Welcome to RICEWorks and the Rice University Online Job Application Tutorial
This presentation will take approximately 20 minutes.

Click on your mouse to go to the next slide
OR click on the box at the bottom of each page.

To go back a slide,
click on the box.
Section 1:

Getting Started

After reviewing this tutorial, you will be able to use the system to:

1) Learn about staff job opportunities at Rice University
2) Complete an application for employment
3) Apply for specific position(s)
4) Attach a resume or other document to your application for each position
5) Log in to the site to view your status for each position to which you have applied
Items To Gather Before Beginning Your Application:

1) Your complete education, work references, and employment information.

2) An electronic (either Microsoft Word or PDF) copy of any document (such as a resume or cover letter) you wish to attach to your application.

Helpful Hints:

1) Do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

2) To protect the security of your data, the system will log you out if it detects no activity for 60 minutes. Please do not leave your computer for more than 60 minutes while completing your application for employment.

Now, You’re Ready To Begin The Tutorial!
Q) Where do I begin?
A) To begin the application process, please select a user name and password that you will easily remember. You should write down your user name and password, as you will need it to apply for other positions or check the status of your application the next time you visit the site.

Q) What information will I be asked to provide?
A) You will be asked to provide personal information such as name, address, phone number, etc. You will also be asked to provide information about your education and previous employment, as well as contact information regarding your employment history and references. Please gather this information before beginning the application.

Q) What if I want to submit a resume, cover letter, or other document?
A) You will be able to submit a unique resume, cover letter or other document each time you apply for a position, if you choose. You may attach a different resume for each position you apply for. This process occurs AFTER you click the “apply to position” button and answer any position-specific questions.

Some job postings may require a cover letter, resume or additional documentation.
STEP 1 – Creating Your Login ID

Click the “Create Application” link to select a User Name and Password and to create your application.
### Creating Your Login ID (cont.)

#### Select User Name:
Use between 6 and 20 letters or numbers.

**Samplename**

#### Password:
Use between 6 and 20 letters or numbers.

******

#### Re-enter Password:

******

---

**Create a User Name**

Create a password – you will type this word twice, but only *** will appear to protect your security.

---

**CONTINUE TO PAGE 1 OF APPLICATION >>**

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**CANCEL**  
Or click here to cancel.

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After typing your information, click the “continue” button to go to the next page.
Before beginning your application, please enter a question and answer that only you know. If you forget your password when returning to the site, the system will reset it once you answer this question correctly.

This question and answer will not be part of your employment application.

The question and answer are case-sensitive.

*Required information is denoted with an asterisk.

Type a question to which you will easily remember the answer.

Type the answer here.

Click here to go to the next page.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
This process consists of several separate “pages” (or web pages) of information. Each page will also have information that you may need to “scroll down” to access.

Creating Your Application

Create Application

Personal Information: Page 1 of 6

For security purposes, this system automatically logs you off when it senses no activity. Please click either the Continue or Return button at the bottom of the screen or press the Page Down key on your keyboard to avoid losing your data.

*Required information is denoted with an asterisk.

Personal Information

- First Name:
- Middle Name:
- Last Name:
- Other names used:
- Address:
- City:
- State (enter NA if a non-U.S. address):
Once you have completed this section, click here to go to the next page.

You may quit the application process at any time by clicking the "EXIT" button.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
Creating Your Application (cont.)

The first screen displays our Personal Information screen, where you enter your name, address, and other similar information.

Questions with asterisks next to them are required questions and must be answered to continue to the next screen.
If you've forgotten to complete any “required fields,” you will get an error message at the top of the page.

The “required fields” that you need to complete will be highlighted in yellow.

For security purposes, this system automatically logs you off when it senses no active session. Please click either the Continue or Return button at the bottom of the screen every few minutes to avoid losing your data.

*Required information is denoted with an asterisk.
To continue completing your application, click Save and Continue to Next>>
The second screen displays our Voluntary Demographic Data screen. The information in this section is voluntary, but is greatly appreciated – your information will remain anonymous and is used for reporting purposes only.

The information you enter on this screen will have absolutely no bearing on any employment-related decision.

Click **Save and Continue to Next>>** to continue.
On this page you indicate your educational background including high school/GED and college/university education.

Enter your highest level of high school completed and the name of your high school.

Enter your college/university experience or leave blank if you have none.
Once you have completed entering all of your entries, click the Save and Continue to Next>> button.
On this page you will list your work experience.

To add a new entry, click Add New Entry.
Once you have entered your information, click the Add Entry button.

NOTE: To protect the security of your application information, please log out of the site and close your browser window when you are finished.
Once you have completed entering all of your entries, click the Save and Continue to Next>> button.
On this page you will list your reference information.

Create Application

References: Page 5 of 6

Please answer the following questions and click **Save and Continue to Next Page** at the bottom of this screen.

*Required information is denoted with an asterisk.

How will you provide references? (Please only select one option.)
- [ ] Will furnish references upon request.
- [ ] Will furnish references below.

<table>
<thead>
<tr>
<th>Name of Reference:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>How do you know this reference? Or additional comments regarding this reference:</td>
<td></td>
</tr>
<tr>
<td>Name of Reference:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
</tbody>
</table>
On this page you will list additional information related how you heard about the job, past work experience and criminal history records, if any.

### Additional Information

- **How did you hear about employment opportunities with us?**
  - [ ] Worksource
  - [ ] Texas Workforce Commission
  - [ ] Rice Web site
  - [ ] Other Web site (please specify): [ ]
  - [ ] Personal Referral (name): [ ]
  - [ ] Advertisement/Publication (name): [ ] Houston Chronicle Online Ad
  - [ ] Other (please specify): [ ]

- **Have you ever been discharged, fired, or asked to resign from any position?**
  - [ ] Yes
  - [x] No
  - [ ] No Response

**If yes, please explain:**

**[Input box]**
The Online ‘Consent’ Form

You will electronically “sign” your application by clicking here.

* BY CHECKING THE BOX AT THE LEFT, I certify that I have read and agree with these statements.

Please click the SAVE AND CONTINUE TO NEXT button to save your information. It may take up to 1 minute to process your information.

Once you click SAVE AND CONTINUE TO NEXT, please DO NOT click any links or buttons until you have exited the page, otherwise your application data may not save properly.

*Required information is denoted with an asterisk.
Certifying Your Application

At this point you should review your application and if all is correct and accurate, click on CONTINUE to save your Rice job application.

### View Application Summary

- **Application Status**
  - Save Application

### Personal Information: Page 1 of 6

<table>
<thead>
<tr>
<th>Personal Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>Bob</td>
</tr>
<tr>
<td>Middle Name:</td>
<td>M.</td>
</tr>
<tr>
<td>Last Name:</td>
<td>Jones</td>
</tr>
<tr>
<td>Other names used:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>3255 Owen</td>
</tr>
</tbody>
</table>

**Done**
Certifying Your Application

At this point you should review your application and if all is correct and accurate, click on CONTINUE to save your Rice job application.

Click Confirm to certify that your answers are correct.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
After finishing your application, you will automatically be taken to the home page.

Welcome Jones, Bob. You are logged in.

Application Status

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the Withdraw Application link for that position.
  (Note: If you withdraw your application, you will NOT be able to apply for the same position again).

You have not applied to any positions. Please apply for a specific posting by clicking Search Current Jobs, viewing the Job Details for a specific position, and applying for that position.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
Now that you have completed your application, it’s time to begin applying for position(s).

Section 2:
Applying for a Position
Step-by-step instructions on how to apply for positions
Application Status

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the Withdraw Application link for that position.
  (Note: If you withdraw your application, you will NOT be able to apply for the same position again).

You have not applied to any positions. Please apply for a specific posting by clicking Search Current Jobs, viewing the Job Details for a specific position, and applying for that position.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
You begin the process by searching for a posting.
Click "SEARCH" to bring up a list of all open positions.
Click "VIEW" to see the Position details.

Welcome Jones, Bob. You are logged in.

Search Results

To view the position details and/or apply to a position, click on the 'view' link below the Job Title. To sort, click on the arrow next to the column title.

RETURNING USERS (Please STOP and read important message!)

If you need to edit your application information, this must be updated before applying for any new position. Please click on the 'Edit Application' link in the margin to the left. (If you do not see the 'Edit Application' link, it will appear on the left once you have logged in with your username and password.) After you have applied for a position, you will not be allowed to edit your application for that particular position.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Requisition #</th>
<th>Job Open Date</th>
<th>Department</th>
<th>Job Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trading Room Manager View</td>
<td>06559</td>
<td>09-28-2006</td>
<td>Jones Graduate School</td>
<td>Professional/Managerial</td>
</tr>
<tr>
<td>Systems Analyst II View</td>
<td>06561</td>
<td>09-28-2006</td>
<td>Finance Office</td>
<td>Professional/Managerial</td>
</tr>
<tr>
<td>Temporary Recruiter</td>
<td>06580</td>
<td>09-28-2006</td>
<td>Purchasing Office</td>
<td>Administrative Support</td>
</tr>
</tbody>
</table>
To apply for this position, click here.

The Position details are listed here.

Position Information

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Systems Analyst II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>Finance Office</td>
</tr>
<tr>
<td>Position Status</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Requisition Number</td>
<td>06561</td>
</tr>
</tbody>
</table>
Answering Supplemental Questions

Supplemental Questions

Department Coordinator

You have not completed applying for this position -- Your application is not complete for review until you receive a confirmation number.

In order for your application to be reviewed for this position, please answer the following supplemental questions. After checking the certify statement, then click the Submit Answers to Supplemental Questions... button.

If you do not wish to be considered for this specific position, click the Cancel Applying to this Posting button.

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

*Required information is denoted with an asterisk.

Supplemental Questions

Are you proficient with the following MS Office applications -- Excel, Word, and PowerPoint?

- No Response
- Yes
- No

Certify Application
Certifying Application

Just as when you initially created your application, you will electronically “sign” your application by clicking here.

Then click here to submit your answers to the supplemental questions with your application.

Or click here to cancel applying to this position.
Some positions will ask for you to attach a resume, cover letter, or other document to your application. If you wish to do so, click “Attach” next to the relevant Document Type.

In order to attach a document, you will need to have saved it in an electronic format such as a Word document or a PDF file (see next slide).

NOTE: Most documents will retain their original formatting when uploaded. For a Microsoft Word document, the following are steps you can take to help ensure it is uploaded in the PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and others found in Microsoft Office.
- Avoid the use of complex tables and shading.
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics.

Once you have attached your document, please click the View link to verify it. If your document appears to have formatting problems, please click the Remove button next to the relevant document, then adjust your document as needed by following the tips above.
Attach Documents - Change Manager

Attach Resume

Return to Previous

If your document is in Microsoft Word or PDF format, please use the Upload feature to attach your document. Otherwise, please use the Paste feature.

Upload a new Resume:

To upload a Microsoft Word or PDF document, click Browse, then select the file and click Open. Your document must be less than 2 MB in size. Click Attach when finished.

Note: If your document is NOT in Microsoft Word or PDF format, please copy and paste the text of your document below.

Paste a new Resume:
Enter (or copy and paste) the text of the document in the text area below. Click Attach when you are finished.

Click here to search your computer and identify the appropriate file.

Or, copy and paste the text of your document here. Note that using this Paste box will not preserve the formatting of your documents (fonts, etc.)
For example - Double click on 3 ½ Floppy A: to search a disk.

A pop-up screen will open and you can search for your resume.

Select the location of your file
Click on the file name of your resume

Then click “Open” here
Confirm your attachment by clicking “Attach” here.
Welcome Callan, Holly. You are logged in.

Attach Documents - Change Manager

Confirm

Return to Previous

You have not completed applying for this position!

Your application is not complete until you receive a confirmation number.

To permanently submit this document to your application for this position, click the Confirm Attaching Documents button at the bottom of the screen.

To cancel attaching this document, please click the Return to Previous link on this screen.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Document Type</th>
<th>Date &amp; Time Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Manager</td>
<td>Resume</td>
<td>Resume_10-03-06_17-53-51CT</td>
</tr>
</tbody>
</table>

Click “Confirm Attaching Documents” here.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Home | Employee Relations | Benefits | Compensation | Training | Policies | Getting Things Done
To attach additional documents, click another Attach link for the relevant document. In order to complete applying, you must attach all required documents.

In this example, all required documents are attached.

---

### 2 Records

<table>
<thead>
<tr>
<th>Required</th>
<th>Attach / Remove</th>
<th>Document Type</th>
<th>Attached Document (&quot;Type&quot;,&quot;Date&quot;,&quot;Time&quot;)</th>
<th>View Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>Remove</td>
<td>Resume</td>
<td>Resume_01-27-05_15:49:08CT</td>
<td>View</td>
</tr>
<tr>
<td>*</td>
<td>Remove</td>
<td>Cover Letter</td>
<td>Cover Letter_01-27-05_15:49:27CT</td>
<td>View</td>
</tr>
</tbody>
</table>

---

**FINISHED ATTACHING DOCUMENTS**

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**CANCEL APPLYING TO THIS POSTING**

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Note: Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word document, the following are steps you can take to ensure it is processed properly:

- Please use "standard" fonts, such as Times New Roman, Arial, and Calibri.
- Avoid the use of complex tables and shading.
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics.

Once you have attached your document, please click the View link to verify that your document appears properly formatted. If your document appears to have formatting problems, please click the Remove link to remove the document, then adjust your document as needed by following the guidelines above.
Completing Your Application

At this point you must confirm that you have finished completing any document that you were required to attach or that you chose to attach if documents were not required. Do this by clicking on “YES.”

Confirm

You have not completed applying for this position using your confirmation number.

Once you finish attaching documents, you will not be allowed to attach more. Are you sure you want to finish attaching documents for this Job Posting?

YES  NO

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
Completing Your Application

Welcome Callan, Holly. You are logged in.

Your Application Has Been Submitted

The following is your confirmation number. Please save this number for future reference: 553145

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
You can see your status and review your application to each position on this screen.

Managing Your Positions

Application Status

Login Successful!

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the Withdraw Application link for that position.
  (Note: If you withdraw your application, you will NOT be able to apply for the same position again).

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Confirmation Nbr</th>
<th>Posting Number</th>
<th>Application</th>
<th>Application Date</th>
<th>Status</th>
<th>Attached Documents</th>
<th>View Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Coordinator View</td>
<td>553144</td>
<td>2700018</td>
<td>View App</td>
<td>10-03-2006</td>
<td>In Progress Withdraw Application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Manager View</td>
<td>553145</td>
<td>06550</td>
<td>View App</td>
<td>10-03-2006</td>
<td>In Progress Withdraw Application</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are done.
You can view the status of all applications by clicking the "Application Status" link any time you login.

The table below lists the following information:

- To remove your application from consideration for a position, click on the Withdraw Application link for that position. (Note: If you withdraw your application, you will NOT be able to apply for the same position again).

**Application Status**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Confirmation Nbr</th>
<th>Posting Number</th>
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<th>Application Date</th>
<th>Status</th>
<th>Attached Documents</th>
<th>View Documents</th>
</tr>
</thead>
<tbody>
<tr>
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<td>553144</td>
<td>2700018</td>
<td>View App</td>
<td>10-03-2006</td>
<td>In Progress</td>
<td>Withdraw Application</td>
<td></td>
</tr>
<tr>
<td>Change Manager View</td>
<td>553145</td>
<td>06550</td>
<td>View App</td>
<td>10-03-2006</td>
<td>In Progress</td>
<td>Resume</td>
<td>Res</td>
</tr>
</tbody>
</table>
To apply for additional positions, click Search Postings and follow the exact same process as before. You will NOT have to reenter your entire application information. You will only need to answer questions associated with that position, and/or attach another document (resume, cover letter, etc.).

---

**Application Status**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Confirmation Nbr</th>
<th>Posting Number</th>
<th>Application</th>
<th>Application Date</th>
<th>Status</th>
<th>Attached Documents</th>
<th>View Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Coordinator View</td>
<td>553144</td>
<td>2700018</td>
<td>View App</td>
<td>10-03-2006</td>
<td>In Progress Withdraw Application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Manager View</td>
<td>553145</td>
<td>06550</td>
<td>View App</td>
<td>10-03-2006</td>
<td>In Progress Withdraw Application</td>
<td>Resume</td>
<td>Reg</td>
</tr>
</tbody>
</table>
Whenever you return to RICEWorks, just login using your User Name and Password.

You have logged out. You may login below to reenter the site.

Returning User
If you already have an electronic application on file with this University, please login to the site with your Username and Password.

New User
Click on the Create Application link to the left to create your Application and User Account.

User Name: [Enter]
Password: [Enter]

Login

You are about to log in to a secure system. When you are finished, please click Logout to ensure that others with access to your computer cannot view your information.

I Forgot My Password

Home | Employee Relations | Benefits | Compensation | Training | Policies | Getting Things Done
Rice is an affirmative action/equal opportunity employer.
Human Resources, MS-92, 6100 Main Street, Houston, TX 77005
If you forget your USER NAME or need additional assistance, please contact the Recruitment Office at 713-348-4074.

Forgot Your Password?

If you forget your PASSWORD, click here. Your secret question will be displayed for you to answer.

If you forget your USER NAME or need additional assistance, please contact the Recruitment Office at 713-348-4074.
We look forward to reviewing your application.

Work at Rice! It’s a HOOT.