



ORACLE IRECRUITMENT

REFERENCE GUIDE FOR EXTERNAL APPLICANTS

How to Apply

To apply for a position with Texas Woman's University, an applicant must use our online application system. We do not accept hard copy paper resumes or resumes submitted via email or fax. Below are instructions for the online application system. If you need assistance with the online application process, please call the Office of Human Resources at 940-898-3555.

To log in or register, please click on <https://careers.twu.edu>.

If you are a current employee of Texas Woman's University, you must access iRecruitment through portal via Oracle Employee Self-Service and click on Search/Apply for positions.

Step 1: (FOR NEW VISITORS TO THE SITE) – Click on <https://careers.twu.edu>. New visitors to the site may search for a position before creating an account by clicking on one of the listed categories. Applicants may use the CTRL key to select more than one category, then click "Search."

New visitors to the site may search all positions posted in the last 7 days. Using this feature, all positions posted within the last 7 days will be shown. Applicants may also search for positions posted over the past days, weeks, or months by clicking "Date Posted."

Step 2: Click on "Apply Now."

Step 3: If you have not previously registered with the TWU Employment Application System, click "Register" (New to TWU Online Employment Application System? [Register](#) today) and enter the requested information. Click "Submit."

Step 4: If you have a current resume, you may upload the document or click "No, I do not have a resume". Click "Continue."

Step 5: Enter the information into "Personal Information" screen. Questions marked with an * are required. Click "Next."

Step 6: Add employment history. Please note: List the positions (including school jobs, if applicable) which you have held for the past **10 years**. Enter education qualifications and any licenses and/or certifications, if applicable. Click "Next."

Step 7: If you did not upload a resume (see step 4), a resume will be created for you in this step. You may choose the appropriate resume (sample will be displayed) and click "Next."

Step 8: Enter Referral Source (required). Equal Employment Opportunity information is optional or you must click "I do not want to disclose my EEO information". Click "Next."

Step 9: Please read the Voluntary Self-Identification of Disability notice. You may check one of the boxes. Identification is optional. Click "Next."

Step 10: Please read the Voluntary Self-Identification of Veterans. You may identify yourself as a veteran in item 2. Identification is optional. Click "Next."

Step 11: Please read the Notification and Authorization to Obtain Information and DPS Computerized Criminal History (CCH) Verification. This grants Texas Woman's University permission to process a background check for candidates applying for a position with the University. Click "Finish."

Step 12: You will receive a confirmation from the system (upper left corner) that you have successfully submitted your application and will note the jobs you have applied for by IRC number.

Please see [screenshots](http://www.twu.edu/downloads/recruit-select/iRECRUITMENT - HOW TO APPLY SCREENSHOTS.pdf) for the steps listed above (<http://www.twu.edu/downloads/recruit-select/iRECRUITMENT - HOW TO APPLY SCREENSHOTS.pdf>)

FOR RETURNING APPLICANTS: If you have already registered on the TWU Career Site, please log in with your email and password. You may review your account information by clicking on “My Account” and review personal information for accuracy. You may change or add information (updated resume, cover letter, etc.) and click Save. You will receive a confirmation that your account has been updated.

Note: Returning applicants may make any necessary changes to qualifications and/or skills, or login information.

Step 1: Once completed, click on “Job Search,” select the job category or categories and click “Go.” All available positions within the selected job category will be listed. Click “Apply Now” to apply for the selected position.

Step 2: Review your account information. If there are no changes, click “Next.”

Step 3: Enter the referral source (required). Click “Next.”

Step 4: Review the Voluntary Self-Identification of Disability notice. Identification is optional. Click “Next.”

Step 5: Review the Voluntary Self-Identification of Veterans notice. Identification is optional. Click “Next.”

Step 6: Review Notification and Authorization to Obtain Information and DPS Computerized Criminal History (CCH) Verification. Click “Finish.”

Step 7: “Confirmation: Thank you for submitting your application.” If there are other positions within the university that you would like to apply for click Job Search and return to Step 1. All positions within the job category will be listed (including those that you may have previously made application). If an applicant has already applied for the position, the system will give an error code: You have already applied for this job.

The “HOME” screen on your account will list “Jobs Applied For.” You may also locate this information under Job Search – “Jobs Applied For.”

Additional Information:

When searching for positions, applicants may select more than one position and add to a “wish list.” Click on “wish list” and those selected positions will be listed. You may apply for the position(s) by clicking on “Apply Now.” Once a candidate has made application, the position(s) will be removed from the wish list.

To withdraw from a job that you applied for:

1. Click on the Jobs search
2. Click Jobs Applied For link
3. Select the job that you want to withdraw from
4. Select "I'm No Longer Interested In this Position." Submit