






APPLYING FOR A POSITION STEP-BY-STEP INSTRUCTION

Here are a few helpful hints to get you started:

- The Star Online Application System and MyLoneStar are supported by the following browsers:
 -  Internet Explorer (Version 7, 8)
 - *If using Internet Explorer 9, you need to run this site in compatibility mode
 -  Mozilla FireFox (Version 3.5, 3.6)
 -  Safari (Version 3,4,5)
- Write down your user name and password, for future reference. If you do forget, click on the "Login Help" link at our Careers main page.
- You must apply for specific job openings in order to be considered for those positions.
- Save! Save! Save! Please remember to save after completing each section of the application before proceeding to the next step or submitting.
- After submitting your application, return to your Careers Home page and click on My Career Tools>Cover Letters and Attachments to add additional attachments.
- You can also view a video tutorial at <http://jobs.lonestar.edu>
- For questions or technical issues, send an email to employment@lonestar.edu

➤ Go To: <http://jobs.lonestar.edu>



For External Applicants

- For external applicants, go to “I Do Not Work for LSCS”
- This will take you to the Careers Homepage

Login

- If you have registered for an account, you can log in here.

Register

- If you have not registered, click on “Register Now”.
 - Individuals must create a new user name and password in order to successfully register.
 - To create a user id and password, alphanumeric characters are the only acceptable characters.
- Enter a username and password and click “Register”

For Employees:

- For current employees, go to “I Currently Work for LSCS”.
 - Current Employees include Full-time and Part-time staff, Full-time and Adjunct faculty, Continuing Education and Dual Credit Instructors.
- This will take you to the, “MyLoneStar” login page.
Note: this is the same log in information used for your LSCS email.
- Then click, “Sign In”
- This will take you to your Careers Homepage in MyLoneStar

Search and Apply

- On the Careers Homepage, you can search for a job posting by clicking “Advanced Search”

Basic Job Search
Keywords:
Posted:
 [Advanced Search](#) [Search Tips](#)

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

Note: You can also search for a posting by:

- *Keyword*
- *Location*
- *Job Family*
- *Full-time or Part-time*
- *Regular or Temporary*
- *Jobs Posted within last week, month, etc.*

Full/Part Time:
Regular/Temporary:
Desired Pay:
Currency:
Job Opening ID:
Recruiter:
Hiring Manager:
Find Jobs Posted Within:
Display Results Sorted By:
 [Basic Search](#) [Se](#)

- Click on the job title to view details about the position.

Search Results					
Select	Created	Posting Title	ID Hbr	Job Family	Location
<input type="checkbox"/>	01/27/2011	TEST Position DO NOT USE/APPLY (#1234)	1234	Faculty-Adjunct (Reg/Mkt/Spcl)	LSC-North Harris

- After viewing the job description, click on “Apply Now” to apply for the position.

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
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- You can now either “Copy and paste resume text” your resume into the given field or “Upload a new resume”. Once you have done his, click “Continue”

Resume Options

How would you like to proceed?

Copy and paste resume text

Upload a new resume

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Note: It is recommended that you upload your resume and cover letter as ONE document.

**Be sure that the file name of your resume is less than 60 characters.*

- Complete your profile information in the appropriate fields. Once you have completed your profile information, click “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.

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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@onestar.edu [Remove Email](#)

[+ Add Another Email Address](#)

Phone

Primary Phone Type: Business

Phone Number: 832.813.6500 Extension: [Remove Phone](#)

[+ Add Another Phone Number](#)

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Note: You only have to complete this information once. When you apply for positions from now on, you shouldn't have to complete this information.

For Employees: this information will come directly from your employee record. If you need to change your address or any information on your profile, you will need to contact your campus Human Resources Dept.

- Complete your profile information in the appropriate fields. Once you have completed your profile information, click “Save”

Add Referral Information

- Before submitting the application, be sure to complete the Referral Information. Once you have completed this information, click “Next”

On this page you can tell us how you found out about the job. If you were referred to the job from another source you can enter details about the referral source.

Referral Information

How did you learn of the job:

SubSource:

Specific Referral Source:

*Are you a former employee:

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- Once you have completed the referral information, click “Next” to proceed to the Education History.

Add Education History

- Select the highest degree that you have received.

Education History

Highest Education Level:


- To add your degree information, click on “Add Degrees”

To add Degrees to your application, select the Add Degrees hyperlink below.

▼ Degrees


You have not added any Degrees to your application


[+ Add Degrees](#)

- On the Add Degrees Page, you can add in the necessary credential information.
 - You can use the  Look Up feature to find your degree and Institution code.
 - Be sure to indicate if the institution is a minority institution.
 - If you would like to add additional degree information, click, “Apply and Add Another”
 - Once you have added all of your degrees, click “OK”
- Once you have completed your degree information, click “Next” to proceed to Employment History.


Add Degrees

Details

*Degree:  Bachelor of Fine Arts

*Date Received: 


Country: United States

Institution Code:  HOWARD UNIVERSITY

Minority Institution

Total Credit Hours:

Graduated

Major: 

SAFE OFTEN! It is recommended that you save your information after every entry to prevent lost data.

Add Employment History

- On the Employment History page, click “Add Work Experience”.

If you have any Employment Information, enter it in this section.

Work Experience
You have not added any employment information to your new application.

[+ Add Work Experience](#)

- On the Add Employment History Page, you can add in the necessary information for this employer.
 - Be sure to add job duties in the “Comments” section.
 - If you would like to add additional employment history, click, “Save & Add More”
 - Once you have added all of your employment history, click “Save & Return”

Enter Employment Details
*Start Date: 01/01/2001
End Date: 12/31/2006
*Employer: Lone Star College-North Harris
*Ending Job Title: Student Services Specialist
Telephone:
Comments: Assisted the Student Services Department at LSC-North Harris
Assist students with paperwork
Received payments for classes
Other duties as assigned.
Address
Country: United States
Address 1: 2700 W.W. Thorne Dr.
Address 2:
Address 3:
City: Houston
State: Texas
Postal: 77073
County: Harris

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

Add References

- You can also add references in the Employment Section as well. On the Employment History Page, click on “Add Reference”

Enter your references in this section.

References
You have not added any references to your application.

[+ Add Reference](#)

- On the reference page, you can add the necessary information for your references.
- If you would like to add additional references, click “Save & Add More”
- Once you have added all of your references, click “Save & Return”
- Once you have added your Work Experience and References, click “Next” to proceed to the Application Questionnaire.

Enter Reference Details
*Reference Type: Professional
*Reference Name: John Doe
*Title: Present
Employer: Lone Star College-North Harris
Telephone: 832.813.6500
Address
Country: United States
Address 1: 2700 W.W. Thorne Drive
Address 2:
Address 3:
City: Houston
State: Texas
Postal: 77073
County:

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

Don't forget to SAVE!

Application Questionnaire

- These questions are related to the job. Please be sure to answer all of the questions.

On this page provide your answers to questions related to this application.

Application Questionnaire

Presently, are you legally authorized to work in the United States? You will be required to provide proof of your identity and employment eligibility if you are hired

Yes

No

Do you have a High School Diploma or Equivalent or higher?

Yes

No

Do you have at least 3 years of work-related experience in higher education?

Yes

No

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- Once you have completed the questionnaire, you are ready to submit your application

Submitting your Application

- Before submitting your application, we recommend that you complete the Self Identification Details and Ethnic information. This information is strictly voluntary. If you do not wish to provide this information, click in the box marked “I decline to provide my self identification details”

Submit Online Application

Self Identification Details

Qualified applicants are considered for and treated during employment without regard to race, color, religion, national origin, citizenship, age, marital status, ancestry, physical or mental disability, medical condition, veteran status or sexual orientation.

Solely to help us comply with federal and state Equal Employment Opportunity record keeping, and other legal requirements, we invite you to complete the following information.

Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be considered in making any employment decisions.

*Gender:

Ethnic Group

[Add Ethnic Group](#)

I decline to provide my self identification details.

- Once you have read the Terms and Agreements, be sure to click “I agree to these terms” and click “Submit”

Any offer of employment will be conditional on a successful criminal background check, as well as any other contingencies as noted.

- I agree to these terms
- I do not agree to these terms

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- When you have submitted your application, you should receive an email confirming that you have successfully completed and submitted your application

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My Applications

You have successfully submitted your job application.

My Applications		
Display applications from:	Within Last Week	<input type="button" value="Refresh"/>
◀◀ First ◀ Previous Next ▶ Last ▶▶		
Applications In Progress		
Application	Status	Application Date
TEST Position DO NOT USE/APPLY (#1234)	Applied	05/17/2011 10:23AM