APPLYING FOR JOB OPENINGS

The following are instructions on how to apply for job openings in the new STAR system.

NOTICE! At this time, only use <u>Internet Explorer</u> while using the new on-line application system.

Go to <u>http://lonestar.edu/lsc-jobs.htm</u> and go to "Search and Apply NOW!"	
Go to "NEW..Access the New STAR"	
Go to "Register Now"	

Enter in your username and password and click "Register"

Note: Individuals must create new a user name and password in order to successfully register. To create a user id and password, alphanumeric characters are the only acceptable characters.

Enter Registration Information

'User Name:	Christinatest
'Password:	••••
'Confirm Password:	••••

Register   Return to Previous Page

Under Basic Job Search, go to "Advanced Search"

Careers Home
Welcome

Basic Job Search

Keywords: [_____]

Posted: [Last Month ▼]

Search   Advanced Search   Search Tips

Enter the "Job Opening ID" which is the 4 digit number listed beside the position title and click "Search"

Full/Part Time:	[____▼]
Regular/Temporary:	[____▼]
Desired Pay:	[_____]
Currency:	[____▼]
Job Opening ID:	1234
Recruiter:	[_____]
Hiring Manager:	[_____]
Find Jobs Posted Within:	Last Month ▼
Display Results Sorted By:	[____▼]

Search   Clear   Save Search   Basic Search   Se

Click on the job title

Search Results

Select	Created	Posting Title	ID Nbr
☐	01/27/2011	TEST Position DO NOT USE/APPLY (#1234)	1234

Go to "Apply Now"

Job Description

Job Title: TEST Position DO NOT USE/APPLY (#1234)

Job ID: 1234

Location: LSC-North Harris

Full/Part Time: Part-Time

Regular/Temporary: Regular

[Email to Friend] [Save Job] [Apply Now] [Refer Friend]

You can now either "Copy and paste" your resume into the give field or "Upload a new resume"

Go to "Continue"

Apply Now
Choose Resume

Resume Options

How would you like to proceed?

☐ Copy and paste resume text

◯ Upload a new resume

[Continue]   Return to Previous Page

Complete your profile information in the appropriate fields and go to "Save"

My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Save]   Return to Previous Page

Member Information

User Name:	christinatest
Password:	Change Password
Preferred Method of Contact:	Not Specified

Name

Name Format:	English
Name Prefix:	
'First Name:	Christina
Middle Name:	
'Last Name:	Test
Name Suffix:	

Address

Country:	United States
Address 1:	5000 Research Forest
Address 2:	
Address 3:	
City:	The Woodlands
State:	Texas
Postal:	77381
County:	

Email Addresses

Primary Email Type:	Business
Email Address:	test@lonestar.edu Remove Email

+ Add Another Email Address

Phone

Primary Phone Type:	Business
Phone Number:	832.813.6500 Extension: [ ] Remove Phone

+ Add Another Phone Number

[Save]   Return to Previous Page

Before submitting the application, be sure to complete the Referral Information go to "Next"

This will allow you to complete your application. This includes your Education, Work Experience, Application Questionnaire and Preferences.

Once you have complete all section of your application profile, then you may "Submit" you application.

Helpful Hints

- For best consideration, please complete ALL sections of the profile before submitting.
- Always "Save" before moving forward.
    - *The system times out after 20 minutes, so please save as often as possible.*
- If you wish to attach additional documents (i.e. cover letter, transcripts, etc.), you must go back into your "My Careers Tools" at the top of the page after successfully applying and add your additional documents.
- If you encounter a problem or have technical difficulties, you can contact us at employment@lonestar.edu.