

# Candidate Gateway Tutorial

## Internal Applicants

Gallaudet University,  
Human Resources Services



# Objectives



Gallaudet University

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

# Before You Start



Gallaudet University

- 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](https://jobs.gallaudet.edu)
- Click on [here](#) under Internal 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. Go to Self-Service--Recruiting--Careers to view the internal job listing. The internal job listing includes jobs that are open only to **Gallaudet regular-status employees**.



# Bison

Gallaudet University

[Home](#) > [Gallaudet Technology Services](#) > [Bison](#)

## Bison

Access for Students, Faculty and Staff to Gallaudet's Student Information System. Enroll in classes, change address and phone information, view University bill, accept/decline financial aid, and view course schedules, grades, and transcript information.

Campus Solutions

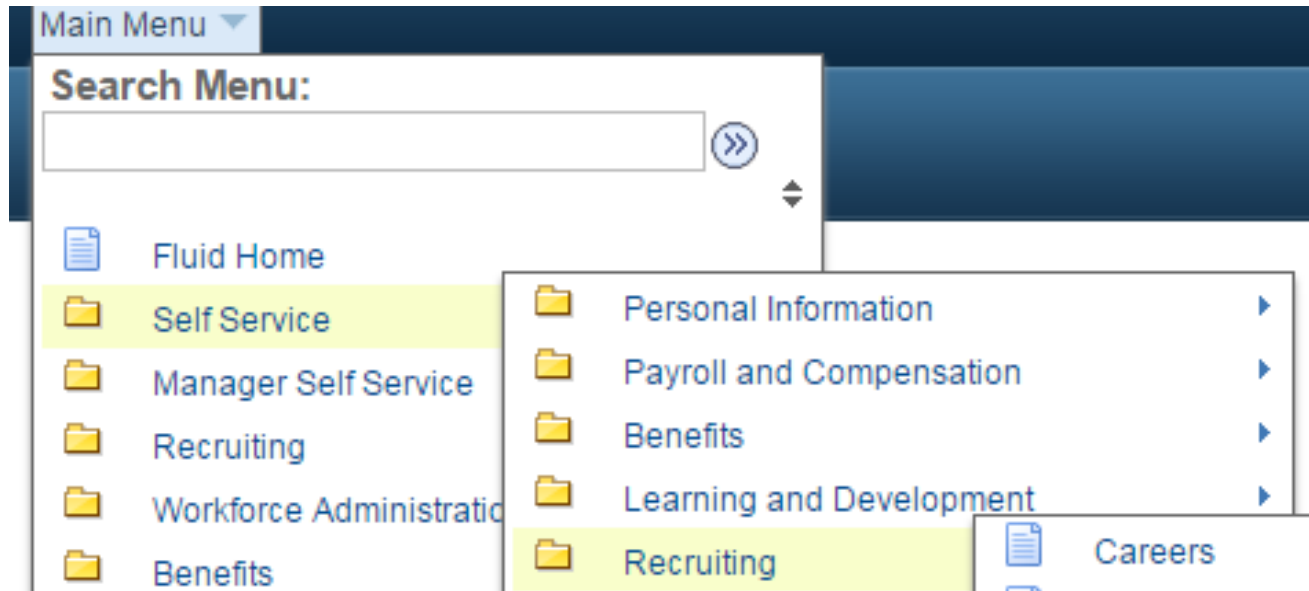
Access for Human Resources Services to create and maintain personnel transactions. Employees can view benefits, compensation, training, personal information and update contact information through the self-service menu. Regular-status employees may also view and apply for jobs within the University.

Human Resources

Click on Human Resources

# Getting to the Careers page

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- Click on Self-Service--Recruiting--Careers to view the internal job listing

# Careers Home Page

Gallaudet University

- To edit your Contact Information, go here

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

Signed In as Clayton

- You should now be signed in with your first name

Keywords  Search Tips

Search

Reset Search

Save Search

More Options

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



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

- 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

## Search Results

[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

Gallaudet University

## Job Description

[Job Search](#) | [My Notifications](#) | [My Activities](#)

[◀ 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 Information Security Officer (ISO) comprehensive information security and privacy program for all divisions at Gallaudet University regulatory requirements regarding information access, security, and privacy; coordinates the development of procedures; coordinates the development of delivery of an education and training program on users, and students; monitors and enforces practices and policies to ensure University data is distribution; responds to information security incidents and leads resolution efforts; and participate

### Requirements

Bachelor's degree in computer science, MIS, or related field. A minimum seven years of professional minimum three years of experience with information security and IT policy development and in technology including operating systems, data communications, software systems analysis, and network generation. Knowledge of information security practices, procedures, and regulations. Certified Information Assurance Certification Security Essentials Certification (GSEC), and/or equivalent required (or must obtain one of these certifications within a year of employment). Fluency in ASL professionally in ASL within a reasonable amount of time.

### Salary/Compensation

Level: 10

Salary commensurate with degree, experience and qualifications

### Application Information

Must undergo and pay for a background investigation if selected for the job and must be clear

[Apply](#)

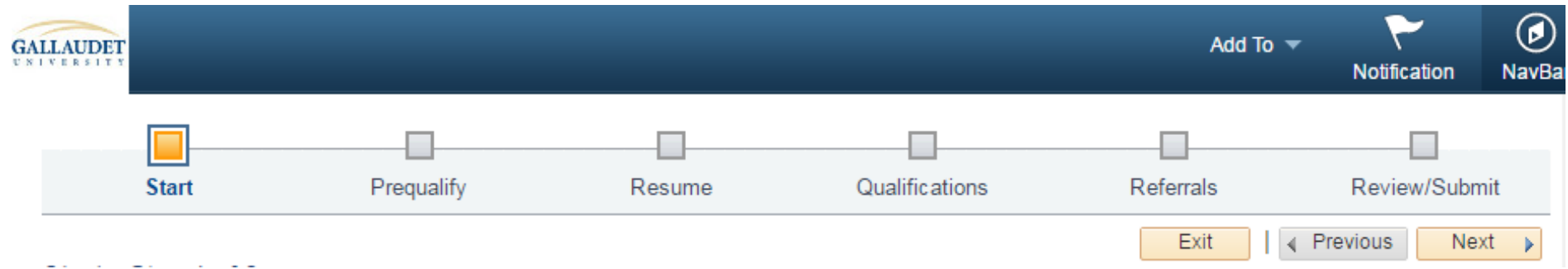
[Email to Friend](#)

[Refer a Friend](#)

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

# The Process

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



# Start

Gallaudet University

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



## Start - Step 1 of 6

Applying for: Information Security Officer

We do business with the government; we must reach out to hire and provide equal opportunity to qualified people with disabilities and protected veterans. To help us measure how well we are doing, you may voluntarily self-identify as having a disability or a protected veteran by updating your information from Self Service, Personal Information, and access the self identification pages for disability and veteran.

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.

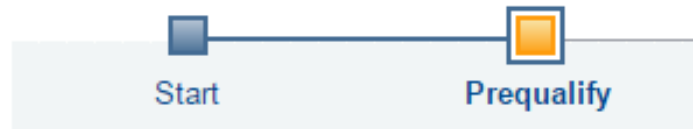
### Prequalification Notices

Job Title: Information Security Officer

Job ID: 16056

# Prequalify

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## Prequalify - Step 2 of 6

Applying for: Information Security Officer

To be eligible to submit an application you will need

### Prequalification Questions (Required)

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

- Yes
- No
- Not Applicable

2. Are you legally eligible to work in th

- 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

Gallaudet University

Start

Prequalify

Resume

## Resume - Step 3 of 6

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 6

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 6

Applying for: Information Security Officer

### Degrees

You have not added any degrees to your application.

Add Degrees

## Qualifications: Accomplishments - Step 4 of 6

Applying for: Information Security Officer

### Licenses and Certifications

You have not added any licenses and certifications to your a

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 6

Applying for: Information Security Officer

### Referrals

\*How did you learn of the job?

Specific Referral Source



# 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](mailto:jobs@gallaudet.edu)

