

Job Search and Application Tips

- SDSU Employees – If you are an SDSU employee applying for a job, please call (619) 594-0899 (ext. 4-0899) to receive your password. Your user ID is your Red ID number.
- Non-SDSU/External Applicants – If you are a new applicant, we suggest that you register (create a user name and password) and create your profile now. However, you may search our job postings without registering. You will be required to register before you can apply for a position. User names and passwords are case sensitive. Please keep a record of this information for future use.
- Sorting the job listings – For easier searching, you may sort the list of jobs by clicking on any of the headers. For example, if you click on the “Job Title” heading it will sort the jobs in alphabetical order. If you click “Job Title” again, it will sort them in reverse alphabetical order. Or, if you click on “Job ID” it will sort them in numeric order. Once you have created a search to match your interests and qualifications, you may save that search criteria for future use by selecting “Save Search”.
- Advanced search options – With this function, you may search by job vacancy number, part-time/full-time status, job family or location by using the provided menus. You may also type in keywords or job title which will search the full posting. It is best to use full words in defining your search criteria. Once you have created a search to match your interests and qualifications, you may save that search criteria for future use by selecting “Save Search”.
- Saving an application – After completing the Work Experience, Education History, Job Training, Languages and Professional References sections, you must then select “Save” on the main application page. If you close the application or close your browser before selecting “Save” on the main page, the entered information will be lost. You should “Save” as you go so that information is not lost, and you can edit your application. You must select “Submit” in order to successfully apply for a job.
- Recommended Web browser settings – Internet Explorer is the recommended browser for the Oracle application system. For desktops running earlier versions of MS Windows, Internet Explorer may need to be configured for use with Oracle/PeopleSoft Applications. For additional assistance in optimizing your browser settings, please see Configuring IE for Oracle Link ([link to PDF Configuring IE for Oracle](#)) to download the latest version of Adobe Reader. If you have any questions about the San Diego State University hiring process, please contact us at 619-594-7901 or [E-mail us](#).
- Do not use the back button – Forward and back browser buttons do not function within the application and you will lose data you have entered. Please use the application navigational links to move between pages.
- Communications regarding your application – If you provide an email account in your profile, you will receive an email to confirm your application. You will not receive any unsolicited emails from San Diego State University. You may obtain a free email account through various sources, such as Gmail, Hotmail or Yahoo.