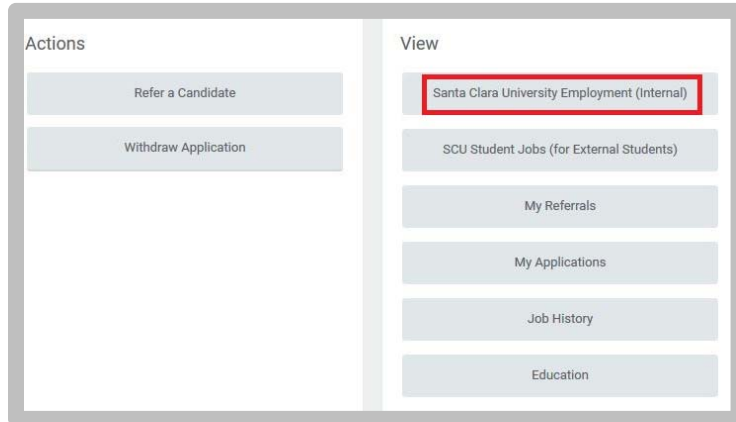


CAREER WORKLET

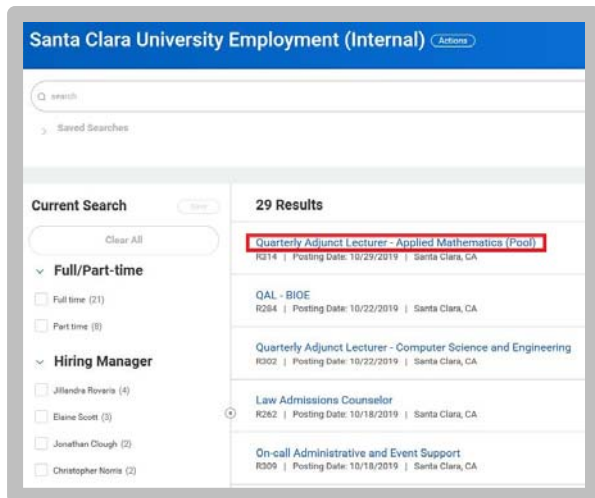
Select the **Career** icon on your dashboard



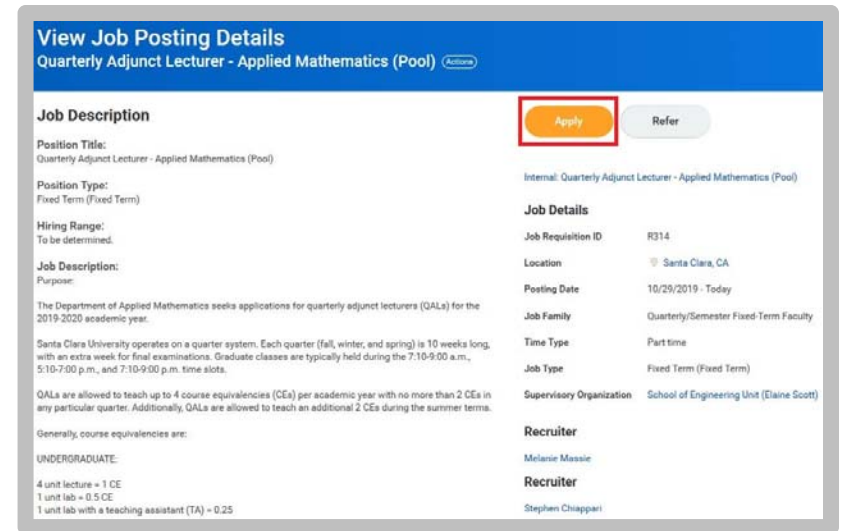
1. Click **Santa Clara University Employment (Internal)** under View.



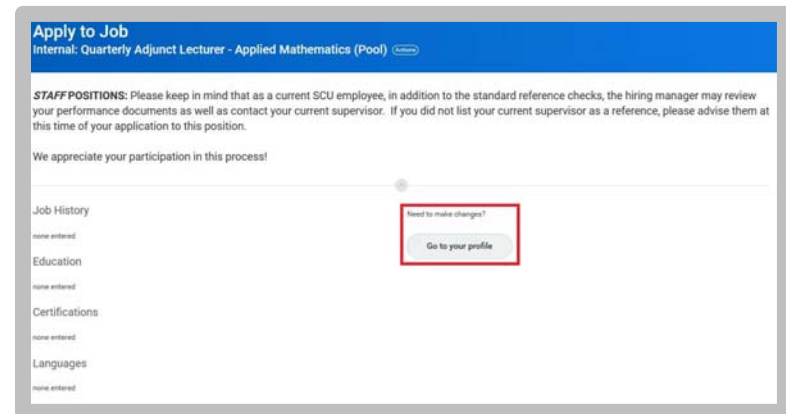
2. Click the **Job Posting** link you wish to apply.



3. Review the Job Posting Details. Click the **Apply** button.



4. Review your Profile. Make any necessary changes by clicking the **Go to your profile** button.



5. Resume / Cover Letter section: Attach your CV here.

6. General Information section: Respond to questions.

7. Faculty Additional Documents section: Upload and attach any documents requested by the recruiter as described in the job posting details. **Note:** You may upload a maximum of 5 uploads per box and with a file limit size of 5mb for each document.

8. Click Submit.