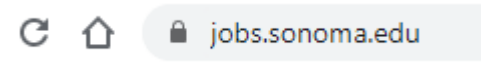
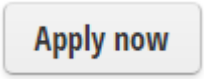
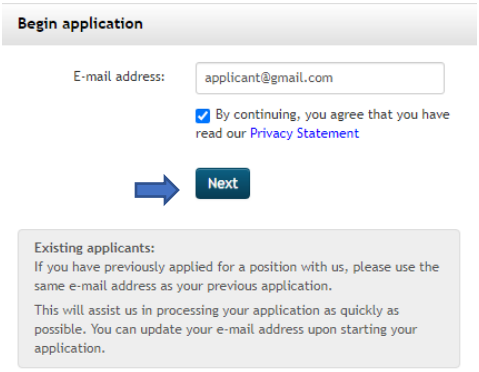
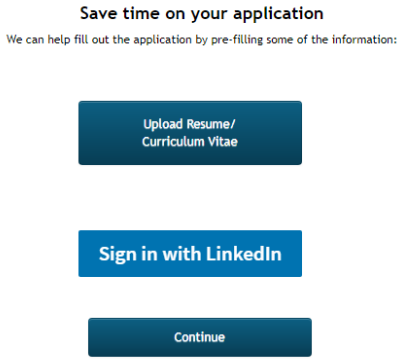
RECRUITMENT GUIDE FOR APPLICANTS

Step	Action	Information
1.	Open a web browser and Navigate to the SSU Career Site: jobs.sonoma.edu	
2.	Select the position title you would like to apply for.	
3.	Review Position Opportunity Announcement (POA) and select “Apply Now”.	
4.	Enter your email address. Review the Privacy Statement and check the box acknowledging that you have read the statement and click “Next”. **IMPORTANT:** This is a new system, and you will have to create a new application and account. Your information has not been migrated over to the new site.	
5.	Once you click “Next”, you are taken to a screen where you are able to attach your CV. **IMPORTANT:** Please be aware that more complicated CVs may not parse well into your application so review your application carefully.	
6.	Continue filling out your application and upload the required materials listed on the position announcement.	**IMPORTANT:** You will have to indicate your references to complete the application.

If you have any questions about the application process, please contact the Office of Faculty Affairs at facultysearch@sonoma.edu