## RECRUITMENT GUIDE FOR APPLICANTS

Step	Action	Information
1.	Open a web browser and Navigate to the SSU Career Site: jobs.sonoma.edu	C ↑ jobs.sonoma.edu
2.	Select the position title you would like to apply for.	Employment at SSU  Application  Current Opportunities  Feature 1 Opportunities  Feature 1 Opportunities  Feature 1 Opportunities
3.	Review Position Opportunity Announcement (POA) and select "Apply Now".	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".	Begin application
		E-mail address:  applicant@gmail.com  By continuing, you agree that you have read our Privacy Statement  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.	Existing applicants:  If you have previously applied for a position with us, please use the same e-mail address as your previous application.  This will assist us in processing your application as quickly as possible. You can update your e-mail address upon starting your application.
5.	Once you click "Next", you are taken to a screen where you are able to attach your CV.	Save time on your application  We can help fill out the application by pre-filling some of the information:
	IMPORTANT: Please be aware that more complicated CVs may not parse well into your application so review your application carefully.	Upload Resume/ Curriculum Vitae  Sign in with LinkedIn  Continue
6.	Continue filling out your application and upload the required materials listed on the position announcement.	<b>IMPORTANT:</b> You will have to indicate your references to complete the application.