Using eRecruit to Apply for a Job

**Step 1**

Open your web browser and go to:

https://dwa.sandi.net/psp/hcm/?cmd=login

**Step 2**

2.1 Login using your six-digit **employee ID** and your **password**.

2.2 Click **Sign In**.

If you need to change your password:
- Go to https://dwa.sandi.net/passwd
- Follow the prompts on the screen to change your password.

Your User ID will be your six-digit Employee ID, as found on your paycheck.

Your default Password will be Sdcsnnnn (nnnn=the last four digits of your SSN).

Example: Your SSN is 546-66-3463. Your default password will be Sdcs3463.

If you cannot change your password or if you do not remember your password, please call the Help Desk: 619-209-4357 (HELP).

**Step 3**

Navigate to **Self Service** ➔ **Recruiting Activities** ➔ **Careers**.
Step 4
Search for Jobs

4.1 For a basic search of all available Job Openings, change Posted to "Anytime" and click Search.

*Note:* No more than 500 jobs will show in the basic search. If you don’t find the job(s) you want, use the Advanced Search.

4.2 Or, to search for Job Openings using criteria, click the Advanced Search hyperlink.

Step 5
Search for Job

If you selected Advanced Search…

5.1 Enter your search criteria as follows:

- Make sure Find Jobs Posting Within is set to “Anytime”
- To see jobs at a particular school or group of schools, click the school(s) you want in the Select Locations list. To select more than one school, hold the CTRL key while clicking the names of the schools you want.
- To Enter Keywords, search for whole words only, such as “English”. (Partial word searches, such as “eng”, are not supported.) The keyword search is not case sensitive.

5.2 Click either Search button to look for job postings.

- If you do not get the expected search results, clear your web browser’s cache and try again. For instructions, see “Clearing Your Cache” here: http://www.sandi.net/peoplesoft/readandlearn/jobaids/index.asp
Step 6
View openings.

6.1 A list of all jobs matching search criteria currently available for bidding will display.

*Note:* The Posting Title will indicate whether the job is for **Intersession, Summer School**, or a specific **Post and Bid**. Child Development Centers Post and Bid will be indicated by “CDC”. Since recruitment periods for some of these may overlap, make sure you are careful to select only the job(s) of the type you want.

6.2 Click on a **Posting Title** hyperlink to view the job description and obtain the Job ID number.

*Note:* Applicants must view posting descriptions to verify qualifications and to take note of the Job ID number. If there is a problem, HR will request that you provide the ID of the Job you’ve applied for.

Step 7
View Job Description.

7.1 The Job Description page opens.

7.2 Click **Apply Now**.

Step 8
Select **Apply Without Using a Resume** (the only option).

8.2 Click **Continue**.

Step 9
Submit Application.

9.1 Click **Submit**.
Step 10
Confirm Application submission.

10.1 Application has been submitted.

Step 11
View the number of jobs applied for.

11.1 Click the My Careers Tools hyperlink to view the jobs you’ve applied for and the statuses of those jobs.

Examples of statuses you may see include:

- **Applied**
  Confirms that you have applied for the job posting

- **Routed**
  Your application has been routed for Manager/Principal Consideration

- **Hire Decided**
  Manager/Principal has selected you for job posting

- **Hired**
  All processes complete both at hiring location/school site and HR. You have been hired into the position

- **Rejected**
  You were not selected for the job posting

Notes:
- This page does not display the Job Opening ID. See step 6 for instructions on obtaining the ID number.
- You can return to the My Career Tools page anytime to see the status of your applications.

**Step 12**

After completing the application process, make sure to sign out by clicking the **Sign out** link.

Congratulations…you have successfully completed the application process!

Log back in whenever you would like to check the status of the job postings you have applied for.