

Printing an Online Application Form

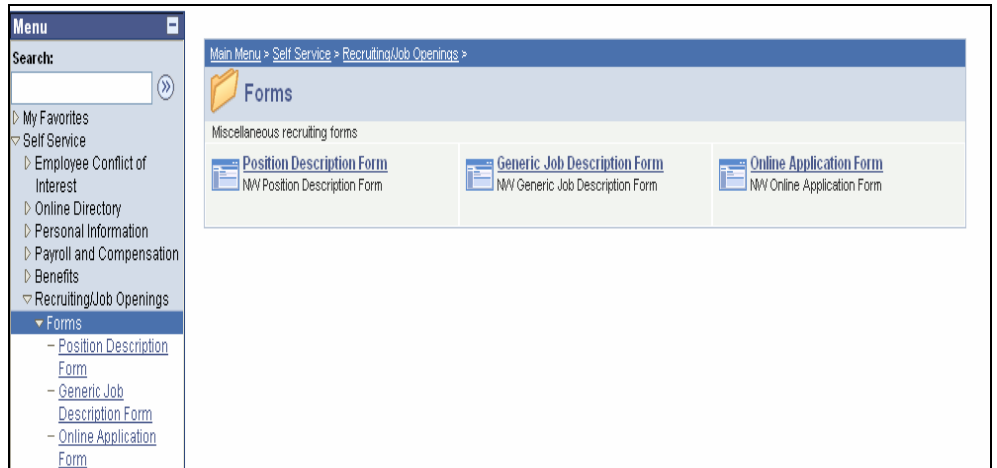
Summary:

- An applicant creates an on-line application when uploading a resume, pasting a resume or manually filling out an application and applying for job in eRecruit.
- A designated person in the department/school will print out an application for the applicant that has accepted the offer.

Step 1 - Sign into Self Service using your Net ID and Password. Navigate to the On-line Application Form page by following the breadcrumbs listed below:

*Home,
Self Service,
Recruiting/Job Openings,
Forms,
On-line Application Form*

(See Page A)



Page A

Step 2 - When the On-line Application Form link is clicked, the On-line Application Form page appears.

-If a run control id is already established click the **Search** button and click on the appropriate id.

-To add a run control id, click the [Add a New Value](#) link.

(See Page B)

NW Online Application Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID: begins with

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Page B

Step 3 - When the Add a New Value link is clicked, the Add a New Value page appears.

-Add any combination of letters and numbers in the Run Control ID field.

-When finished click the **Add** button.

(See Page C)

The screenshot shows the 'NW Online Application Form' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs is a 'Run Control ID' field containing the text 'eae746'. A yellow 'Add' button is positioned below the field. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

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Step 4 - When the Add button is clicked, the On-line Application page appears

-Type the Job Opening ID in the Job Opening ID field or click the **Magnifying Glass** button to search for the Job Opening ID.

-Type in the applicant id in the Applicant ID field or click the **Magnifying Glass** button to search for the Applicant ID.

-Click the **Run** button.

(See Page D)

The screenshot shows the 'Nw Gen Online Application Form' interface. At the top, there is a tab labeled 'Nw Gen Onlineap Rc'. Below the tab, there is a 'Run Control ID' field containing 'eae746'. To the right of this field are two links: 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. Below this is a section titled 'Applicant Online Application to be Printed'. This section contains two rows of input fields: 'Job Opening ID' with the value '567850' and 'Program Asst 2', and 'Applicant ID' with the value '6681' and 'Doe,John'. Each input field has a magnifying glass icon to its right. At the bottom of the form, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

Page D

Step 5 - When the Run button is clicked the Process Scheduler Request page appears.

-Enter the following information:

- **Server Name:** PSUNX
- **Run Date:** Will default to the day the form is printed
- **Recurrence:** Leave blank
- **Run Time:** Will default to the time the form is printed
- **Time Zone:** Leave blank
- **Select:** Box should be checked
- **Type:** Web
- **Format:** PDF

-Click the **OK** button.

(See Page E)

Process Scheduler Request

User ID: HRISSLM Run Control ID: eae746

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	NWERC003	NWERC003	SQR Report	Web	PDF	Distribution

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Step 6 - When the OK button is clicked, the On-line Application page reappears.

-A Process Instance number will appear under the Run button.

-Click the [Process Monitor](#) link

(See Page F)

Nw Gen Onlineap Rc

Run Control ID: eae746 [Report Manager](#) [Process Monitor](#)

Process Instance: 126053

Applicant Online Application to be Printed

Job Opening ID: Program Asst 2

Applicant ID: Doe, John

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Step 7 - When the Process Monitor link is clicked, the Process Requests page appears.

-Under the Run Status column the process will go through the following statuses:

- Initiated
- Processing
- Posting
- Success

-Click the **Refresh** button until the Run Status shows Success and the Distribution Status shows Posted.

(See Page G)

The screenshot shows the 'Process List' and 'Server List' tabs. Below them is the 'View Process Request For' form with fields for User ID (HRISLM), Type, Last (10 Days), Server (PSUNX), Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is highlighted. Below the form is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	125137		SQR Report	NWERC003	HRISLM	05/01/2006 3:29:53PM CDT	Success	Posted	Details

Page G

Step 8 - When the Run Status shows Success and the Distribution Status shows Posted the form is completed.

-Click the [Details](#) link.

(See Page H)

The screenshot shows the 'Process List' and 'Server List' tabs. Below them is the 'View Process Request For' form with fields for User ID (HRISLM), Type, Last (10 Days), Server (PSUNX), Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is highlighted. Below the form is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	125137		SQR Report	NWERC003	HRISLM	05/01/2006 3:29:53PM CDT	Success	Posted	Details

Page H

Step 9 - When the Details link is clicked, the Process Detail page appears.

-Click the [View Log/Trace](#) link.

(See Page I)

Process Detail

Process			
Instance:	125137	Type:	SQR Report
Name:	NWERC003	Description:	NWERC003
Run Status:	Success	Distribution Status:	Posted

Run	Update Process
Run Control ID: eae746	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request
Location: Server	
Server: PSUNX	
Recurrence:	

Date/Time	Actions
Request Created On: 05/01/2006 3:30:40PM CDT	Parameters Transfer Message Log Batch Timings View Log/Trace
Run Anytime After: 05/01/2006 3:29:53PM CDT	
Began Process At: 05/01/2006 3:30:57PM CDT	
Ended Process At: 05/01/2006 3:31:11PM CDT	

Page I

Step 10 - When the View Log/Trace link is clicked, the Report/Log Viewer page appears.

-Click [nwer003](#) link to view the form.

(See Page J)

View Log/Trace

Report			
Report ID: 62807	Process Instance: 126053	Message Log	
Name: NWERC003	Process Type: SQR Report		
Run Status: Success			
NWERC003			

Distribution Details	
Distribution Node: hr89dev3	Expiration Date: 05/29/2006

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,607	05/22/2006 11:50:46.000000AM CDT
nwer003_126053.PDF	5,551	05/22/2006 11:50:46.000000AM CDT
Trace File	1,565	05/22/2006 11:50:46.000000AM CDT

Distribute To	
Distribution ID Type	*Distribution ID
User	HRISLM

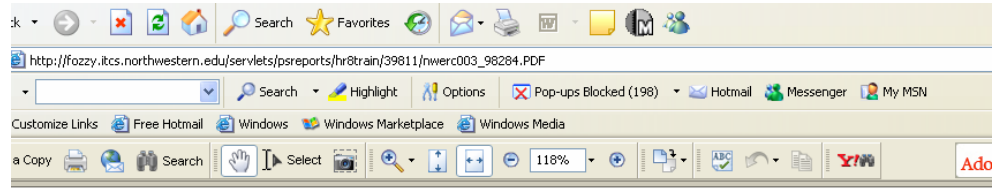
Page J

Step 11 - When the nwer003 link is clicked, the On-line Application form appears.

-Click the button that looks like a **printer** at the top of the page to print the form.

-When the applicant comes in for an interview they will sign and date their printed on-line application.

(See Page K)



NORTHWESTERN UNIVERSITY ON LINE APPLICATION FORM

Contact Details:		
Appid: A0074966		
First Name: Gino	Last Name: Simone	
Country: USA		
Address 1: 922 Saginaw Ct .		
Address 2:		
City: Carol Stream	State: IL	Zipcode: 60188
Email Address: gman@hotmail.com	Email Type: APPL	
Telephone: 630/350-6952	Phone Type: HOME	

Current and Prior Employment:		
May we contact your current employer? Yes		
Start Date: 01/01/2000	Last Day Worked: 01/01/2002	
Employer: Center for Career Development		
Job Title: Executive Director		
Country: USA	City: River Forest	State: IL

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