

Completing a Job Application - Staff QUICK REFERENCE CARD



Apply for a Job On-Line

1. Log into PIP (If at home use:
<https://performancemanager4.successfactors.com/login?company=Agnesian&>)
2. Click on the 'Careers' tab
3. Search for job criteria by either:
 - a. Entering keywords
 - b. Division/Entity
 - c. Department
 - d. Location
 - e. Functional Area
 - f. Department Name
 - g. Entity
4. Click 'Search'

*If you do not adjust the above categories, you will receive all postings for all ministries.

5. To read a brief description of the position click on the job title. If you would then like to apply click 'Apply'.

6. Fill in the blanks. Red * are mandatory fields.

7. After completing the blanks, click 'Apply'.
8. Click "I'm Done"

***Do not** utilize the career link on www.agnesian.com. This site is for **external candidates only** and will not feature internal and department specific postings.

Additional Features:

Job Search Job Applications Saved Jobs Job Alerts My Candidate Profile

Job Applications: View all job(s) for which you have applied.

Saved Jobs: Option to save a job to apply later. When doing a job search and you see a position you are interested in but do not have time to apply, click 'save job' under Actions.

*Remember positions may only be posted for 7 days.

Job Alert: Create an e-mail alert to notify you of a desired position(s)

Create a Job Alert

1. Click 'Careers' tab
2. Click on 'Job Alerts'



3. Click on 'Create New Job Alert'
4. Fill in criteria
 - Alert Name
 - How frequently you would like updates
 - Specific job area
 - Specific Department, if any
 - Specific Entity, if any
5. Click 'Save'
6. Criteria will be saved under 'Job Alerts'.

*Job Alert Name:	<input type="text"/>
*Alert Schedule:	- Select -
Keywords:	<input type="text"/>
Functional Area:	No Selection
Department Name:	No Selection
Entity:	No Selection

7. You will be sent an e-mail notifying you of any positions that meet your criteria until the expiration date. You may also click on the alert name to view current openings that match your criteria.

Job Alerts

Set up Job Alerts to receive automated emails listing current job openings. Job Alerts expire six months after they are created or updated. You can create up to ten Job Alerts.

Name	Date Modified	Date Expires	Alert Schedule	Actions
CUJ BN	12/14/2009	06/12/2010	Daily	Select

Create New Job Alert