Apply for Jobs Using eRecruit

1. Log into PeopleSoft HCM
   - On SDUSD website, click Staff Portal.
   - Select Applications Log-In.
   - Select PeopleSoft HCM.
   - Enter your six-digit Employee ID and password.
   - Click Sign In.

2. Navigate to Careers page.
   - Click NavBar icon in upper right corner.
   - Click Navigator icon.
   - Select Self-Service.
   - Select Recruiting.
   - Select Careers.

3. Find jobs on Job Search page.
   - Filter or sort job postings by Location, Department, Job Family, or Job Posted In (Year)-OR-
   - Enter Keyword and click Search.

   Note: Search results will vary. Use the arrow to view all postings.

4. Select job posting from Search Results.
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April 2021

The **Job Description** page will display job details and other information.

5. **Click Apply.**

6. **Click Next** to proceed to Review / Submit page.

7. Review your contact information. **Note: Click the pencil icon to edit.**

8. **Click Submit Application** to complete the application process.

Navigate to the **PeopleSoft site** for additional resources and training opportunities.

SDUSD > Staff Portal > Technical Support/Help Desk > select PeopleSoft from the IT Resources drop down menu.
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Confirmation page will display upon submit.

9. Click **View Submitted Application** to view application.

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How to Withdraw a Submitted Application

On the **Job Search** page:

1. Click **My Activities**.

2. Click **Withdraw**.

3. Click **OK** to confirm.

Application is successfully withdrawn.

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<table>
<thead>
<tr>
<th>Applications</th>
<th>Job Title</th>
<th>Job ID</th>
<th>Location</th>
<th>Status</th>
<th>Date Created</th>
<th>Date Submitted</th>
<th>Date Withdrawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer School/ESY 2021 Counselor</td>
<td>140356</td>
<td>Bell Middle</td>
<td>Submitted</td>
<td>04/06/2021</td>
<td>1:04PM</td>
<td>04/06/2021</td>
<td>1:04PM</td>
</tr>
</tbody>
</table>

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