

Logging Into PeopleSoft/Search the Job Bank

1	Double click the Internet Explorer icon on the desktop to open the Internet.
2	When the Internet window opens, click in the address bar to highlight the address field.
3	Press the Delete key to delete the address in the address bar.
4	Enter the State Personnel Department's Homepage URL address into the address bar. Enter www.in.gov/spd
5	Press the Enter key.
6	An applicant can access their internal PeopleSoft account from the State Personnel Department's Homepage. Click the Current Employee's Job Bank link
7	Scroll down the page to locate the Login and apply now! link
8	Click in the User ID field.
9	Enter your employee ID number into the User ID field. This will be the first initial of your first name (capitalized) and the last six digits of your employee id number. If you don't know your id, please contact your HR office.
10	Press the Tab key.
11	The PeopleSoft password is the same as the network password used to log into the computer. If you need your password reset, please contact 317-234-HELP (4357) or toll free 1-800-382-1095.
12	Click the Sign In button.
13	Congratulations, you have successfully logged into PeopleSoft! If prompted to change your password, - Click here to change your password link. -Fill in the blanks with the requested information. -Click the Change Password button ; and -Click the OK button End of Procedure.

Update Applicant Profile

1	After logging into your PeopleSoft account, click Self Service link, Recruiting Activities link and Careers .
2	An employee's name, address, telephone, and email information will be automatically completed, pulling from the personnel record. To confirm accurate information is available, an employee can check contact information from the Careers Home page. If there is a discrepancy in any of the information, please contact your HR office. Click the Contact Details link.
3	Click the Return to Previous Page link.
4	Click the Submit/Update Candidate Profile Without Selecting a Job link.
5	When the Internal Applicants use Self Service to update warning appears: -Click the Cancel button to return to the Learning and Development section of Self Service to update Professional Training, Education, Languages and Licenses/Certifications and Memberships information. This information will not be available in your profile for managers to use during the applicant selection process unless these sections were previously completed. <i>Refer to the Create/Update Learning and Development information section of this guide for instructions.</i> -Click the OK button to continue to create/update the applicant profile if the Learning & Development information has been completed.
6	A resume may be copied and pasted for review but the applicant profile pages will still need to be completed in order to be considered for open positions. Select either the Copy and Paste Resume Text, Using an Existing Resume , or Apply Without Using a Resume option.
7	Click the Continue button.
8	Complete the information on the Education and Work Experience page. To add work experience click on the drop down box and choose Yes-Add Work Experience . This will take you to a new page where you will enter work experience. Please make sure that all information is completed, including employer name, telephone, start date, end date (if applicable), staff supervised, hours per week, supervisor name and title, ending job title, reason for leaving and a thorough description of responsibilities/duties in the detail Work Experience field. If more than one position needs to be entered, click the Save and Add More button. When all work experience has been added, click the Save and Return button to return to the Education and Work Experience page.
9	Your education information should already be populated if you entered it through Learning and Development .
10	Click the Next link to go to the Additional Information page.
11	Scroll down the page Training, Licenses/Certifications, Languages and/or Membership information previously completed through Learning and Development .
12	Click the Next link to go to the Application Questionnaire page.
13	Click the Next link to go to the Referral Information page
14	Complete the fields in the Preferences section as desired. Complete the fields in the Referral section. How did you find out about the job is a required field and needs to be completed even if you only choose job posting when updating your profile. Review the Prior Convictions question and select the correct option.
15	Click the Next link to go to the References page.
16	Fill out all of the available reference information on the Add Reference page by clicking the Add Reference link. If more than one reference needs to be entered, click the Save and Add More button. After all references have been entered, click the Save and Return button.

17	Click the Next button
	Complete the requested Equal Opportunity Employee (EEO) Information. Note if the applicant prefers not to provide this information, click the I decline to provide my self identification details checkbox.
18	Click the I Agree to These Terms option at the bottom of the page. Click the Submit button.
19	When the application has been successfully submitted, the application status will read Applied on My Application page. If a profile was created or updated without applying for a position, No Job will be displayed in the Application column.
20	Click the Careers Home link to return to the Careers Home page.
21	Congratulations, you have successfully completed and submitted an applicant profile. Going forward, this information will carry through for any positions you wish to apply to. End of procedure.

Create/Update Learning and Development Information

1	Click the Self Service Link.
2	Click the Learning and Development link.
3	Click the My Current Profile link.
4	Click the Education link.
5	Click the Add New School Education link to enter high school information.
6	Click on the magnifying glass for the education level. Choose the appropriate level (graduated, degree or equivalent or without degree)
7	Change the effective date to your graduation date.
8	Leave the status as Active .
9	Use the magnifying glass to look up the State your high school is located in.
10	Scroll down and locate the State. Click on the State abbreviation link.
11	The school type will automatically populate to High School (HIS).
12	Leave the School Field code blank.
13	In the School Description , type in the name of your high school.
14	If you have completed high school coursework, check the Completed box.
15	Click OK . Click Return to Previous Page link.
16	Click Add New Degree to add college information
17	Click the Degree magnifying glass button to search for the correct degree. Locate the correct degree entry in the Description column and click on the link. If necessary, use the scroll bar to search through the list. If your specific degree is not listed, please choose the closest one.
18	Click the Major Code magnifying glass to search for the correct major.
19	To locate your major, click the drop down box and choose Description . In the box after begins with, type in the first three letters of you major and click the Look Up button. Choose the most closely related major.
20	Click in the Date Acquired field. Enter the date the degree was acquired into the Date Acquired field.
21	Leave the Status drop down as Active .
22	Click the State magnifying glass to search for the correct state or enter the state abbreviation into the begins with field. Click the Look Up button.
23	If necessary, use the scroll bar to scroll through the list.
24	Click the School Code magnifying glass to search for the correct school.
25	Scroll through the list of schools and click on the link for the school. This will populate your choice.
26	If you wish to enter a Minor , follow steps 18 through 20.
27	Click in the Average Grade field. Enter the average grade into the Average Grade field.
28	If the degree has been completed, click the Graduated box.
29	Click the Apply and Add Another button and repeat the steps to add another degree, until all degrees have been added. When finished adding degrees, click OK .
30	Click on the Learning and Development link.
31	Click on My Current Profile .
32	Click on Qualifications .
33	Click Add New Language Skills link.
34	Click the Language magnifying glass to search for the correct language.
35	Locate the correct language entry in the Description column and click on the link. If necessary,

	use the scroll bar to search through the list.
36	Do not change the evaluation date.
37	Leave the Status as Active .
38	Click the Reading Proficiency drop down menu button.
39	Select a reading proficiency from the list of values.
40	Click the Speaking Proficiency drop down menu button.
41	Select a speaking proficiency from the list of values.
42	Click the Writing Proficiency drop down menu button.
43	Select a writing proficiency from the list of values.
44	If this is your native language, click the check box.
45	If you are able to translate, click the check box.
46	If you are able to teach, click the check box.
47	Click Apply and Add Another Language button and repeat the steps to add another language until all languages have been added. When finished adding languages, click the OK button.
48	Click on the Add New Licenses/Certifications link.
49	Click the License magnifying glass to search for the correct license.
50	If necessary, scroll through the list or use the look up features to search through the list.
51	Locate the correct license entry in the Description column and click on the link.
52	Click in the Issue Date field.
53	Enter the date the license was issued into the Issue Date field.
54	Choose the Status of your license/certification. Either Active or Inactive .
55	If the license was issued in a country other than USA, click the Country magnifying glass to search for the correct country.
56	Click the State magnifying glass to search for the correct issuing state. If necessary, use the scroll bar to scroll through the list.
57	Locate the correct state entry in the State column and click on the state link.
58	If you in the process of renewing your license, click the Renewal in Progress check box.
59	Leave the License Verified check box blank.
60	Click in the Expiration Date field
61	Enter the date the license expires into the Expiration Date field.
62	Click in the License/Certification Number box. Enter the license number into the License/Certification Number box.
63	Click in the Issued By box. Enter the name of the agency or organization that issued the license/certification into the Issued by box.
64	Click the Apply and Add Another button and repeat the steps to add another license/certification until all licenses/certifications have been added. When finished adding licenses/certifications, click OK .
65	Click the Add New Membership link.
66	Click the Membership magnifying glass to search for the correct membership/organization.
67	Locate the correct organization entry in the Description column and click on the organization link.
68	If necessary, use the scroll bar to scroll through the list.
69	Click in the Membership Date field.
70	Enter the date the membership was issued in the Membership Date field.
71	Choose the Status of your membership. Either Active or Inactive .
72	If applicable, enter the Mandate Begin/End Date , the Mandate and/or Mandate Position .
73	Click the Apply and Add Another button and repeat the steps to add another membership until all

	memberships have been added. When finished adding, click the OK button.
74	Click the Learning and Development link.
75	Click the Professional Training link.
76	Click the Add Professional Training Course button.
77	Click in the Course Name field.
78	Enter the course name into the Course Name field.
79	Click in the Course Start Date field.
80	Enter the course start date into the Course Start Date field.
81	Click in the Course Completion Date field.
82	Enter the date the course was completed into the Course Completion Date field.
83	Click in the School/Facility Where Course Was Taken field.
84	Enter the school or facility name where the course was taken into the School/Facility Where Course Was Taken field.
85	Click the Save button.
86	Click the Add a Professional Training Course button and repeat the steps to add another training course until all training courses have been added. When finished adding courses, click the OK link.
87	<p>Congratulations, you have successfully created or updated your Learning and Development information.</p> <p>You can use this information to apply for available positions. Managers will review Learning and Development information to evaluate your qualifications.</p> <p>To ensure your updated information is transferred to your profile, you must go to Apply Without Selecting Job link under Recruiting Activities and the Careers links to update your applicant profile information. You can find these links under Self Service.</p> <p>End of Procedure.</p>