

Step 1.	Step 2	Step 3	Step 4
Prepare	Create a Profile	Address the Selection Criteria	Track Progress
<ol style="list-style-type: none"> 1. Ensure your resume is up to date. 2. Prepare your response to the selection criteria for pasting into the online application system. 3. Access the relevant position from www.csu.edu.au/jobs and select Apply now. 4. Enter an email address and password to create an account in the applicant portal. Remember the password as you'll need it later if you're selected for the position or if you apply for another position at CSU. 5. You can save and exit your application at any time, and return and complete it later (keeping the closing date in mind). 	<p>OPTION 1</p> <ol style="list-style-type: none"> a) You can pre-populate your applicant profile by migrating information from your LinkedIn, Seek or Facebook account. <p>or</p> <ol style="list-style-type: none"> b) You can pre-populate your profile by importing information from a resume in doc, docx, pdf, rtf or txt format. You can upload this from Google Drive, Dropbox or from your computer. A scanned pdf will not work. <p>and</p> <ol style="list-style-type: none"> c) Check the pre-populated fields and complete any outstanding fields. <p>OPTION 2</p> <p>You can enter each field in the applicant portal manually to create your applicant profile. You will need to provide information such as contact details, eligibility to work in Australia, education, employment history. There are also some optional questions</p> <p>AND</p> <p>Upload your resume into the online application system, if you didn't use it to populate your profile.</p>	<ol style="list-style-type: none"> 1. Cut and paste your response to each of the selection criteria from your source document into the relevant field in the online application system. 2. If you'd like to review your application again before you submit it, select save and exit. 3. If you don't want to review it, select submit. 	<ol style="list-style-type: none"> 1. You can log in to the applicant portal at any time to track the progress of your application.