Job Aid: Before You Apply

IMPORTANT NOTICE FOR INTERNAL APPLICANTS ONLY

Current State Board of Administration Employees MUST USE PeopleSoft HR Self Service to apply for vacant positions with the Board. To view the list of current Job Postings, use the following navigation after logging into PeopleSoft HR: *Main Menu>Self Service>Recruiting>Careers*

IMPORTANT NOTICE FOR ALL APPLICANTS

In order for your application to be considered, you must complete the entire application—including your work experience and education—even if you are attaching a resume.

Before You Apply

This documentation gives you some helpful tips for applying for vacancies with the State Board of Administration. As you enter the application process, you may find it useful to keep these instructions readily available.

> Suggested items to gather prior to applying:
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> ✓ Education, references and prior employment information
> ✓ Electronic copies of any documents you may want to attach to your application (resume, cover letter, etc.)

The State Board of Administration application process consists of four steps: 1) Application Terms & Agreements, 2) Resume, 3) Application, and 4) Review/Submit.

The online application is one page with 13 different sections**: (1) Employment Preferences, (2) Education History, (3) Work Experience, (4) Job Training, (5) Degrees, (6) High School Education, (7) Licenses & Certifications, (8) Language Skills, (9) References, (10) Personal Information, (11) Additional Questions, (12) Open Ended Questions, and (13) Referral Information.

Helpful Tips

1) If you see a posting to which you wish to apply, click on the job title link to view the job description, then use the **Apply** button to begin the application process.

2) Do **NOT** use your browser's BACK button. This may cause unexpected or unwanted results including loss of information entered.

3) In order for your online application to be active and for you to be considered for job vacancies, you must use the **Submit Application** button to submit your application. You can verify that your application has been submitted, as it will show a status of "**Submitted**".

4) The system will time-out after 20 minutes of inactivity. If this happens, your information will be lost. Make sure that you log out and close ALL browser windows after submitting your application to protect the privacy of your information.

5) Do **NOT** use the ENTER key on your keyboard. Click on the provided buttons and links within the application instead.

6) Be sure your application is complete prior to submitting it as you will not be able to correct or add to it after it has been submitted. Pay special attention to the fields that are marked with an asterisk (*). These are required fields and you will not be able to submit your application without entering values for them. Once your application is submitted, no further changes can be made.

7) The TAB key can be used when going from field to field on the application. When a magnifying glass appears next to a field, click on it to select one of the choices provided in the list.

8) When completing the online application, you have the option to attach a resume to supplement your application. Any additional documents, such as a cover letter, must be attached *prior to* applying by utilizing the **Add Attachment** button available from **My Activities**.

9) You may save your application to be completed at a later time by clicking on the **Save Draft** button and the status will be shown as "**Not Submitted**". You are encouraged to click the **Save Draft** button frequently as you complete the application. *Note: You will **NOT** be able to submit an application after a posting's closing date.

10) Use the **Next/Previous** buttons to navigate through the application process and the **Submit Application** button on the **Review/Submit** trainstop when you have completed work and are ready to submit. Do **NOT** click **Submit Application** until you've reviewed/updated ALL information.

11) Applications shown in "**Not Submitted**" status have **NOT** been submitted, are not visible to the hiring manager, and will not be considered for employment. The application is ONLY submitted after clicking the **Submit Application** button.

12) If you wish to remove your application from consideration for a job opening to which you have previously applied, use the **Withdraw** button located next to the application in **My Activities**.

Browser Compatibility

The following web browsers are compatible with our recruitment software.

PeopleSoft Enterprise PeopleTools 8.54 Web Browser Support Matrix

Browser	Browser Version	Support Status
Apple Safari	8	Certified
Apple Safari	7	Certified
Apple Safari	6	Certified
Google Chrome	35	Certified
Microsoft Internet Explorer	11	Certified
Microsoft Internet Explorer	10	Certified
Microsoft Internet Explorer	9	Certified
Mozilla Firefox	30	Certified
Mozilla Firefox	24	Certified

For users of all other web browsers, you may need to download one of the above.

NOTE: You must have SSL 3.0, TLS 1.0, TLS 1.1 and TLS1.2 settings turned on. In Internet Explorer, go to Tools > Internet options > Advanced. Scroll down to the Security section and make sure those checkboxes are selected.