Georgia College & State University Careers

https://careers.hprod.onehcm.usg.edu/psc/careers/CAREERS/HRMS/c/HRS_HRAM_FL.HRS.CG.SEARCH_FL.FL.GBL?FOCUS=Applicant&SiteId=36000

Or you can get to this site through the following path:

1. www.gcsu.edu
2. Click on “Jobs” in the right corner
3. Click on “Employment Opportunities – Click Here!”
4. Create an account by clicking on “New User”
5. Complete all fields noted with an *
   a. User Name = first.lastname
   b. Password = Unify Password
   c. First Name = Legal First Name (What is on your driver’s license?)
   d. Last Name
   e. Email = first.last@bobcats.gcsu.edu
   f. Phone = Mobile
   g. Address = permanent address not temporary
Make note of your login and password because you will need that again when you are offered the job in OneUSG.

6. You will now be brought back to the home screen. Select “View All Jobs” in the center of the screen.
7. You can search the specific job you are applying for at the top of the screen or narrow your search within the job family section on the left side.

8. Click on the job you want to view and if you want to apply, click on the “Apply for Job” (blue button at the top right of the screen)

9. Complete Steps 1 through 8 to submit your information.

   a. Step 1 – agree to the terms and conditions and click Next
   b. Step 2 -4 – No action required. Click Next.
c. Step 5 – Complete all questions and click Next.
d. Step 6 – Answer “Other”. Click Next.
e. Step 7 – Answer the question on each screen and click Next.
f. Step 8 – Review your information and then click Submit.