Welcome to the Oregon State University Online Application System
Purpose

After reviewing this tutorial, you will be able to use the system to:

• Review current employment opportunities at Oregon State University.
• Create an employment profile.
• Apply for positions.
• Log into the site to view your status for each position you have applied for.
Items to Gather Before You Begin


- An electronic copy of documents (such as a resume and cover letter) that may be required. The required documents will be indicated in the Special Instructions to Applicants section of the posting.
Helpful Navigation Hints

- Do NOT use your browser’s “Back”, “Forward”, or “Refresh” buttons to navigate the site.
- Use the navigational buttons provided within the site.
- To protect the security of your data, the system will log you out if inactive for more than 60 minutes.
Getting Started

- Visit our job opportunities web page at: http://oregonstate.edu/jobs

- Select “Search OSU Jobs”
Create Employment Profile

- Click on “Create Employment Profile” at the top left side of the page.
- Select the Employment Profile with Education/Employment History if you are likely to apply for classified staff positions.
- Select the brief Employment Profile if you are likely to apply for faculty (academic or professional) positions.
Create Employment Profile with Education/Employment History

For this example, we will create an employment profile with education/employment history.
Create Your Login

- Create a user name.
- Create a password – you will type this word twice, but only *** will appear to provide security.
- After entering your user name and password, click on Continue to Page 1 of Employment Profile With Education/Employment History.
Enter Your Personal Question

- Before beginning your application, you will be required to enter a personal question and answer that only you know.
- If you forget your password when returning to the site, the system will reset it once you answer this question correctly.
Complete ALL of the data fields and questions. Required fields are denoted with an asterisk.

If you have to stop in the middle of completing your employment profile, click on one of the two “Save” buttons at the bottom of the page.

If you exit the employment profile without saving, NONE of your data will be saved.
Affirmative Action Information Request – Page 2 of 6

The information on this page is OPTIONAL. If you elect to provide the demographic data, the information in this document will be kept confidential and only used to fulfill reporting requirements.
Our hiring process extends the benefit of our established affirmative action practices to individuals who self-identify as qualifying veterans.

A "qualifying veteran" is a veteran or disabled veteran who was honorably discharged from U.S. military service.
Please enter your education history, including high school, college, nursing, trades, business, or other schools.
This section will be used to determine if you meet the employment requirements (qualifications) for the positions you apply to.

A resume/vita will not substitute for this required information.

Click on “Add Entry” after completing each record.

Make sure you include ALL of your employment history in this section of your profile.
Answer the questions on this page, and then click on “Save and Continue to Next Page”.

You can then view your Employment Profile with Education/Employment History Summary.

By clicking “Continue” on the summary page, you are certifying that all of the information you provided is true and complete.
Application Status

- This page lists the positions you have applied to.
- If you have not applied to any postings, you can click on “Search Postings” at the top left side of the page.
Search Postings

- Click on “Search Postings” at the top left side of the page.
- You can search postings by appointment type, job location, or position title.
- To search all postings, select “Any” Appointment Type, and click on “Search”.
- To review a posting, click “View” under the Position Title.
Job Details Page

- If you need to edit your employment profile before applying for a position, click on “Manage Profiles” at the top left side of the page.
- You will not be allowed to change your employment profile information after you have applied to a posting.
Record Your Confirmation Number

- Once you have successfully applied to a posting, you will receive a confirmation number. Save this number for future reference.
- Make sure you logout of the site to protect the security of your application information.
- Email the Applicant Help Desk at: employment@oregonstate.edu if you need assistance.