

## CalPolyJobs – PT Lecturer Pool Applicant Guide

1. If you were approved for the current pool, received an appointment for the current academic year and you do not need to make any updates to your existing online faculty application or to your resume or other attachments (including the List of Courses Taught), please contact the department coordinator to request that your application be applied to the new pool.
2. If you were not hired during the current academic year or if you need to update your application and/or update any of your supplemental application materials, please have your updated documents available and ready to upload BEFORE logging into [WWW.CALPOLYJOBS/ORG](http://WWW.CALPOLYJOBS/ORG).
  - a. Note: If you have forgotten your user name, please send an email to [facultyjobs@calpoly.edu](mailto:facultyjobs@calpoly.edu) and we will email it back to you.
  - b. If you know your user name but have forgotten your password, please select "Login" from the sidebar menu and select "I FORGOT MY PASSWORD" in the login box. At the prompt, enter your username to retrieve your secret question. Entering the correct answer will RESET your password to be the same as your user name. You will now be able to login and change your password back to a password of your choosing when prompted.

3. After a successful login:

- a. Select **Manage Applications** link on the sidebar.
- b. Select **Edit Faculty Application**, update your application as needed and select **Save and Continue** at the bottom of each page through page 5 (please note that on page 2, you will be prompted to enter the last 4 digits of your social security number; this is a system enhancement that is required of all applicants and will only be used as an aid to identification for hiring purposes).
- c. On page 5, check the **Certify Statement** box at bottom of page.
- d. On View Faculty Application Summary page, review the changes you have made, and select **Edit My Information** if additional edits are needed. If no other edits are necessary, select **Continue** and **Confirm**.



4. Select **Search Positions** from the sidebar menu, and input requisition number that corresponds to the part-time pool recruitment in your department (provided by your department coordinator). Click **Search** button at bottom of page.

5. Click the **View** link on the **Search Results** page

|                                |                                                       |                 |
|--------------------------------|-------------------------------------------------------|-----------------|
| 101194<br><a href="#">View</a> | Part-time Lecturer<br>Pool - Aerospace<br>Engineering | CENG-A<br>Engin |
|--------------------------------|-------------------------------------------------------|-----------------|

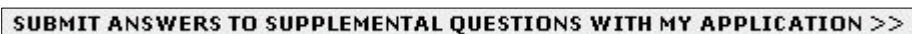
6. Click **Apply for this Posting** button on Job Details Page.



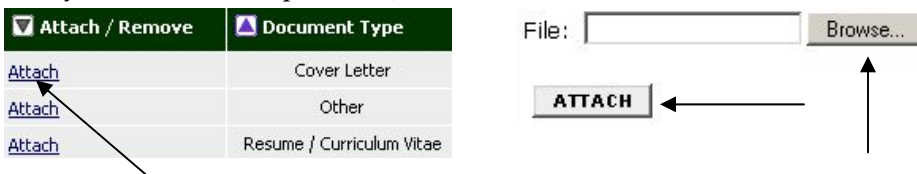
7. Answer supplemental questions and check **Certify Statement** box.

Please check the certify statement above before submitting your answers to these questions.

Click **Submit Answers** Button to continue to the next section.



8. You will be directed to the *Attach Documents* page. Follow the instructions on the page to attach any existing documents that are saved in the system from previously submitted applications, or to upload any updated documents saved on your computer by using the *browse* feature (or by copying and pasting a document directly into the text box provided).



9. When you have finished attaching your documents, or even if you have no documents to attach, you **MUST** select *Finished Attaching Documents* to complete the application process. Select the *Yes* button on the next screen to confirm.
10. You have successfully applied if you receive a confirmation number, which verifies that you have applied to this requisition. Your application is now under consideration for the new pool.
11. You will also be able to verify your application status by selecting "Manage Jobs" from the sidebar. If "Under consideration" is indicated, no further action is needed. However, if an "Incomplete" status is indicated, and you believe that you have completed all the aforementioned steps, then please send an email to [facultyjobs@calpoly.edu](mailto:facultyjobs@calpoly.edu) explaining the discrepancy, with a copy to your department coordinator).
12. You will not be able to make changes to your application once you receive your confirmation number, but you **will** be able to attach additional documents until the closing date of the requisition by selecting the *Manage Jobs* link on the green sidebar menu, and the *Manage Documents* link from the job posting you have applied to. Please follow steps 8 and 9 previously covered to complete the document attachment function.

If there are critical updates or corrections that you must make to your application itself after it has been submitted (this is normally limited to changes in your contact information), please follow the preceding instructions to edit your faculty application, save the changes, and contact the Faculty Jobs Helpdesk ([facultyjobs@calpoly.edu](mailto:facultyjobs@calpoly.edu) or 805-756-2844) to attach your updated application to the pool requisition. **Please DO NOT withdraw your application in an effort to reapply using the new application; the system only allows ONE application per person per job posting.**

If you experience any trouble using the system, please refer to the Browser Troubleshooting Guide available at <http://academic-personnel.calpoly.edu/BPGuides.html> to ensure your browser settings are correct.

If all settings are correct and you are still unable to use the system, please contact the CALPOLYJOBS faculty help desk at (805) 756-2844 or by email at [facultyjobs@calpoly.edu](mailto:facultyjobs@calpoly.edu)

If you have questions specifically about THIS recruitment, please contact the academic department. Thank you!