Using eRecruit to Apply for a Job

STEP By STEP

Step 1 Open your web browser and go to: https://dwa.sandi.net/psp/hcm/?cmd=login	

Step 2
 	
2.1   Login using your six-digit **employee ID** and your **password**.
 	
2.2   Click **Sign In**.
 	
        If you need to change your password:
      ▪ Go to https://dwa.sandi.net/passwd
      ▪ Follow the prompts on the screen to change your password.
        Your User ID will be your six-digit Employee ID, as found on your paycheck.
        Your default Password will be Sdcsnnnn (nnnn=the last four digits of your SSN).
        Example: Your SSN is 546-66-3463. Your default password will be Sdcs3463.
      ▪ If you cannot change your password or if you do not remember your password, please call the Help Desk: 619-209-4357 (HELP).	

Step 3 3.1 Navigate to the **Careers** page within the **Self Service** area. Click **Main Menu > Self Service > Recruiting > Careers** .	

Step 4
Search for Jobs

4.1 For a basic search of all available Job Openings, change **Jobs Posted Within** to "**Anytime**" and click **Search**.

Note: No more than 500 jobs will show in the basic search. If you don't find the job(s) you want, use the Advanced Search.

4.2 Or, to search for Job Openings using criteria see **Step 5**.
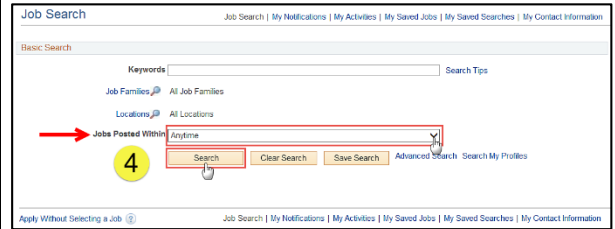
Step 5
Search for Jobs

5.1   Enter your search criteria as follows:

- o   Make sure **Jobs Posted Within** is set to "**Anytime**"
- o   Click the **Locations** link to see jobs at a particular school or group of schools. Uncheck the **(Select All Locations)** checkbox and click the school(s) you want in the list. Click **OK**.
- o   Click the **Job Families** link to see jobs in a particular Job Family. Uncheck the **(Select All Job Families)** checkbox and click the Job Families you want in the list. Click **OK**. (This is most useful during a summer school/intersession posting when both certificated and classified jobs are posted at the same time.)
- o   To **Enter Keywords**, search for whole words only, such as "English". (Partial word searches, such as "eng", are not supported.) The keywords search is not case sensitive. Keywords searches pertain only to the job title.

5.2   Click the **Search** button to look for job postings

- o   If you do not get the expected search results, clear your web browser's cache and try again. For instructions, click "Clearing Cache Files in IE"
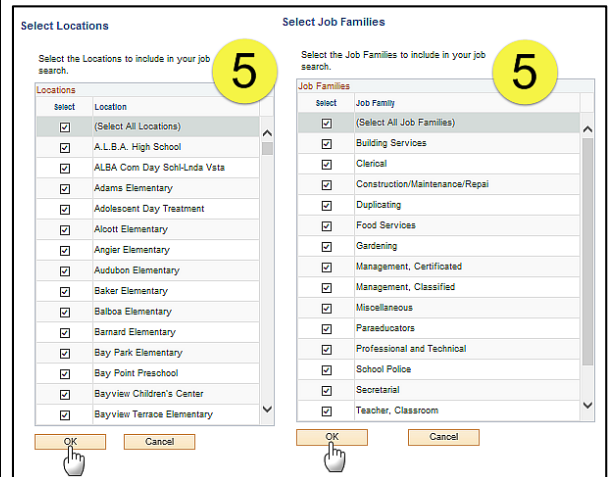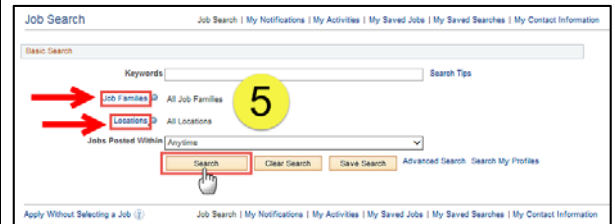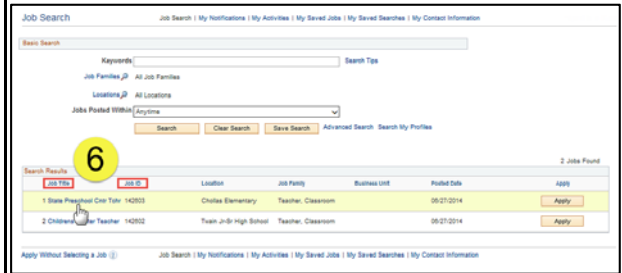
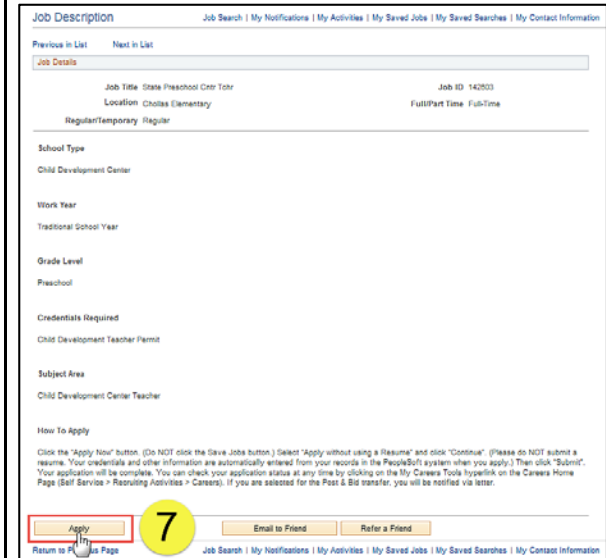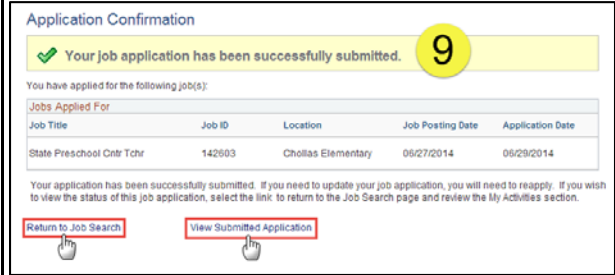|	
Step 6 **View openings** 6.1 A list of all jobs matching search criteria currently available for bidding will display. *Note*: The Job Title will indicate whether the job is for **Intersession**, **Summer School**, or a specific **Post and Bid**. Child Development Centers Post and Bid will be indicated by "**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. 7.2 Click **Apply.**	
Step 8 **Submit Application** 8.1 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. *Note:* If your contact information is not correct on the **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.	
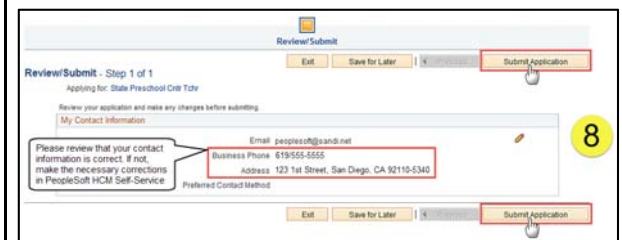
| **Step 9** **Application Confirmation** 9.1 If you have a district email address you will receive confirmation that your job application has been successfully submitted. You can now click **Return to Job Search** or **View Submitted Application** link. *Note:* If you are selected for the **Post & Bid** transfer, you will be notified via letter.	
Step 10 **My Activities** 10.1 You can check your application status at any time by clicking the **My Activities** link on the **Careers** page. **Self Service > Recruiting > Careers**	
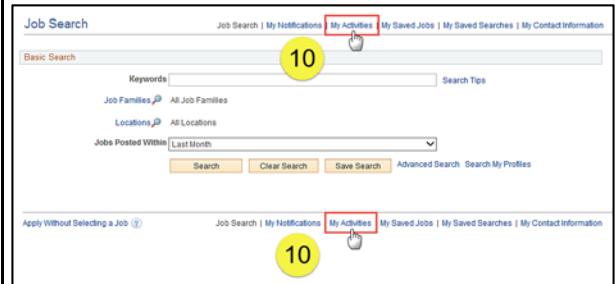
Step 11
View the list of jobs applied for
 	
11.1   **My Activities pages** shows the jobs you've applied for.
 	
    Job Title
    Title of the position applied for
    Job ID
    ID number of the job applied for
    Location
    Location of the position applied for
    Status
    Submitted (or Not 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.*	
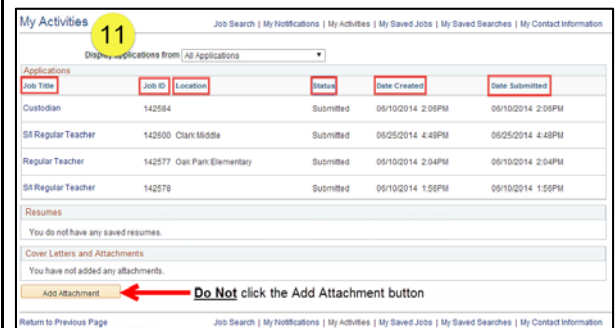
Step 12

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**