**Applying to Job Posting – Internal Candidate Quick Reference Guide**

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

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| Access SuccessFactors | |
| Visit **OneCampus** and select **Employee Launchpad.**  Log in using **Purdue Career Account ID** and **password.** | <https://one.purdue.edu/> |
| Candidate Profile | |
| Candidates must create a profile prior to applying for a job. | |
| From the Success Factors home page, click the **Home** drop-down menu and select **Careers**. |  |
| Click **My Candidate Profile**. |  |
| Click **Browse…** to select resume file.  NOTE: File type must be DOCX, PDF, Image or Text.  Click **Upload**. |  |
| As the file uploads, the system automatically attempts to organize the information into the appropriate categories and fields. |  |
| Successful upload of the resume file is displayed. |  |
| To upload a cover letter or a new resume, click appropriate link. |  |
| Complete any missing required information such as phone and address. |  |
| 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. |  |
| Click **Save** before leaving profile. |  |
| Search Jobs | |
| From the Success Factors home page, click the **Home** drop-down menu and select **Careers**. |  |
| Click **Job Search**. |  |
| To narrow search, select specific criteria from available fields.  To run the search wide open, leave fields blank.  Click **Search Jobs**. |  |
| A list of internally posted positions is displayed.  To narrow results, the same search criteria is located on the left side of the results screen.  NOTE: All external postings will be listed on the internal SuccessFactors site, for Purdue Employees to consider. |  |

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| Submit Application (from Job Search) | |
| To apply for a posted position, click the corresponding **Select Action** drop-down menu and select **Apply**. |  |
| Review candidate profile and make changes as needed.  Click **Next**. |  |
| Complete all required information and answer citizenship, race, diversity, disability, veteran status, and employment questions. | For example: |
| Enter **Name** and **Date** to electronically sign application. |  |
| To save application without submitting, click **Save**. |  |
| A notification displays that the application was saved successfully. |  |
| To submit application, click **Apply**. |  |
| A notification displays that the application was successfully submitted. |  |
| Submit Application (from Email Notification) | |
| Click the **Apply to this job now…** link in the notification email to view job posting and apply. |  |
| Log in to **SuccessFactors**. |  |
| The **Job Listing** is displayed.  To submit application, click **Apply**. |  |
| Monitor Application Status | |
| From the Success Factors home page, click the **Home** drop-down menu and select **Careers**. |  |
| Click **Job Applications**. |  |
| All jobs to which you applied that are still open are displayed.  The **Status** of the application is also displayed. |  |

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| 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**. |  |

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| 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**. |  |
| Create **Name** of search and **Email** frequency.  Select specific criteria from available fields.  When finished, click **Save**. |  |
| The search is now saved and email notifications will be sent according to the Alert Schedule selected. |  |