

- This is the first page after you press Employment
- New or Returning Users can press **SEARCH POSTINGS** to find the position and apply for the specific job

Utah State UNIVERSITY Human Resources

HOME
SEARCH POSTINGS
APPLICATION STATUS
MANAGE APPLICATIONS
CHANGE PASSWORD
LOGOUT

• USU HOMEPAGE
• HUMAN RESOURCES HOMEPAGE
• CACHE CHAMBER OF COMMERCE
• LOGAN GO-UTAH.COM
• LOGAN CITY-DATA.COM
• LOGAN NEWQUESTCITY.COM

Search Postings

Req ID	<input type="text"/>	Position Title	Any
Category	Hourly	Department	Any
Part-Time or Full-Time	Any		

SEARCH **CLEAR RESULTS**

NOTE: To protect the security of your application information, please logout of the site and close your browser window wh

- Choose the category and leave everything else as **ANY**
- Press **SEARCH** or **CLEAR RESULTS** to check other categories

Utah State UNIVERSITY Human Resources

HOME
SEARCH POSTINGS
APPLICATION STATUS
MANAGE APPLICATIONS
CHANGE PASSWORD
LOGOUT

• USU HOMEPAGE
• HUMAN RESOURCES HOMEPAGE
• CACHE CHAMBER OF COMMERCE
• LOGAN GO-UTAH.COM
• LOGAN CITY-DATA.COM
• LOGAN NEWQUESTCITY.COM

hand side of margin. You will not be allowed to change your application information after you have applied

~~Back~~ Please do not use your browser's "Back", "Forward" or "Refresh" buttons. Use the navigational buttons within the site.

Search Results

23 Records

<input checked="" type="checkbox"/> Position	<input checked="" type="checkbox"/> Job Open Date	<input checked="" type="checkbox"/> Deps
View Extension Finance Educator- Salt Lake County	10-15-2009	Coop
View Tutor for Math and Statistics- Brigham City	09-24-2009	Dista
View Coordinator of Programs II	09-18-2009	
View Part-time Math Grader - Uintah Basin Campus - Fall 2009 only	09-17-2009	D
View Food Sense Nutrition Education Assistant - Washington County	09-17-2009	Nutr
View Food Sense Nutrition Education Assistant - Spanish Speaking - Weber County	09-17-2009	Nutr
View FSNE Nutrition Education Assistant - Carbon County	09-02-2009	Nutr
View 4-H Afterschool Junior High Assistant Site Coordinator - Tooele, UT	08-31-2009	Coop
View Line Cook - Aggie Marketplace		

Internet 100%

- To view a specific job description, press **“View”** (below the title of the position of interest)

UtahState UNIVERSITY Human Resources

HOME
SEARCH POSTINGS
APPLICATION STATUS
MANAGE APPLICATIONS
CHANGE PASSWORD
LOGOUT

• USU HOMEPAGE
• HUMAN RESOURCES HOMEPAGE
• CACHE CHAMBER OF COMMERCE
• LOGAN GO-UTAH.COM
• LOGAN CITY-DATA.COM
• LOGAN NEWQUESTCITY.COM

Welcome **Gardner, Marcela**. You are logged in. Wednesday, October 21, 2009

Job Details

[Return to Search Results](#) [Printer-Friendly Version](#)

APPLY FOR THIS POSTING

Position Information

Category	Hourly
Part-Time or Full-Time	Less than 100% time
College/Unit	Regional and Distance Education
Department	Distance Education - Brigham City/Ogden
This position requires a background check	Yes
Requisition Number	051861

- To apply for the specific position, press **APPLY FOR THIS POSTIONG**

Job Site - Windows Internet Explorer

https://jobs.usu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time

UtahState UNIVERSITY Human Resources

HOME
SEARCH POSTINGS
CREATE APPLICATION
LOGIN

• USU HOMEPAGE
• HUMAN RESOURCES HOMEPAGE
• CACHE CHAMBER OF COMMERCE
• LOGAN GO-UTAH.COM
• LOGAN CITY-DATA.COM
• LOGAN NEWQUESTCITY.COM

Login to Continue

[Return to Posting](#)

New Applicant:

[Fill out a new Application](#) if you have not yet completed an application using this system.

Existing Users:

If you already have an electronic application on file, please login to the site with your User Name and Password.

User Name:

Password:

[? I Forgot My Username/Password](#)

- If **new** applicant press: Fill out a new Application
- If already have a user name and password enter the information
- Press LOGIN

Utah State UNIVERSITY Human Resources

From this screen you may either edit an application that you have already created or you may complete a different application type.

~~Back~~ Please do not use your browser's "Back", "Forward" or "Refresh" buttons. Use the navigational buttons within the site.

View Existing Application	Edit Existing Application
View Nonexempt Application	Edit Nonexempt Application
View Faculty/Administrative/Exempt Application	Edit Faculty/Administrative/Exempt Application

(* indicates an application not yet certified before being used to apply to a job.)

Please select the application you wish to complete.

Hourly Application
This application is for individuals who are applying for positions that do not include benefits other than FICA, worker's compensation insurance, and unemployment insurance.

- Check mark Hourly Application
- Press GO

Job Site - Windows Internet Explorer

https://cs207.peopleadmin.com/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1233356627796

Utah State University
Human Resources

(i.e., copy of DD-214, letter(s) establishing disabilities, etc.)

Criminal History

* Have you been convicted of a felony offense in the last seven years? Yes No No Response

* If yes, please list the offenses for which you were convicted and the date of release: (If no, please enter N/A)

N/A

Additional Information

* Do you have any relatives who are currently employed by Utah State University? (Working for, or supervising, a person closely related to you is against the law. Please refer to USU Policy 392 "Employment of Relatives.") Yes No No Response

* If yes, please list the relative's name and his/her relationship to you (to comply with Utah nepotism statutes). (If no, please enter N/A)

N/A

*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS

SAVE AND CONTINUE TO NEXT >>

SAVE AND STAY ON THIS PAGE

EXIT

Done Internet 100%

If you answer NO, type N/A

If you answer NO, type N/A

- If you answer **NO** to any of the additional information questions, make sure to type **N/A** in each box
- Finally, click **SAVE AND CONTINUE TO NEXT**

Job Site - Windows Internet Explorer

https://cs207.peopleadmin.com/applicants/jsp/shared/frameset/frameset.jsp?time=1233357892609

Utah State University
Human Resources

PERSONAL INFORMATION Page 1 of 5

Personal Information	
First Name:	Imaybe
Preferred Name:	
Middle Name:	
Last Name:	Getthejob
Address:	Earth Dr 123
City:	Logan
State (enter NA if a non U.S. address):	UT
Zip Code:	84321
Country:	USA
Primary Contact Number: <i>(include area code)</i>	
Message/Cell Phone Number: <i>(include area code)</i>	(435)111-2222
Work Phone Number: <i>(include area code)</i>	(435)111-3333
May we contact you at work?	Yes

Fill out Personal information

Internet 100%

- Complete the Personal Information

Job Site - Windows Internet Explorer

https://cs207.peopleadmin.com/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1233357892609

Utah State University
Human Resources

Email Address:
(If you do not provide an email address, we will not be able to send email notifications regarding your application status.)

Will you be able to become eligible to work in the United States if you are offered the position? Yes

High School Education Information

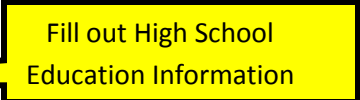
Name of High School:	Nevada High School
City:	Las Vegas
State:	NV
Country:	USA
Name While Attending: (if different from current name)	
Did you graduate?	Yes

DEMOGRAPHIC INFORMATION Page 2 of 5

Voluntary Demographic Data

Gender:	Female
---------	--------

Internet 100%



- Complete the High School Education; Educational & Work Experience Information
- Complete the Demographic Information (**Voluntary**)

Utah State UNIVERSITY
Human Resources

Gender: Female
Race: Pacific Islander

Utah Veteran's and Disabled Veteran's Preference

To qualify for preference under the **Utah Veteran's Preference for Career Service Act**, you must meet at least one of the criteria below.

To qualify for a five (5) percent preference, you must be:

- #1 An individual separated or retired under honorable conditions having served on active duty in the armed forces for more than 180 consecutive days, or
- #2 An individual separated or retired under honorable conditions who was a member of a reserve component who served a campaign or expedition for which a campaign medal has been authorized, or
- #3 An individual incurring an actual service-related injury or disability whether or not that person completed 180 days of active duty, or
- #4 An unmarried widow or widower of an individual who meets the definition of #1, #2, or #3.

To qualify for a ten (10) percent preference, you must be:

- #5 A disabled veteran separated or retired under honorable conditions, or
- #6 A purple heart recipient, or
- #7 An unmarried widow or widower of an individual who meets the definition of #5 or #6.

I qualify for Veteran's Preference based upon criteria #
NOTE: If you claim veteran's preference, you will be required to provide proof of your eligibility (i.e.,

I do not qualify

Review Utah Veteran's eligibility

- Verify if you meet any Veterans qualifications or choose “I do not qualify”

Job Site - Windows Internet Explorer

https://jobs.usu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time

UtahState UNIVERSITY Human Resources

Please do not use your browser's "Back", "Forward" or "Refresh" buttons. Use the navigational buttons within the site.

Please enter your education history including Vocational School, College and Graduate School if applicable. When finished, click on the Save and Continue to Next Page>> button at the bottom of the screen. To add a new Entry, click the Add New Entry Button Below. To view more details about an existing entry, click the View link for the entry. To edit an existing entry, click the Edit link for that entry. To delete an existing entry, click the Delete link for that entry.

Existing Entries


2 Records

Name of School	Year Degree Awarded
Adolfo Matthei University View Edit Delete	1990
Utah State University View Edit Delete	2003

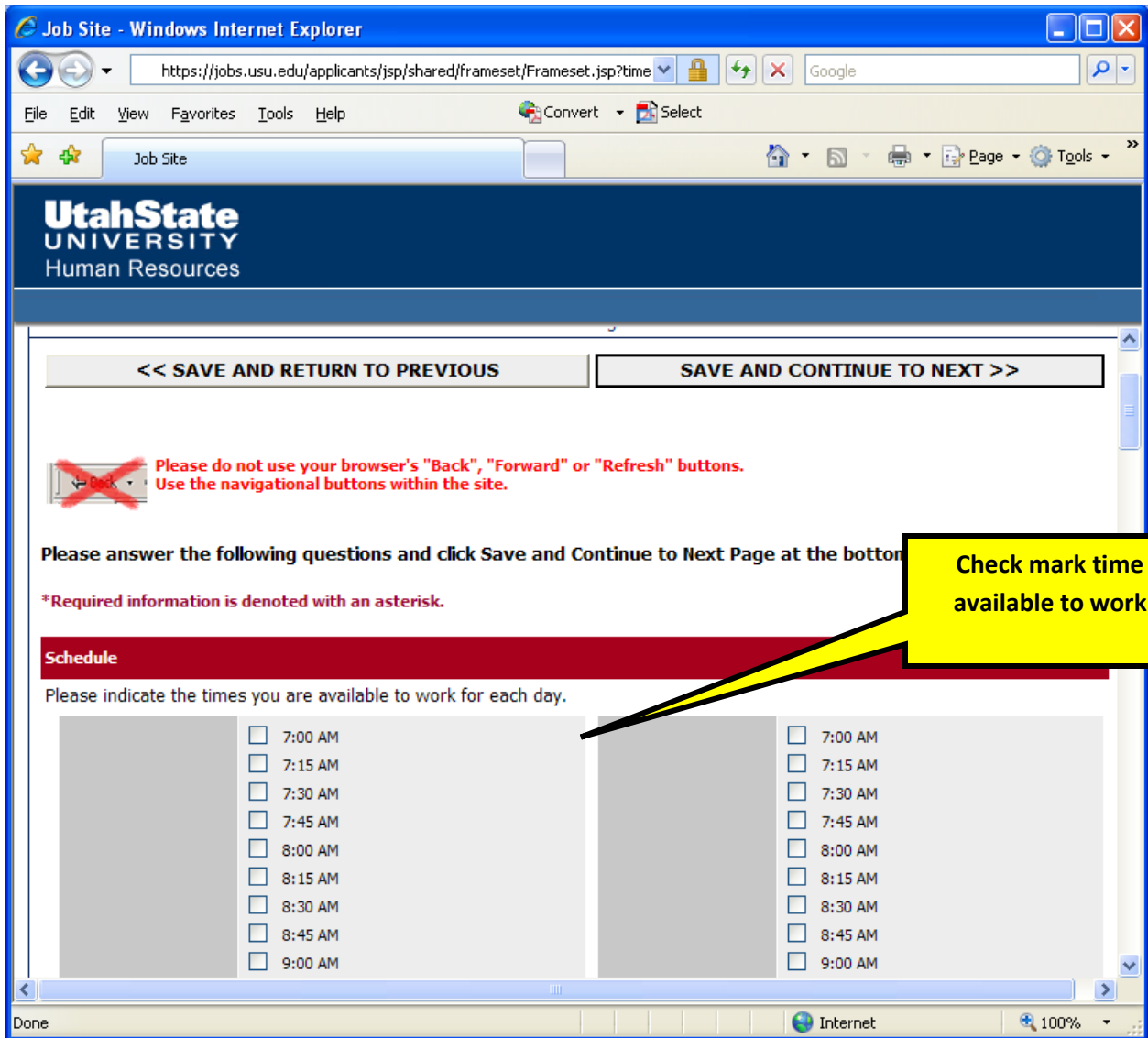
ADD NEW ENTRY

<< SAVE AND RETURN TO PREVIOUS SAVE AND CONTINUE TO NEXT >>

Internet 100%



- Complete Educational Information by pressing **ADD NEW ENTRY**
- Once done press Save and Continue to Next



- Check mark **all** the available time to work/day

Job Site - Windows Internet Explorer

https://jobs.usu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time

UtahState UNIVERSITY Human Resources

Monday		Tuesday	
Wednesday		Thursday	
Friday			

[Edit My Information](#) [View Hourly Application](#)

Application Status

I certify that the information provided by me in this application is true, complete and correct to the best of my knowledge. I understand that false information made herein will void this application and any actions based on it.

I give Utah State University permission to investigate all information included in my application materials. I also authorize Utah State University to contact my present employer (unless otherwise noted), past employers, and listed references. I hereby release from liability USU and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I understand that applicants may be subject to an employment background check.

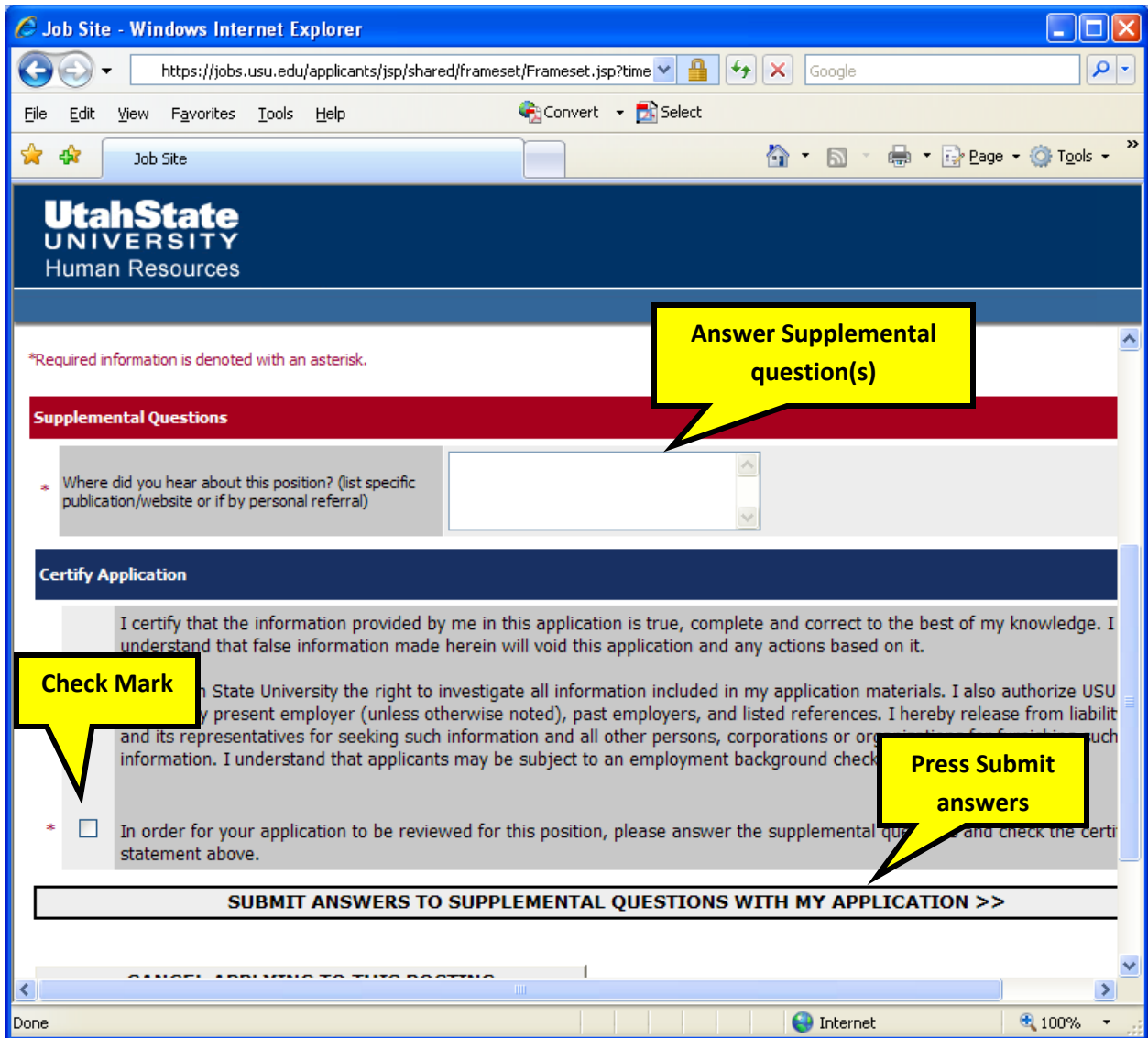
Certify changes and save application

NOTE: To protect the security of your application information, please log out of the site and close your browser window when you are finished.

- Check mark “Certify changes and save application”
- Press CONTINUE

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: `https://jobs.usu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time`. The page header includes the Utah State University logo and 'Human Resources'. A notification bar at the top says 'Welcome Gardner, Marcela. You are logged in.' and shows the date 'Wednesday, October 21, 2009'. The main heading is 'Confirm Change Application Status'. Below this, it says 'Confirm edits.' and 'Application Status'. A yellow callout box with the text 'Press Confirm' points to the 'CONFIRM' button. Below the callout, it says 'Certify changes and save application' and shows two buttons: 'GO BACK' and 'CONFIRM'. A note at the bottom reads: 'NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.'

- Press CONFIRM



- Answer Supplemental Question(s)
- Check mark the statement under Certify Application
- Press SUBMIT ANSWERS TO SUPPLEMENTAL QUESTIONS WITH MY APPLICATION

Job Site - Windows Internet Explorer

https://jobs.usu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time

UtahState UNIVERSITY Human Resources

Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading.
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics.

Once you have attached your document, please click the **View** link to verify that it uploaded correctly. If your document appears to have formatting issues, click the **Remove** link to remove the document, then adjust your document as needed above and reattaching it.

Attach or remove documents

3 Records

Required	Attach / Remove	Document Type	Attached Document ("Type"_"Date"_"Time")	View Document
*	Attach	References		
	Attach	Resume		
	Attach	Cover Letter		

ATTACH ADDITIONAL DOCUMENTS LATER

CANCEL APPLYING TO THIS POSTING

Done Internet 100%

- You can attach or remove documents by pressing the appropriate feature

Job Site - Windows Internet Explorer

https://jobs.usu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time

UtahState UNIVERSITY Human Resources

Attach Documents - Classroom Facilitator - Brigham City Campus

Attach References

[Return to Previous](#)

If your document is in Microsoft Word or PDF format, please use the **Upload** feature to attach your document. Otherwise, please use the **Paste** feature.

Select a previously saved References:

To attach a previously saved document, please select the document from the dropdown list below, then click **Attach** when you are finished.

NOTE: you may preview a previously saved document by first selecting the document from the dropdown list, then clicking **Preview**.

Label: [Preview](#)

ATTACH

Upload a new References:

To upload a **Microsoft Word** or **PDF** document, click **Browse**, then select the file you wish to upload

Done Internet 100%

- Please make sure to have the documents you will need to apply for the position. First, press Browse, then highlight the document press Open and press ATTACH

Job Site - Windows Internet Explorer

https://jobs.usu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time

UtahState UNIVERSITY Human Resources

Confirm

[Return to Previous](#)

You have not completed applying for this position!

Your application is not complete until you receive a confirmation number.

To permanently submit this document to your application for this position, click the **Confirm...** button at the bottom of the screen.

To cancel attaching this document, please click the **Return to Previous** link on this screen.

Job Title	Document Type	Date & Time Submitted
Classroom Facilitator - Brigham City Campus	References	References_08-28-09_20-58-33CT

CONFIRM ATTACHING DOCUMENTS

[Return to Previous](#)

NOTE: To protect the security of your application information, please log out of the site and close your browser window when you are finished.

Done Internet 100%

- Please review this paragraph
- Press **CONFIRM ATTACHING DOCUMENTS**
- Make sure to follow the same instructions for all the documents

Job Site - Windows Internet Explorer

https://jobs.usu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time

UtahState UNIVERSITY Human Resources

Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading.
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics.

Once you have attached your document, please click the **View** link to verify that it uploaded correctly. If your document appears to have formatting problems, please click the **Remove** link to remove the document, then adjust your document as needed by following the tips above and reattaching it.

3 Records

Required	Attach / Remove	Document Type	Attached Document ("Type"_"Date"_"Time")	View Document
*	Remove	References	References_08-28-09_20-58-33CT	View
	Attach	Resume		
	Attach	Cover Letter		

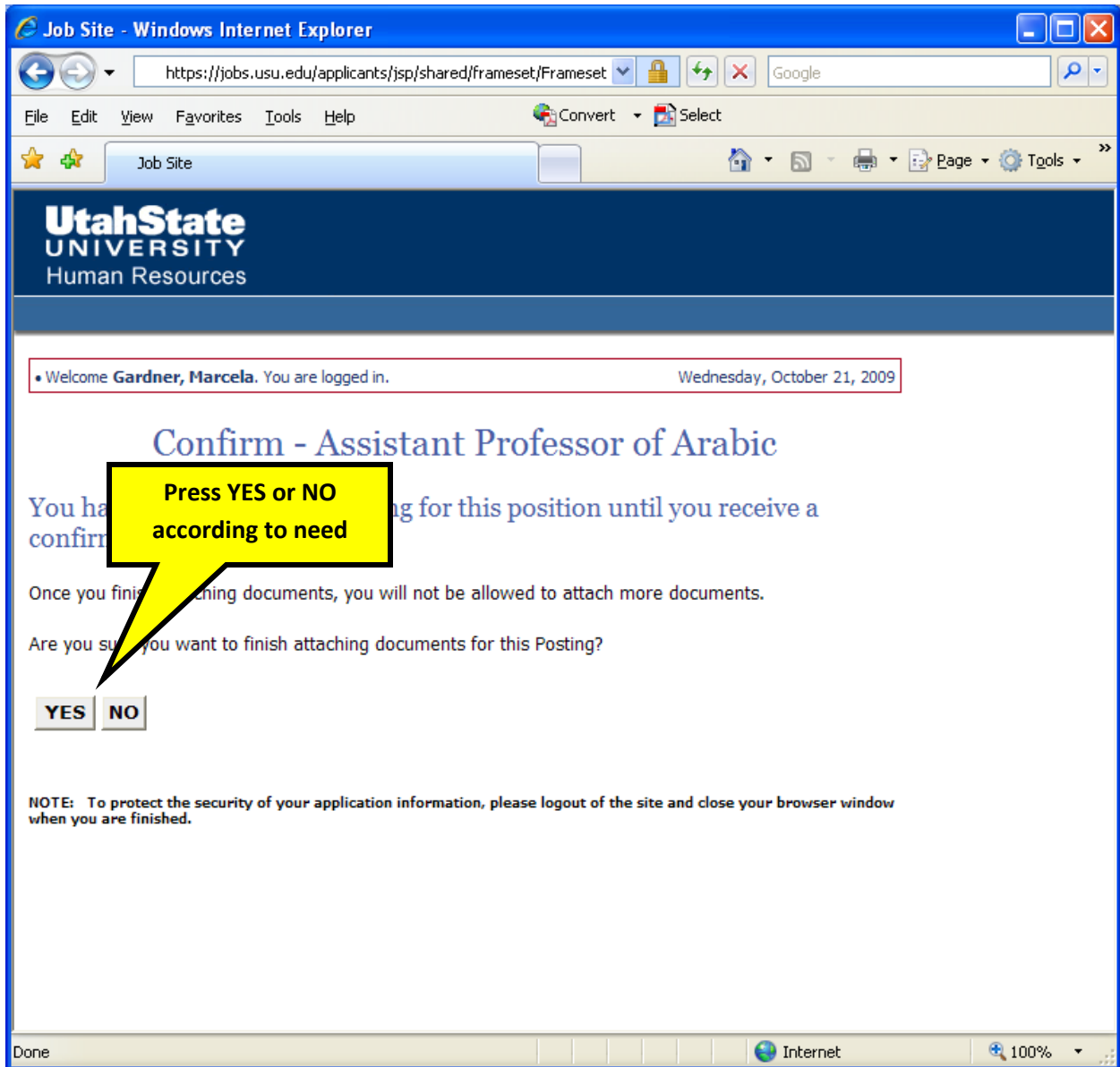
FINISHED ATTACHING DOCUMENTS

CANCEL APPLYING TO THIS POSTING

Press FINISHED

Done Internet 100%

- If all the documents are attached, press **FINISHED ATTACHING DOCUMENTS**



- Finally, **If** all the documents are attached, you need to press **YES**, but if for any reason you need to attach more documents later press **NO**.
- Once you press YES you will get a confirmation number, and your status will change to **in progress**, meaning under review by the department.