GUS Recruit – Candidate Application Information
(Updated 01/15/2020)

Welcome to the Pittsburg State University Jobs Page. PSU uses Oracle Recruiting Cloud – we call it GUS Recruit – to post jobs and accept applications. The following may help you with the application process. If you have any questions or issues with the application process, please send an email to GusRecruitHelp@pittstate.edu. Someone will get back with you as soon as possible.

1. *Please have adequate time to complete the process from start to finish. You may experience problems if you start the application and then leave it without submitting the application. If you do, you should reapply with a different email address.*

2. *After you click on the Apply button for a job requisition, you will be asked to enter an email address. The email address will be associated with your account profile. You will need to enter this email address to access your profile account and check on the status of your application.*

3. *Most PSU job openings request documents that you will upload as attachments. Currently, there is a limit of 2 attachments. You may need to consolidate your documents if you have more than 2.*

4. *The application process includes questions about your eligibility for employment in the United States and ability to provide appropriate documentation. These questions are asked to ensure compliance with the Immigration and Control Act of 1986. Information on the law, including a list of acceptable documents, is found here: https://www.uscis.gov/i-9-central.*

5. *When you "sign" the application, you must enter your first and last name exactly like you entered it when setting up your account. If the names do not match, you will not be able to complete the application process.*

6. *After you submit your application, an email will be sent to you to confirm the application. The email will come from (ebyf.fa.sender@workflow.mail.us2.cloud.oracle.com). Please check your "Junk/Spam" folder if you do not see it in your inbox. It will be sent to the email address used to create your account profile. You will need to access this email account, and confirm the application.*

7. *After you confirm your application, you will receive another email thanking you for the application.*

8. *IMPORTANT: You should always check your profile to see that the position you applied for is listed. If you do not see the job opening listed, you need to try again with a different email address To access your account profile, go to the external career site page ( ) and click on the "person" icon in the upper right corner.*

   You will enter the email address you used to apply for the job. And email will be sent to the address for you to confirm, then the system will take you to your account profile.

9. *Did you know that some email address domains allow you to append your email with a unique identifier (e.g. gusgorilla+PSUAssistantProfessor@gmail.com). This is an easy way to have a different email address to use, if needed.*

10. *After you have successfully applied for a job opening, you will be updated by someone from the search team.*

11. *When your candidate status changes from "Under Consideration" to "Not Retained", your application will become inactive and you have not been selected for this position. You are encouraged to apply for other positions at Pittsburg State University that you may be interested in.*

Good Luck with your job search and thank you for your interest in Pittsburg State University.