



Colorado State University – Pueblo  
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## Colorado State University - Pueblo Online Employment Application Guide

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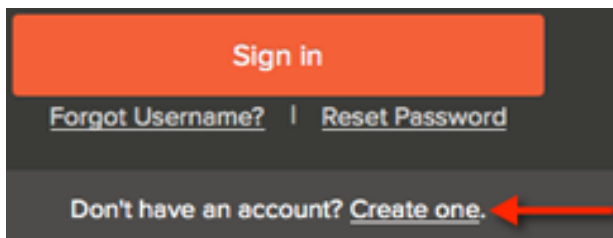
This guide will help applicants:

- 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

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### 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.*



Complete the required fields and click Create.  
For help with setting a password, see password requirements.

## Applying for Current Openings:

- 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 selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

**Select Category** [Select All Categories](#) [Clear All Categories](#)

Administration (2)  Higher Education (1)  Professional (1)

**Search**  
 Enter keywords (optional):  [Explain this](#)

[Go](#) or [Clear Search](#)

[Print this page](#)

2 records found.  
 Page #  of 1 [go](#)

Position	Emp. Type	Salary	Closing Date
<a href="#">Instructional Designer</a>	Full Time - Regular	\$54,228.00/Year	05/29/12
<a href="#">Transfer Counselor</a>	Full Time - Regular	\$26,000.00 - \$32,000.00 Annually	12/17/11

Page #  of 1 [go](#)

- Click on the apply button.

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**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

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[Print Job Information](#) | [Apply](#)

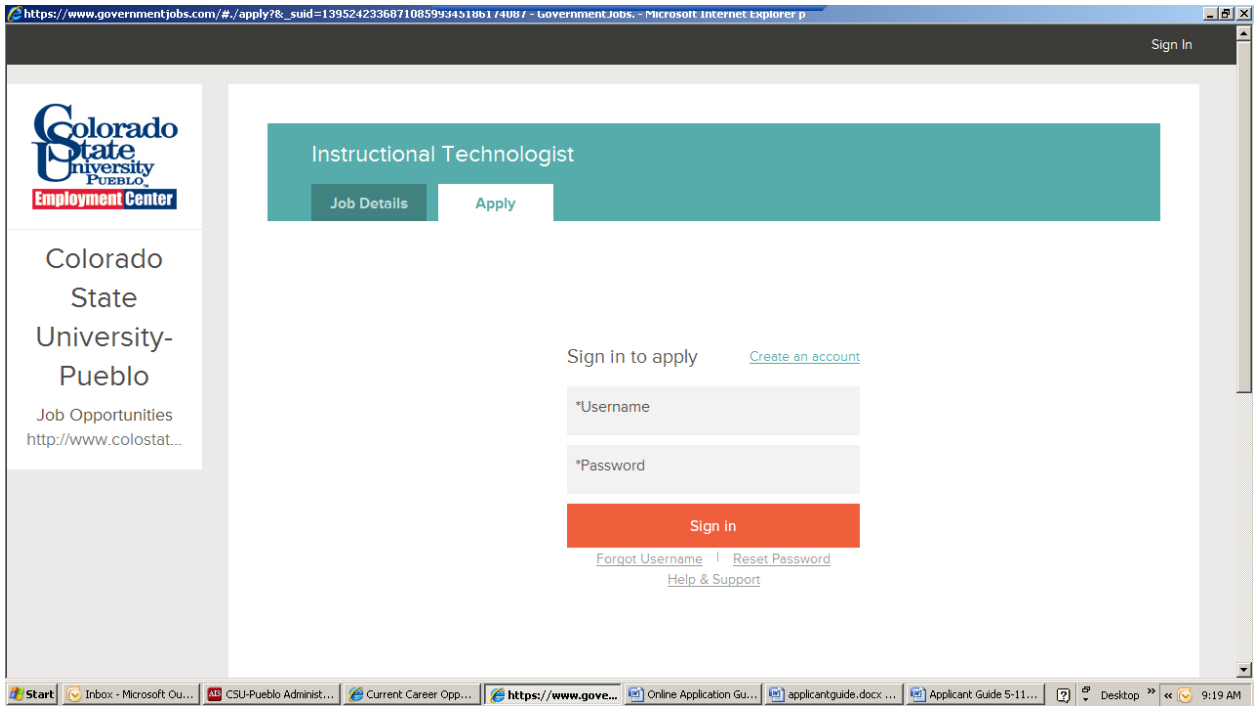
**Position Summary** | **Benefits** | **Supplemental Questions**

This full time position will be responsible for leading the conversion of target graduate courses to delivery. This position will design and deliver professional development in online/hybrid instructional strategies and assist target faculty as they convert to effective distance learning formats and pilot converted courses.

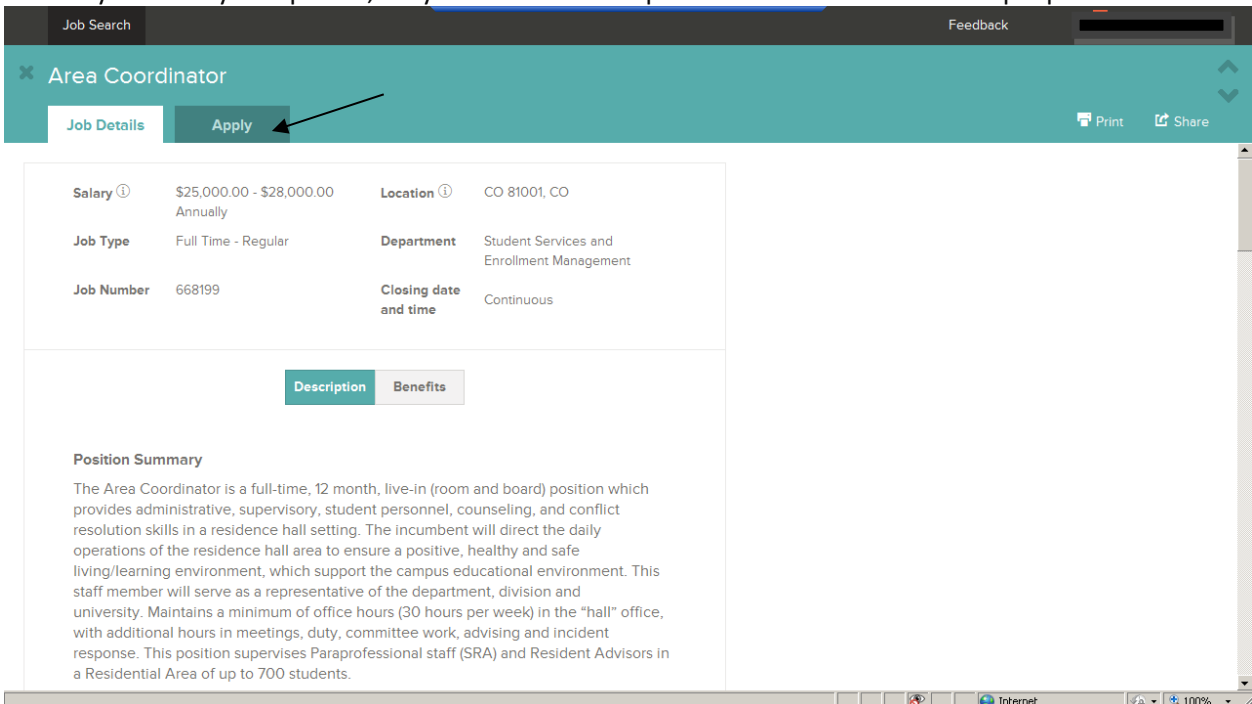
**Position Duties and Responsibilities:**

- Design and deliver professional development in online/hybrid instructional strategies.
- Maintain good working relationships with CSU-Pueblo's academic and administrative departments and programs and the CSU System to support effective communication, planning, and operations within Regional Access to Graduate Education (RAGE) Center.
- Assist target faculty as they convert to effective distance learning formats and pilot converted courses.
- Assist the Project Director in collecting and analyzing evaluation data and institutionalizing the new programs.
- Oversee development of faculty training for online/hybrid course development and delivery.
- Attend functions, serving on committees, and other duties as assigned.

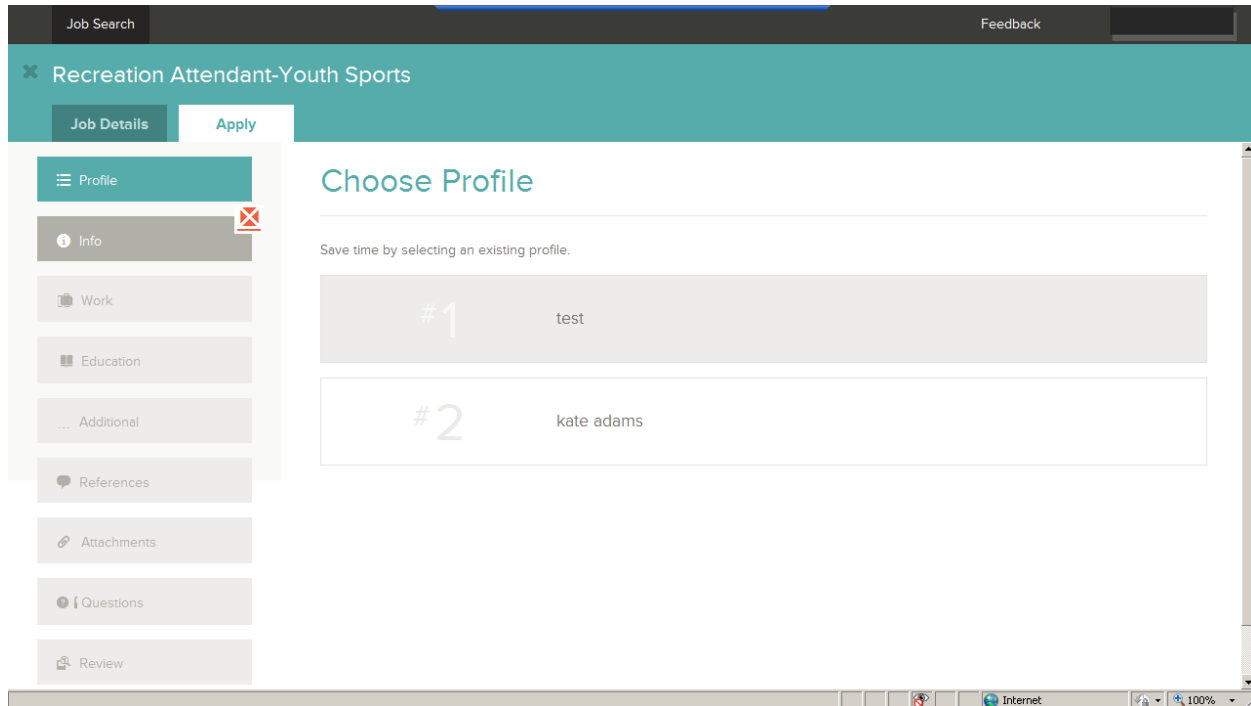
3. Login to your account or create an account by following the steps above.



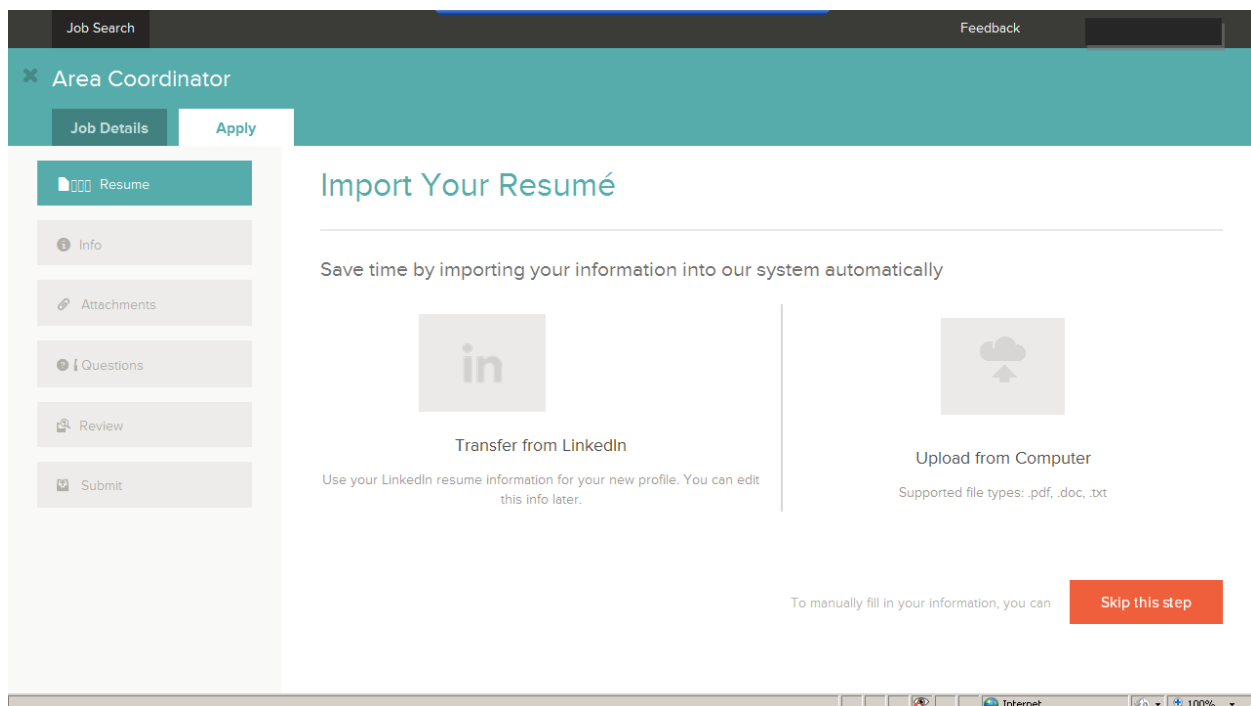
4. Click on *Apply* to create your application or if you have applied for others state positions then you may choose one of your profiles (see Step 5). The **Multiple stored application profiles** function is only supported for those jobseekers who previously had two or more stored application profiles. 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.



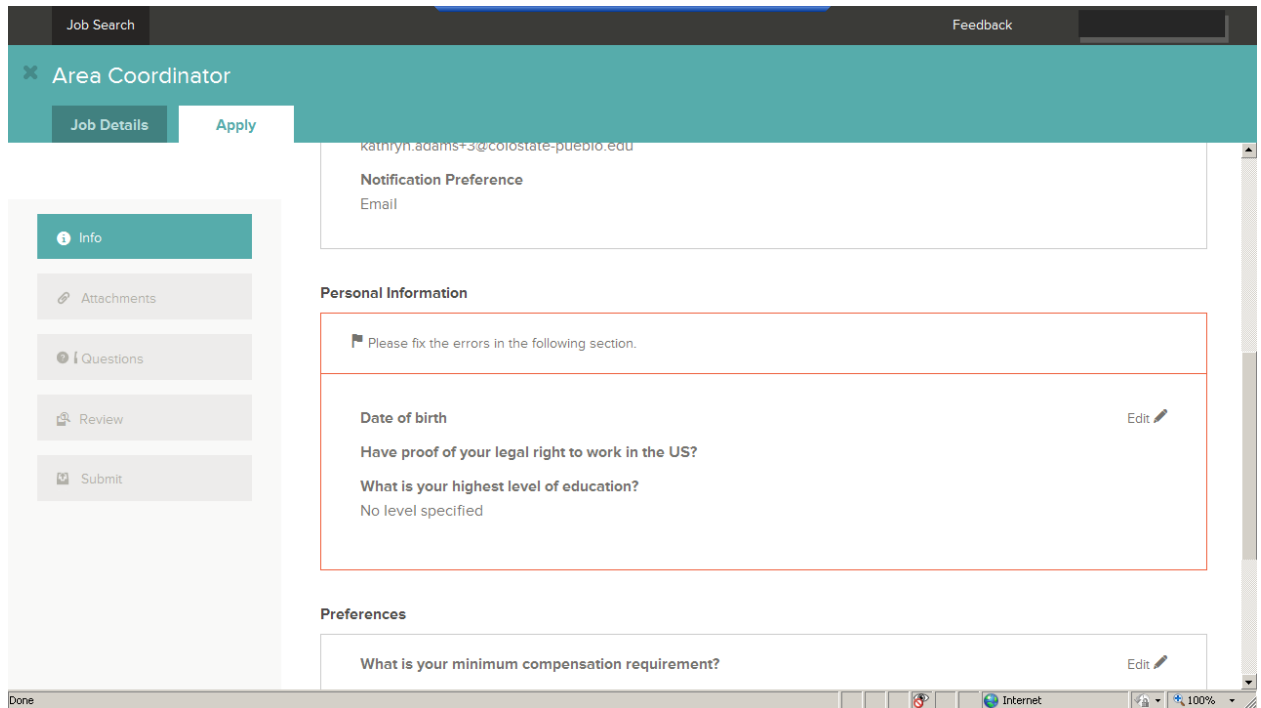
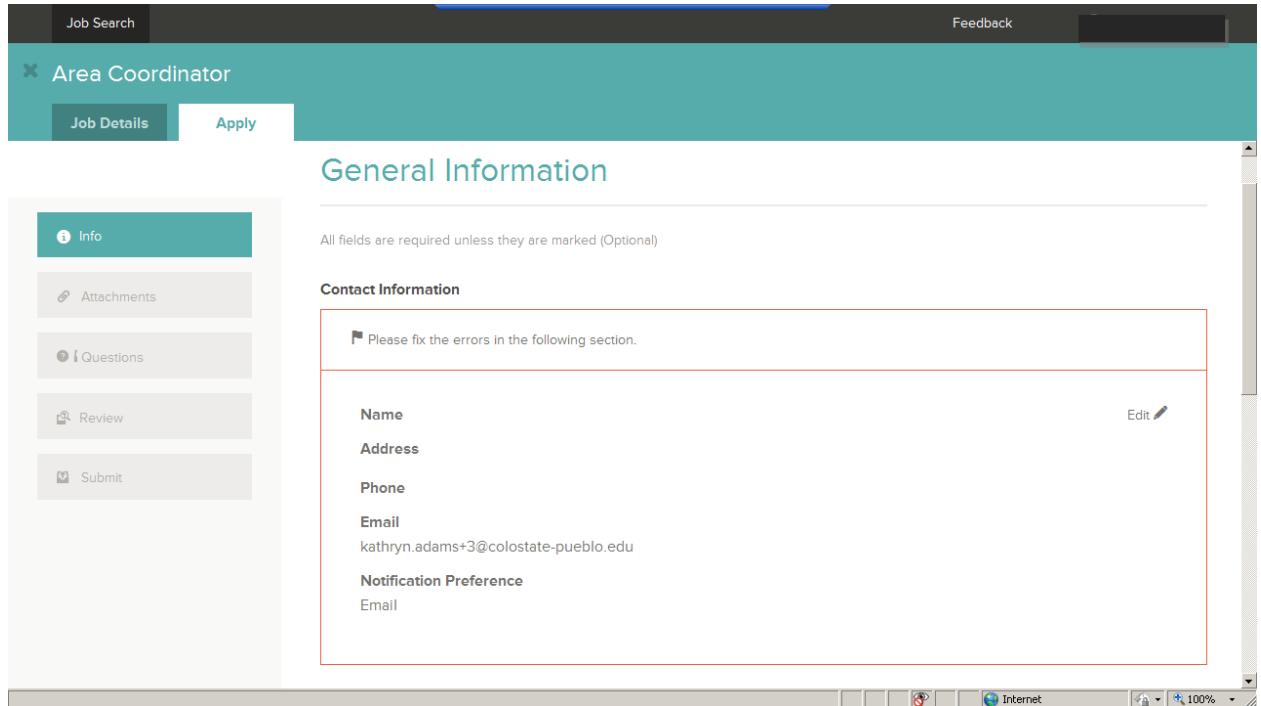
- To create your application for the first time, please refer back to step 4, or if you have two or more stored profiles from previous position, you may choose one.

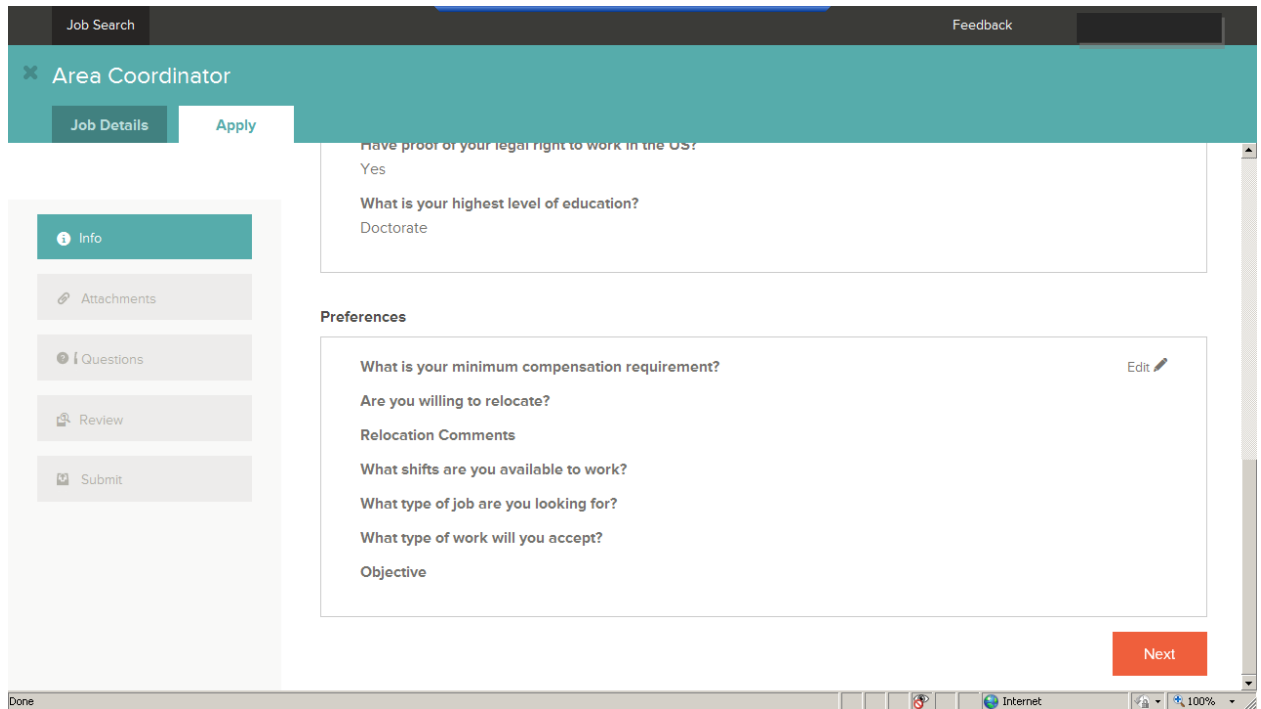


- Next, you may import your resume from LinkedIn, download from your computer, or skip this step and manually enter all required information.

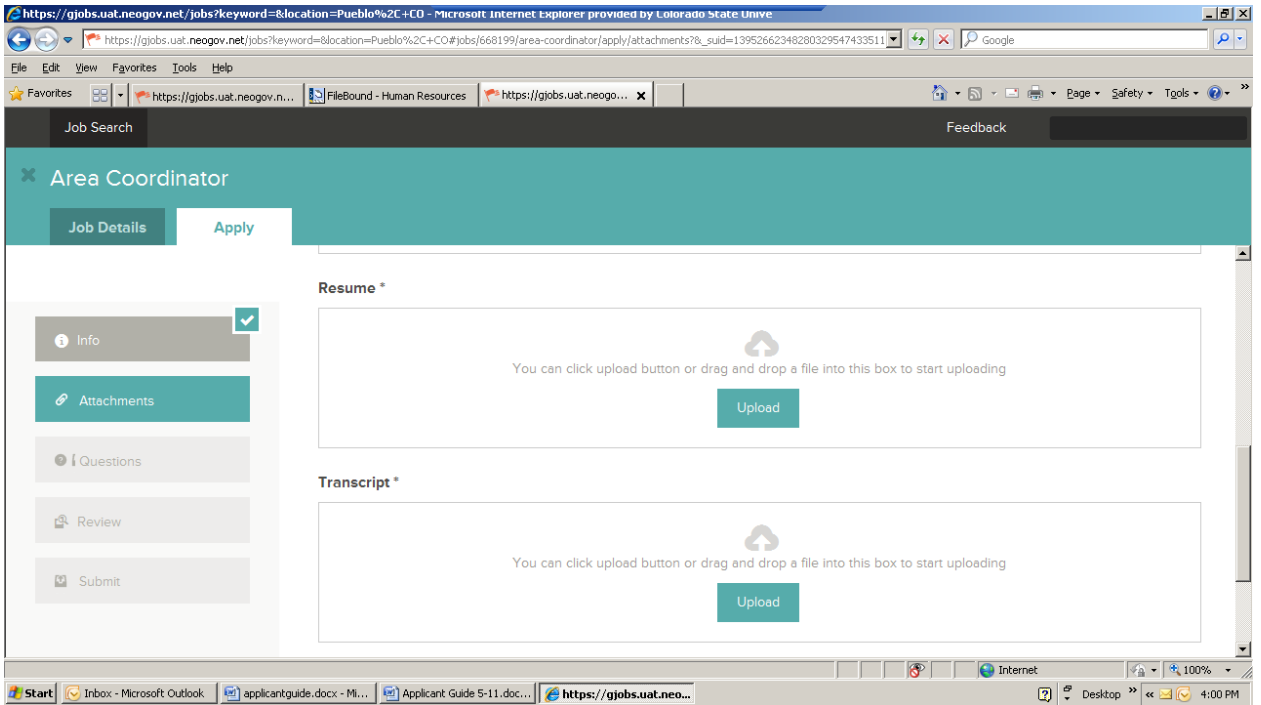


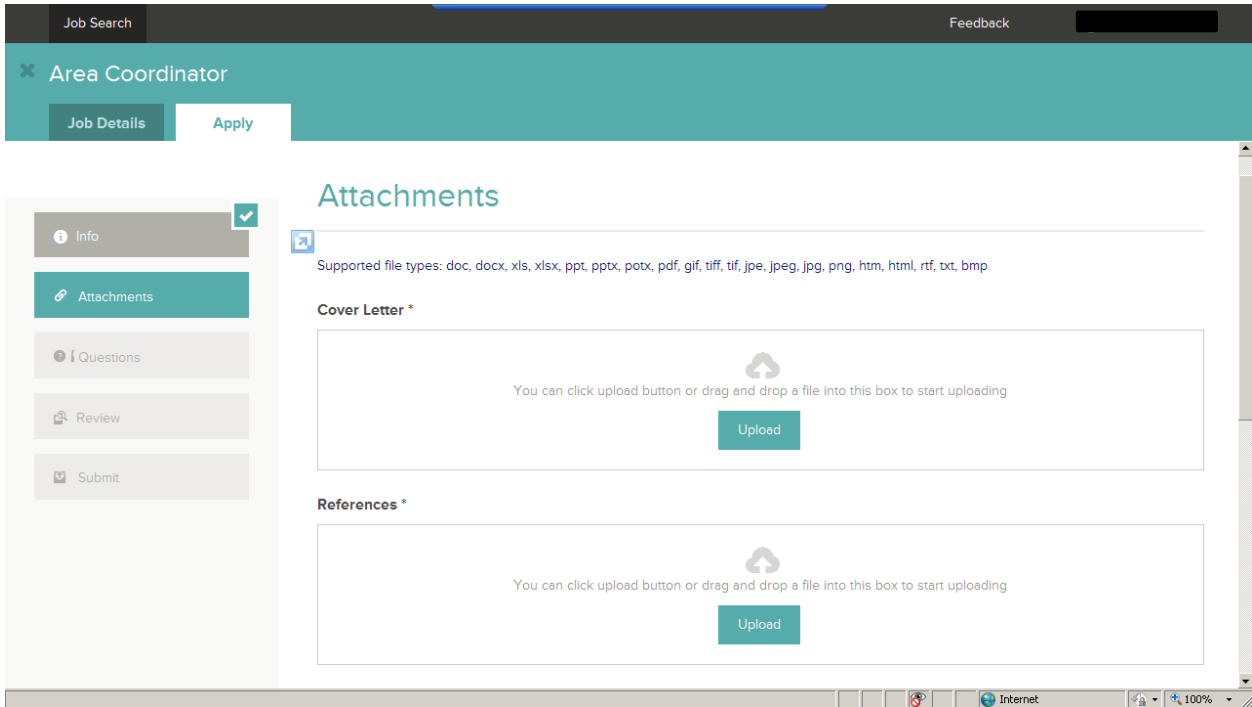
7. If you skipped the prior step you will need to enter contact, personal, and preference information:



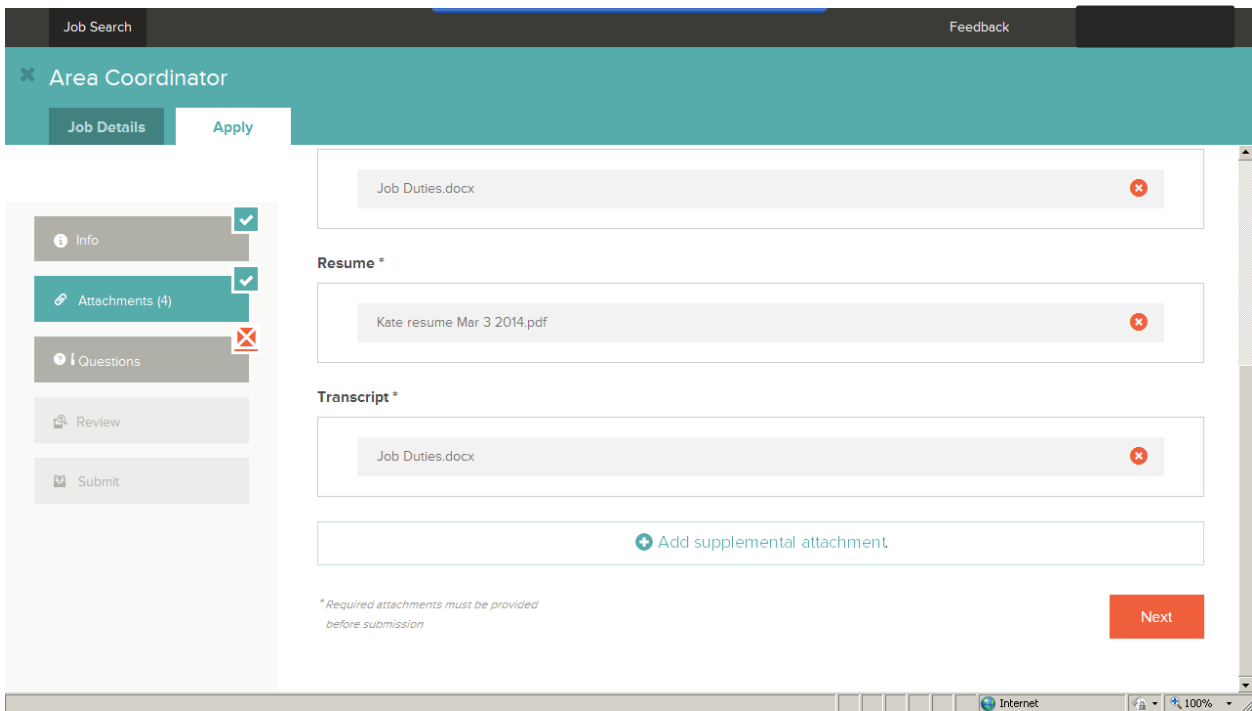


8. Next, you will attach your documents (Supported file types: doc, docx, xls, xlsx, ppt, pptx, potx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, htm, html, rtf, txt, bmp)





And click next:



9. Agency Questions follow:

The screenshot shows the 'Agency Questions' section of the job application. The left sidebar contains a navigation menu with 'Info', 'Attachments (4)', 'Questions', 'Review', and 'Submit'. The main content area is titled 'Agency Questions' and contains a paragraph of text: 'Colorado State University-Pueblo is an Affirmative Action/Equal Opportunity Employer. In order to assess whether the University is reaching representative areas within the community and whether protected class members are represented among our applicant population, the University requests that you answer the following questions. These questions will be used to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.' Below this text are two questions: '\*01 Please indicate your gender.' with radio buttons for 'Female', 'Male', and 'Not Disclosed'; and '\*02 Please indicate your ethnicity.' with a radio button for 'Hispanic/Latino, Chicano, Cuban, Puerto Rican, Mexican American'. The browser's taskbar at the bottom shows 'Internet' and '100%' zoom.

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:

The screenshot shows the 'Certify & Submit' section of the job application. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Certify & Submit' and contains a paragraph of text: 'By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true, 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 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 degree.' Below this text are two buttons: 'Decline' and 'Accept & Submit'. The browser's taskbar at the bottom shows 'Internet' and '100%' zoom.