



Northwestern University On-line Application Tip Sheet

Getting Started

To get started, point your browser to <http://www.northwestern.edu/hr/jobs> .

1. If you are a staff member, faculty member, or a student that is paid click on the [Current Northwestern Employees](#) link to search for regular staff or temporary jobs. You will be brought to the Self Service sign in page where you can log on using your NetID and password.
 - a. To access the Careers site, click on the following links. **Self Service > Recruiting/Job Openings > Apply for Jobs**. This will automatically sign you in to the Careers Home page. To search for jobs, click on the **Job Search** link at the top of the page or click on the **Advanced Search** link in the Basic Job Search box.
2. Click on the [External applicants](#) link if you are a new or returning external applicant. Clicking this link will take you directly to the **Careers Home** page. To search for jobs, click on the **Advanced Search** link in the Basic Job Search box.
 - a. If you are a new user and wish to establish a user name and password click on the **Register** link. A user name and password only needs to be established once you are ready to apply for a job.
 - b. If you are a returning user, enter you user name and password into the **Login** box.
 - c. If you have used Northwestern University's eRecruit system in the past and used your email address to sign in, please continue to use your email address as your user name.
 - d. If you do not remember your user name or your password, click the **Login Help** link in the Login box.

Advanced Job Search

1. On the Job Search page, set your job search criteria by using any of the following provided fields:
 - **Keywords** – This field is not case-sensitive. Enter a word or phrase to match the job description.
 - **Location** – Select one, or multiple, locations to find job openings at a particular location or campus. To select multiple locations, hold down the Control key (Command key for Macs) while clicking selections.
 - **Job Family** – Select one, or multiple, job families to find job openings in a particular job classification or functional area. (For example: Nursing jobs would be found in the Healthcare Job Family) To select multiple job families, hold down the Control key (Command key for Macs) while clicking selections.
 - **Full-Time/Part-Time**: Full time hours are 35 hrs/week. Part Time is anything less than 35 hrs/week
 - **Exempt/Non Exempt** – Select *Exempt* to search for salaried jobs. Select *Non Exempt* to search for non salaried, or hourly, jobs. Select *Both* to search for both Exempt and Non Exempt jobs.
 - **Department** – Enter the 6 digit numeric identifier for a department within the University. If you do not know the department number, click on the magnifying  icon to search for the department by Description or by Number. *Note: If left blank, all departments will be searched.*
 - **Job Opening ID** – Enter the numeric identifier to search for a specific job opening. *Note: If you enter a number in this search criterion, it is not necessary to enter other search criteria.*
 - **Find Jobs Posted Within** – Select time duration to search for jobs posted within a specified time frame.
 - **Display Results Sorted By** – Select a criteria in order to have search results display in a specified order.
2. Once your search criteria are set, click on the **Search** button. When clicked, the search criteria box will collapse and a list of matching jobs will be returned in the Search Results.
3. If you would like to change search criteria, select the  icon on the blue bar titled **Click icon to View Advance Search Criteria**. This will expand the search criteria box. To clear search criteria, click on the **Clear** button to the right of the Search button.

How to Apply for Jobs

1. From the Search Results screen, click the **Job Title** link to view the job opening description.
2. If the job opening description does not match your interests, click on the **Return to Previous Page** link to return to the Search Results page.
3. If the job opening description matches your interests and you would like to apply, click on the **Apply Now** button and follow the steps below through the application process:

▶ **STEP 1: Choose a Resume**

- Attach a Resume – Select this option if you have a resume saved on your computer that you would like to attach to your application. On the upload page, click the **Browse** button to select your resume file from your local computer. Once the file is selected, click the **Upload** button. Next, click **Continue** to proceed to the Online Application
- Apply Without Using a Resume – Select this option if you do not have a resume to upload and would like to proceed with filling out the online application manually.
- Use an Existing Resume – Select this option if you have applied for jobs in the past using this system and would like to use a resume that is associated with a previous application. *Note: This option will only be seen if you already have resume attachments in the system.*


▶ **STEP 2: Paste a Cover Letter (Optional)**

- Click on the **Add/Update Cover Letter** link if you wish to include a cover letter with your application.
 - a. Copy and paste your text from a cover letter you have saved on your computer or type in your text using the open text box provided.
 - b. If you would like to view your cover letter, click on the **Read** button to the right of the text box. To switch back to Edit mode, click on the **Edit** button.
 - c. When you are done entering your text, click on the **Ok** button.
- *NOTE: Please note that you will not be able to add or update a cover letter once you have submitted your application.*

▶ **STEP 3: Fill out Application**

NOTE: Even if you are attaching a resume, you must still fill out the Education and Work Experience page in order to be considered for the position.

1. Work Experience

- Click on the **Add Work Experience** link to add Employment information.
 - a. Complete all fields with an asterisk (*) to the left of the field name.
 - b. Leave the **End Date** box empty if you are still employed with the job you are adding and do not have an end date.
 - c. In the **Essential Job Functions** text box, you have the option to enter a brief description explaining your JOB responsibilities.
 - d. Click on **Save & Return** button to go back to the Work Experience section or click on the **Save & Add More** button to add another work experience.
- Click on the corresponding **Employer** link on the Work Experience section to edit or view existing work experience information.
- If you wish to delete work experience detail, click on the **trash can**  icon to the right of the Work Experience item you wish to delete.



2. Educational History – Highest Education Level

- Indicate your highest level of education by selecting a value from the drop-down list.

3. Degrees




The Degree section is for entering College or University information.

- Click on the **Add Degree** link to add College/University information.
 - a. Complete all fields with an asterisk (*) to the left of the field name.


- b. To Search for your **Degree** click on the magnifying  icon to the right of the corresponding box. It will take you to the **Look Up Degree** page where you can search Content Item ID or Description. You will most likely search for your Degree by using Description.
 - If you find your Degree name, click on the corresponding Degree Code or Degree Name link.
- c. If you are not able to find your Degree, choose the description DNL-Degree Not Listed, and type your Degree name in the text box titled **Other Degree**.
- d. Type your **Major** and the **School Name** in the free form fields
- e. Check the **Graduate Box** if degree is completed or click the **Degree in Progress Box** if still completing your degree.
- f. Click on **Save & Return** button to save changes and go back to the Degree section.
- Click on the corresponding **Degree** link on the Degree section to view or edit existing Degree information.
- If you wish to delete Degree detail, click on the **trash can**  icon to the right of the Degree you wish to delete.


4. Secondary Education

Secondary Education is for entering High School, GED or Other Institutional information. If you have entered a degree(s) in the Degree section, it is not necessary to enter secondary information.

- Click on the **Secondary Education History** link to add High School, GED, or Other Institutional information
 - a. Complete all fields with an asterisk (*) to the left of the field name.
 - b. If you have a Secondary **Education Level** besides High School or GED, select a Educational Level of Other Institution
 - c. To search for a Country, click on the magnifying  icon to the right of the corresponding box. It will take you to the **Look-Up Country** page where you can search by Country or Description. You will most likely search by using Description.
 - d. To search for a State, click on the magnifying  icon to the right of the corresponding box. It will take you to the **Look-Up State** page where you can search State or Description. You will most likely search for your State by using Description.
 - e. In the **School/Name** field, type in your secondary school name or other institution.
 - f. Click on **Save & Return** button to save changes and go back to the Secondary Education page
- Click on the corresponding **School** link on the Secondary Education section to view or edit existing secondary education information.
- If you wish to delete secondary education detail, click on the **trash can**  icon to the right of the School you wish to delete.


5. Licenses & Certifications

- Click on the **Add License & Certification** link to add Licenses or Certification information.
 - a. Complete all fields with an asterisk (*) to the left of the field name.
 - b. To search for a License or Certificate, click the magnifying  icon to the right of the corresponding box. It will take you to the **Look-Up License & Certifications** page where you can search by Content Item ID or Description. You will most likely search by using Description.
 - c. If your License or Certification is not listed, select LCNL-License/Certificate Not Listed the type the License or Certificate in the **Other Licenses & Certificates** field located at the bottom of the page.
 - d. Click on **Save & Return** button to save changes and go back to the License & Certifications section
- Click on the corresponding **License/Certificate** link on the Education and Work Experience page to view or edit existing License or Certificate information.

- If you wish to delete a License or Certificate, click on the **trash can**  icon to the right of the License/Certificate you wish to delete.

6. References

You must add at least TWO references in order to submit your application

- Click on the **Add Reference** link to add reference information.
 - a. Complete all fields with an asterisk (*) to the left of the field name.
 - b. Click on **Save & Return** button to save changes and go back to the References section.
- Click on the corresponding **Reference Name** link on the References section to view or edit existing Reference Information.
- If you wish to delete a Reference, click on the **trash can**  icon to the right of the right of the Reference name you wish to delete.

Referral Information

You must enter a Referral Source in order to submit your application

- a. Select the appropriate referral source in the **How did you learn of the job?** drop down. If you select Employee, please fill out the name of the Employee in the **Specific Referral Source** box.
- b. If your referral source is not in the drop down, select **Other** and type in your referral source in the **Specific Referral Source** text box.
- c. If you have worked at Northwestern University before (for External Applicants only), select the “Yes” option and fill out the information about the type of position you held.

Application Questionnaire

You must answer both questions before you submit your application.

- a. Answer the two questions in the questionnaire.

► **STEP 4: Submit your Application**

- When you have completed filling out your application, click on the **Submit** button.
NOTE: ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO UPDATE YOUR JOB APPLICATION SO PLEASE BE SURE YOUR INFORMATION IS ACCURATE BEFORE SUBMITTING
 - If you have not filled out any required information, a red error message will appear telling you which sections are required.
 - **NOTE TO EXTERNAL APPLICANTS:** If you are an external applicant, you will be directed to fill out the Self Identification page. If you do not wish to fill out the information, check the “**I decline**” box. Otherwise, select the appropriate information.
 - After reading the Terms and Agreement section, check the “**I agree to these terms**” box. Checking this box will enable the **Submit** button on the bottom of the page.
1. If you are ready to Submit, click on the **Submit** button to complete your application. You will then be brought to **My Career Tools** page saying you have successfully submitted your job application. You will also receive an email confirming your application was submitted successfully.

My Saved Searches/ Job Search Agent

This feature allows you to save your search criteria so you can come back and run the same job search at a later time. This feature also allows you to set up a Job Search Agent if you would like an email sent to you every week with the results of your saved search.

1. Enter in your search criteria on the **Job Search page**. *Note: Make sure your search criteria return expected results*
2. Click on the **Save Search** button at the bottom of the search criteria section. When clicked, the **Save Search page** appears.
 - **Name Your Search** – Enter in a name that describes your search criteria (For example: Admin Asst Search)
 - **Use as Job Agent** – Check this box if you want us to email search results to you on a weekly basis.
 - **Send Job Agent Notification To** – If you checked the **Use as Job Agent** box, enter an email address to where you want your search results to be sent to.
3. Click on the **Save Search** button. When clicked, the **My Saved Searches** page appears.
4. To run your saved search criteria again, click on the **Run Search** button.
5. To modify your saved search criteria or to change your Job Agent properties, click on the **Edit** link.
 - If you would like to **disable Job Search Agent** so emails will no longer be sent for this search, uncheck the **Use as Job Agent** check box.
6. To delete your saved search criteria, click on the **Delete** link.

My Saved Jobs

This feature allows you to save any jobs of interest so you can come back and apply at a later time. Saving jobs is also helpful if you would like to apply to multiple jobs at once using the same application.

1. From the Search Results page, click the check box to the left of each job you would like to save.
2. Click on the **Save Jobs** button. You will be directed to the **My Saved Jobs** page where you will see the jobs you selected.
3. There is no limit to the number of jobs you can save. The system does not automatically remove closed, cancelled, or on hold jobs from your saved jobs so you must manually delete saved job openings if you see that they are in any of these statuses.
4. To apply for a job from this page, check the check box to the left of each job you would like to apply for and click the **Apply Now** button.

My Career Tools

This feature allows you to view submitted applications. You may also view uploaded resumes and add attachments from this page

- Sign in to the Careers site and click on the **My Applications** link at the top of the page.
- The page will, by default, show all applications in order of the most recent application date. To view applications in a different time range use the drop down box titled **Display applications from**. To sort by **Job Opening, Application, Status or Application Date** click the header links under the **Applications In Progress** section.
- To view previously submitted applications, click on the job title link next to each job opening with a description of **Applied**. *You will not be able to change any previous information for an application that has already been submitted.*

How to Change your Password or Contact Information – FOR EXTERNAL APPLICANTS

1. Sign in to the Careers site and click on the **My Career Tools** link at the top of the page.
2. Underneath your name, click the **Edit Profile** link
3. On your Profile page, either change your contact information or click on the **Change Password** link.
4. Click the **Save** button to continue