



Key Definitions:

The key definitions related to applying to a position are:

Terms	Definitions
Candidate Gateway	Candidate Gateway is an applicant self-service front-end to the PeopleSoft Recruiting Solutions platform. It provides an access point for both internal and external candidates to search, apply for, and track job opportunities.
Position	A position in PeopleSoft equates to a role in the organization. Every Job Opening at TxDOT is linked to a position and it is organized by job or employee. Even when the position is vacant, the common thread linking all the data related to the position still exists. This allows data such as salary or standard hours to be directly attached to a position, regardless of whether an employee holds the position.
Referral	A referral is a process by which an existing TxDOT employee submits the name of an individual known to him/her for a current Job Opening at TxDOT.
Job Posting	A Job Posting refers to the detailed information about a job opening posted to the intranet, internet, and on external job boards.
Interview	An interview is generally a face-to-face meeting between the candidate and the interviewer to assess the candidate's suitability to perform the role. During the interview, the candidate answers the interviewer's questions and fills out any relevant forms. The interviewer creates the evaluation of the candidate based on the result of the interview. Usually the interviewer is the Hiring Manager who has posted the Job Opening.

Key Points:

Below are the key points related to applying to a position:

- The Candidate Gateway uses a guided application process for the submission of job applications.
- Employees will be able to perform the following activities online:
 - Search and apply for internal/external Job Openings
 - Track the status of their internal/external Job Applications
 - Print Job Applications and Job Postings
 - Email Job Postings
- There are no restrictions for applying to a Job Posting other than internal/external postings. Employees can view and apply to all internal postings. It will be up to the Hiring Manager to screen applicants.
- Job Postings will expire at 11:59PM (Central Standard Time) on the Posting Close Date and applications must be submitted before the job closes.

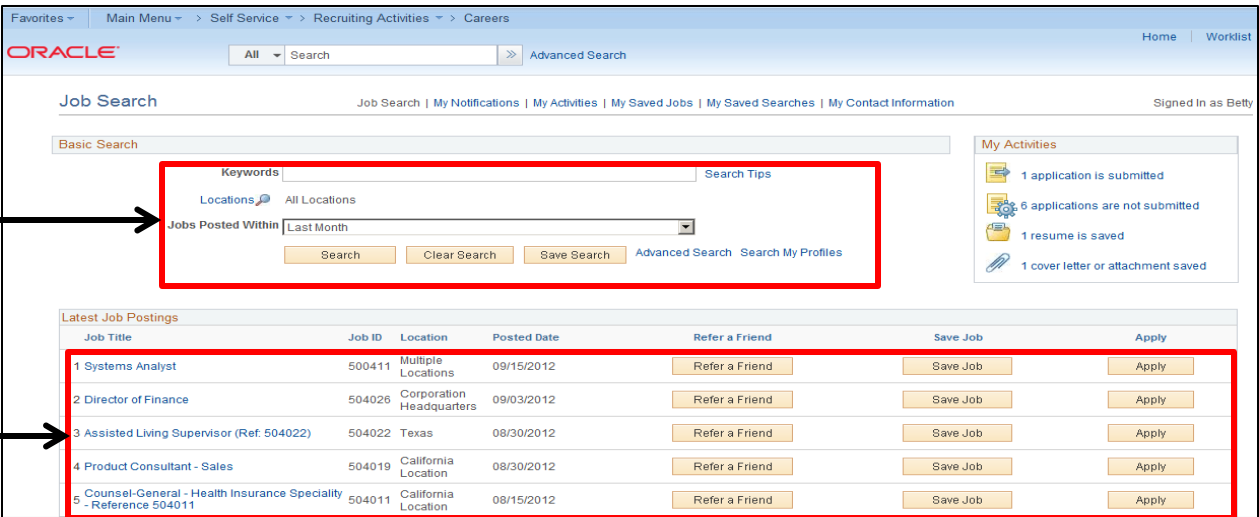


Searching/Viewing Job Postings – Overview:

When you apply for internal Job Postings, the following guidelines will apply:

- Jobs that are posted internally will be visible to all TxDOT employees.
- If a job is meant only for a certain department/division/district, it is up to the Hiring Manager to update the Job Posting. The Hiring Manager will also screen out ineligible employees during the screening process.

You can search and view Job Postings on the **Job Search** page.



Search Jobs →

View Jobs →

Job Title	Job ID	Location	Posted Date	Refer a Friend	Save Job	Apply
1 Systems Analyst	500411	Multiple Locations	09/15/2012	Refer a Friend	Save Job	Apply
2 Director of Finance	504026	Corporation Headquarters	09/03/2012	Refer a Friend	Save Job	Apply
3 Assisted Living Supervisor (Ref. 504022)	504022	Texas	08/30/2012	Refer a Friend	Save Job	Apply
4 Product Consultant - Sales	504019	California Location	08/30/2012	Refer a Friend	Save Job	Apply
5 Counsel-General - Health Insurance Speciality - Reference 504011	504011	California Location	08/15/2012	Refer a Friend	Save Job	Apply

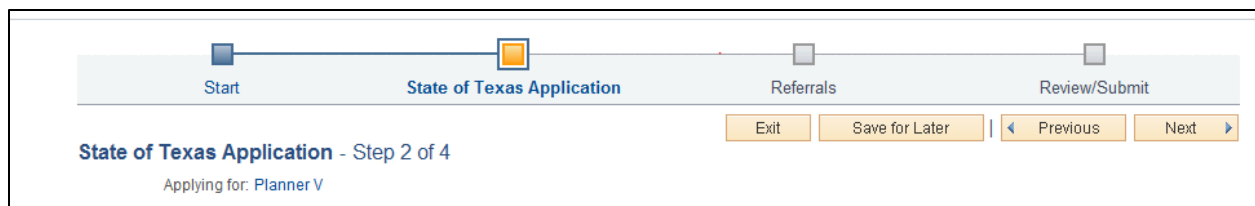
Applying for a Job Posting – Overview:

Once you have found the job(s) you want to apply for, you need to initiate the application process by clicking the **Apply** button next to the job(s) you are interested in.

The **Candidate Gateway** will then guide you through the job application process with the help of a horizontal bar that displays each step in the process.

Guided application process is as follows:

- Visit each step in the guided application process.
- Access each step in the order shown (the **Next** button is the only way to move to the next step).
- Revisit completed steps at any time.



State of Texas Application - Step 2 of 4
Applying for: Planner V

Exit Save for Later Previous Next