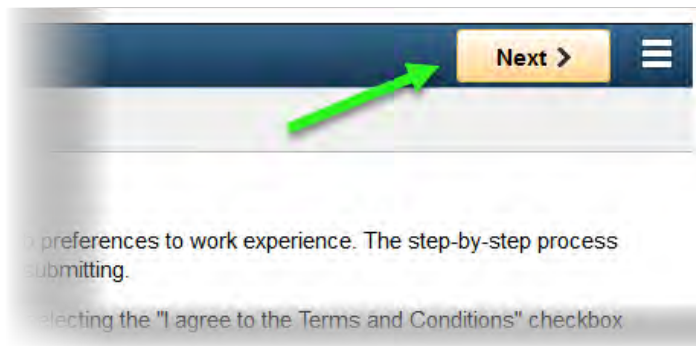


- a. Click the **View Terms and Conditions** link to view the terms and conditions of the application. When you are done viewing, close the terms and check the **I agree to the Terms and Conditions** option.

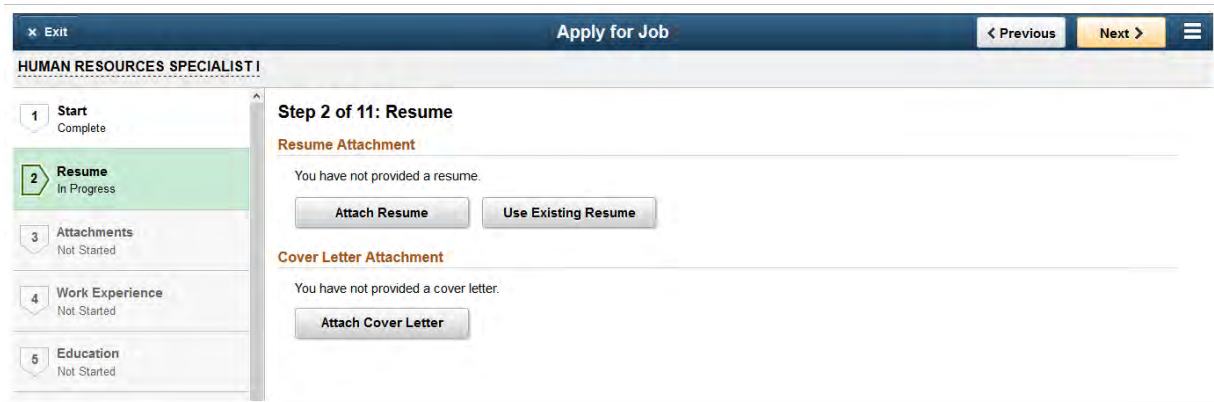


Note: Agreeing to the terms and conditions is required. If you do not agree to the terms and conditions, you will not be allowed to advance and apply for the position.

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

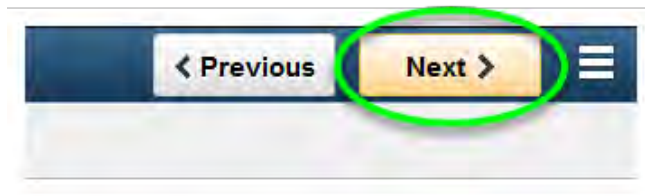


2. The **Resume** step will display. For Academic positions, this step is required. Otherwise, it is not required unless specified in the job opening's description.

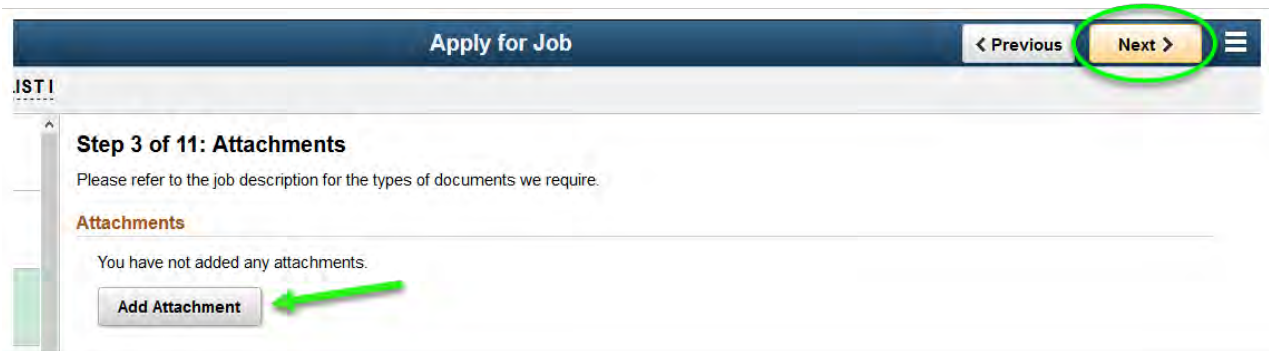


- To attach a resume, click the **Attach Resume** button and follow the prompts to attach the document from your computer.
- If you already have a resume saved, click the **Use Existing Resume** button.
- If the job requires or requests it, you can also attach a cover letter by clicking the **Attach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

- d. When you are finished, click the **Next** button.

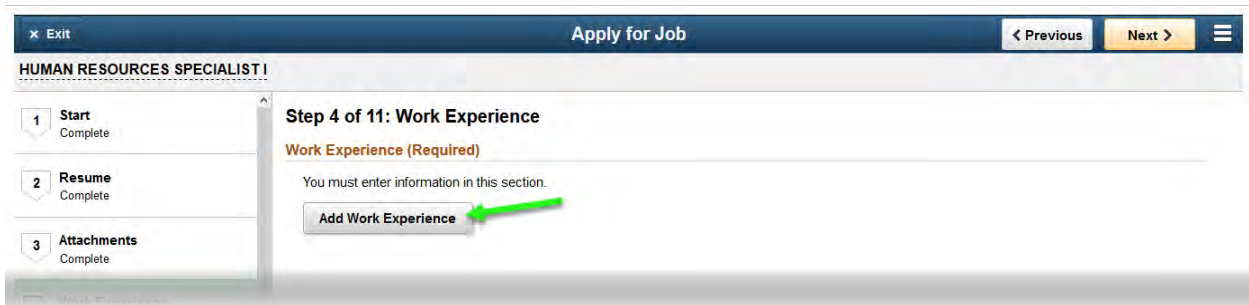


3. The **Attachments** step will display. This step is not required unless specified in the job opening's description.



- 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.

Add Work Experience

*Start Date 06/01/2016

End Date 06/13/2017

*Employer Sister Margaret's Home for Way

*Ending Job Title Caregiver

Supervisor Jack Hammer

Supervisor Title Care Supervisor

Supervisor Email weasel@marvelcomics.c

Supervisor Phone

Reason for Leaving Began searching for Francis.

OK to contact? Yes No

Please Discuss Yes No

Ending Pay Rate

- c. When you are finished, click the **Done** button.
- d. Click the **Next** button.

Apply for Job

Step 4 of 11: Work Experience

Work Experience (Required)

+	Employer	Job Title	Start Date	End Date
	Sister Margaret's Home for Way	Caregiver	06/01/2016	06/13/2017

5. The **Education** step will display for Staff positions only.

Apply for Job

ALIST | < Previous Next >

Step 5 of 11: Education

Education History

Highest Education Level Not Indicated

Post-Secondary Education History

You have not added any post-secondary education history.

Add Post-Secondary Education History

High School Education History

You have not added any high school education history.

Add High School Education History

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

Step 5 of 11: Education

Education History

Highest Education Level Not Indicated

Post-Secondary Education History

You have not added any post-secondary education history.

Add Post-Secondary Education History

High School Education History

You have not added any high school education history.

Associate Degree
Bachelor's Degree
Doctorate
HS Graduate or Equivalent
Less Than HS Graduate
Master's Degree
Not Indicated
Some College
Technical School

b. Click the **Add Post-Secondary Education History** button.

Highest Education Level Bachelor's Degree

Post-Secondary Education History

You have not added any post-secondary education history.

Add Post-Secondary Education History

High School Education History

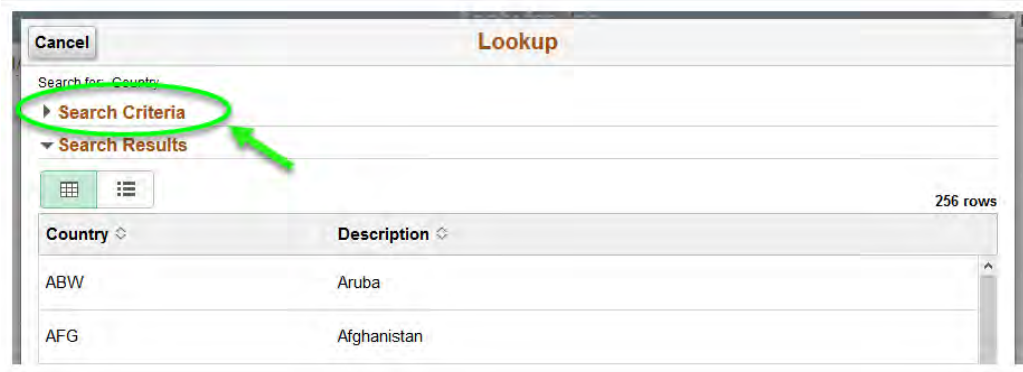
- c. Enter the appropriate information and click the **Done** button.

The screenshot shows a form titled "Add Post-Secondary Education History". At the top left is a "Cancel" button and at the top right is a "Done" button, which is circled in green. Below the title is a paragraph: "This page contains fields that have fixed options from which you must select. Use the looking glass, or Look-up icon, located to the right of those fields to view the list of available options." The form contains the following fields: "*Date Acquired" (06/13/2017 with a calendar icon), "*Degree" (BACHELOR with a search icon), "Country" (United States with a search icon), "State" (Missouri with a search icon), "School Description" (Sister Margaret's Home for Wayward), "Major Description" (Home Economics), "GPA" (3.9), "Graduated" (Yes with a toggle switch), and "Year Acquired" (2011).

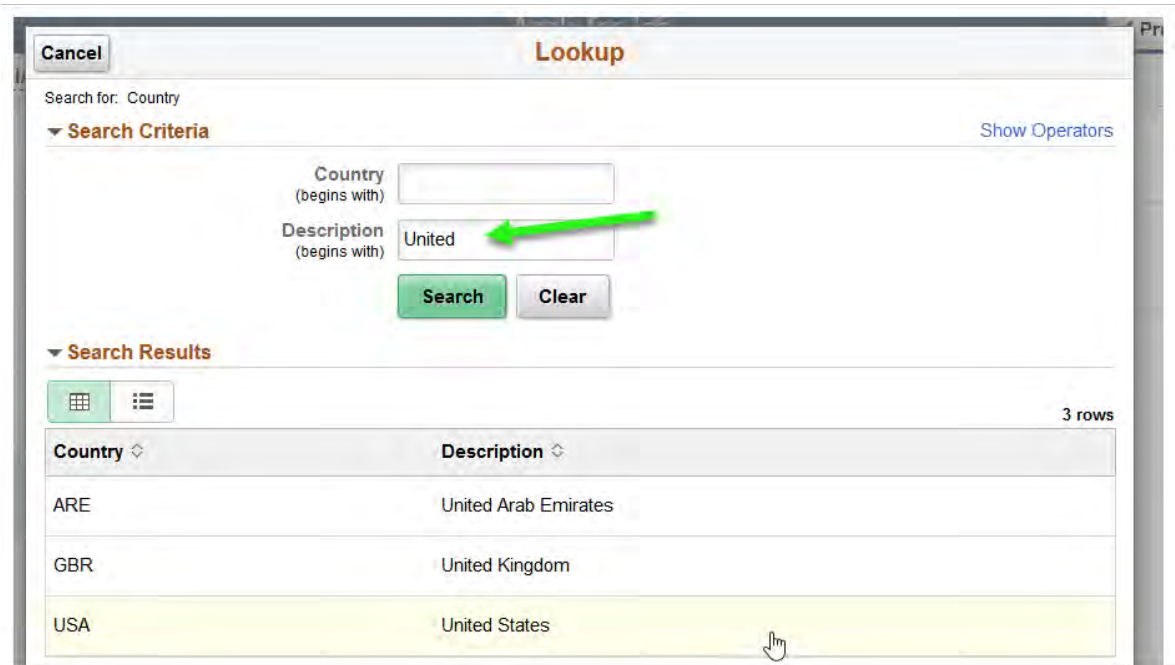
Note: It is recommended to use the **Lookup** feature to complete the **Degree**, **Country**, and **State** fields. When using the Lookup feature to select the country,

This close-up shows the "*Date Acquired" field (06/13/2017), "*Degree" field (BACHELOR), "Country" field (empty with a search icon circled in green), "State" field (Missouri), and the top of the "School Description" field (Sister Margaret's Home for Wayward).

toggle the **Search Criteria** feature,



and search for the country in the **Description** field.

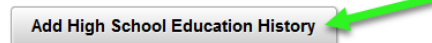


d. Click the **Add High School Education History** button.



High School Education History

You have not added any high school education history.



- e. Enter the appropriate information and click the **Done** button.

Cancel **Add High School Education History** **Done**

This page contains fields that have fixed options from which you must select. Use the looking glass, or Look-up icon, located to the right of those fields to view the list of available options.

***Education Level** DIP

Country United States

State Missouri

School Type High School

School Description Public School

Average Grade B+

Completed Yes

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.

The screenshot shows the 'Apply for Job' interface. At the top, there is a dark blue header with 'Apply for Job' in the center, a '< Previous' button on the left, and a 'Next >' button on the right. The 'Next >' button is circled in green, and a green arrow points to it from the left. Below the header, the page title is 'IST I'. The main content area is titled 'Step 5 of 11: Education'. Underneath, there are sections for 'Education History', 'Post-Secondary Education History', and 'High School Education History'. The 'Education History' section shows 'Highest Education Level' set to 'Bachelor's Degree'. The 'Post-Secondary Education History' section has a table with one entry: 'Bachelor's Degree - 1st entry'. The 'High School Education History' section has a table with one entry: 'Diploma' with an 'Effective Date' of '06/13/2017'. On the left side of the page, there is a vertical navigation bar with a green highlight on the 'Education' step.

6. The **Accomplishments** step will display for Staff positions only. This step is not required to advance.

The screenshot shows the 'Apply for Job' interface. At the top, there is a dark blue header with 'Apply for Job' in the center, an 'Exit' button on the left, and '< Previous' and 'Next >' buttons on the right. Below the header, the page title is 'HUMAN RESOURCES SPECIALIST I'. The main content area is titled 'Step 6 of 11: Accomplishments'. On the left side, there is a vertical navigation bar with 10 steps: 1 Start (Complete), 2 Resume (Complete), 3 Attachments (Complete), 4 Work Experience (Complete), 5 Education (Complete), 6 Accomplishments (In Progress), 7 References (Not Started), 8 Referrals (Not Started), 9 Questionnaire (Not Started), and 10 Self-Identify (Not Started). The 'Accomplishments' step is highlighted in green. The main content area for 'Accomplishments' has two sections: 'Licenses and Certifications' and 'Language Skills'. Both sections state 'You have not added any licenses and certifications.' and 'You have not added any language skills.' respectively, and each has an 'Add Licenses and Certifications' or 'Add Language Skills' button.

- a. If you want to add a license or certification to the application, click the **Add Licenses and Certifications** button.



Apply for Job

STI

Step 6 of 11: Accomplishments

Licenses and Certifications

You have not added any licenses and certifications.

Add Licenses and Certifications

Language Skills

You have not added any language skills.

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



Cancel **Add Licenses and Certifications** **Done**

This page contains fields that have fixed options from which you must select. Use the looking glass, or Look-up icon, located to the right of those fields to view the list of available options.

*Issue Date 06/13/2017

*License

Country

State

Renewal Required No

Renewal In Progress No

License Verified No

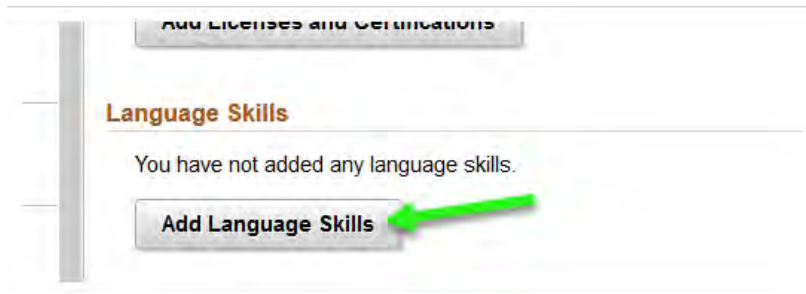
Expiration Date

License/Certification Number

Issued By

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.



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

The screenshot shows the "Add Language Skills" form. At the top right, the "Done" button is circled in green. The form contains the following fields and controls:

- *Evaluation Date:** 06/13/2017 (with a calendar icon)
- *Language:** SP (with a search icon)
- Reading Proficiency:** 3 - High (dropdown menu)
- Speaking Proficiency:** 3 - High (dropdown menu)
- Writing Proficiency:** 3 - High (dropdown menu)
- Native Language:** Yes (radio button)
- Able To Translate:** Yes (radio button)
- Able To Teach:** No (radio button)

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

e. Click the **Next** button.

The screenshot shows the 'Apply for Job' interface. At the top, there is a dark blue header with 'Apply for Job' in the center, a '< Previous' button on the left, and a 'Next >' button on the right. The 'Next >' button is circled in green, and a green arrow points to it from the right. Below the header, the main content area is titled 'Step 6 of 11: Accomplishments'. It features two sections: 'Licenses and Certifications' and 'Language Skills'. Each section has a '+' icon in a box above a table. The 'Licenses and Certifications' table has columns for 'License' and 'Issue Date', with one entry: 'American Sign Language' with an issue date of '06/13/2017'. The 'Language Skills' table has a column for 'Language' with one entry: 'Spanish'. A vertical sidebar on the left shows a progress indicator for steps 1 through 10.

7. The **References** step will display for Staff positions only. This step is not required unless specified in the job opening's description.

The screenshot shows the 'Apply for Job' interface. At the top, there is a dark blue header with 'Apply for Job' in the center, a '< Previous' button on the left, and a 'Next >' button on the right. Below the header, the main content area is titled 'Step 7 of 11: References'. It features a section titled 'References' with the text 'You have not added any references.' and an 'Add Reference' button. On the left, a vertical sidebar shows a progress indicator for steps 1 through 10. Step 7, 'References', is highlighted in green and labeled 'In Progress'. Other steps include 'Start' (Complete), 'Resume' (Complete), 'Attachments' (Complete), 'Work Experience' (Complete), 'Education' (Complete), 'Accomplishments' (Complete), 'Referrals' (Not Started), 'Questionnaire' (Not Started), and 'Self-Identify' (Not Started).

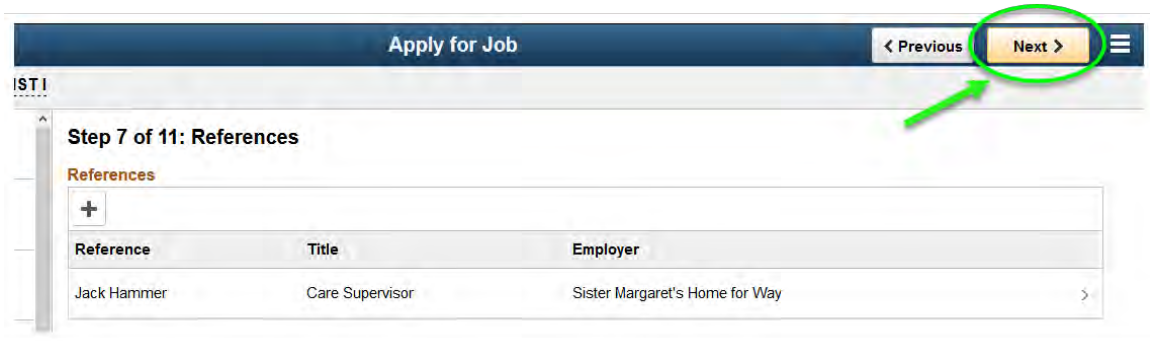
- a. To add a reference, click the **Add Reference** button.

The screenshot shows the 'Apply for Job' interface at 'Step 7 of 11: References'. The page title is 'Apply for Job' with navigation buttons for '< Previous' and 'Next >'. Below the title, it says 'References' and 'You have not added any references.' A green arrow points to the 'Add Reference' button.

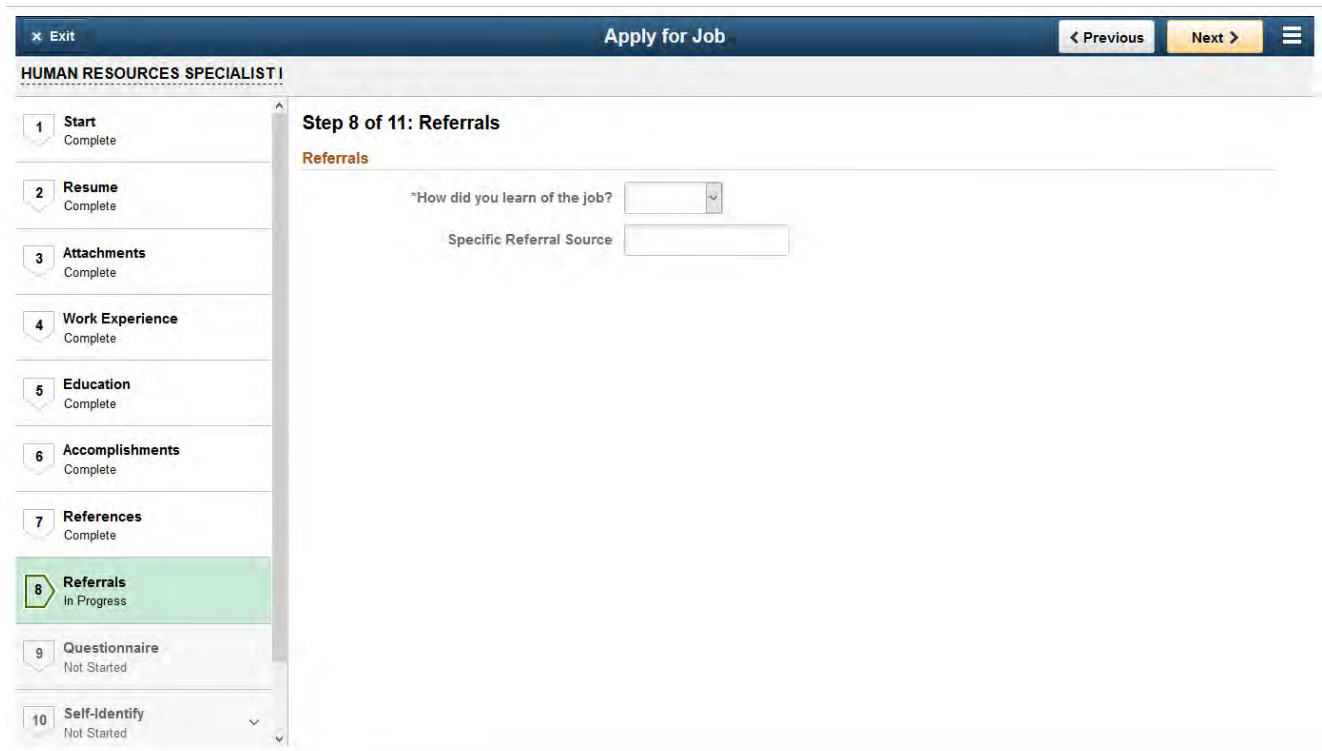
- b. Enter the appropriate information and click the **Done** button. Fields with an asterisk (*) are required.

The screenshot shows the 'Add Reference' form. It has a 'Cancel' button and a 'Done' button (circled in green with a green arrow). The form is divided into two sections: 'Reference Information' and 'Address'. The 'Reference Information' section includes fields for: *Reference Type (Professional), *Reference Name (Jack Hammer), *Title (Care Supervisor), Employer (Sister Margaret's Home for Children), Phone (573/555-1235), and Email Address (weasel@marvelcomics.com). The 'Address' section includes: Country (United States), Address 1 (1000 Reference Ln.), Address 2, and Address 3.

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.

The screenshot shows the 'Apply for Job' interface at 'Step 8 of 11: Referrals'. The 'Referrals' section contains the following fields:

- '*How did you learn of the job?': A dropdown menu is open, showing options: Employee, Job Posting, Other (highlighted), and Website. A green arrow points to the dropdown arrow.
- 'Specific Referral Source': An empty text input field.

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

The screenshot shows the 'Apply for Job' interface at 'Step 8 of 11: Referrals'. The 'Referrals' section contains the following fields:

- '*How did you learn of the job?': A dropdown menu set to 'Other'.
- '*Additional Information': A dropdown menu is open, showing options: Job Fair, Executive Search Firm, Job Fair, Non-Employee Referral, Non-web Advertisement, Print Ad, and Third Party Search Firm.
- 'Specific Referral Source': An empty text input field.

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

The screenshot shows the 'Apply for Job' interface at 'Step 8 of 11: Referrals'. The 'Referrals' section contains the following fields:

- '*How did you learn of the job?': A dropdown menu set to 'Other'.
- '*Additional Information': A dropdown menu set to 'Job Fair'.
- 'Specific Referral Source': A text input field containing 'Francis Ajax'. A green arrow points to the text.

- d. Click the **Next** button.

Apply for Job < Previous **Next >**

Step 8 of 11: Referrals

Referrals

*How did you learn of the job? Other

*Additional Information Job Fair

Specific Referral Source Francis Ajax

9. The **Questionnaire** step will display for Staff positions only. This step is required to advance.

Apply for Job < Previous **Next >**

Step 9 of 11: Questionnaire

Questionnaire (Required)

1. Do you have a high school diploma or an equivalent combination of education and experience from which comparable knowledge, skills and abilities can be acquired?

Yes
 No
 Not Sure

2. I understand that attaching a resume/CV is not an acceptable substitute for completion of the Education or Work Experience sections of the application. All relevant sections of the application must be completed in order to be considered for a position.

Yes
 No

3. Are you a University Employee in layoff status?

Yes
 No

4. May we contact you at work?

Yes
 No

5. Have you received a written warning or a suspension from the University of Missouri in the last 2 years?

Yes

a. Answer each question by selecting the appropriate response below.

Not Sure

2. I understand that attaching a resume/CV is not an acceptable substitute for completion of the Education or Work Experience sections of the application. All relevant sections of the application must be completed in order to be considered for a position.

Yes
 No

3. Are you a University Employee in layoff status?

Yes
 No

4. May we contact you at work?

b. When finished, click the **Next** button.

Apply for Job < Previous **Next >**

Step 9 of 11: Questionnaire

Questionnaire (Required)

1. Do you have a high school diploma or an equivalent combination of education and experience from which comparable knowledge, skills and abilities can be acquired?

Yes
 No
 Not Sure

2. I understand that attaching a resume/CV is not an acceptable substitute for completion of the Education or Work Experience sections of the application. All relevant sections of the application must be completed in order to be considered for a position.

Yes

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

Apply for Job < Previous **Next >**

HUMAN RESOURCES SPECIALIST I

2 Resume Complete
3 Attachments Complete
4 Work Experience Complete
5 Education Complete
6 Accomplishments Complete
7 References Complete
8 Referrals Complete
9 Questionnaire Complete
10 Self-Identify In Progress
Disability In Progress

Step 10 of 11: Self-Identify - Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

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

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 and option on this page and clicking the **Next** button.

Apply for Job < Previous **Next >** ☰

ST I
.....


punishment because you did not identify as having a disability earlier.

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.

The screenshot shows a web application interface for 'Apply for Job'. At the top, there is a dark blue header with the text 'Apply for Job' and two buttons: '< Previous' and 'Next >'. The 'Next >' button is highlighted with a green circle and a green arrow points to it. Below the header, the page title is 'Step 10 of 11: Self-Identify - Veteran'. Underneath, there is a section titled 'Definitions' with a dropdown arrow. The text in this section explains that the employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA). It lists four classifications of protected veterans: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. Below this text is a bulleted list of definitions for each classification. Further down, there is a paragraph about protected veterans' rights under USERRA. At the bottom of the page, there is a section titled 'Self-Identification' with a text prompt and two radio button options: 'I identify as one or more of the classifications of protected veteran listed' and 'Disabled Veteran'. The 'Next >' button is highlighted in green.

- 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.

Apply for Job < Previous **Next >**

HUMAN RESOURCES SPECIALIST I

- 4 Work Experience Complete
- 5 Education Complete
- 6 Accomplishments Complete
- 7 References Complete
- 8 Referrals Complete
- 9 Questionnaire Complete
- 10 Self-Identify In Progress**
- Disability Complete
- Veteran Complete
- Diversity In Progress

Step 10 of 11: Self-Identify - Diversity

You are invited to provide the information requested regarding diversity.

Diversity

The University of Missouri is an equal access, equal opportunity, affirmative action employer that is fully committed to achieving a diverse faculty and staff. In order to fulfill our reporting obligations, we request your voluntary completion of the information below. This data will be used to monitor the University's Affirmative Action/Equal Employment Opportunity Programs as required by Federal and State laws. THE GENDER AND ETHNICITY INFORMATION YOU PROVIDE BELOW IS NOT PART OF YOUR APPLICATION FOR EMPLOYMENT. INFORMATION PROVIDED WILL BE USED ONLY IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS AND WILL BE KEPT CONFIDENTIAL.

NOTICE OF NONDISCRIMINATION: It is the policy of the University of Missouri, in support from the Board of Curators, to provide an educational and working environment that provides equal opportunities to members of the University community. In accordance with federal and state law and University policy, equal opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status.

We request your voluntary completion of the information below. Select all ethnic groups that apply.

Gender

What is your gender?

Female

Male

I decline to answer

Ethnicity and Race Identification

Are you Hispanic or Latino? [Definition](#)

Yes, I am Hispanic or Latino.

11. The Review and Submit step will display.

Apply for Job < Previous **Submit**

HUMAN RESOURCES SPECIALIST I

- 2 Resume Complete
- 3 Attachments Complete
- 4 Work Experience Complete
- 5 Education Complete
- 6 Accomplishments Complete
- 7 References Complete
- 8 Referrals Complete
- 9 Questionnaire Complete
- 10 Self-Identify Complete
- 11 Review and Submit In Progress**

Review your application and make any changes before submitting.

Step 11 of 11: Review and Submit

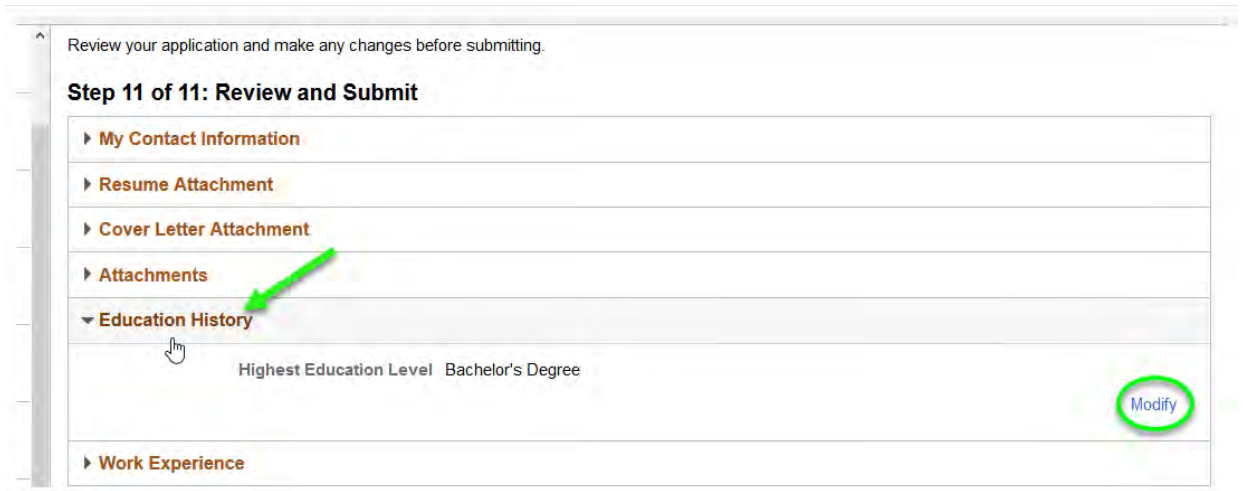
My Contact Information

Email	shoultsd@missouri.edu	Address	1234 Main St., Columbia, MO 65203
Phone	573/555-4866	Contact Method	Not Specified

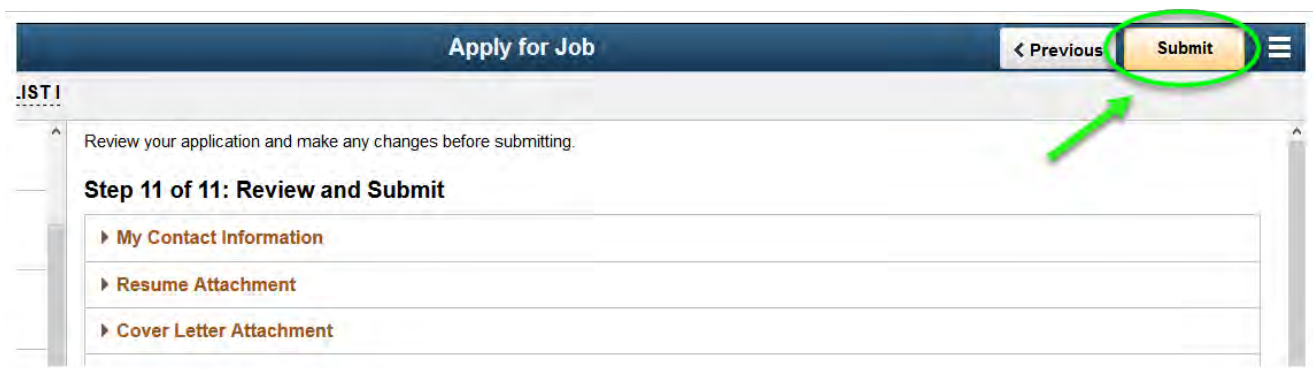
[Modify](#)

- ▶ Resume Attachment
- ▶ Cover Letter Attachment
- ▶ Attachments
- ▶ Education History
- ▶ Work Experience
- ▶ Post-Secondary Education History
- ▶ High School Education History
- ▶ Licenses and Certifications
- ▶ Language Skills
- ▶ References
- ▶ Referrals

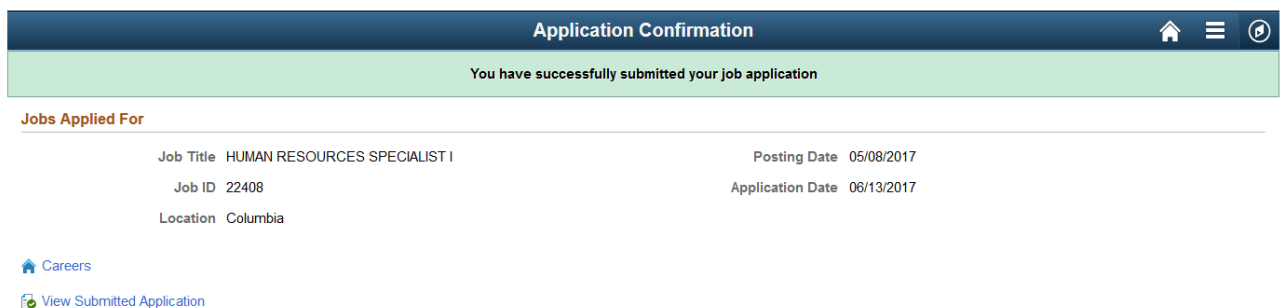
- a. To review a step of the application, click the Header for that section and click the Modify link.



- 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 screenshot shows the 'Careers' page header with a search bar and a user profile for 'Chester'. Below the profile is a list of navigation options: 'View Latest Jobs', 'My Job Notifications' (circled in green), 'My Job Applications' (146), 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'. A 'Sign Out' link is visible in the top right corner.

The **My Job Notifications** page will display. If your profile has any waiting notifications, you will see them on this page.

The screenshot shows the 'My Job Notifications' page with a table of notifications. The table has columns for 'Subject', 'Status', and 'Date Received'. There are three notifications listed.

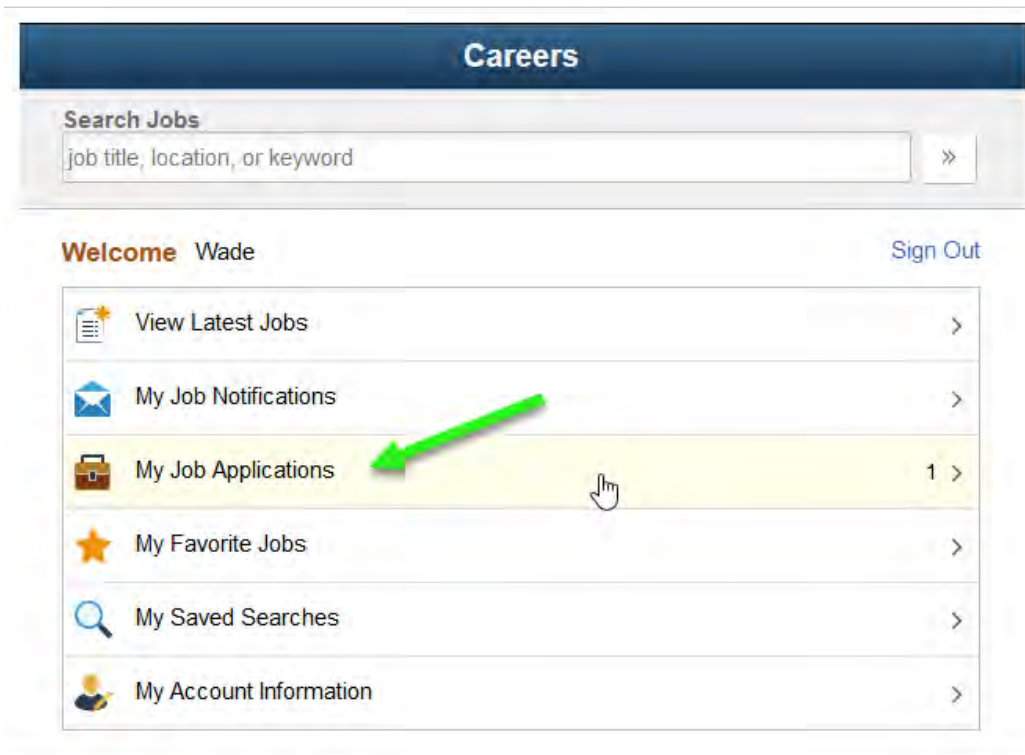
Subject	Status	Date Received
Please add your references	Viewed	11/13/2013 3:22PM
Your automated job search COLUM JOIDS - TEST has returned results	New	04/05/2012 3:44PM
You are invited to apply for a job: HUMAN RESOURCES SPECIALIST III (Job ID 22395)	New	06/13/2017 8:29AM

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.

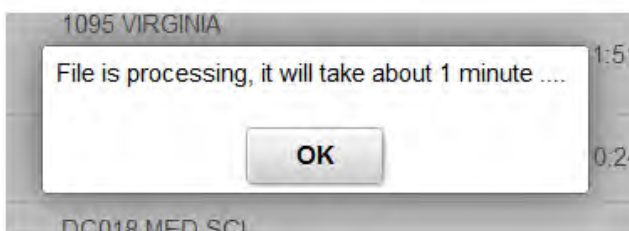
The screenshot shows the 'My Job Applications' page with the following sections:

- My Job Applications:** A table with columns: Job Title, Job ID, Print Application, Location, Status, Date Created, Date Submitted, and Withdraw Application. It lists two applications: 'HUMAN RESOURCES SPECIALIST I' (Job ID: 22408) and 'HUMAN RESOURCES ASSISTANT' (Job ID: 22382).
- My Resumes:** A table with columns: Attached File, Job ID, Resume Title, and Date Created. It shows one resume: 'Wade_Wilson_Resume.docx' (Job ID: 22382).
- My Cover Letters and Attachments:** A table with columns: Attached File, Job ID, Attachment Title, Attachment Type, and Date Uploaded. It shows one attachment: 'Wade_Wilson_Cover_Letter.docx' (Job ID: 22382).

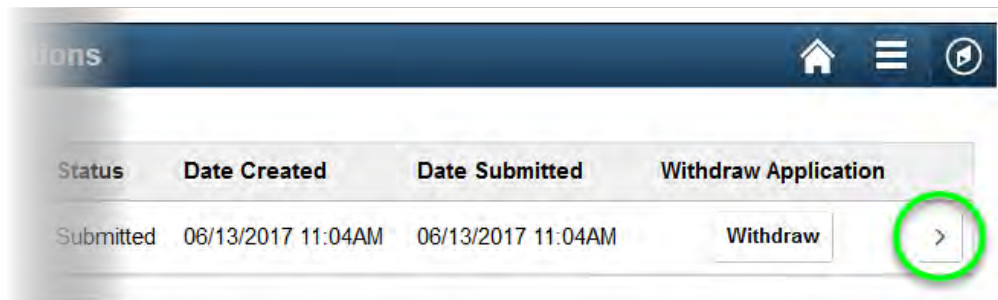
1. Click the **View Detail** button in the Print Application column to view a printable PDF version of your application. The PDF opens in a separate tab.

This close-up screenshot highlights the 'Print Application' column in the 'My Job Applications' table. The button, which contains a printer icon, is circled in green. The row it belongs to is for 'HUMAN RESOURCES SPECIALIST I' with Job ID 22408.

Note: If you have just entered the application, you may receive a popup message asking you to wait for the PDF application to generate.

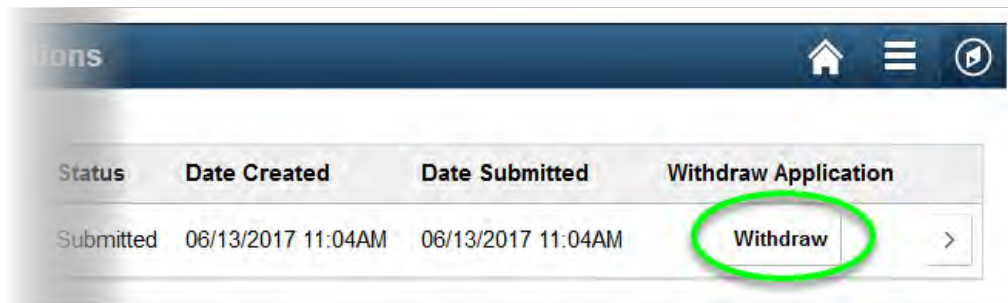


- a. To view a delivered version of the application, click the **Edit** button.



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.



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

My Resumes

Attached File	Job ID	Resume Title	Date Created
Wade_Wilson_Resume.docx	22382	Wade_Wilson_Resume.docx	06/13/2017 11:32AM

My Cover Letters and Attachments

+				
Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
Wade_Wilson_Cover_Letter.docx	22382	Wade_Wilson_Cover_Letter.docx	Cover Letters	06/13/2017 11:32AM

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



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.

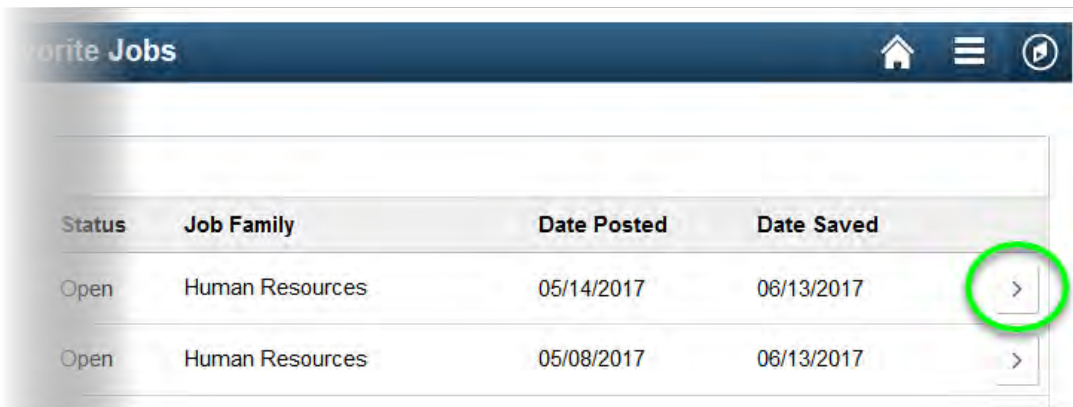


The **My Favorite Jobs** page will display. This page will show any jobs you have selected as favorites in the Search Jobs sections. From here, you can easily access jobs you have previously favorited in order to view again or begin applying for

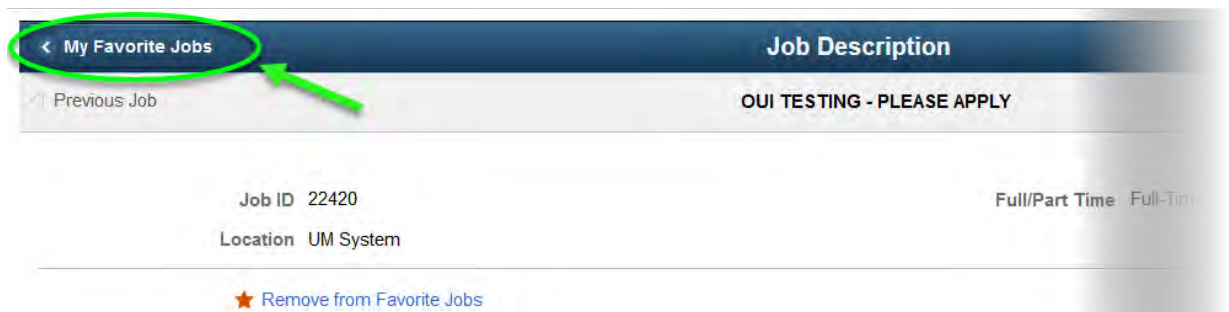
them.

Job Title	Job ID	Location	Status	Job Family	Date Posted	Date Saved
<input type="checkbox"/> OUI TESTING - PLEASE APPLY	22420	UM System	Open	Human Resources	05/14/2017	06/13/2017
<input type="checkbox"/> HUMAN RESOURCES SPECIALIST I	22408	Columbia	Open	Human Resources	05/08/2017	06/13/2017
<input type="checkbox"/> HUMAN RESOURCES SPECIALIST III	22395	Columbia	Open	Human Resources	05/06/2017	06/13/2017
<input type="checkbox"/> HUMAN RESOURCES ASSISTANT	22382	Columbia	Open	Human Resources	05/03/2017	06/13/2017
<input type="checkbox"/> OFFICE SUPPORT ASSISTANT IV	22355	TEST	Open	Office & Administrative	03/18/2017	06/13/2017

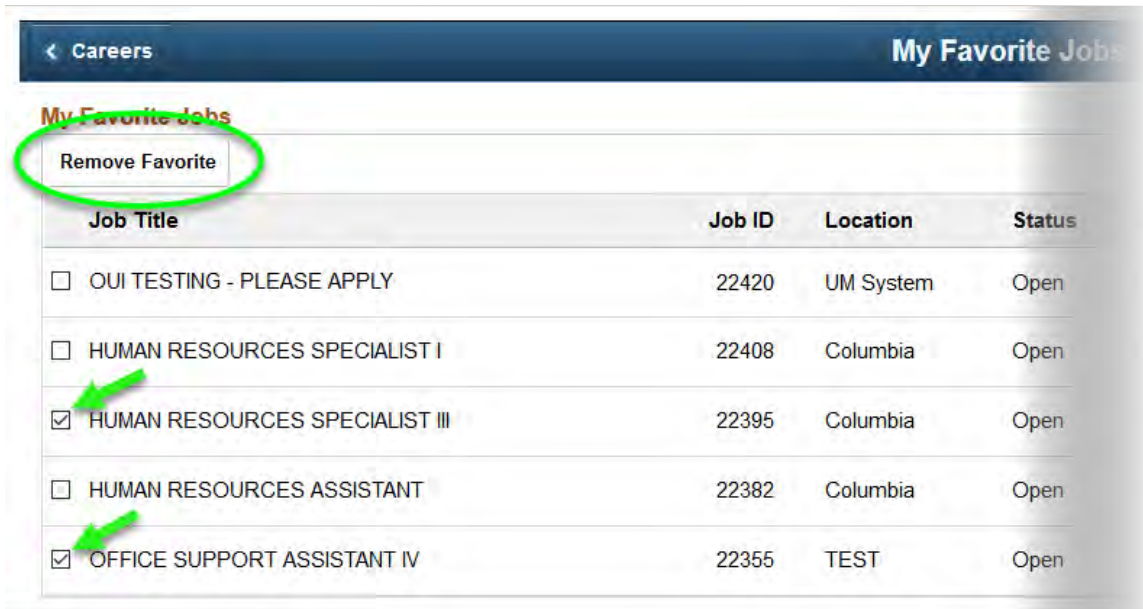
1. To view a favorited job, click the **View Job** button.



- a. To return, click the **My Favorite Jobs (Back)** button.



- 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.



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



My Saved Searches

From the Careers homepage, click the **My Saved Searches** option.

Careers

Search Jobs
job title, location, or keyword >>

Welcome Wade Sign Out

- View Latest Jobs >
- My Job Notifications >
- My Job Applications 2 >
- My Favorite Jobs 5 >
- My Saved Searches** 1 >
- My Account Information >

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.

My Saved Searches

The Search button performs the search and shows your results on the Search Jobs page.

Search Name	Created On	Notifications Email	Notification Expires On	
MU HR 2017	06/13/2017	wilson.wade@homeforwaywardgirls.com	08/12/2017	Search >

- To use a saved search to search current job openings, click the **Search** button.

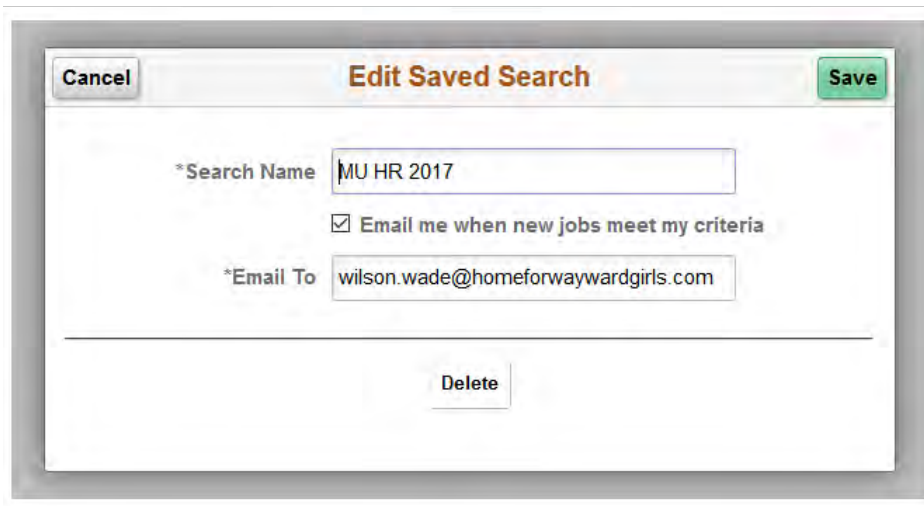
Notification Expires On

ardgirls.com 08/12/2017 **Search** >

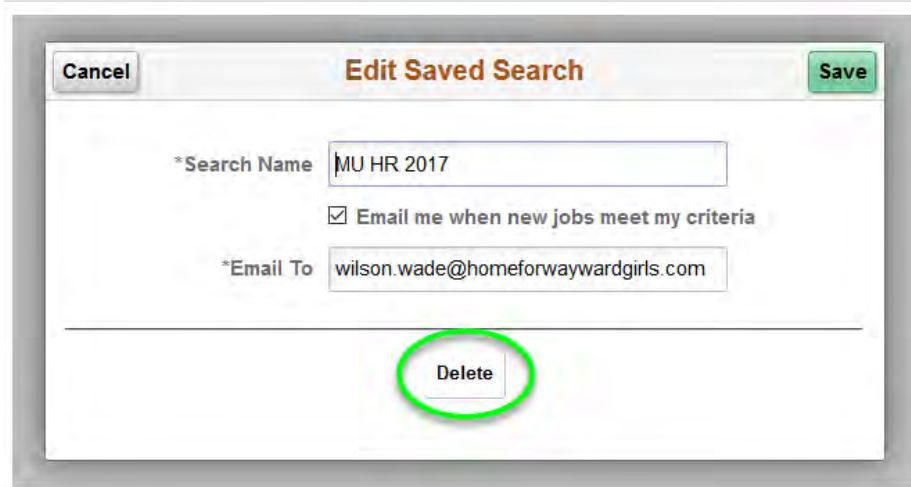
2. To edit a previously saved search, click the **Edit** button.



- 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.



- 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.

Cancel **Edit Saved Search** **Save**

*Search Name

Email me when new jobs meet my criteria

Email To

Delete

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.

< Careers **My Saved Searches**

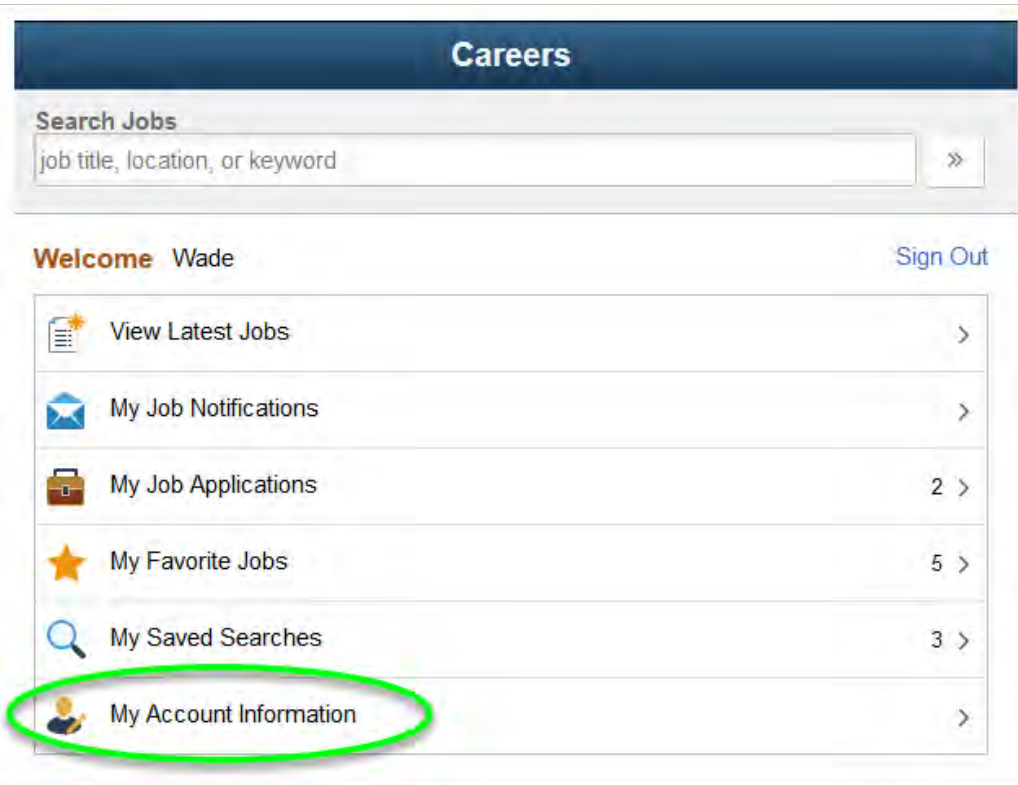
The Search button performs the search and shows your results on the Search Jobs page.

My Saved Searches

Search Name	Created On	Notifications Email
COLUMBIA HR 2017	06/13/2017	No notifications will be sent
MU HR 2017	06/13/2017	wilson.wade@homeforwaywardgirls.com

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.

[< Careers](#) **My Account Information** [Home](#) [Menu](#) [Refresh](#)

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to. **Save**

Account Settings

User Name
Contact Method [Change Password](#)

Name

Name Prefix
*First Name
Middle Name
*Last Name
Name Suffix

Address

*Country
*Address 1
Address 2
Address 3


If any information is updated or changed, be sure to click the **Save** button.

My Account Information [Home](#) [Menu](#) [Refresh](#)

Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Change Password](#)

Save



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



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