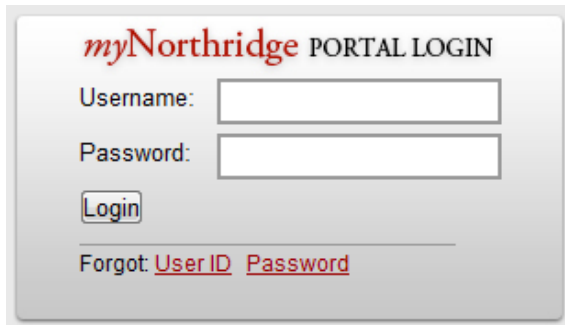


The following provides instruction on how to review employment applications online.

Using an Internet browser such as Internet Explorer, access the CSUN homepage at [www.csun.edu](http://www.csun.edu).

1. Login to the myNorthridge portal using your CSUN User ID and password.



The image shows a login form titled "myNorthridge PORTAL LOGIN". It contains two input fields: "Username:" and "Password:". Below the password field is a "Login" button. At the bottom, there is a "Forgot:" link followed by "User ID" and "Password" in red text, indicating clickable links.

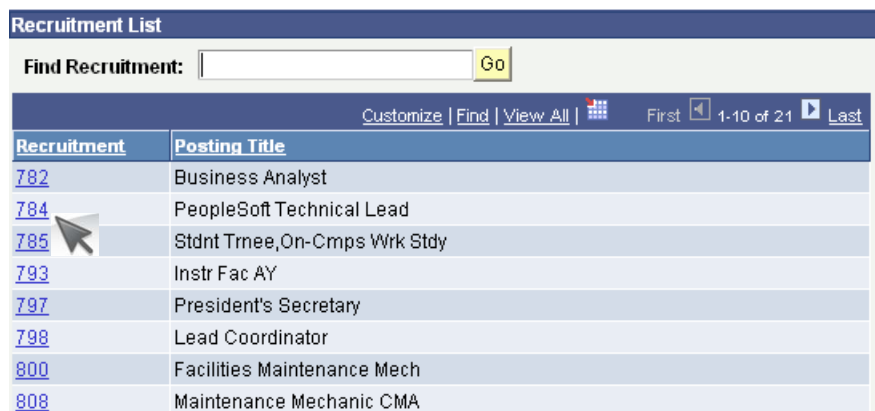
2. Find the Human Resources/Manager pagelet, and click on Manage Recruitment.



If you are identified as part of the Hiring Team for any Job Opening, including the Recruiter (Department Contact), Hiring Manager or Interviewer, you will see a list of jobs with which you are associated.

## Manage Recruitments

[Help](#)



The image shows a "Recruitment List" table with a search bar and navigation options. The table has two columns: "Recruitment" and "Posting Title". The rows list various job openings with their IDs and titles.

Recruitment	Posting Title
<a href="#">782</a>	Business Analyst
<a href="#">784</a>	PeopleSoft Technical Lead
<a href="#">785</a>	Stdnt Trnee, On-Cmps Wrk Stdy
<a href="#">793</a>	Instr Fac AY
<a href="#">797</a>	President's Secretary
<a href="#">798</a>	Lead Coordinator
<a href="#">800</a>	Facilities Maintenance Mech
<a href="#">808</a>	Maintenance Mechanic CMA

3. Click on the Job Opening number desired.

A list of applicants will display that have been screened by Human Resources.

**Manage Recruitments** [Help](#)

**Job Opening** 814 Assistant Business Analyst  
**ID:**  
**Recruiter:** Sherrill Bunce  
**Job Opening Type:** Standard Requisition **Opened Date:** 07/01/2008

---

[Recruitment Summary/Attachments](#) [Previous](#) | [Next](#) | [Back to List](#)

**Recruitment List**

Find Applicant:

[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-3 of 3 | [Last](#)

<input type="checkbox"/>	Applicant	ID	Disposition	Application Date	9.3	References	Prepare Job Offer
<input type="checkbox"/>	<a href="#">Daisy Drop</a>	11170	Route	07/23/2008 10:02AM			
<input type="checkbox"/>	<a href="#">Clint Eastwood</a>	11156	Route	07/16/2008 11:47AM			
<input type="checkbox"/>	<a href="#">Susie Sample</a>	11094	Route	07/10/2008 4:09PM			

[Select All](#) [Deselect All](#)   [View Previously Run Reports](#)

---

[Recruitment Summary/Attachments](#) [Previous](#) | [Next](#) | [Back to List](#)

4. To generate a report that includes the application and any other attachment provided by an applicant, click on the check box next to the individual’s name. Multiple names can be checked, or use the Select All feature under the list of names. Choose **View Applications** from the Select Action drop-down box, then click the yellow **Go** button.

**Manage Recruitments** [Help](#)

**Job Opening** 814 Assistant Business Analyst  
**ID:**  
**Recruiter:** Sherrill Bunce  
**Job Opening Type:** Standard Requisition **Opened Date:** 07/01/2008

---

[Recruitment Summary/Attachments](#) [Previous](#) | [Next](#) | [Back to List](#)

**Recruitment List**

Find Applicant:

[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-3 of 3 | [Last](#)

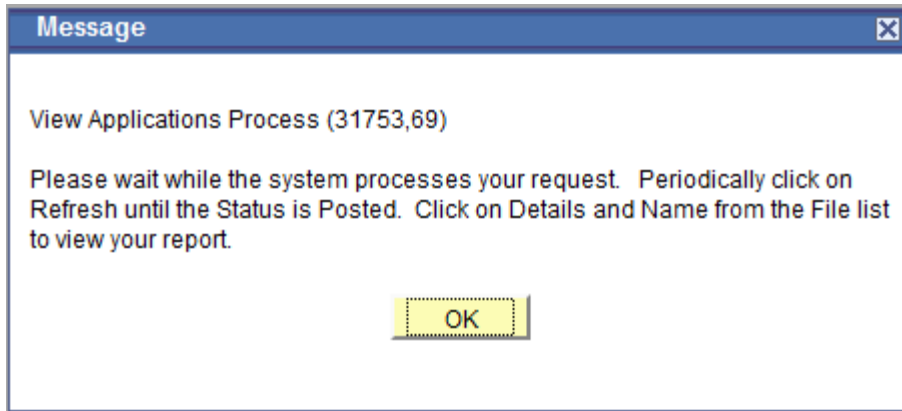
<input type="checkbox"/>	Applicant	ID	Disposition	Application Date	9.3	References	Prepare Job Offer
<input checked="" type="checkbox"/>	<a href="#">Daisy Drop</a>	11170	Route	07/23/2008 10:02AM			
<input checked="" type="checkbox"/>	<a href="#">Clint Eastwood</a>	11156	Route	07/16/2008 11:47AM			
<input checked="" type="checkbox"/>	<a href="#">Susie Sample</a>	11094	Route	07/10/2008 4:09PM			

[Select All](#) [Deselect All](#)   [View Previously Run Reports](#)

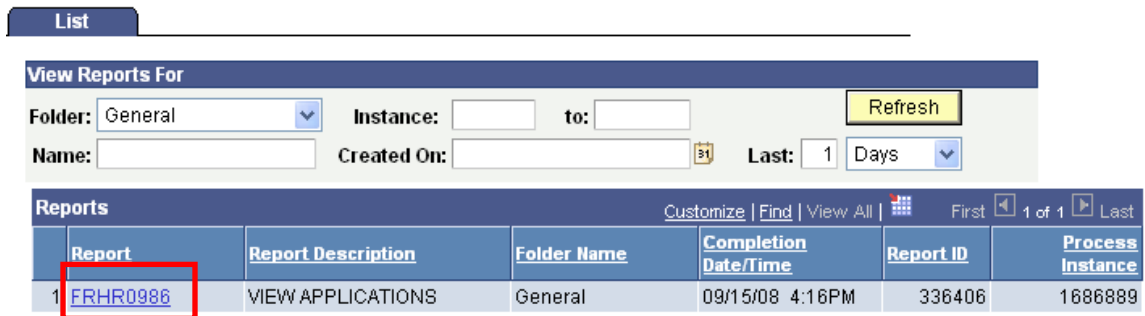
[Recruitment Summary/Attachments](#) [Previous](#) | [Next](#) | [Back to List](#)

- Add Applicant to New List
- Add Applicant to Saved List
- Manage Interviews
- Reject
- Select Action...
- View Applications**

- Instructions display which include waiting for the process to complete. Click OK. Then click the yellow **Refresh** button until you see the report name display.



- The report name will appear in blue and underlined. Click on the report title beginning “FRHR”.



- Report details will display. Under the column heading **File List**, click on the blue, underlined title of the .pdf document, which will include the number of the Job Opening.

**Report**

Report ID: 4528      Process Instance: 3862243      [Message Log](#)  
 Name: FRHR0986      Process Type: SQR Report  
 Run Status: Success

View Applications

**Distribution Details**

Distribution Node: HANRTST      Expiration Date: 10/20/2011

**File List**

Name	File Size (bytes)	Datetime Created
<u>Applications_JobOpening_1040.pdf</u>	447,892	10/06/2011 9:57:06.674763AM PDT
FRHR0986_TRACE_3862243.txt	0	10/06/2011 9:57:06.674763AM PDT
FRHR0986_XML_1040_3862243.txt	1,361	10/06/2011 9:57:06.674763AM PDT
SQR_FRHR0986_3862243.log	1,749	10/06/2011 9:57:06.674763AM PDT
frhr0986_3862243.out	357	10/06/2011 9:57:06.674763AM PDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	101506936

- The application report will open in a new window as long as the pop-up blocker is not enabled on your browser. If pop-up blocker is enabled, hold the control key down while simultaneously clicking on the .pdf link.

Review the report online, and/or SAVE the report to your desktop. Use the diskette icon just above the document, or use your browser *File...Save As* function.

Click to save this file to your computer or another location

California State University  
**Northridge**

**Application For Employment**  
Assistant Business Analyst

Vacancy 814  
Office of Human Resource -8229

Name			
Preferred Prefix	Applicant Name	Suffix	Applicant ID
	Daisy Drop		11170

Contact Information (preferred contact method: Not Specified)			
<b>Address:</b>		Phone Type	Phone Number
17221 Minnehaha Street		Cellular	213/219-0230
Granada Hills, CA 99999		Home	818/366-7800
		Email Type	Email Address
		Home	smbunce@msn.com

Work Experience	
01/01/2000-present	Bingham McCutchen, LLP-San Fra (Network Engineer) Ending Rate: \$ 0.00
Supervisor:	Approved to Contact: No
Phone:	
Job Responsibilities:	network support engineer for Southern California law firm with over 2000 users . Trained and provided technical support for Desktop , Helpdesk , Application Analysts in multiple offices throughout the enterprise Project manager for a variety of network infrastructure updates to include core switch upgrades and rewire projects Communicated , both orally and in writing , effectively with clients from a non technical background on a level of common understanding Formulated written documentation to include multi - layered document network infrastructure maps and wiring diagrams for management and peer network engineers using Microsoft Visio Oversaw as team leader a group of IT professionals in deployment projects as well as troubleshooting Designed two Active Directory Forests , GPO and multi-level security access , custom Roaming profiles , login scripts using Batch and VBS Built , upgraded , and maintained over 200 HP / Compaq Proliant and Dell servers , including data migrations , print

This file can be reviewed at a later time by returning to the file saved on your desktop, OR by returning to the Manage Recruitments page and clicking on [View Previously Run Reports](#). Reports are available for review for 30 days, unless saved to your desktop.

11156	Route	07/16/2008 11:47AM		
11094	Route	07/10/2008 4:09PM		

[Go](#) [View Previously Run Reports](#)

[Previous](#) | [Next](#) | [Back to List](#)