Applicant Guide

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Introduction
You can apply directly to the part time pools by going to jobs.calpoly.edu or you can access the website using the directions below to log in through your portal.

Accessing Cal Poly Jobs by PageUp

1. Open a web browser

2. Navigate to my.calpoly.edu

3. Enter your username and password

4. Select Cal Poly Jobs under My Apps. If Cal Poly Jobs is not there, click on Edit Favorites link at the bottom, then check the box next to Cal Poly Jobs and click Save.
5. Select Apply

6. The webpage for jobs.calpoly.edu will open, and you can search for any current open positions.

7. Click on the job you want to apply to
8. Review the job posting and click on apply now.

9. Enter your email address. Review the privacy statement, and check the box that you have read it.

10. Click Next

**IMPORTANT**: This is a new system, and you will have to create a new application and account. Your information has not been migrated over to the new site.
11. Once you click Next, you are taken to a screen where you are able to attach your CV.

**IMPORTANT:** Please be aware that more complicated CVs may not parse well into your application so review your application carefully.

12. Continue filling out your application and upload your updated CV and any other documents required.

**IMPORTANT:** You will have to indicate your references to complete the application but as a current lecturer the department can choose not to request letters from your references. Please check with your department, if you have any questions.