GUS Recruit – Candidate Application Information
(Updated 03/24/2020)

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. Good luck with your job search and thank you for your interest in PSU!*

1. *DO use the Firefox web browser as some users have had issues when using other browsers.*

2. *DO NOT apply from your phone or mobile device.*

3. *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.*

4. *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.*

5. *Once you enter your email and click on next, a verification code will be sent to that email that you will need to enter in order to proceed to through the application process. Please check your Junk/Spam folders if it doesn't appear in your inbox.*

6. *DO NOT include hyphens when typing in a supervisor's phone number in the work history section of the application. Using a hyphen will result in an error.*

7. *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.*

8. *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.

9. *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.*

10. *After you confirm your application, you will receive an email stating that your application has been received.*

11. *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 with a verification code for you to confirm.

12. *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.*

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

14. *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.*