EXTERNAL APPLICATION PROCESS

1. Go to the LSU Human Resource Management website www.lsu.edu/hrm/
2. From the menu, select Job Seekers → Apply for a Job
3. Click “Jobs at LSU” on the bottom half of the screen.
5. In the top right hand corner click Sign In.
6. If you have previously created an account, sign in. If you have not previously created an account, click “Create Account” below the sign in button.
7. Click the “Search for Jobs” button at the bottom of the left hand column.
8. Use the search box to search for positions or use the filter options on the left.
9. Click on heading of the position you are interested in applying for to view the complete job posting.
10. In the upper left hand corner, you have the option to apply for the job, by clicking .
11. “Quick Apply” is the first screen of the application and where you can upload your resume/CV to automatically parse out your information into the application. Should you choose to use this optional feautre, please be sure to review the information to ensure it was parsed out correctly.
   a. Note: Only one file can be attached at this step. Additional documents such as references and a cover letter can be uploaded later in the application process.
12. Complete all fields on the “My Information” screen. Click “Next” to continue.
13. On the “My Experience” screen, enter work experience, education, skills, and/or website. Upload all supporting documents (i.e. resume/CV, cover letter, references, etc.) under the Resume/CV section on this screen. Click “Next” to continue.
14. On the “Application Questions” and, if applicable, “Additional Application Questions” screen, complete all fields. Click “Next” to continue.
15. This screen is for Voluntary disclosures such as race/ethnicity/veterans status as well as authorization for background check upon employment offer. You must read and consent to the terms and conditions by checking the box at the bottom of the page in order to continue. Click “Next” to continue.

   Yes, I have read and consent to the terms and conditions. ✓

16. On the “Self-Identify” screen, complete all fields. Click “Next” to continue.
17. The “Review” screen is the final step. Review all information for accuracy and click the “Back” button if you need to make changes. When you are satisfied with your application click “Submit”.

WANT TO BE NOTIFIED OF NEW JOB POSTINGS? SET UP A JOB ALERT!

1. Click on the my account icon (cloud) in the top right corner.
2. Select Job Alerts.
3. Select **Create Job Alert**.

4. **Name** Your Job Alert.

5. Select the **Frequency** in which you would like to receive alerts.

6. Select the **Job Category** (multiple can be selected).

7. Select the **Job Location** (multiple can be selected).

8. Select the **Job Type** (multiple can be selected).

9. Select **Full/Part Time** (multiple can be selected).

10. Click **OK**.

   NOTE: If you would like to edit or delete one of your Job Alerts, come back to the Job Alerts page in your candidate profile and select the Manage button next to the job alert that you would like to edit.