

# CSUEU Members Internal Job Search Process, Preparation & Tips

## An Informational Overview



# An Informational Overview

This slide presentation is **only** intended to provide a general overview of the competitive application process and may not include all aspects of the job search process.

The information contained in this slide presentation is does **guarantee** a successful result from any competitive job search process.

This slide presentation is **expressly** for informational and education purposes only.

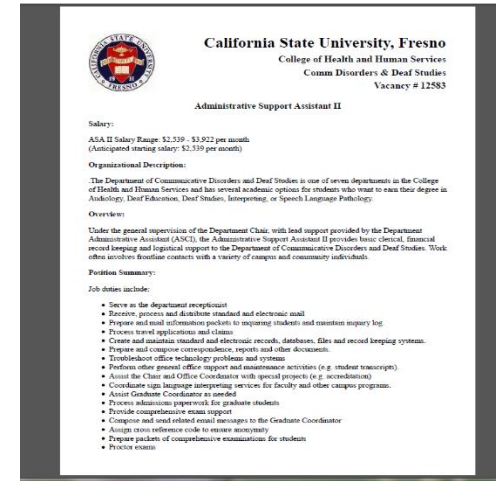
# Everything Begins With Approval to Fill a Position Vacancy

- New and/or replacement full-time, part-time & temporary vacant positions are approved by appropriate department/college authority(s) before a job is posted & a job search begins.
- Job Announcement/Posting is created.
- Job searches are **internal and/or external**.
- A **competitive** process occurs to fill a job vacancy(s).



# Job Announcement

- Staff job announcement(s) are essentially based upon CSU Classification & Qualification Standards & department Position Descriptions.
- Job announcement(s) typically include
  - Salary (or Hiring Range)
  - Department Overview
  - Position Overview
  - Qualifications
  - Experience, knowledge, skills & abilities
  - If applicable; Specialized and/or Preferred Skills
  - Filing Deadline
  - Application Procedures (e.g., application, cover, resume, references)
  - How to Apply
  - Other Requirements (and/or Applicant Information)
  - EEO
  - Notice to Applicants
- **Job announcement(s) are posted/widely advertised (unless internal only)**
- Job announcement(s) are typically posted for a minimum of (14) calendar days..



# Before Applying Tips



## It's a Competitive Process

- **Read** Job Announcement **carefully**
- Conduct a **honest assessment** of your qualifications
- **Decide** whether you possess the experience & qualifications being sought
- **If you do not possess** the experience & qualifications; save yourself disappointment. **Don't apply.**
- **If you possess** the experience & qualifications stated; **apply**
- **Remember** – not only must you possess “minimum qualifications”; the Search Committee must determine your qualifications to be among the “**best**” qualified to continue.
- If you are a 9.3 applicant **you may be competing against external and other 9.3 applicants.**

# Before Applying Tips

## Application & Preparing Other Requested Materials

- Write in a literate, thorough & **clear** manner.
- **Composition, grammar, punctuation & spelling count!**
- **Edit** as necessary & regularly **proof-read** before finalizing.
- Record **relevant** education, experience, knowledge, skills, abilities, & if applicable, **specialized and/or preferred skills** specific to the position for which you have applied.
- Again, be certain to **provide all materials requested** (e.g., application, cover letter, resume, references, & other materials, if applicable).
- Forward your application materials to the URL stated.
- **Be timely**; apply before the closing deadline.

# Staff Search Committee

- The hiring department assembles a Search Committee; this body adheres to the Staff Search Guideline
- The Search Committee is typically comprised of individuals from the hiring department, and may also include those from other departments and/or colleges.
- The composition of a Search Committee includes a Committee Chair, Committee Members & an EEOD.



# Staff Search Committee

- Filling job vacancy(s) may occur via an **external and/or internal** search.
- The Search Committee follows a process defined by the Staff Search Guidelines to arrive at the **“best” qualified** candidate(s) among applicants “meeting minimum” qualifications.
- Ultimately, the Search Committee refers the **“best” qualified** candidates possessing the education, experience, knowledge, skills, abilities and specialized skills as per the job posting to the hiring manager for consideration.





# Process Example

HR, Search Committee & Hiring Manager

HR Posts Job

HR Refers  
Applicants meeting  
“**Minimum  
Qualifications**”

The Committee Via  
A Process Identifies  
“**Best**” Qualified

The Committee  
Interviews “**Best**”  
Qualified  
Applicants

The Committee  
Refers “**Best**”  
Qualified to Hiring  
Manager

# Once the Job Posting Closes

- Applicant materials must be received on or before the **closing date**.
- Application materials typically include, but are not limited to:
  - Online Application
  - Cover Letter
  - Resume
  - Reference information
  - Other requested material(s), if applicable
- Not including all materials requested **may** result in an applicant's disqualification.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# Once the Job Posting Closes

- Application materials are “pre-screened” for “**minimum qualifications**”.
- Applicants not meeting “minimum qualifications” are **not** referred.
- **Only** applicants meeting “minimum qualifications” are referred/reviewed by the Search Committee.
- **Late applications** received after the filing closing date are **not** referred.
- **Incomplete** applications are **not** referred.
- Remember – this is a **competitive process**. Internal & external applicants may compete for the same position.





# You Made It This Far

## Preparation is Key

### - More Tips -

If You Are Invited to Interview

### Preparation is Key – Remember It’s a Competitive Process!

- Use the Job Announcement to **thoroughly acquaint yourself** with the position for which you have applied; as well as the education, experience, knowledge, skills and abilities requirements.
- Know your **strengths & weaknesses**; be able to speak to both.
- **Anticipate & rehearse**; how you perform in the interview **will** influence the outcome of your candidacy.
- Interviews are typically conducted by the Search Committee & subsequently the Hiring Manager.
- Interviews may be conducted by telephone, Skype and/or in-person.
- **Do not assume anything**; you must **compete** by **providing thoughtful & relevant job-related responses**.
- **Do not assume** your reputation precedes you or is a factor.



# You Made It This Far Preparation is Key - More Tips - If You Are Invited to Interview

## Preparation is Key – Remember It’s a Competitive Process!

- **Listen carefully** to each interview question; answer the question asked & not the one you choose to answer.
- Answer in a **specific & concise** manner. State how your education, experience, knowledge, skills & abilities are applicable to the position for which you applied.
- Refrain from **vague, or general responses** lacking specifics and/or substance.
- Be prepared for **scenario questions and/or exercises** – exhibits your critical thinking & problem solving ability(s) & skill(s).
- Be **professional, confident, engaging & personable**.
- As appropriate; **say why you feel** you are “best” qualified for the position.
- Have **relevant post-interview questions** to ask about the position.
- Dress appropriately

# Recap

- **Be very familiar with the “minimum qualifications” of the job for which you applied.**
- **Before applying – Ask yourself whether you possess the education, experience, knowledge, skills & abilities as stated in the job posting.**
- **Be prepared to discuss your qualifications & articulate how they are transferrable to the job you are seeking.**
- **Speak to relevant strengths – But also be prepared to address areas in which you may require development.**
- **If invited to interview; prepare, prepare & prepare.**
- **Rehearse for your interview.**
- **Dress appropriately.**
- **Arrive on-time for an interview**
- **Be personable; exhibit interest & energy.**
- **Interact with all committee members**
- **How you perform in an interview may influence your candidacy.**
- **On average; you have 30 - 45 minutes to make a strong impression.**



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# Questions &



*MBF/March 2015*