

# Frequently Asked Questions

## **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. 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.

*Cal Poly State Employees only – You will be asked to provide your 9-digit Employee ID Number (Ex: 000001234). Your ID number will assist Human Resources in identifying you as a Cal Poly employee so that we can ensure you receive on-campus employee consideration, as provided by campus policy and/or contractual agreement.*

## **Q) I'm a Cal Poly State employee – where can I find my Employee ID Number?**

A) Your 9-digit Employee ID number (Ex: 000001234) may be found by going to <http://my.calpoly.edu/> and signing in at the My Cal Poly Portal login tab. Your Employee ID number is located on the "Personal Info" tab. You may also find your Employee ID number on your monthly leave statement. **Note:** your Employee ID number is NOT your Social Security Number. For additional assistance in locating your Employee ID number, you may contact the appropriate office during regular business hours.

**Faculty Applicants:** contact the Academic Personnel Office at (805) 756-5228 or 756-6569

**Staff and Management Applicants:** contact the Human Resources Office at (805) 756-2236

## **Q) What if I have already created an application?**

A) If you have already created an application with this online employment system, and wish to update your information, please click on the word "login" and type in your user name and password that you used when you created your application.

## **Q) What if I am not ready to fill out the application at this time?**

A) If you do not want to complete the application at this time, please click "EXIT" at the bottom of the page.

**Q) Do I have to fill out an application?**

A) Everyone who applies for a position at Cal Poly is required to create an online application which includes certain information. Any required information is denoted with an asterisk (\*). However, the more information you provide, the easier it will be to effectively evaluate your skills, abilities and qualifications.

**Q) What if I want to submit a resume and/or attach additional documents?**

A) If the recruitment you are applying to accepts online attachments, you will be prompted to attach additional documents during the application process. There will be directions explaining how and when to attach your documents. *Please note that attaching a resume does **not** substitute for completing the application form.*

**Q) What if I need to leave a box blank?**

A) If you want to leave a box blank, you can either use the tab button to move to the next box or you can put your mouse on the next box where you want to enter information. If you are finished entering information on that page, you can scroll down to the bottom of the screen using the scroll bar to the right. Then use your mouse to either click on the “Continue to the Next Page” button or the “Return to the Previous Page” button at the bottom. You do not have to enter information into every box unless it is required (\*) or unless you would like to answer the question.

**Q) How do I save my application?**

A) If you close the open screen, close your Internet browser, or lose your Internet connection before clicking “SAVE” on the final page, your application will not be saved and you will have to start over.

**Q) Can I copy selected information from another electronic document?**

A) Yes; for example, you can copy and paste the information from a Word or WordPerfect document directly into the appropriate fields in the application form.

**Q) What is the deadline for applying to a position?**

A) Posted positions with a closing date are removed from the Cal Poly Employment website at 10:00 p.m. Pacific Time on the closing date. Posted positions without a specific closing date, are removed from the Cal Poly Employment website without notice when it is determined that no additional applicants are required. Once posted positions are removed from the website, no additional applications will be accepted.

**Q) I am having trouble attaching my document. What should I do?**

**A)** The system supports documents that are in Microsoft Word (.doc) and Adobe Acrobat (.pdf) formats. If your document is not in one of these formats, you should convert your file to Word (.doc) or Acrobat (.pdf) format before you attach it. Your attachment must be 2.0 megabytes or less in order to successfully attach it.

**Note:** To convert a document to pdf format, you can visit Adobe's website at [createpdf.adobe.com](http://createpdf.adobe.com). Adobe.com offers several including five free online conversions of a wide variety of file types (.doc, .xls, .ppt, .wdp, .gif, .jpg, .html, .rtf, etc.) to pdf. You can also submit a URL for conversion to .pdf.