

Applying to Oregon State University for a Classified Position

1. Go to <https://jobs.oregonstate.edu> and click on **+ Create Account** in the menu
2. Create your profile. *Make sure you write down your User Name and Password – you will need this in the future!* After you have created your profile, you will be redirected back to the Home page. You do **NOT** need a resume.
3. On the Home page, select **Classified Staff** (which is the appointment, or job, type)
Once you are on the Classified Staff page, search job location “Corvallis”.
Find a position you are interested in by scrolling down.
4. When you have found the position you want to apply for, select **View Details** below the job name.
5. To be sure you qualify, i.e. years of experience, scroll down to see the **minimum qualifications** of the position.
6. Also check for any “Supplemental Questions” listed at the very bottom of the page.

If there are questions, type out your answers in a separate document and save it on your computer.

Answer these questions in as much detail as you can and be as specific as possible!

– your answers should touch on the minimum qualifications of the position you are applying for.

7. When you are ready, at the top of the Position Details page, click **Apply for this job**
 - (a). Add missing information to each section: Personal Information, Educational History, Employment History.
Save your changes at the end of each section!
**Treat this as your resume and describe each job thoroughly!*
Your profile MUST clearly show how you meet the minimum/required qualifications for the position.
UHDS is unable to interview applicants that do not meet the minimum requirements!
 - (b). Skip the Documents Needed to Apply page for now.
 - (c). On the Supplemental Questions page, copy and paste your answers from your document into the spaces provided. If your answers fit, continue to step (d). If your answers are too long, type “See Attached Document” in the spaces and see below.

***If your answers were too long:* On the previous Documents Needed to Apply page, select the **Add Optional Other Document 1 (see Special Instructions)** link. In the description box, write “Supplemental Questions.” Next, click on and select your saved document (click “Open” to add the document). The name of your document should appear next to the Browse button. To upload the document, click
 - (d). Add your information to the following pages: Confidential EEO Information, Voluntary Self Identification of Disability, Voluntary Self-Identification of Veteran Status
 - (e). On the final page (Check for Errors and Submit), look over your entire application and confirm that the information you have entered is correct (if it is not, you can click on the green or red header to go back and make changes; don’t forget to click **save changes!**). If you are satisfied with your application, click
8. Certify your application by typing your initials in the box, and selecting . Congrats! You’ve applied!

Tips and Tricks:

If your OSU application form is incomplete,
or does not clearly show the experience that is minimally required, your application will **NOT** be considered.

Your resume will not be used, so put all relevant information on your application!

Look over the preferred and required qualifications of the position and be sure to demonstrate that you have these qualities in your application *as well as the supplemental questions*.

Our hiring process can take a while. Expect to hear back from us by email/phone about two weeks after the application deadline. Next steps typically involve an in-person interview and then a background check.