

Colorado State University – Pueblo Human Resources 2200 Bonforte Blvd. Pueblo, CO 81001 Phone: 719-549-2441 <u>hr@csupueblo.edu</u>

Colorado State University - Pueblo Online Employment Application Guide

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This guide will help applicants:

- Create an account as a first time user page 1
- Apply for current openings page 2-3
- Import your resume and/or LinkedIn Information page 4 or skip and
- Enter contact, personal, and preferences information page 4 5
- Attach required documents page 6
- Answer agency questions page 6 & 7
- Review 8
- Certify and Submit 8

Creating an account (for first time users):

If you have never registered with the CSU-Pueblo Employment Center or http://governmentjobs.com/, you will first need to create an account. Click on Sign In tab, and then *Don't have an account? Create one.*

Sign in				
Forgot Username? Reset Password				
Don't have an account? <u>Create one</u> .				

Complete the required fields and click Create.

For help with setting a password, see password requirements.

Applying for Current Openings:

1. View open positions in our Employment Center web site and select the position you are interested in applying for (note: positions will be listed at the bottom of the page).

It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete.					
Search Criteria All Categories are automatically sele click 'Clear Search' at the bottom of t		elect the categories by using the Clear All/Select A	Il buttons or by clicking on the check	boxes. To reset the search criteria,	
Select Category			Select A	Il Categories Clear All Categories	
Administration (2)	I Higher E	Education (1)	Professional (1)		
Search					
Enter keywords (optional):	Explain this				
Go> or <u>Clear Search</u>					
Print this page					
2 records found. Page # 1 of 1 90					
age # [* of 1	/				
Position 🔳	Emp. Type 🔳	Salary		Closing Date 🛛	
Instructional Designer	Full Time - Regular	\$54,228.00/Year	05/2	9/12	
Transfer Counselor	Full Time - Regular	\$26,000.00 - \$32,000.00 Annually	12/1	7/11	
Page # 1 of 1 90					

2. Click on the apply button.

Job Title:	Instructional Designer
Closing Date/Time:	Tue. 05/29/12 11:59 PM Mountain Time
Salary:	\$54,228.00 Annually
Job Type:	Full Time - Regular
Location:	2200 Bonforte Blvd., ADM 306, Pueblo, Colorado
Position Summary Benefits Supplemental	
	onversion of target graduate courses to delivery. This position will design and deliver professional development in online/hybrid convert to effective distance learning formats and pilot converted courses.
Position Duties and Responsibilities:	
 operations within Regional Access to Graduate Ed Assist target faculty as they convert to effective dis 	who's academic and administrative departments and programs and the CSU System to support effective communication, planning, and lucation (RAGE) Center. stance learning formats and pilot converted courses. inge valuation data and institutionalizing the new programs. hybrid course development and delivery.

3. Login to your account or create an account by following the steps above.

Chttps://www.governmentjobs.com/#	#./apply?&_suid=139524233687108599345186174087 - GovernmentJobs Microsoft Internet Explorer p	_ 8 ×
Galanda		Sign In
Colorado Ditate niversity PUEBLO	Instructional Technologist	
Employment Center	Job Details Apply	
Colorado		
State		
University-	Sign in to apply Create an account	
Pueblo	*Username	
Job Opportunities http://www.colostat	o de la	
	*Password	
	Sign in	
	Forgot Username Reset Password Help & Support	
Start Ou	CSU-Pueblo Administ 🍘 Current Career Opp 🍘 https://www.gove 🗐 Online Application Gu 🖻 applicantguide.docx 🐑 Applicant Guide 5-11 🝸 🗳 Desktop	» < 🕞 9:19 AM

4. Click on *Apply* to create your application or if you have applied for others state positions then you may choose one of your profiles (see Step 5). The **Multiple stored application profiles** function is only supported for those jobseekers who previously had two or more stored application profiles. These users will not be able to add additional profiles going forward. For new jobseekers and those who currently have only one profile, they will not see the option to save and create multiple profiles.



5. To create your application for the first time, please refer back to step 4, or if you have two or more stored profiles from previous position, you may choose one.

Recreation Attendant-Youth Sports Job Details Apply E Profile Choose Profile	
	1
Info Save time by selecting an existing profile.	
10 Work # test	
III Education	
Additional # 2 kate adams	
References	
Questions	
Review Re	•

6. Next, you may import your resume from LinkedIn, download from your computer, or skip this step and manually enter all required information.

Job Search		Feedback
× Area Coordinator		
Job Details Apply		
Contraction Resume	Import Your Resumé	
Info	Save time by importing your information into our sy	/stem automatically
Questions		
🗳 Review	Transfer from LinkedIn	Upload from Computer
Submit	Use your Linkedin resume information for your new profile. You can edit this info later.	Supported file types: .pdf, .doc, .txt
		To manually fill in your information, you can Skip this step
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7. If you skipped the prior step you will need to enter contact, personal, and preference information:

Job Search			Feedback		
× Area Coordina	ator				
Job Details	Apply				
		General Information			•
i Info		All fields are required unless they are marked (Optional)			
∂ Attachments		Contact Information			
Questions		Please fix the errors in the following section.			
🔒 Review		Name		Edit 🖊	_
Submit		Address Phone Email kathryn.adams+3@colostate-pueblo.edu Notification Preference Email			
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	Job Search		Feedback		
×	Area Coordinat	tor			
	Job Details	Apply	katnryn.adams+3@colostate-pueblo.edu Notification Preference Email		•
	 Attachments Questions 		Personal Information Please fix the errors in the following section.		
	Review Submit		Date of birth Have proof of your legal right to work in the US?	Edit 🖋	
			What is your highest level of education? No level specified		
			Preferences		
			What is your minimum compensation requirement?	Edit 🖊	•
Done			🖉 🛛 😝 Internet	√≙ • 🔍 100%	• //

Job S	earch		Feedback	
× Area	Coordinator			
Job I	Details Apply	Have proof of your legal right to work in the OS? Yes What is your highest level of education? Doctorate		
🖉 Atta	achments	Preferences		
O l Que	estions	What is your minimum compensation requirement?		Edit 🖉
🗳 Rev	iew	Are you willing to relocate? Relocation Comments		
🖾 Sub	mit	What shifts are you available to work? What type of job are you looking for?		
		What type of work will you accept? Objective		
				Next
Done			👔 👔 🚱 Internet	🖓 🔹 🔍 100% 🔹 🍃

8. Next, you will attach your documents (Supported file types: doc, docx, xls, xlsx, ppt, pptx, potx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, htm, html, rtf, txt, bmp)

Chttps://gjobs.uat.neogov.net/jobs?keyword=&loca					_ 5 ×
C S + https://gjobs.uat.neogov.net/jobs?keywo	rd=&location=Pueblo%2C+CO#jobs,	/668199/area-coordinator/apply/attachments?8	_suid=13952662348280329547433511 💌 🍫	X Soogle	
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Job Search				Feedback	
× Area Coordinator					
Job Details Apply					
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 Info Attachments 		You can click upload button or	drag and drop a file into this box to sta	rt uploading	
Questions	Transcript *				
Review Submit		You can click upload button or	drag and drop a file into this box to sta	rt uploading	
			Upload		
🍠 Start 🛛 🔀 Inbox - Microsoft Outlook 🔹 🗐 applicantguic	le.docx - Mi 🛛 🖭 Applicant Guide	5-11.doc 🥻 🌈 https://gjobs.uat.neo		Internet	≪ <u>A</u> ▼

Job Search	Feedback
× Area Coordinator	
Job Details Apply	
✓	Attachments
Info	Supported file types: doc, docx, xls, xlsx, ppt, pptx, potx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, htm, html, rtf, txt, bmp
	Cover Letter *
Questions	You can click upload button or drag and drop a file into this box to start uploading
🖺 Review	Upload
🖸 Submit	
	References *
	You can click upload button or drag and drop a file into this box to start uploading
	Upload

And click next:

	Job Search			Feedback	
×	Area Coordi	nator			
	Job Details	Apply			
					^
		~	Job Duties.docx		8
	i Info		Resume *		
	 Attachments (4) 	~	Resume		
		×	Kate resume Mar 3 2014.pdf		8
	⑦ ↓ Questions	-			
	🕰 Review		Transcript *		
			Job Duties.docx		0
	🗳 Submit				
			Add supplemental atta	achment	
			* Required attachments must be provided before submission		Next
				Internet	▼ √ <u>∩</u> ▼ • • 100% ▼

9. Agency Questions follow:

Job Search	Feedback	
× Area Coordinator		
Job Details Apply		
Info	gency Questions	
• Questions	lorado State University-Pueblo is an Affirmative Action/Equal Opportunity Employer. In order to assess whether the University is re presentative areas within the community and whether protected class members are represented among our applicant population, inversity requests that you answer the following questions. These questions will be used to evaluate our recruitment program as w spare statistical reports required by Federal, State and local agencies.	the
🔒 Review		
🖾 Submit	*01 Please indicate your gender.	
	O Female	
	C Male	
	C Not Disclosed	
	*02 Please indicate your ethnicity.	
	O Hispanic/Latino, Chicano, Cuban, Puerto Rican, Mexican American	
Done	Sector Se	🖓 • 🔍 100% • //

Next, click Proceed to Review.

- 10. Review your applicant materials and click Proceed to Certify and Submit.
- 11. Finally, you will either Decline or Accept and Submit:

Job Search	Feedback
× Area Coordinator	
Job Details Apply	
🕤 Info	Certify & Submit
	By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true,
♥ Questions	complete and correct to the best of my knowledge and are made in good faith. I also understand that I may not be considered for employment with Colorado State University – Pueblo and/or may be dismissed from employment after hire if it is found that information on this application is false or untrue. I may be required to verify any and all information given on this application. I am aware Colorado State University-Pueblo may contact references, prior
🛱 Review	employers and/or other unsolicited references with prior notification given to the applicant. If offered a position, I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I further understand that I will be required to furnish official transcripts directly from the Institution(s) that have awarded me a
Submit	degree.
	Decline Accept & Submit
Done	[€] Internet 🖓 • 🕅 • 100% • //