

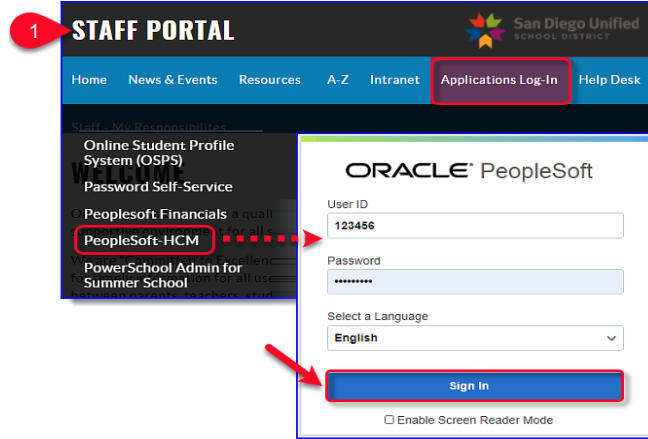


# Apply for Jobs Using eRecruit

April 2021

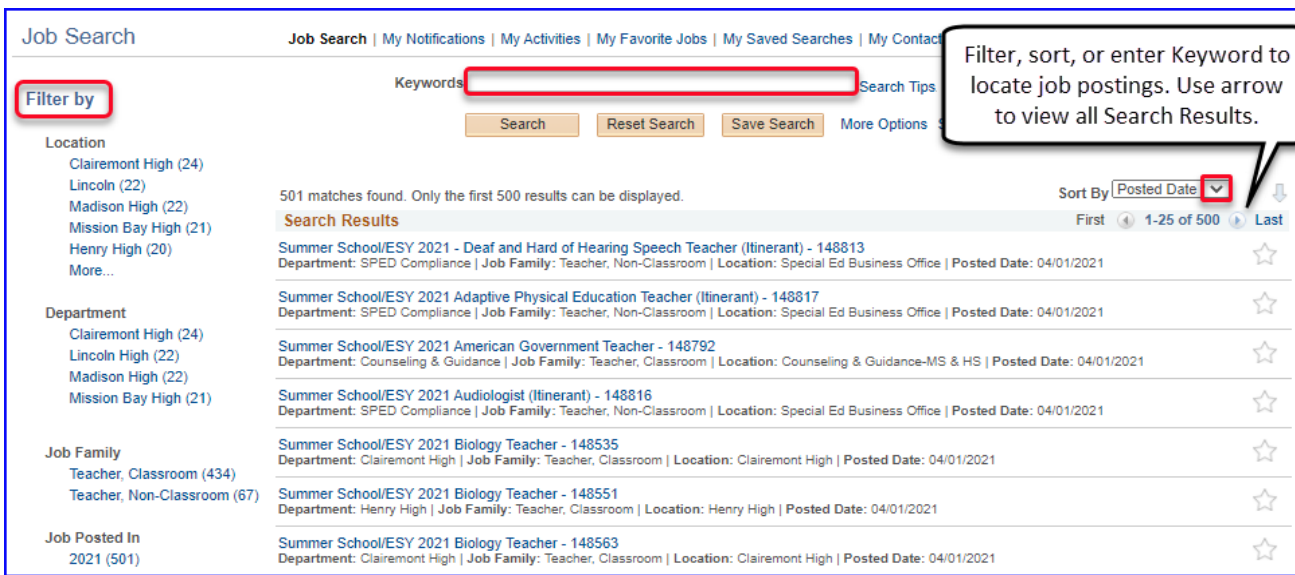


1. Log into PeopleSoft HCM
  - On SDUSD website, click **Staff Portal**.
  - Select **Applications Log-In**.
  - Select **PeopleSoft HCM**.
  - Enter your six-digit **Employee ID** and **password**.
  - Click **Sign In**.
2. Navigate to **Careers** page.
  - Click **NavBar icon**  in upper right corner.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

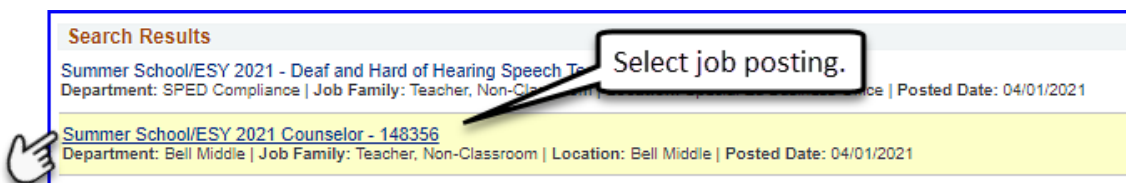


3. Find jobs on **Job Search** page.
  - Filter or sort job postings by Location, Department, Job Family , or Job Posted In (*Year*)-**OR**
  - Enter Keyword and click **Search**.

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



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



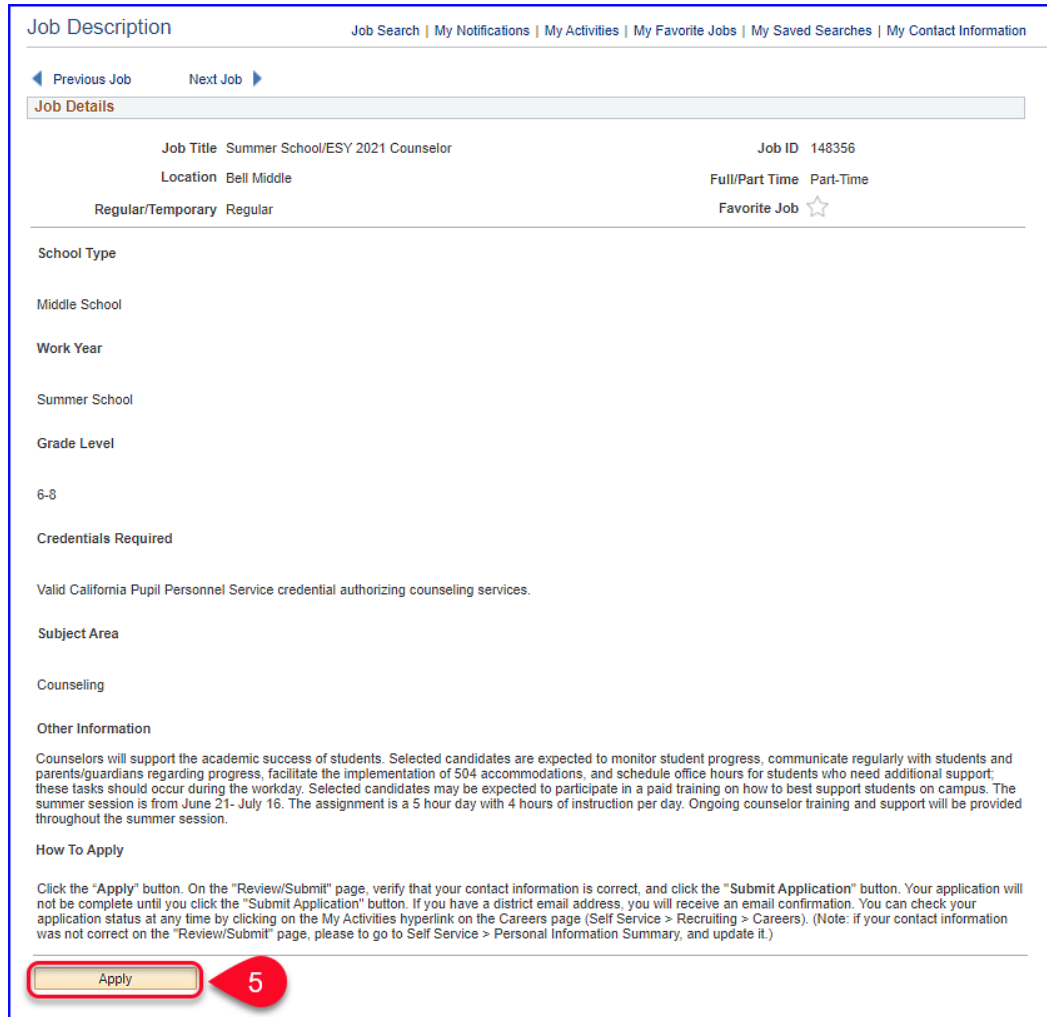
Navigate to the [PeopleSoft site](#) for additional resources and training opportunities.  
SDUSD > Staff Portal > Technical Support/ Help Desk > select PeopleSoft from the IT Resources drop down menu.

# Apply for Jobs Using eRecruit

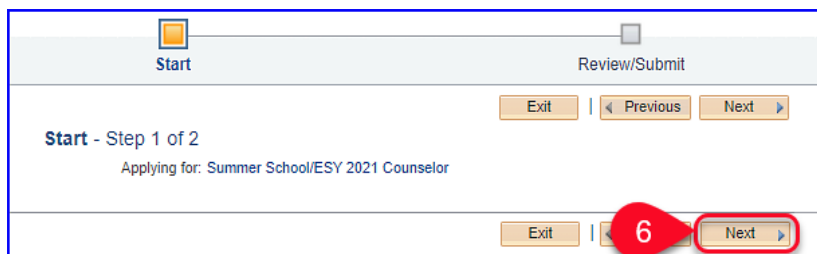
April 2021

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

5. Click **Apply**.

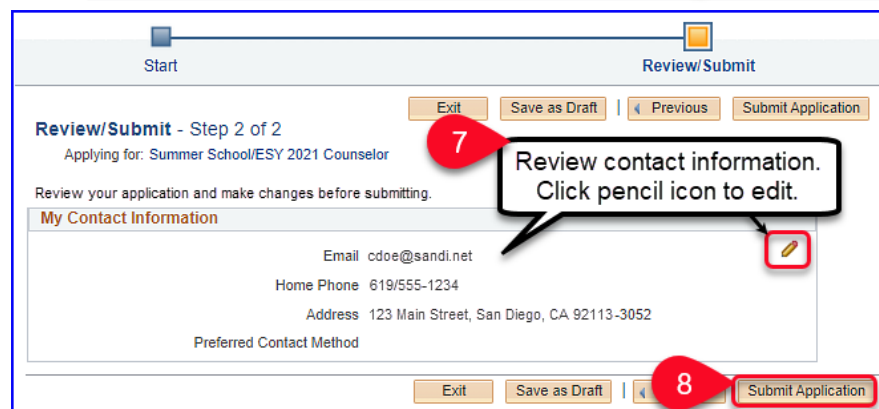


6. Click **Next** to proceed to **Review / Submit** page.



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

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




# 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"/>