INSTRUCTIONS TO COMPLETE YOUR STUDENT EMPLOYMENT APPLICATION

PeopleAdmin
Better Talent. Better Future.

![PeopleAdmin - Better Talent. Better Future.]

From MY.GANNON (the GUportal) Click on the **PEOPLEADMIN** link

Select '**Create Account**'. Username is your Gannon NetworkID; create a password; Email is your Gannon Email address and select a challenge question.   Once your information is entered, **Click** on the green "**Create Account**" button.   After your account is created you will use the login link to apply for a job.

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Fill in all required fields:

Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Save time and upload your resume to prefill sections of your application.

> Upload Your Resume

Login Information

* Username

> saloum

* Password

> ••••••••••••

* Password Confirmation

> ••••••••••••

* Email

> saloum@gannon.edu

* Email Confirmation

> saloum@gannon.edu

* Challenge Question

> What is the name of your favori ⌄

* Challenge Question Response

> steven

Contact Information

- Home
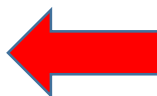- Search Jobs
- **+ Create Account**
- Log In
- ? Help

After you have filled in all of the required information click the green "**Create Account**" button

> Create account

> Log In with Chronicle Vitae

Apply for jobs faster with Chronicle Vitae. Find out how.

Or Log in to your account

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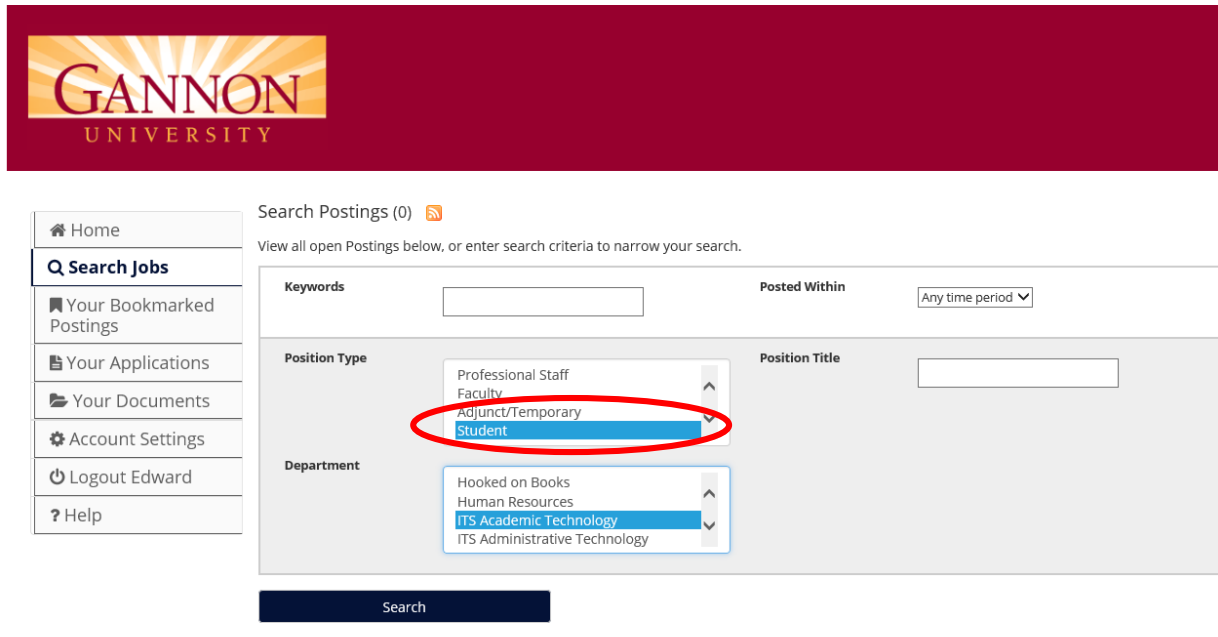
When the job postings are available you will be able to apply for jobs.
Click the "Search Jobs" Link.
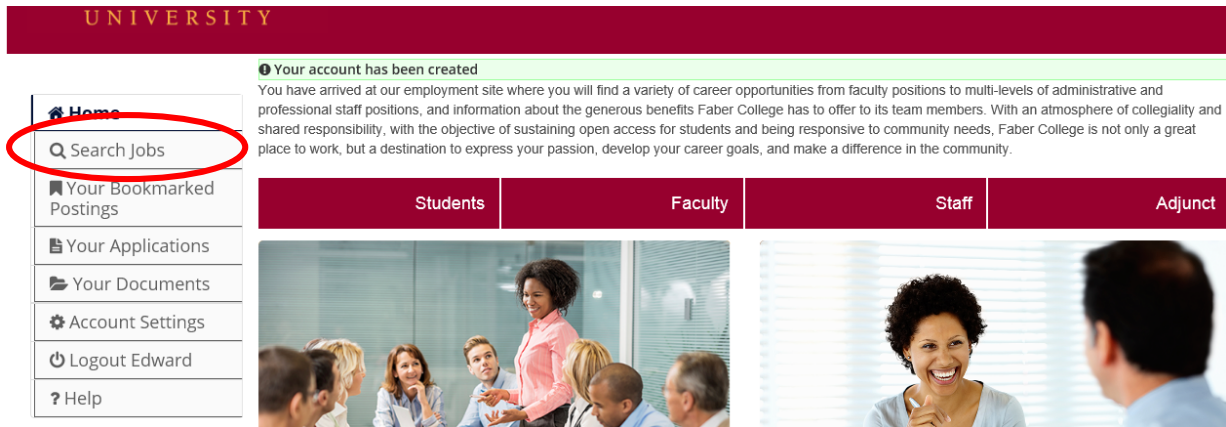
Here you will be able to search jobs by keyword, Position type (**Student**) and department.

Jobs will be listed like below:

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View Results (16)

Job Title	Posting Number	Department	Position Type	Job Close Date
Off Campus		Financial Aid Office	Student	08/18/2018

Articulate a full job description here. Before posting a position, consider how a student worker should contribute to the work functions of the department. It is important to clearly express the primary descriptors of the role prior to hiring a student. By being precise with this step now, it should be easier to evaluate the hired student's performance.

👁 View Details	Bookmark

Job ABC		Faculty Senate	Student	05/31/2018

Articulate a full job description here. Before posting a position, consider how a student worker should contribute to the work functions of the department. It is important to clearly express the primary descriptors of the role prior to hiring a student. By being precise with this step now, it should be easier to evaluate the hired student's performance.

👁 View Details	Bookmark

Building Supervisor		University Budget Office	Student	08/06/2018

Do a lot of work for no money

👁 View Details	Bookmark

Lifeguard		Recreation	Student	05/11/2019

Monitor pool during open hours

👁 View Details	Bookmark

Click on the View Details button of the job you are interested in, here you will be able to apply by clicking the "Apply for this job button".

ITS Paper Runner

🔖 Bookmark this Posting	🖨 Print Preview	↦ Apply for this Job

| 🏠 Home |
| 🔍 Search Jobs |
| 🔖 Your Bookmarked Postings |
| 📄 Your Applications |
| 📂 Your Documents |
| ⚙ Account Settings |
| ⏻ Logout Edward |
| ❓ Help |

Please see Special Instructions for more details.
N/A Contact Carol Kuglar - x7107 for an interview

Position Details
To create a Posting, first complete the information on this screen, then click the Next button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the Posting Summary Page by clicking on the Next button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

Position Summary

Position Title	ITS Paper Runner
Division	Information Technology Services
Department	Academic Administration
Job Description	Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off – even on another device.
Required Qualifications	Requires 2 years of experience in related field. also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

Complete all required fields and click next to go through all the pages of this application.

Application for ITS Paper Runner: Personal Information

Save changes	Next >>

Personal Information ▾

Go

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Next** button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking **GO** button every 60 minutes in order to avoid losing your data.

Required fields are indicated with an asterisk (*).

Contact Information

* **First Name**

Edward

Middle Name

D

* **Last Name**

Saloum

* **Address1**

1728 W 8th St

Address2

When you get to the end you will arrive at this page, where it verifies that all the information that is required is there.

Application for ITS Paper Runner Edit this Application | Print Version

Certify and Submit

✔ **Personal Information**

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Next** button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking **GO** button every 60 minutes in order to avoid losing your data.

Contact Information

First Name	Edward
Middle Name	D
Last Name	Saloum
Address1	1728 W 8th St
Address2	
City	Erie
State	PA
Zip Code	16505
Primary Phone	8148825881
Secondary Phone	
Email	saloum@gannon.edu
Student ID	0605895
Major	Fishing
Academic Standing	Junior

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Then you must click the "Certify and Submit" button. Fill this out a requested to Submit.

Certify and submit your Application for ITS Paper Runner

Certification

I certify that all statements made on this application and the information contained in all other documents I have submitted in support of my application are true and complete to the best of my knowledge. I understand that this institution may verify the information I have furnished. I understand and agree that any misrepresentation, omission, or falsification of information provided constitutes grounds for immediate dismissal and may disqualify me for employment at this institution. I authorize this institution to make inquiries regarding my education, work experience, references, credit and criminal history. I understand that any job offer or subsequent employment may be conditioned on the institution's receipt of a satisfactory background inquiry. I agree to cooperate in such inquiry and understand that providing misleading information may result in disqualification and/or termination. By electronically submitting this application, I certify that I have read and agree with these statements and conditions. By electronically submitting this application, I agree to these conditions.

☑ **I certify that I have read and agree with these statements.**

Please enter your initials to verify your identity.

ABC ☒ | Submit this Application | or Return to Application

You will receive a confirmation.

🛈 Your Application has been submitted.

You have successfully submitted your Application.

Your confirmation code is

CN000000044

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.

View Your Completed Application

Continue Your Posting Search

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