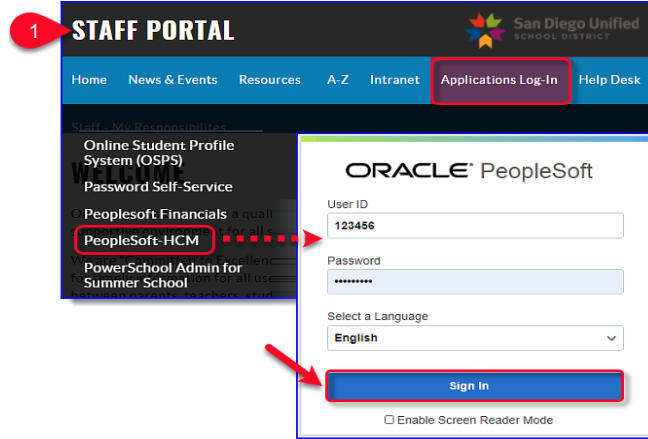


# Apply for Jobs Using eRecruit

April 2021

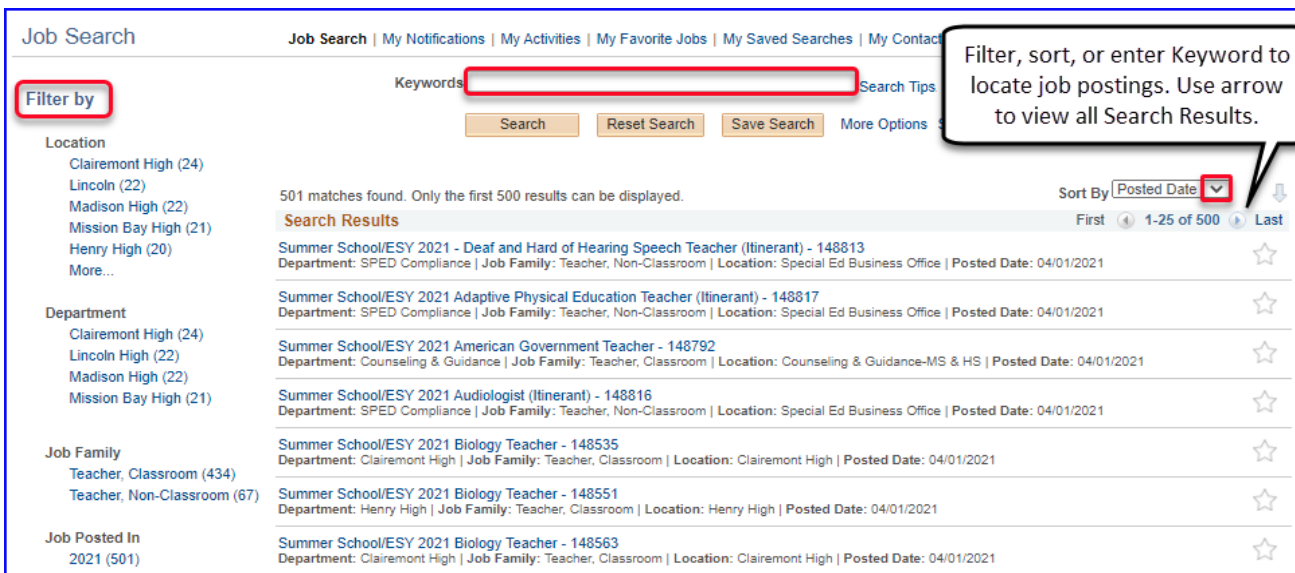


1. Log into PeopleSoft HCM
  - On SDUSD website, click **Staff Portal**.
  - Select **Applications Log-In**.
  - Select **PeopleSoft HCM**.
  - Enter your six-digit **Employee ID** and **password**.
  - Click **Sign In**.
2. Navigate to **Careers** page.
  - Click **NavBar icon** in upper right corner.
  - Click **Navigator icon**.
  - Select **Self-Service**.
  - Select **Recruiting**.
  - Select **Careers**.

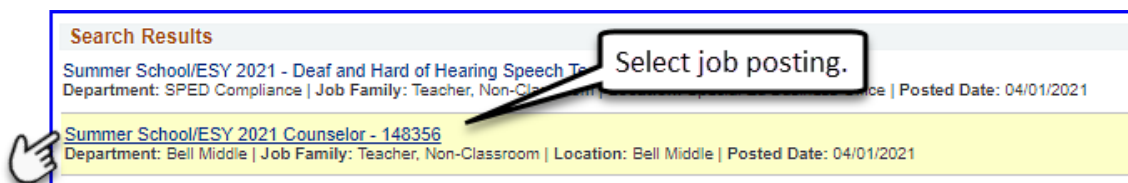


3. Find jobs on **Job Search** page.
  - Filter or sort job postings by Location, Department, Job Family , or Job Posted In (Year)-**OR**
  - Enter Keyword and click **Search**.

**Note:** Search results will vary. Use the arrow to view all postings.



4. Select job posting from **Search Results**.



Navigate to the [PeopleSoft site](#) for additional resources and training opportunities.  
SDUSD > Staff Portal > Technical Support/ Help Desk > select PeopleSoft from the IT Resources drop down menu.

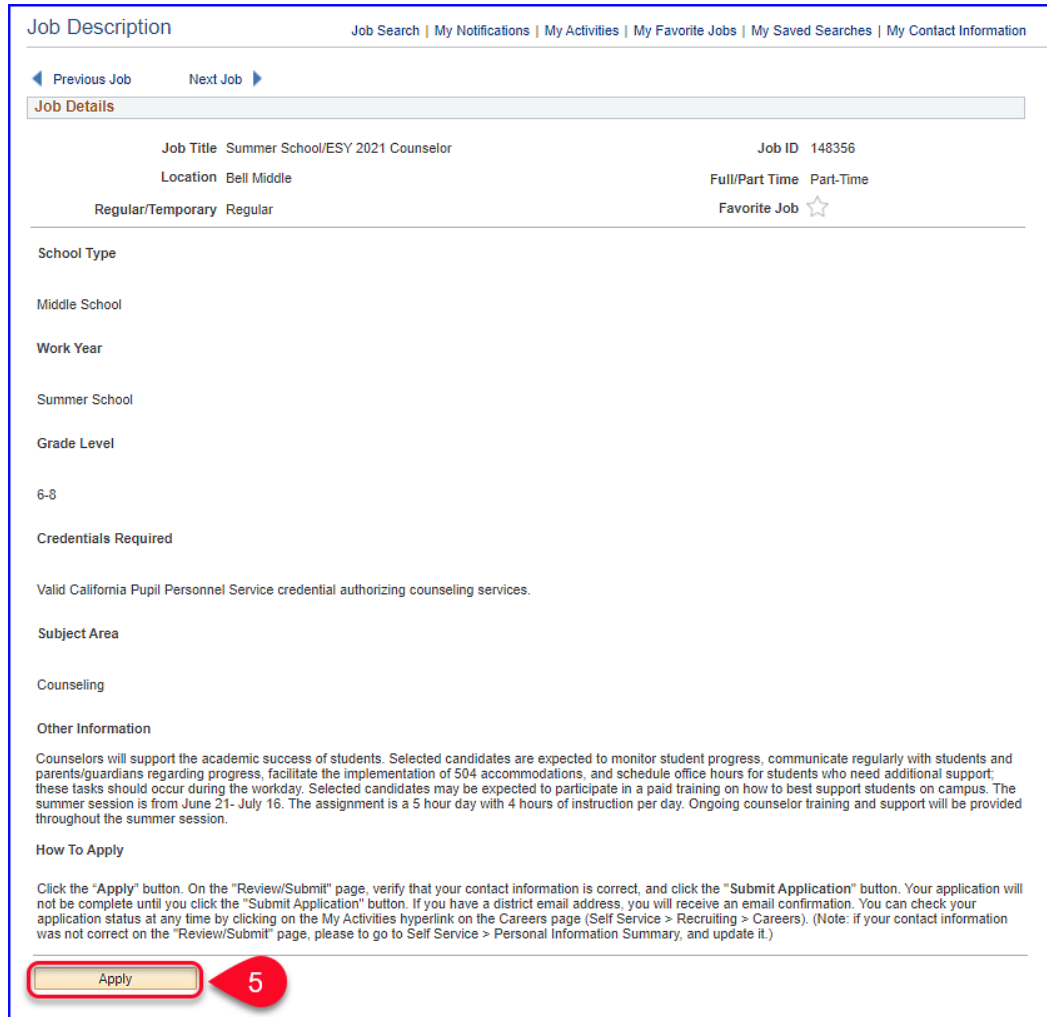
PeopleSoft - HCM

# Apply for Jobs Using eRecruit

April 2021

The **Job Description** page will display job details and other information.

5. Click **Apply**.



Job Description

Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

◀ Previous Job    Next Job ▶

Job Details

Job Title Summer School/ESY 2021 Counselor    Job ID 148356

Location Bell Middle    Full/Part Time Part-Time

Regular/Temporary Regular    Favorite Job ☆

School Type

Middle School

Work Year

Summer School

Grade Level

6-8

Credentials Required

Valid California Pupil Personnel Service credential authorizing counseling services.

Subject Area

Counseling

Other Information

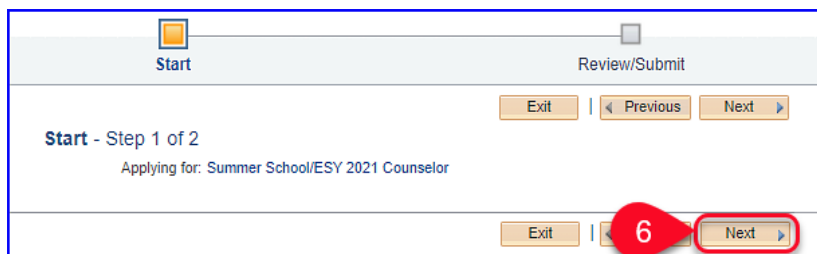
Counselors will support the academic success of students. Selected candidates are expected to monitor student progress, communicate regularly with students and parents/guardians regarding progress, facilitate the implementation of 504 accommodations, and schedule office hours for students who need additional support; these tasks should occur during the workday. Selected candidates may be expected to participate in a paid training on how to best support students on campus. The summer session is from June 21- July 16. The assignment is a 5 hour day with 4 hours of instruction per day. Ongoing counselor training and support will be provided throughout the summer session.

How To Apply

Click the "Apply" button. On the "Review/Submit" page, verify that your contact information is correct, and click the "Submit Application" button. Your application will not be complete until you click the "Submit Application" button. If you have a district email address, you will receive an email confirmation. You can check your application status at any time by clicking on the My Activities hyperlink on the Careers page (Self Service > Recruiting > Careers). (Note: if your contact information was not correct on the "Review/Submit" page, please to go to Self Service > Personal Information Summary, and update it.)

Apply

6. Click **Next** to proceed to **Review / Submit** page.



Start    Review/Submit

Exit | ◀ Previous    Next ▶

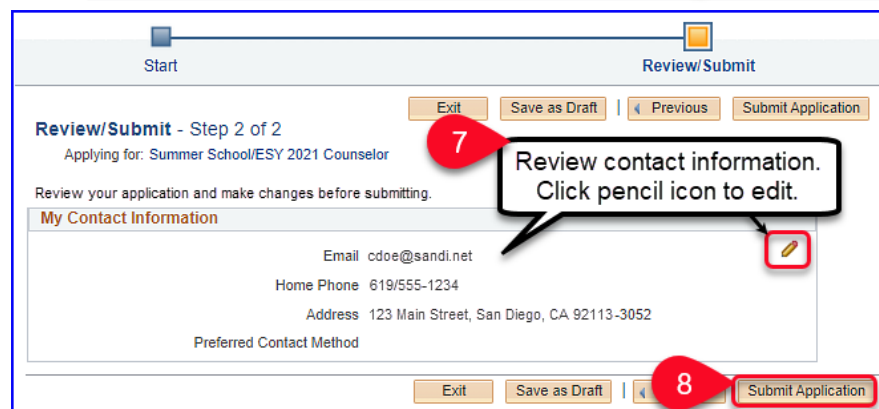
Start - Step 1 of 2

Applying for: Summer School/ESY 2021 Counselor

Exit | ◀    6    ▶ Next

7. Review your contact information. **Note:** Click the pencil icon to edit.

8. Click **Submit Application** to complete the application process.



Start    Review/Submit

Exit    Save as Draft    ◀ Previous    Submit Application

Review/Submit - Step 2 of 2

Applying for: Summer School/ESY 2021 Counselor

Review your application and make changes before submitting.

My Contact Information

Email edoe@sandi.net

Home Phone 619/555-1234

Address 123 Main Street, San Diego, CA 92113-3052

Preferred Contact Method

Exit    Save as Draft    ◀    8    ▶ Submit Application

Navigate to the [PeopleSoft site](#) for additional resources and training opportunities.

SDUSD > Staff Portal > Technical Support/ Help Desk > select PeopleSoft from the IT Resources drop down menu.


# Apply for Jobs Using eRecruit

April 2021

Confirmation page will display upon submit.

- Click **View Submitted Application** to view application.

### Application Confirmation

 **Your job application has been successfully submitted.**

You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Location	Job Posting Date	Application Date
Summer School/ESY 2021 Counselor	148356	Bell Middle	04/01/2021	04/06/2021

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search](#)      [View Submitted Application](#)

## How to Withdraw a Submitted Application

On the **Job Search** page:

- Click **My Activities**.

Job Search | My Notifications | **My Activities** | My Favorite Jobs | My Saved Searches | My Contact Information

Keywords  Search Tips

[More Options](#) [Search My Profiles](#)

- Click **Withdraw**.

### My Activities

Job Search | My Notifications | **My Activities** | My Favorite Jobs | My Saved Searches | My Contact Information      Signed in as Chris

Display applications from

Applications	Job Title	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn	Withdraw Application
	Summer School/ESY 2021 Counselor	148356	Bell Middle	Submitted	04/06/2021 1:04PM	04/06/2021 1:04PM		<input type="button" value="Withdraw"/>

- Click **OK** to confirm.

Message

You are about to withdraw a submitted job application. This action cannot be undone. Do you want to continue?

Application is successfully withdrawn.

Applications	Job Title	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn	Withdraw Application
	Summer School/ESY 2021 Counselor	148356	Bell Middle	Withdrawn	04/06/2021 1:04PM	04/06/2021 1:04PM	04/06/2021 1:05PM	<input type="button" value="Withdrawn"/>