Follow these simple steps to apply for a State job at California State University, San Bernardino. For your convenience, this guide can be used for both new and returning employee/internal applicants.

**Note:** Please be advised that your log-in will expire after 20 minutes of inactivity.

**APPLYING FOR A JOB**

Open your Browser and Navigate to MyCoyote website
- Enter your Coyote ID
- Enter your Password
- Click Sign In

On the Portal Homepage
- Click on the Employee Tab
- Click on the State Employment hyperlink
On the Careers Home Page, you can:

- Search and apply for new Jobs
- Review prior applications in the My Career Tools Section.
- Review all available positions
- Type in a keyword to search for specific positions available

**Note:** Internal Applicants are not required to Register.

---

To view details of a Job Opening
- Click on the Job Title hyperlink
The Job Description will display for review.

To view the Fully Developed Job Description

- Click on the Job Details hyperlink

Note: The Job Description will open in Adobe Acrobat format.

To apply for a Job Opening

- Click the check box next to the Job Title of the position you wish to apply for

- Click the Apply Now pushbutton

You have an option to apply with or without a resume.

- Make your selection by clicking on the radio button

- Click the Continue push button, then follow the steps for the process selected
If you are applying with a resume, you can:

- Upload a Resume
- Browse for the Resume file
- Enter Resume Title
- Click the Continue pushbutton
- Copy and paste Resume in plain text format
- Enter Resume Title
- Copy text in the Resume text box
- Click the Continue pushbutton

Complete the Application.

**Note:** If you have previously applied online, your data will be displayed.
• Enter Preferences:
  - Desired Start Date:
  - Regular/Terminal: Either
  - Desired Work Days: Monday, Tuesday, Wednesday, Thursday
  - Full-Time/Part-Time: Either
  - Desired Hours Per Week:

• Geographic Preference
  - First Choice:
  - Second Choice:
  - Comments:

• Complete Application Questionnaire
  - May we contact you at work?
    - Yes
    - No
  - Can you submit proof of age at time of employment?
    - Yes
    - No
  - Have you ever worked under another name? If yes, please use the supplemental form to add additional information.
    - Yes
    - No

• If you answer “YES” to any of the questions, click on the Add Supplemental Information hyperlink

• Complete the Supplemental Application Information

• Click on the Education & Work Experience hyperlink

• Click on the Add Work Experience hyperlink
- Complete the Employment Details of your last employment.

  **Notes:**
  You will need to list the last 10 years of employment history.
  If you have more than one employer, click the *Save & Add More* pushbutton to enter the other employers.

- When you finish entering the employment history, click the *Save & Return* pushbutton.

---

### Add Employment History

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td></td>
</tr>
<tr>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Ending Job Title</td>
<td></td>
</tr>
<tr>
<td>Major Duties</td>
<td></td>
</tr>
<tr>
<td>May/We Contact This Employer</td>
<td>No</td>
</tr>
<tr>
<td>Ending Pay Rate</td>
<td></td>
</tr>
<tr>
<td>Pay Frequency</td>
<td></td>
</tr>
<tr>
<td>Hours Per Week Min</td>
<td></td>
</tr>
<tr>
<td>Hours Per Week Max</td>
<td></td>
</tr>
<tr>
<td>Reason for Leaving</td>
<td></td>
</tr>
<tr>
<td>More Info</td>
<td></td>
</tr>
<tr>
<td>Supervisor Name</td>
<td></td>
</tr>
<tr>
<td>Supervisor Title</td>
<td></td>
</tr>
</tbody>
</table>

---

- Click on the *Add High School Education History* hyperlink.

- Complete the High School Education Details.

  **Notes:**
  If you attended more than one High School, click the *Save & Add More* pushbutton to enter the other schools.
  The system does not have a list of High Schools. Enter High School Name on the "Other" field.

- When you finish entering the High School Information, click the *Save & Return* pushbutton.

---

### Add High School Education

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>School Type</td>
<td></td>
</tr>
<tr>
<td>School Grade</td>
<td></td>
</tr>
<tr>
<td>Level Achieved</td>
<td></td>
</tr>
<tr>
<td>Major Course of Study</td>
<td></td>
</tr>
<tr>
<td>School Address</td>
<td></td>
</tr>
</tbody>
</table>

---

- Click on the *Add College / University Education History* hyperlink.

  **Notes:**
  You have not added any education information to your application.
  To add a degree, click the *Add Post-Secondary Education History* hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree Field. Click on delete icon to remove corresponding degree.
- Complete the College / University Education Details
  **Notes:**
  If you attended more than one College/University, click the **Save & Add More** pushbutton to enter the other schools.

- When you finish entering the College/University Information, click the **Save & Return** pushbutton.

- Click and complete any of the following sections if applicable:
  - Licenses & Certificates
  - Special Training
  - Languages

- Click on the **Add Reference** hyperlink.

- Complete the Reference Details
  **Notes:**
  You are required to enter four references click the **Save & Add More** pushbutton to enter the other references.

- When you finish entering the References, click the **Save & Return** pushbutton.

---

### Add College/University

<table>
<thead>
<tr>
<th><strong>Enter College/University Education Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Country:</strong></td>
</tr>
<tr>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>School:</strong></td>
</tr>
<tr>
<td><strong>Major:</strong></td>
</tr>
<tr>
<td><strong>Degree:</strong></td>
</tr>
<tr>
<td><strong>Graduated:</strong></td>
</tr>
<tr>
<td>From Date:</td>
</tr>
<tr>
<td>To Date:</td>
</tr>
<tr>
<td><strong>Units of Credit</strong></td>
</tr>
<tr>
<td>Semester:</td>
</tr>
<tr>
<td>Quarter:</td>
</tr>
<tr>
<td><strong>Specialization Within Major:</strong></td>
</tr>
</tbody>
</table>

---

### Licenses and Certificates

- You have not added any licenses or certificates to your application.

Add Licenses and Certificates

### Special Training

- You have not added any Special Training to your application.

Add Special Training

### Languages

- You have not added any languages to your application.

Add Languages

### References

- You have not added any references to your application.

Add Reference

---
• Click on the Referral Information hyperlink

• Complete the Referral Information Details

• Click the Save pushbutton to save the application

Note: If you Save without Submitting, your application is not complete and will not be considered.

• Once you click on the Submit pushbutton, the system will bring you to the Terms & Agreements Page

Note: The Terms & Agreements must be reviewed and agreed to in order to submit your application. The Submit button will become available once the “I agree to these terms” radio button is selected.

• Once you agree to the Terms & Agreements, click Submit to submit your application
• After you submit your application, the system will bring you to My Applications Page and a message will be displayed indicating “You have successfully submitted your job application.”

**Note:** You can review your application by clicking on the Application Job Title hyperlink.

When you return to the CSUSB Employment site and log into My Coyote:

• Click on My Careers hyperlink
  • You will be able to see your existing applications,
  • Add additional Cover Letters & Attachments
  • Click on My Profile to make changes to your contact information without resubmitting your application

---

**My Applications**

- You have successfully submitted your job application.

<table>
<thead>
<tr>
<th>Application</th>
<th>Status</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support Assistant/Canonsw2ide (Pool)</td>
<td>Applied</td>
<td>03/02/2007 8:10AM</td>
</tr>
</tbody>
</table>

---

**Careers Home**

**Welcome**

**Basic Job Search**

- Keywords: 
- Posted: Last Month
- 

**My Career Tools**

- 1 Applications
- 3 Cover Letters and Attachments
- 1 Saved Resumes
- My Profile

**Notifications**

- You do not have any notifications.