

## Applying to ASU Jobs:

1. Go to <http://www.asu.edu/asujobs>
2. Select “Search Staff Postings”
3. Select “Yes” or “No” to current employee question (If yes, Login)
4. Sort Listings by clicking headings.—Select Job
5. Review Job—Select “Apply Now”
6. Enter User Name & Password (Register if necessary)
7. Attach Resume—Choose method
  - Copy and Paste Text
  - Upload a new document
    - **You must attach ONE DOCUMENT only. (Cover letter, Resume, & other relevant information as noted in instructions to apply) into one PDF or MICROSOFT WORD document to attach your application.**
  - Use an existing document
8. Complete—Name, Address, etc. (if first time through process)
9. Complete Referral Information—Next
10. Complete Personal Information—Next
11. Submit
12. Complete Self Identification Page
13. Submit (Success!)