

Candidate Gateway Tutorial

External Applicants

Gallaudet University,
Human Resources Services



Objectives



Gallaudet University

- After this tutorial, you will be able to:
 - Find and view Gallaudet University job postings
 - Create a Profile in Bison
 - Upload a resume, cover letter, transcript, and other documents to your application
 - Apply for an open position at Gallaudet University

Before You Start



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- Collect your complete job history, educational background information, and reference contact information
- Have an electronic copy of your resume, cover letter, and transcript ready

Gallaudet University Employment page

Gallaudet University

- Open a web browser and go to jobs.gallaudet.edu
- Click on **View and Apply for Jobs** under External Applicants

Job Listing (Jobs posted on or after May 26, 2016)

External Applicants

[View and Apply for Jobs](#)

Internal Applicants

If you are employed by Gallaudet University in a regular-status position, you can view open positions and apply [here](#). You will need to log in with your BISON ID and password.

Careers Home Page

Gallaudet University

Click the New User link
in the top right corner



Job Search

[Sign In](#) | [New User](#)

You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools.

Filter by

Keywords

[Search Tips](#)

Search

Reset Search

Save Search

More Options

Recruiting Location

Gallaudet University (4)

Department

ASL Diagnostic and Eval S..(2)

Gallaudet Technology Serv..(2)

Job Family

No Value (4)

Job Function

Staff (4)

Job Posted In

2016 (4)

2 matches found

Sort By



First



1-2 of 2



Last

Search Results

Information Security Officer - 16056

Department: Gallaudet Technology Services | Location: Gallaudet University | Job Function: Staff | Business Unit: Gallaudet University

Posted Date: 05/24/2016



ASL Diagnostician - 16055

Department: ASL Diagnostic and Eval Svcs | Location: Gallaudet University | Job Function: Staff | Business Unit: Gallaudet University

Posted Date: 05/23/2016



Register for an Account

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Register

If you are new, you must first register in order to continue.

Account Information

*User Name
*Password
*Confirm Password
Name Format: English
*First Name
*Last Name

Contact Information

*Primary Email Type: Home
*Email Address
Primary Phone Type: Home
*Phone Extension
Preferred Contact Method: Not Specified

Address Information

*Country: United States
*Address 1
Address 2
Address 3
*City
*Postal

Terms and Agreements

In order to create an account with us and submit applications for positions, you must accept our Terms and Agreements. Please check the "I agree to the Terms and Agreements" checkbox before registering.

In the event that you do not accept our Terms and Agreements you will not be able to create an account.

You agree to the storage of all personal information, applications, attachments, and correspondence.

- Click in the User Name field
- Select a user name that you will be able to remember
- Fill out the rest of fields below
- After you agree to the Terms and Agreements and click on Register, you will be taken back to the Careers Home Page

Careers Home Page

Gallaudet University

- To edit your Account Information, go here

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

Signed In as TestTest | [Sign Out](#)

- You should now be signed in with your new User Name

Keywords [Search Tips](#)

Search

Reset Search

Save Search

[More Options](#)

2 matches found

Sort By

First 1-2 of 2 Last

- To add a **transcript or other documents**, go to **My Activities**

Search Results

[Information Security Officer - 16056](#)

Department: Gallaudet Technology Services | Location: Gallaudet University | Job Function: Staff | Business Unit: Gallaudet University

Posted Date: 05/24/2016



[ASL Diagnostician - 16055](#)

Department: ASL Diagnostic and Eval Svcs | Location: Gallaudet University | Job Function: Staff | Business Unit: Gallaudet University

Posted Date: 05/23/2016



- To review newly posted jobs, scroll down here

Finding a Position

Gallaudet University

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#) Signed In as TestTest | [Sign Out](#)

Keywords [Search Tips](#)

Search



Reset Search

Save Search

[More Options](#)

2 matches found

Sort By 

First  1-2 of 2  Last

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[Information Security Officer - 16056](#)

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Posted Date: 05/23/2016



- If you know the position you are looking for, type the title or the job number into the **Keywords** section
- If not, you can scroll through the list of jobs by clicking these arrows
- Click the job title to view the job description

Applying for a Position

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Job Description Job Search | My No

◀ Previous Job Next Job ▶

Job Details

Job Title Information Security Officer

Location Gallaudet University

Regular/Temporary Regular

Responsibilities

Under the general direction of the GTS Executive Director, the Informatic comprehensive information security and privacy program for all division: regulatory requirements regarding information access, security, and priv procedures; coordinates the development of delivery of an education an users, and students; monitors and enforces practices and policies to ens distribution; responds to information security incidents and leads resolut

Requirements

Bachelor's degree in computer science, MIS, or related field. A minimum minimum three years of experience with information security and IT polic technology including operating systems, data communications, software generation. Knowledge of information security practices, procedures, an Information Assurance Certification Security Essentials Certification (GS required (or must obtain one of these certifications within a year of empl professionally in ASL within a reasonable amount of time.

Salary/Compensation

Level: 10

Salary commensurate with degree, experience and qualifications

Apply

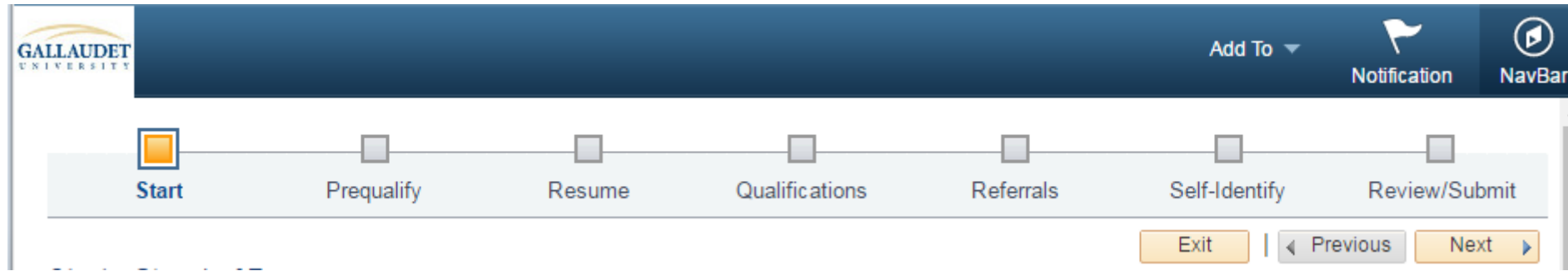
Email to Friend

- Once you've reviewed the job description, you can apply for the job by clicking **Apply**

The Process

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- There are seven steps in the application process
 - We will go through them together now



Start

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- Please read the Prequalification Notices and Agreements carefully, you must agree to the terms before continuing the application

The screenshot shows a navigation bar with seven steps: Start, Prequalify, Resume, Qualifications, Referrals, Self-Identify, and Review/Submit. The 'Start' step is highlighted with an orange square. Below the navigation bar are three buttons: 'Exit', 'Previous', and 'Next'. The main content area is titled 'Start - Step 1 of 7' and includes the text 'Applying for: Information Security Officer'. It provides instructions on how to use the application process and a warning to read the agreements carefully. A section titled 'Prequalification Notices' is visible at the bottom, along with the job title 'Information Security Officer' and job ID '16056'.

Start Prequalify Resume Qualifications Referrals Self-Identify Review/Submit

Exit | Previous Next

Start - Step 1 of 7

Applying for: Information Security Officer

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

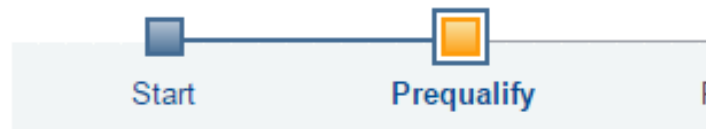
Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

Prequalification Notices

Job Title: Information Security Officer Job ID: 16056

Prequalify

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Prequalify - Step 2 of 7

Applying for: Information Security Officer

To be eligible to submit an application you will need to

Prequalification Questions (Required)

1. If you are under the age of 18, will you

- Yes
- No
- Not Applicable

2. Are you legally eligible to work in the

- Yes
- No

3. Do you have a Bachelor Degree?

- Yes
- No

- Every job opening has various prequalification questions, please choose the answer that best fits you
- After you are done, click on Next

Prequalify Results

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- If you meet the prequalifications of the position, you will be able to continue with the rest of the application

You are eligible to apply for 1 job(s).



You are eligible to apply for this job.



Job Title Information Security Officer

Job ID 16056

Your submitted questionnaire has been evaluated. Your answers to the questionnaire indicate that you are eligible to apply for this Job Opening. Please continue to complete your application by entering your information on the following steps.

Continue



Resume and Cover Letter

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Resume - Step 3 of 7

Applying for: Information Security Officer

Please provide us with your resume.

Resume (Required)

Attach Resume

Provide us with your resume

Copy & Paste Resume

Copy and paste your resume

Please provide us with your cover letter.

Cover Letter

Attach Cover Letter

Provide us with your cover letter

- You are required to upload your resume in any application, click one of the two options
- You are not required to upload your cover letter, but if you would like to, click here
- You can upload your transcript or other documents under My Activities

Qualifications

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- This is a four-part section to highlight your qualifications for the position: Experience; Education; Accomplishments; Questionnaire
- Please note that the Questionnaire section is required to be filled out

Qualifications: Experience - Step 4 of 7

Applying for: Information Security Officer

Work Experience

You have not added any work experience to your application.

Add Work Experience

References

You have not added any references to your application.

Add Reference

Qualifications: Education - Step 4 of 7

Applying for: Information Security Officer

Degrees

You have not added any degrees to your application.

Add Degrees

Qualifications: Accomplishments - Step 4 of 7

Applying for: Information Security Officer

Licenses and Certifications

You have not added any licenses and certifications to your application.

Add Licenses and Certifications

Language Skills

You have not added any language skills to your application.

Add Language Skills

Referrals

- Tell us how you learned of this job, then click on Next

Referrals - Step 5 of 7

Applying for: Information Security Officer

Referrals

*How did you learn of the job? Advertisement ▼

Specific Referral Source

Are you a former employee No ▼

Self-Identify

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- This is a three-step section to gather Self-Identification information: Disability; Veteran; Diversity

Self-Identify: Disability - Step 6 of 7

Applying for: Information Security Officer

Why are you being asked to complete this form?

Because we do business with the government, we must help us measure how well we are doing, we are asking you

Self-Identify: Veteran - Step 6 of 7

Applying for: Information Security Officer

Definitions

This employer is a Government contractor subject to for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), employment: (1) disabled veterans; (2) recently separated service medal veterans. These classifications are defined as:

- A "disabled veteran" is one of the following:
 - A veteran of the U.S. military, ground, retired pay would be entitled to compensation
 - A person who was discharged or released

Self-Identify: Diversity - Step 6 of 7

Applying for: Information Security Officer

You are invited to provide the information requested regarding

Self-Identity

Our organization is subject to certain governmental regulations. In order to comply with these laws, ap

The information obtained will be kept confidential and regulations. When reported, data will be aggregated

Gender

Gender

Ethnicity and Race Identification

1. Are you Hispanic or Latino?

Review/Submit

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- Review your application and then click here to submit your application



Review/Submit - Step 7 of 7

Applying for: Information Security Officer

- Only those selected for an interview will be contacted

End of Tutorial



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- If you have any additional questions, please do not hesitate to e-mail us at jobs@gallaudet.edu

