

# Quick Reference Guide

## Applying for a Job

Step 1.	Step 2	Step 3	Step 4
Prepare	Create a Profile	Address the Selection Criteria	Track Progress
<ol style="list-style-type: none"> <li>1. Ensure your resume is up to date.</li> <li>2. Prepare your response to the selection criteria for pasting into the online application system.</li> <li>3. Access the relevant position from <a href="http://www.csu.edu.au/jobs">www.csu.edu.au/jobs</a> and select <b>Apply now</b>.</li> <li>4. Enter an email address and password to <b>create an account</b> in the applicant portal. Remember the password as you'll need it later if you're selected for the position or if you apply for another position at CSU.</li> <li>5. You can save and exit your application at any time, and return and complete it later (keeping the closing date in mind).</li> </ol>	<p>OPTION 1</p> <ol style="list-style-type: none"> <li>a) You can <b>pre-populate</b> your applicant profile by migrating information from your LinkedIn, Seek or Facebook account.</li> </ol> <p>or</p> <ol style="list-style-type: none"> <li>b) You can <b>pre-populate</b> your profile by importing information from a resume in doc, docx, pdf, rtf or txt format. You can upload this from Google Drive, Dropbox or from your computer. A scanned pdf will not work.</li> </ol> <p>and</p> <ol style="list-style-type: none"> <li>c) Check the pre-populated fields and <b>complete any outstanding fields</b>.</li> </ol> <p>OPTION 2</p> <p>You can <b>enter each field in the applicant portal manually</b> to create your applicant profile. You will need to provide information such as contact details, eligibility to work in Australia, education, employment history. There are also some optional questions</p> <p>AND</p> <p><b>Upload</b> your resume into the online application system, if you didn't use it to populate your profile.</p>	<ol style="list-style-type: none"> <li>1. <b>Cut and paste your response</b> to each of the selection criteria from your source document into the relevant field in the online application system.</li> <li>2. If you'd like to review your application again before you submit it, select <b>save and exit</b>.</li> <li>3. If you don't want to review it, select <b>submit</b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. You can <b>log in</b> to the applicant portal at any time to track the progress of your application.</li> </ol>