Please begin by creating an applicant profile. On Future visits, after a profile is created, you will enter your E-mail address and password.
Create login

Enter your e-mail address and choose a password which will enable you to log in and access your information in the future. Select a security question and enter your answer. This information will be used to authenticate your identity in case you forget your password.

If you do not have an e-mail address, you can choose one from HinoHino, HinoHino, or HinoHino to sign up for a free account.

E-mail address
Password
Password security tips
Retype password
Select a security question: What is the name of your first school?
Answer to your security question:

Password guidelines:
- Your password must be a minimum of 8 and a maximum of 25 characters.
- Your password must contain at least one of the following special characters: [ , ! - . ]
- Your password may not contain spaces.
- Your password may not be the same as your login e-mail address.
- Your password will be case-sensitive.

Create Cancel
Create login

Enter your e-mail address and choose a password which will enable you to log in and access your information in the future. Select a security question and enter your answer. This information will be used to authenticate your identity in case you forget your password.

If you do not have an e-mail address, you can choose one from Hotmail, Hotmail, or Gmail to sign up for a free account.

E-mail address: test.user@live.com
Password: *********
Retype password: *********

Select a security question: What is the name of your first school?
Answer to your security question: Live

Password guidelines:
- Your password must be a minimum of 8 and a maximum of 25 characters.
- Your password must contain at least one of the following special characters: !@#$%^&*()-=
- Your password may not contain spaces.
- Your password may not be the same as your login e-mail address.
- Your password will be case-sensitive.

Create  Cancel
Welcome

Thank you for considering Arizona State University as a career choice. During your application you will be asked a series of questions. Your responses will be verified with your resume. If your responses do not agree with your resume you could be disqualified for consideration.

Search openings:
View all current job opportunities, or search on specific criteria to find jobs that match your interests.

Job application status:
Check the status of your job application.

Edit your profile:
Update your login, contact information, education, and work experience.

Resume/CV manager:
Upload, edit, or delete up to five versions of your resume/CV and cover letter.

Search saved searches:
Create, update, or delete saved searches.

Jobs:
View or submit your resume/CV to jobs you previously saved.

ASU Offer:
Access offer details.

Communications:
Access your email communications history here.
Enter any job search parameters.
### Job Details

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>2472R</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Systems Analyst</td>
</tr>
<tr>
<td>Job Title</td>
<td>Systems Analyst</td>
</tr>
<tr>
<td>Campus/Location</td>
<td>Campus, Tempe</td>
</tr>
<tr>
<td>Job Family</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Department/Name</td>
<td>Business Technology Services</td>
</tr>
<tr>
<td>FTE/Pay Grade</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Job Type</td>
<td>EVP/BUSINESS &amp; FINANCE</td>
</tr>
<tr>
<td>Scope of Search</td>
<td>Scope of Recruitment</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$80000</td>
</tr>
<tr>
<td>Close Date</td>
<td>12/11/2021</td>
</tr>
<tr>
<td>Job Description</td>
<td>Provides support to users of Information Technology tools. Works typically involves a combination of providing expert advice and trouble-shooting on various software products, administering and maintaining computer systems, communicating with users and user groups on technology topics, providing instruction, and evaluating, recommending, and installing technological solutions to solve problems or situations.</td>
</tr>
</tbody>
</table>

### Duties and Responsibilities

- **Consults with users, Information Technology personnel in solving problems relating to existing system policies, procedures, operations, and technical systems and implements approved solutions.**
- **Manages data downloading from the mainframe and prepares data for use by departmental users; manipulates and prepares data to be uploaded to the mainframe.**
- **Interacts with Data Administration personnel to create, update, and maintain databases on the ASU Enterprise Data Warehouse system.**
- **Develops and designs new reporting applications using object-oriented development software, i.e., PowerBuilder.**
- **Consults with users in new system development and implementation, including requirements definition, design, installation, and testing.**
- **Consults with users on data warehousing techniques to improve their ability to gather necessary information and improve productivity.**
- **Analyzes and identifies policies, systems, or procedures which can be improved and recommends appropriate changes to management.**
- **Reviews system control and management reports to maintain system integrity and to assist in problem resolution.**
- **Assists in the implementation of new or revised business procedures and systems in major department or section of a major department.**
- **Analyses the applicable requirements for a system impacting various users and works to establish consensus of opinion as to the best approach.**
- **Prepares management analyses and reports, coordinates the development of systems, and provides data.**
- **Coordinates periodic reviews of current systems to ensure complete implementation and designs new and modifies existing terms used in a business system.**
- **Coordinates the development of systems and functions as the liaison between the system users and computer services.**
- **Coordinates efforts with supervisors, managers, and staff personnel during the implementation gathering phase of system development.**
- **Coordinates and supervises initial implementation of new systems and assists with necessary training of personnel to affect system change.**
- **Provides training for new and revised procedures as required.**
Profile source

The following options allow you to create or import a profile from various sources. The system will guide you through the application process. Please review your results before the final submission.

- Build or select profile using this site

Continue  Back
*Are you a current ASU staff or faculty employee?

Yes
No
Have you previously worked for ASU?

Yes  No

Are you currently eligible to work in the United States legally?

Yes  No

How did you find out about this job?

You may need to scroll down to complete all required fields.
Do you have a Bachelor's degree in Computer Technology or related field? (Yes/No)

Do you have experience using technology tools to answer customer questions about usage, to recommend configuration to meet specific needs, and to solve a wide variety of troubleshooting problems? (Yes/No)

Do you have experience with functional automated software and current advances in technologies that would enhance the functional performance of the system? (Yes/No)

Do you have experience in the application of process improvement methods and approaches? (Yes/No)

Do you have experience developing and delivering instruction and training? (Yes/No)

You may need to scroll down to complete all required fields.
View resume/CV

Your resume/CV (My resume/CV) has been saved in the following format:

[Blank document preview]

You may need to scroll down to complete all required fields.
<table>
<thead>
<tr>
<th>First name</th>
<th>Tanya</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home phone</td>
<td>123-456-7890</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>123 First St</td>
</tr>
<tr>
<td>State/Province</td>
<td>Arizona</td>
</tr>
<tr>
<td>Contact email address</td>
<td><a href="mailto:test.test1@asu.com">test.test1@asu.com</a></td>
</tr>
<tr>
<td>Last name</td>
<td>Johnson</td>
</tr>
<tr>
<td>Work phone</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Anywhere</td>
</tr>
<tr>
<td>Zip/Postal code</td>
<td>12345</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Web address</td>
<td></td>
</tr>
</tbody>
</table>

You may need to scroll down to complete all required fields.
<table>
<thead>
<tr>
<th>Position or job title</th>
<th>Organization name</th>
<th>Start year</th>
<th>End year</th>
<th>Method/record</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyst</td>
<td>Evolveware Inc.</td>
<td>2002</td>
<td>2012</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If additional documents were requested in the posting, you may upload them here. Click Browse to search your computer for the file to upload. Select the category of the attachment from the drop-down menu. You may upload additional files by clicking the Attach more files link. Click the Upload button to upload all selected attachments.

You may need to scroll down to complete all required fields.
**Please provide 3 professional references**

**Current or Former Supervisor**

<table>
<thead>
<tr>
<th>Name</th>
<th>Tim Thomas</th>
<th>Business Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship</td>
<td>Former Supervisor</td>
<td>Business Address</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:Thomas@somewhere.com">Thomas@somewhere.com</a></td>
<td>Business City</td>
</tr>
<tr>
<td>Phone Number</td>
<td>123-456-7890</td>
<td>Business State</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Zipcode</td>
</tr>
</tbody>
</table>

**Professional Reference #2**

<table>
<thead>
<tr>
<th>Name</th>
<th>John Johnson</th>
<th>Business Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship</td>
<td>Colleague</td>
<td>Business Address</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:johnson@somewhere.com">johnson@somewhere.com</a></td>
<td>Business City</td>
</tr>
<tr>
<td>Phone Number</td>
<td>123-456-7890</td>
<td>Business State</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Zipcode</td>
</tr>
</tbody>
</table>

**Professional Reference #3**

You may need to scroll down to complete all required fields.
There are certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, students and employees are invited to voluntarily self-identify their race or ethnicity. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

*Gender*

Female —

*Race/Ethnicity*

Click here to read the definitions of each race/ethnicity category

*Are you Hispanic or Latino?*

- Yes, I am Hispanic or Latino
- No, I am not Hispanic or Latino

- I decline to provide any self-identification details

You may need to scroll down to complete all required fields.
There are certain governmental and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, students and employees are invited to voluntarily self-identify their race or ethnicity. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. Where reported, data will be aggregated and will not identify any specific individual.

Racial/Ethnicity

Click here to read the definitions of each race/ethnicity category

*What is your Race? (Select One or More)
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - Other
  - I decline to provide my self-identification details

You may need to scroll down to complete all required fields.
Veteran Status

Click here to read the definition of each veteran status.

- Veteran Status [Select One or More]
  - Serviceman/Woman/Service Veteran
  - Veteran of the Vietnam Era
  - Other Protected Veteran
  - Not Applicable

If separated from the military within the last 7 years, provide date of discharge/release from active duty:

You may need to scroll down to complete all required fields.
To preview your application prior to submitting, use the Preview link below. Review the "preview" for accurate content. Attached documents will also be included in your application package. To submit your application, use the Submit link below.

Preview
We would like to take this time to express our appreciation to you. We will review your skills and experience to see if you are a match for this position(s). If you are, you will be contacted by a member of our enrollment team. Thank you.
Welcome Mary Roberts!

Thank you for considering Arizona State University as a career choice. Here are some suggestions to apply successfully. Your first step is to create a personal profile so we can contact you. Next, you will be asked to upload, view, or type a resume, cover letter, and professional references. Your resume should clearly illustrate how your knowledge and experience meet the minimum and desired qualifications of this position. Please include all employment information with dates in a monthly/year format (e.g., 6/19 to 8/30), job title, job duties, and the name of the employer. In addition, you will be asked a series of yes/no questions. Your responses will be verified with your resume. If your responses do not agree with your resume you could be disqualified for consideration. Thank you for choosing Arizona State University.

Search openings
View all current job opportunities, or search on specific criteria to find jobs that match your interests.

Job application status
Check the status of your job application.

Edit your profile
Update your login, contact information, education, and work experience.

Resume/CV manager
Upload, edit, or delete up to five versions of your resume/CV and cover letter.

Search agent manager
Create, update, or delete saved searches.

Ask us
View or submit your resume/CV to jobs you previously saved.

Ask us

Communications
Access your email/communications history here.

Log out

Powered by Kforce
ASU Offer Letter

Offer Letter for 273167 - Expires 09-Sep-2013
Please acknowledge that you accept this conditional offer of employment by signing below and returning to me no later than 5 days from the date on the enclosed letter.

Attached files:
Offer Letter for 275BR 4-Sep-2013.pdf

Date posted: 04-Sep-2013
Removal date: 09-Sep-2013
September 4, 2013

Mary Roberts
123 Main St
Anywhere, Arizona 12345

Mary:

Congratulations! On behalf of Arizona State University, I am pleased to offer you the position of Business Analyst Assoc, effective 09/16/2013.

This employment offer is contingent upon the satisfactory outcome (as determined by the University) of interdepartmental screening activities (including reference check of former department/business unit, regarding such things as work performance, interpersonal relationships, teamwork, and attendance, and criminal history check OR fingerprint check – select one if applicable), as required under Arizona State University Policy ACD-126 and Arizona Board of Regents Policy 6-709. Please be advised that I am required to call your attention to

Offer Acceptance Form - Roberts, Mary
Offer Acceptance Form

Document ID: 123456789
First Name: Mary
Last Name: Roberts
Accept Offer?: Yes

*Electronic Signature: Mary Roberts

[Acceptance form interface elements]