



Current Employees access State Job Openings through the new Careers link from Work or Home

With the integration of Careers, employees can now access State jobs from work or home!
Instructions for accessing Careers from work and home are included below.

WORK ACCESS/HOME ACCESS

Employees access State job openings via PeopleSoft Employee Hub under **my Career**.

<https://www.cnd.nd.gov/psp/strp/?cmd=login&languageCd=ENG&>

1. Enter your PeopleSoft (**User ID**) and **password** click **Sign In**.

Note: Depending on your internet browser setting, you may receive different alerts. If your ActiveX is not turned on, click the **OK** button to activate. If you do not have ActiveX installed, follow the instructions to download and install ActiveX.

2. From the Employee Hub click **my Career**> **Careers**

Job Title	Job ID	Location	Business Unit	Posted Date	Refer a Friend	Save Job	Apply
1 ADMIN ASSISTANT II	2919874	Bismarck, ND	Water Commission	12/03/2013	Refer a Friend	Save Job	Apply
2 ADMIN ASSISTANT II	2919955	Bismarck, ND	Information Technology Dept	12/13/2013	Refer a Friend	Save Job	Apply

APPLY FOR A JOB

1. On the **Careers** Home page, click the **Job Title** that you want to apply to.
2. When the Job Description page appears, click the **Apply Now** button.
3. Follow on-screen instructions to add a resume, enter application information (Work Experience, Post-Secondary Education History, Job Training, Licenses and Certificates, Languages, and References), and answer job-specific questions. As an existing employee, your eProfile will populate a portion of the job application.
4. Once you complete your application, click the **Submit** button.
5. Click the **Submit** button. Note: Jobs close at midnight on the close date.

CREATE AUTOMATIC JOB NOTIFICATION EMAIL

1. Click **Job Search** at the top of the Careers homepage.
2. Enter the **Search Criteria** to define your job notifications i.e. jobs with a keyword = "analyst"
3. Click **Save Search**.
4. Check **Use as a Job Agent** and enter your email address.
5. Click **Save Search**.