

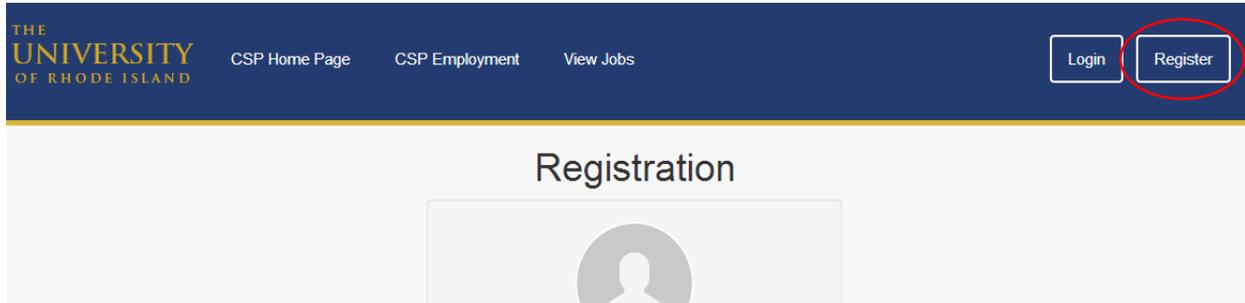
Applicant's Guide

CSP Employment

Registration

1. To begin using the CSP Employment website you must first register an account.

This can be done by clicking on **“Register”** in the top right corner of any web page. When filling out the form be sure to choose **“Applicant”**.



2. After completing the form **you must activate your account** by clicking the link sent to the registered email address.

CSP Employment Account Activation

Hello, Nicholas!

To activate your CSP Employment account please click the following link.

<http://cspemployment.apps.uri.edu/auth/activate/8e861cdce325c543efd2ef37d6e0cdb957a71d3cff71d8fa92c3265c3e356ab1c10c7e3c22118201>

3. After activating your account you may login and view your account dashboard.

My Account

My Account

Edit Profile

Add Reference

Add Education

When applying for positions your educational background is automatically submitted. You may however, choose which references you wish to submit for each position.

References

Looks like you haven't added any references yet. Get started by clicking "Add Reference" on the left.

Education

Looks like you haven't added your background education yet. Get started by clicking "Add Education" on the left.

The Dashboard is broken up into the following four sections:

- **My Account:** Shows a brief overview of all information you have entered including your educational background, references, and applications submitted.
- **Edit Profile:** Allows you to edit your personal information.
- **Add Reference:** This is where you will add professional references to be used when submitting applications.
- **Add Education:** Lastly, this section allows you to enter details regarding your educational background.

Viewing Jobs

Once you have registered you are ready to begin searching through potential assistantships and/or jobs. Click "View Jobs" in the main navigation bar to see what positions are currently available.

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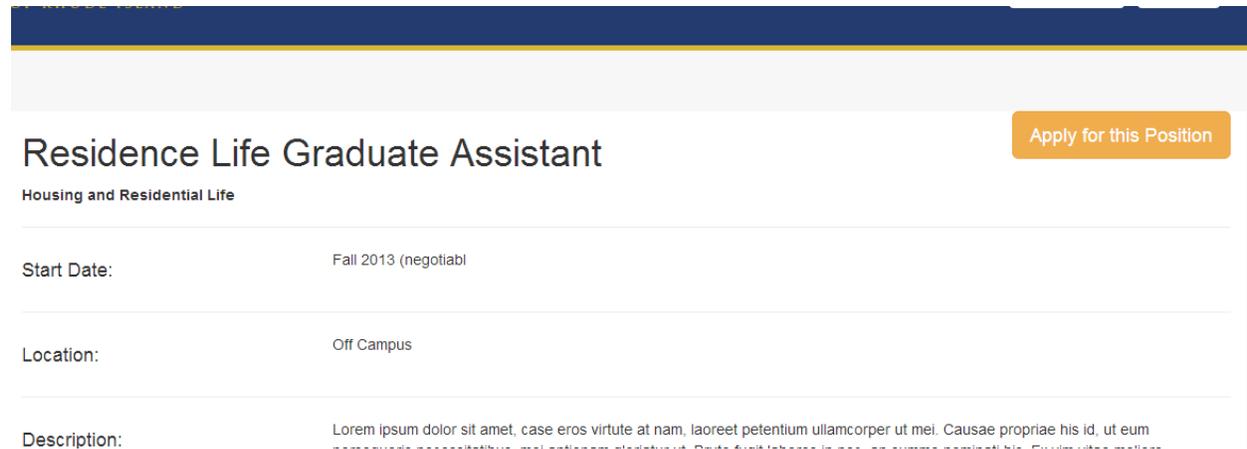
Open Jobs

Residence Life Graduate Assistant Housing and Residential Life	OFF CAMPUS TUITION HOUSING OTHER
Graduate Assistant Enrollment Services	ON CAMPUS TUITION HOUSING

Positions are tagged based on their location and what benefits they offer.

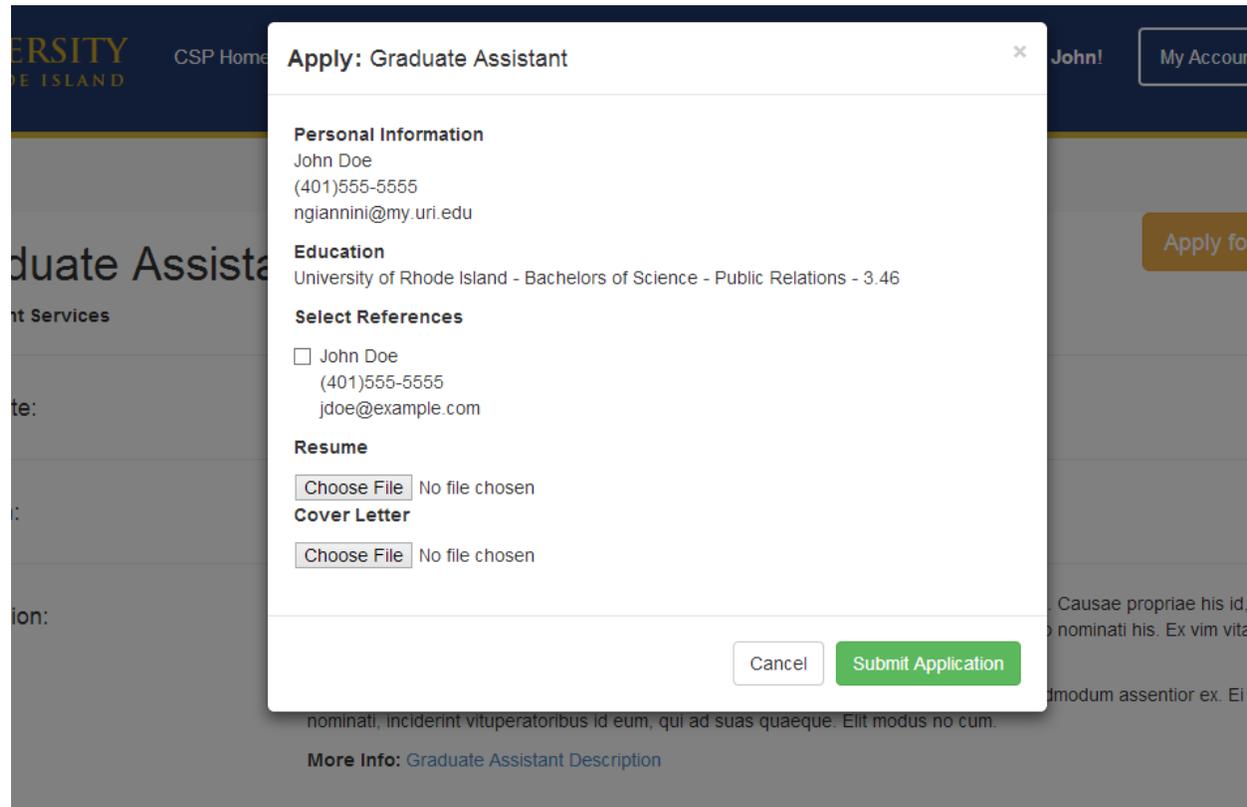
Applying for a Position

To apply for a position you must be signed into your account. Once signed in click on the desired position and click **“Apply for this Position”** in the top right.



The screenshot shows a job listing for "Residence Life Graduate Assistant" under the category "Housing and Residential Life". A prominent orange button labeled "Apply for this Position" is located in the top right corner. Below the title, the listing provides details: "Start Date: Fall 2013 (negotiable)", "Location: Off Campus", and a "Description:" field containing placeholder text.

This will bring up a dialog box allowing you to review your personal information, select the references for the application, and to upload a cover letter and resume (**NOTE:** Only .pdf, .doc, .docx and .rtf files are allowed).



The screenshot displays a modal dialog box titled "Apply: Graduate Assistant". It contains the following sections:

- Personal Information:** John Doe, (401)555-5555, ngiannini@my.uri.edu
- Education:** University of Rhode Island - Bachelors of Science - Public Relations - 3.46
- Select References:** A checkbox next to "John Doe (401)555-5555, jdoe@example.com" is currently unchecked.
- Resume:** A "Choose File" button with the text "No file chosen".
- Cover Letter:** A "Choose File" button with the text "No file chosen".

At the bottom of the dialog, there are two buttons: "Cancel" and "Submit Application". The "Submit Application" button is highlighted in green. The background of the page is dimmed, showing the job listing and navigation elements.

Click **“Submit Application”** and your application will be sent to the intended employer.

