

# **CUNYFIRST EMPLOYEE SELF-SERVICE- APPLYING FOR A JOB**



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.

# HOSTOS COMMUNITY COLLEGE HOME PAGE- [HTTP://WWW.HOSTOS.CUNY.EDU](http://www.hostos.cuny.edu)

Offices & Departments    Programs & Resources    Login To

**For Faculty/Staff**

- Webmail
- Blackboard
- Caiman Card
- CUNYfirst
- CUNY Portal
- e-PAR
- e-Timesheet
- Facilities Work Order System (On-Campus Access Only)
- IT Job Request
- PEMS (Evaluation)
- Public Safety Key Request (On-Campus Access Only)
- Scholarships and Grants
- SPOP
- Succeed@Hostos
- Tech Resource Reservation

**For Students**

- Webmail
- Blackboard
- Caiman Card
- CUNYfirst
- CUNY Portal
- ePortfolios
- Hostos Connect Text Messaging
- Scholarships and Grants
- Succeed@Hostos
- Workshop Calendar

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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**”.

The image shows two screenshots from a web browser. The top screenshot is the 'CUNYfirst Resource Portal' with a list of links. An orange arrow points to the 'LOG IN' link. The bottom screenshot is the 'CUNY Login' page, which has a login form with fields for 'Username' and 'Password', and a 'Log in' button. An orange arrow points to the 'Log in' button. The Hostos Community College logo is in the bottom left, and a page number '3' in a circle is in the bottom right.

**CUNYfirst Resource Portal**

- » **LOG IN**
- » CUNYfirst Home
- » Claim Your Account
- » Information for Students
- » Information for Faculty
- » Information for Staff
- » CUNYfirst Benefits
- » CUNYfirst MyInfo
- » Glossary
- » Frequently Asked Questions
- » Need Help?

**CUNY Login**

Now CUNYfirst | CUNYsmart | Virtual Bookstore  
Blackboard | DegreeWorks | FACTS

Log in with your CUNY Login credentials  
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

Username  
@login.cuny.edu

Password

Log in

If you do not have a CUNYfirst account (e.g., Graduate Center and School of Professional Students) and Blackboard guests, see the FAQs.

Forgot Password | Change Password | New User

Note: Please do not bookmark this page. See FAQs.

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3

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](mailto:CUNYfirstID@login.cuny.edu) as the format e.g. [john.doe86@login.cuny.edu](mailto:john.doe86@login.cuny.edu) .

## CUNYFIRST MENU PAGE

CUNYfirst Fully Integrated Resources & Services Tool

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PERSONALIZE CONTENT LAYOUT Wed, Apr 19, 17 10:15 AM

CUNYFIRST MENU

- [Customer Relations Management](#)
- [Enterprise Learning Management](#)
- [HR / Campus Solutions](#)
- [CUNY Alert Preferences](#)
- [NYS Voter Registration](#)
- [My Personalizations](#)
- [firstSolutions Knowledge Base](#)

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4

After you enter your username and password, you will be on the CUNYfirst menu page and should **click** on the “**HR/Campus Solutions**” link.

## CUNYFIRST HR/CAMPUS SOLUTIONS MAIN MENU



Favorites Main Menu

Menu

Search:  >>

- ▷ My Favorites
- ▷ CUNY
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▷ [Set Up HRMS](#)
- ▷ Worklist
- ▷ Reporting Tools
- ▷ PeopleTools
- [My Personalizations](#)
- [firstSolutions Knowledge Base](#)



You should now **click** on **Self Service**.

EMPLOYEE SELF-SERVICE

**CUNYfirst**  
Fully Integrated Resources & Services Tool

Favorites Main Menu

Menu

Search:

- ▷ My Favorites
- ▷ CUNY
- ▽ Self Service
  - ▷ Personal Information
  - ▷ Job Information
  - ▷ Payroll and Compensation
  - ▷ Learning and Development
  - ▷ Recruiting Activities
  - [Review Transactions](#)
  - [Manage Delegation](#)

Hostos Community College

6

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.

## EMPLOYEE SELF-SERVICE- RECRUITING ACTIVITIES

The screenshot displays the CUNYfirst HRMS interface. At the top, the logo for CUNYfirst is visible, along with navigation links for 'Favorites' and 'Main Menu'. Below this is a 'Menu' section with a search bar. The menu items are listed as follows:

- My Favorites
- CUNY
- Self Service
  - Personal Information
  - Job Information
  - Payroll and Compensation
  - Learning and Development
  - Recruiting Activities**
    - Browse Job Opening
    - Careers**
    - Interview Calendar
    - Review Transactions
    - Manage Delegation
- Manager Self Service
- Recruiting
- Set Up HRMS
- Worklist
- Reporting Tools
- PeopleTools
- My Personalizations
- firstSolutions Knowledge Base

An orange arrow points to the 'Careers' option under the 'Recruiting Activities' section. In the bottom right corner of the interface, there is a circular icon containing the number '7'. The Hostos Community College logo is located in the bottom left corner.

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**

**CUNYfirst**  
Fully Integrated Resources & Services Tool

Favorites | Main Menu > Self Service > Recruiting Activities > Careers

Careers Home | [Job Search](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Career Tools](#)

Careers Home  
Welcome

**Employment Opportunities**

- [Faculty](#)
- [Executive](#)
- [Managerial and Professional](#)
- [Support Staff](#)
- [Information Technology/Technical](#)
- [More Options To Search For CUNY Jobs](#)

**My Career Tools**

- [0 Applications](#)
- [0 Cover Letters and Attachments](#)
- [0 Saved Resumes](#)
- [My Profile](#)

**Notifications**

You do not have any notifications.

[Refresh](#)

Hostos Community College

8

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**".

## CAREERS – MANAGERIAL AND PROFESSIONAL OPTIONS

**CUNYfirst**  
Fully Integrated Resources & Services Tool

Favorites | Main Menu > Self Service > Recruiting Activities > Careers

[Careers Home](#) | [Job Search](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Career Tools](#)

### Job Search

▶ Click icon to view Quick Search criteria

✓ 137 Results Found

Search Results

Select All | Deselect All | Add to Job Cart | Apply Now | First | Previous | Next | Last

Select	Created	Posting Title	ID #	Job Family	Location
<input type="checkbox"/>	05/31/2017	<a href="#">Academic Student Support Program Specialist - CUNY Start</a>	16791	Academic Support Services	Hostos Community College
<input type="checkbox"/>	05/31/2017	<a href="#">Continuing Education Coordinator - Instructional Quality (Dept. of Adult &amp; Continuing Education: Yor</a>	16878	Continuing Ed and Ext Programs	York College
<input type="checkbox"/>	05/31/2017	<a href="#">Administrative Coordinator - Buildings and Grounds</a>	16817	Administrative Management	Baruch College
<input type="checkbox"/>	05/30/2017	<a href="#">SEEK Program Manager (Queens College)</a>	16808	Academic Affairs and Programs	Queens College
<input type="checkbox"/>	05/30/2017	<a href="#">Academic ASAP Program Data Coordinator</a>	16892	Academic Affairs and Programs	Borough of Manhattan CC
<input type="checkbox"/>	05/30/2017	<a href="#">Student Life Coordinator - New and First Year Programming</a>	16890	Student Affairs/Student Life	Borough of Manhattan CC
<input type="checkbox"/>	05/30/2017	<a href="#">Finance Budget Specialist</a>	16823	Finance and Accounting	Queensborough CC
<input type="checkbox"/>	05/26/2017	<a href="#">EOC Associate Director of Administrative Affairs</a>	16841	Administrative Management	Bronx Community College

Hostos Community College

9

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.

# JOB DESCRIPTION



Favorites | Main Menu > Self Service > Recruiting Activities > Careers

## Job Description

**Job Title:** Academic Student Support Program Specialist - CUNY Start  
**Job ID:** 16791  
**Location:** Hostos Community College  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

Email to Friend

Add to Job Cart

Apply Now

[Return to Previous Page](#)

### POSITION DETAILS

Hostos Community College is seeking two Academic Student Support Program Specialists for CUNY Start/Math Start. These are full time positions that require evening hours.

CUNY Start is an intensive program for incoming college students, both high school and GED graduates, who need to increase their academic proficiency in reading, writing and mathematics prior to enrollment in college credit classes. The CUNY Office of Academic Affairs, six CUNY community colleges, Medgar Evers and the College of Staten Island work collaboratively to provide students with an innovative approach to developmental education. CUNY Start is recognized for its carefully designed curriculum and pedagogy, ongoing professional development, and supportive approach to student development. CUNY Start has proven to be highly effective at reducing and/or eliminating students' remedial needs within one semester.

Math Start, based on the CUNY Start math curriculum and advisement model, is an intensive 8-10 week program for incoming CUNY students who want to increase their math proficiency before starting credit-bearing classes. Similar to CUNY Start, Math Start, enrolls students who have been accepted to CUNY, but have not passed the math sections of the CUNY Assessment Tests.

The CUNY Start/Math Start Program Support Specialist conducts comprehensive individual and group student orientations, information sessions and interviews, academic advising, performance feedback sessions and conferences, skills development seminars, workshops, recruitment/outreach and information session facilitation, new student orientation and other activities to enable successful program enrollment, completion, college transition and matriculation. Reporting to the campus CUNY Start/Math Start Program Manager, the Academic Student Support Specialist will work with groups of students throughout the academic year to cultivate and oversee their educational and advisement plans.

Other duties will include but are not limited to the following:

- Provides academic and college success guidance, skill improvement, college readiness, and survival strategies, general guidance, coaching, mentoring, and career exploration support.
- Monitors, evaluates, documents, and reports on students' academic participation and progress; ensures compliance with guidelines, and manages records and files.



10

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.

# APPLY – PROVIDE RESUME

[Apply Now](#)

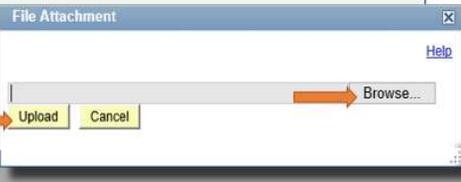
## Resume

Please provide Resume/CV information. If you selected multiple jobs, this resume/CV will apply to all.

### Resume Options

How would you like to proceed?

- Upload a new resume
- Copy and paste resume text
- Use an existing resume
- Apply without using a resume



[Continue](#) [Return to Previous Page](#)

[Apply Now](#)

## Resume Title

### Resume Text

Resume Title:

Language:

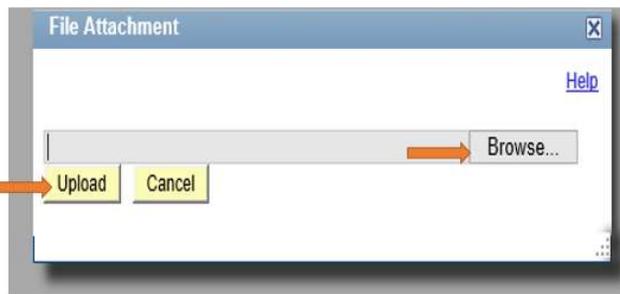
File Name: [View Attachment](#)

[Continue](#) [Close](#) [Return to Previous Page](#)

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**.

## APPLY – PROVIDE RESUME



Apply Now

Resume Title

Resume Text

Resume Title:

Language:

File Name: [View Attachment](#)

Continue

Close

[Return to Previous Page](#)

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.

# APPLY – PROVIDE ATTACHMENTS

Apply Now

## Attachments

Please enter any Attachment(s) needed for your application. These will be attached to all the jobs you selected.

### Attachment Options

How would you like to proceed?

- Upload an Attachment
- Use existing Attachment(s)
- Continue with the Application

[Continue](#) [Return to Previous Page](#)

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**.

# APPLY – PROVIDE ATTACHMENTS

## My Attachments and Cover Letters

### Add Attachments

Please enter information about your attachment and select "Add Attachment".

**Cover Letters and Attachments**

\*Attachment Type:  ▾

\*Attachment Purpose:  ×

[Add Attachment](#)

[Save & Continue](#)

[Save & Add More](#)

[Cancel](#)

**File Attachment**

[Upload](#) [Cancel](#) [Browse...](#)

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.

**COMPLETE APPLICATION- ONLINE QUESTIONNAIRE**  
[Apply Now](#)

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**Complete Application**

You are applying for:  
[Academic Student Support Program Spec](#)

[Add Another Job to Application](#)

Use the links below to enter supplemental information. The Online Questionnaire section may have required questions; other sections are optional. Click "Submit" to complete your application.

[Use a Different Resume](#)

[Manage Attachments](#)

◀ Previous   Save   Submit   Close Application   [Careers Home](#)   Next ▶

Required questions are marked with an asterisk (\*).  
**Application Questionnaire**

**\*Have you received a minimum of a Baccalaureate degree or equivalent? Answer "Yes" only if you have already been awarded this degree.**

Yes  
 No

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15

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.

# COMPLETE APPLICATION – REFERRAL INFORMATION

[Apply Now](#)

## Complete Application

You are applying for:

[Academic Student Support Program Spe](#)

[Add Another Job to Application](#)

Use the links below to enter supplemental information. The Online Questionnaire section may have required questions; other sections are optional. Click "Submit" to complete your application.



[Use a Different Resume](#)



[Manage Attachments](#)

[Previous](#)

[Save](#)

[Submit](#)

[Close Application](#)

[Careers Home](#)

[Next](#)

### Referral Information

How did you find out about the job?

SubSource

Specific Referral Source:



16

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.

# CONFIRMATION OF APPLICATION

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

## My Applications



We have received your application(s) for Job **16791**, Academic Student Support Program Specialist - CUNY Start. Thank you.

As a government contractor, we conduct broad outreach to hire and provide equal opportunity to qualified people with disabilities, protected veterans, minorities and women. To help us measure our progress, you may voluntarily self-identify as having a disability, being a protected veteran, minority or female by updating your information using the Self Service, Personal Information features here in CUNYfirst.

My Applications		
Application	Status	Application Date
 <a href="#">Academic Student Support Program Specialist - CUNY Start</a>	Applied	05/31/2017 1:27PM



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.

## CONFIRMATION OF APPLICATION

Click to add text

SAMPLE EMAIL

Subject: Your online resume has been successfully submitted

(Please Note: This message was automatically generated. Please do not respond.)

Dear :

Thank you for your interest in employment at The City University of New York. This message acknowledges receipt of your application for the following position(s) submitted on 2017-05-31:

16791-Academic Student Support Program Specialist - CUNY Start

To review your information, click on the following link:

[https://hrsa.cunyfirst.cuny.edu/psp/cnyhcprd/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_EMP.HRS\\_CE.GBL?Page=HRS\\_CE\\_HM\\_PRE&Action=A&SiteId=1](https://hrsa.cunyfirst.cuny.edu/psp/cnyhcprd/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_CE.GBL?Page=HRS_CE_HM_PRE&Action=A&SiteId=1)

We will inform you of the status of your application(s) as the review process continues. Thank you again.



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.



**QUESTIONS?  
CONTACT HUMAN RESOURCES  
718-518-6650**

If you have any questions, please contact the Human Resources Office at 718-518-6650.