Using eRecruit to Apply for a Job



Step 1					
Open yo https://	our web browser and go to: /dwa.sandi.net/psp/hcm/?cmd=login				
Step 2					
2.1	Login using your six-digit <b>employee ID</b> and your <b>password</b> .	Human Capital Management ORACLE			
2.2	<ul> <li>Click Sign In.</li> <li>If you need to change your password: <ul> <li>Go to <u>https://dwa.sandi.net/passwd</u></li> </ul> </li> <li>Follow the prompts on the screen to change your password. <ul> <li>Your User ID will be your six-digit Employee ID, as found on your paycheck.</li> <li>Your default Password will be Sdcsnnnn (nnn=the last four digits of your SSN).</li> <li>Example: Your SSN is 546-66-3463. Your default password will be Sdcs3463.</li> </ul> </li> <li>If you cannot change your password or if you do not remember your password, please call the Help Desk: 619-209-4357 (HELP).</li> </ul>	Solution     Select a Language       User ID     Dansk       Password     English       Français     Français       Italiano     Portuculás       Suomi     Select a Language       English     Español       Dansk     Français       Italiano     Portuculás       Suomi     Select a Language       English     Español       Dansk     Français       Italiano     Norska       Ot are obligated to follow District policies and     Norska       Of the personal information gathered from you through this web site.     Wew Privacy Policy and Terms Of Use			
Step 3 3.1	Navigate to the <b>Careers</b> page within the <b>Self Service</b> area. Click <b>Main Menu &gt; Self Service &gt; Recruiting &gt;</b> <b>Careers</b>	Main Menu Search Multi Company Directory Self Service Machine Self Service Recruiting Workforce Administratio Benefits Time and Labor Payroll for North Americ Water Self Service Recruiting Careers DWA Security Request			

## Step 4 Search for Jobs



## Step 6 View openings 6.1 A list of all jobs matching search criteria currently available for bidding will display. Note: The Job Title will indicate whether the job is for Clear Search Save Intersession, Summer School, or a specific Post and Bid. 6 Child Development Centers Post and Bid will be indicated by Job 10 "CDC". Since recruitment periods for some of these may overlap, make sure you are careful to select only the job(s) of the type you want. 6.2 Click on Job Title link to view the job description. Note: Applicants must view posting descriptions to verify qualifications and to make note of the Job ID number. The Job ID number is in the column next to Job Title. If there is a problem, HR will request that you provide the ID of the Job you've applied for. Step 7 **View Job Description** 7.1 The Job Description page opens. Job Description Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Co 7.2 Click Apply. vevious in List Next in List Job Title State Preschool Cntr Tch Job ID 142503 Location Cholas Elen Full/Part Time Full-Tim ary Regul Child Develop low To Apply 7 Email to Friend Refer a Friend Step 8 **Submit Application** 8.1 On the Review/Submit page, verify that your contact information is correct, and click the Exit Save for Later 1 Submit - Step 1 of 1 Submit Application button. Your application oplying for: State will not be complete until you click the Submit 8 Application button. ecessary corre oft HCM Self-S *Note:* If your contact information is not correct on the Exit Save for Later Review/Submit page, please go to Self Service > Personal Information Summary, and update your phone number and address. There is no need to update your email address as your business email address (sandi.net) is maintained by the district and any email contact from the district will go to your business email account.

## Step 9 **Application Confirmation** Application Confirmation 9.1 9 If you have a district email address you will receive Your job application has been successfully submitted. confirmation that your job application has been You have applied for the following job(s): successfully submitted. You can now click Return to Jobs Applied For Job Title Job ID Location Job Posting Date Application Date Job Search or View Submitted Application link. State Preschool Cntr Tchr 142603 Chollas Elementary 06/27/2014 06/29/2014 Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wist to view the status of this job application, select the link to return to the Job Search page and review the My Activities section. Note: If you are selected for the Post & Bid transfer, you will Return to Job Search View Submitted Application be notified via letter. b ψ Step 10 **My Activities** 10.1 You can check your application status at any time by Job Search Job Search | My Notifications My Activities My Saved Jobs | My Saved S clicking the My Activities link on the Careers page. 10 Self Service > Recruiting > Careers Search Tips Families All Job Far Locations All Locations In Last Month ~ Search Clear Search Save Search Advanced Search Se Job Search | My Notifications My Activities My Saved Jobs | My Sa oly Without Selecting a Job 🛞 10 Step 11 View the list of jobs applied for My Activities 11.1 My Activities pages shows the jobs you've applied Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information for. Is from All Applications . Status Date Created Date Sub Job Title 142584 Submitted 05/10/2014 2:05PM 06/10/2014 2:05PM 34 Regular Teache 142500 Clark Middle Submitted 05/25/2014 4:49PM 06/25/2014 4:48Pt Title of the position applied for 142577 Oak Park Ele 05/10/2014 2:04PM Job ID A Recular Teache 142578 05/10/2014 1:56PM 06/10/2014 1:56PI ID number of the job applied for Location ver Letters and Attachments Location of the position applied for You have not added any attach Do Not click the Add Attachment button ment **Status** Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Con Submitted (or Not Submitted if the application was saved for later) **Date Created** Date you applied for the job **Date Submitted** Date application was submitted Note: Do Not click the Add Attachment button. Resumes are NOT ACCEPTED.

## Step 12

12.1 After completing the application process, make sure to sign out by clicking the **Sign out** link.

Congratulations...you have successfully completed the application process!

Log back in whenever you would like to check the status of the job postings you have applied for.

*Navigate to:* Self Service > Recruiting > Careers

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