In this documentation, we will show how, you as an employee, can access Employee Self–Service to review and apply to any CUNY job openings anytime and anywhere.
The first step is to Log in to CUNY FIRST from the Hostos Community College home page. We select “Login To” on the right hand side and in the selections that appear on the left hand side for Faculty and staff, click on “CUNYfirst”.
After selecting “LOG IN” you will see the screen to enter your CUNYfirst username and password. This information you received when claiming your CUNYfirst account. The new CUNYfirst credentials are the CUNY login and use the CUNYfirstID@login.cuny.edu as the format e.g. john.doe86@login.cuny.edu.
After you enter your username and password, you will be on the CUNYfirst menu page and should click on the “HR/Campus Solutions” link.
You should now click on Self Service.
You will notice there are several options available in Self-Service and there is more available if you are a faculty member or student in addition to being an employee at the University.

From Self-service, we will **click** on **Recruiting Activities** to apply for jobs.
The Recruiting Activities section has three options, we will be reviewing the “Careers” section. In the careers section you can apply to jobs at Hostos Community College or any other jobs at the University.

The “Browse Job Opening” and “Interview Calendar” are used by our search committee members and is reviewed in the training material for search committees.

Click on Careers
The Career Home page will appear with a list of Employment Opportunities in different categories of jobs. You should **click** on the category most appropriate to your expertise in this section.

Let’s apply by selecting an example in the category “Managerial and Professional”.
All the job openings with the posting titles within the selected Category will be displayed. We’ll Click on the Posting title for details of the job “Academic Student Support Program Specialist” at Hostos Community College.
Then the job description page will appear where you may read the position details and title overview, qualifications, compensation and benefits, the closing date and how to apply which will advise about specific documentation to be attached to your application.

If you are interested in the job, click on **Apply Now** and follow the instructions to add your resume and other documentation as requested.
The “Apply now Resume” page will open and you will be able to select how you want to apply.

With most applications, it is recommended to **Upload a New Resume/Vitae** and then click on **Continue**.
You will be prompted to **click** on **browse** to select and upload a file. Once the file is uploaded, you will see the “Resume title” page and you may either update the “resume title” or leave it to the defaulted name of the file you uploaded. You will then have the ability to view the attachment.

Once you are ready, you should click on **Continue**.

Please note, if you had selected multiple jobs to apply at the same time, the same materials will be attached to them, so it is recommended you apply to one job at a time unless you will use the same vitae/resume, references, cover letter and any other attachments for all the jobs.

You may attach documents using several formats such as Word, PDF, Text, and Rich Text Format. It is recommended that files do not exceed 20 MB, the file name should be 60 characters or less and only include alpha or numeric characters.
After clicking on continue from the resume page, the “Apply now attachments” page will open and you will be able to add attachments as requested in the job opening. You should select **Upload an Attachment** and then **click** on **Continue**.
You will be prompted to select an “attachment type” from the drop down menu such as cover letter, and you must then enter in the “Attachment Purpose “and then click on “Add Attachment”. Once again you will browse to select and upload a file.
Once it is added you will see the attachment name and you may click on “Save and continue” to complete the application or “Save & Add more” to add additional attachments.

Once you have submitted all attachments, you are ready to complete your application:
You will see the name of the jobs “you are applying for” as well as the resume and attachments you have added and have an opportunity to change them for the last time before you submit them in the system.
Some jobs will also have screening questions about your education and experience and these answers are required if they are marked with an asterisk. Please read and answer the questions carefully as your answers will be used to determine whether you are qualified for the job.
There is another tab where you can enter referral information, this is optional. You may make selections from the drop downs in “how did you find out about the job” and “Sub Source” or type in “Specific Referral Source” if it does not appear in the options.

You should **click** on “Submit” to complete the application.
Once you have clicked on submit, the “confirmation of application “page will open and you will see that your application has been received.

Once you have submitted all attachments, you are ready to complete your application:

You will see the name of the jobs “you are applying for” as well as the resume and attachments you have added and have an opportunity to change them for the last time before you submit them in the system.

Some jobs will also have screening questions about your education and experience and these answers are required. Please read and answer the questions carefully as your answers will be used to determine whether you are qualified for the job.
In addition, you will receive an automated email from CUNYfirst acknowledging receipt of your application.

**IF you want to change an application after it is submitted, you may only apply again before the closing date and the search committee will use the latest application materials:**

CUNY may not remove or change materials that have been submitted with an application.
If you have any questions, please contact the Human Resources Office at 718-518-6650.