

Online App How To Guide

- 1) Compile required materials
 - a. Complete Psychology Department Application (link to fillable PDF)
 - b. Obtain Unofficial Transcripts (these can be e-transcripts, printouts of your unofficial transcripts, or scans of official transcripts)
 - c. Complete Personal Statement (link to personal statement prompts)
 - d. Print and sign letter of recommendation waiver form (link to LOR waiver)
 - i. You must list the name of and sign for each reference
 - e. Obtain an unofficial copy of your GRE score report (this can be a printout from your ETS account or a scan of your official score report)
- 2) Apply through Academic Jobs Online
 - a. Use the links from <http://psychology.sfsu.edu/graduate/application.html> to navigate to the appropriate application
 - b. Click the link to Apply
 - c. Enter your name and contact information
 - d. If you are currently employed or a student enter your current employer or institutional affiliation (this is optional)
 - e. Enter the highest degree you hold or expect to hold upon admission to the graduate program

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Psychology Graduate Programs, San Francisco State University

Position ID: [SFSU-Psych-0285](#) (16184)
Position Title: Industrial/Organizational Psychology MS Student
Position Type: Other
Position Location: San Francisco, California 94132, United States [map]
Subject Area: Psychology / Industrial/Organizational
Appl. Deadline: [never ending](#) (posted 2015/09/14, listed until 2016/02/29, private)
Position Description: [Apply](#)

The Industrial/Organizational graduate concentration is designed to qualify students for professional careers in organizational behavior and human resource functions in business, industry, or government; or for doctoral programs in Industrial/Organizational psychology.
This graduate concentration leads to a Master of Science degree in Psychology with a concentration in Industrial/Organizational Psychology.

Personal Statement Prompt:
In one essay please describe the following: Aside from making the workplace better, why specifically are you interested in the field of Industrial/Organizational Psychology? What areas of Industrial/Organizational Psychology are of interest to you and why? Please be specific. Describe any educational, work, volunteer, or other experiences you have that demonstrate your abilities in the following areas: (a) ability to analyze complex problems and think about innovative and creative solutions; and (b) ability to work independently, set priorities and meet deadlines, and sustain

Last(Family) Name: *		Submit
First Name or Initial: *		
Middle Name or Initial:		
Complete Mailing Address:		
Street1		Email address*
Street2		
City San Francisco		Home Phone
Zip 94132		()
State California or		Cell Phone (for voice call or text messaging)
Country United States		()
Highest Degree(s) Held or Expected: *		(Ph.D., MS, JD, BA, BS, etc.)
Degree Institution:		
Date of Degree(s) (optional): Select One (YYYY)		

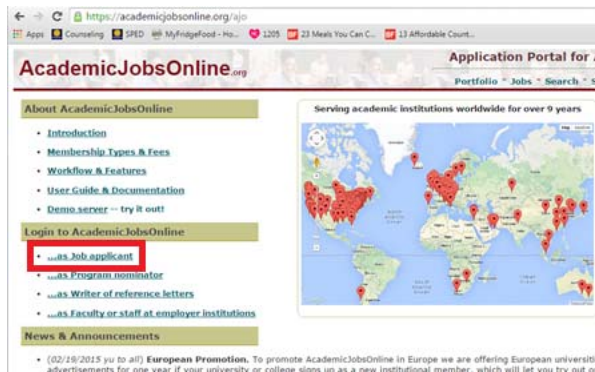
- f. List References
 - i. References should be notified by you prior to requesting a letter of recommendation

Reference #1 : concerns teaching email again (♥last notified 2015/09/30)
 Name: "Matt O'Neill
 Email: "moneill@fsu.edu" (must be valid & unique)
 Affiliation: _____
 check here to indicate this writer wants to send references by postal mail
 must check here if the person above will upload letters on behalf of multiple writers
 Existing letter(s): drag the letters below to reorder them, click on # below (to turn it into #) and then submit this form) to not use the letter at all, or click on # below (if any) to make it generic.
 S: SPED (uploaded 2015/09/30 15:21:38, expires 2017/03/30, only for Psychology Graduate Programs of San Francisco State University) ♥

Reference #2 : concerns teaching email again (♥last notified 2015/09/30)
 Name: "Harisel Valenzuela
 Email: "hvalenz@fsu.edu" (must be valid & unique)
 Affiliation: _____
 check here to indicate this writer wants to send references by postal mail
 must check here if the person above will upload letters on behalf of multiple writers
 Existing letter(s): _____
 S: SPED (uploaded 2015/09/30 15:32:56, expires 2017/03/30, only for Psychology Graduate Programs of San Francisco State University) ♥

Reference #3 : concerns teaching email notify writer on submit
 Name: _____
 Email: _____ (must be valid & unique)
 Affiliation: _____
 check here to indicate this writer wants to send references by postal mail
 must check here if the person above will upload letters on behalf of multiple writers
 DO NOT add this new writer to any of your existing applications

- g. Follow instructions for captcha at the bottom of the screen (enter circled letters/numbers) and click 'submit'
- h. You will receive an email with your log in and password information after completing this coversheet
- i. To update your cover sheet after initially submitting it you need to log in to academicjobsonline.org as a 'job applicant'



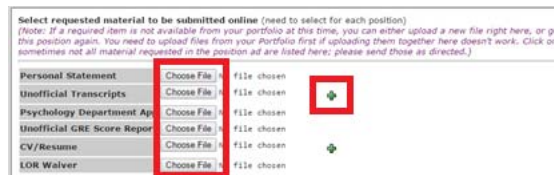
- i. Once logged in select 'Coversheet' from the drop down menu titled 'Portfolio' at the top of the page



- ii. Additional fields will appear at the bottom of the cover sheet related to job searches; these fields can be ignored

3) Upload required materials

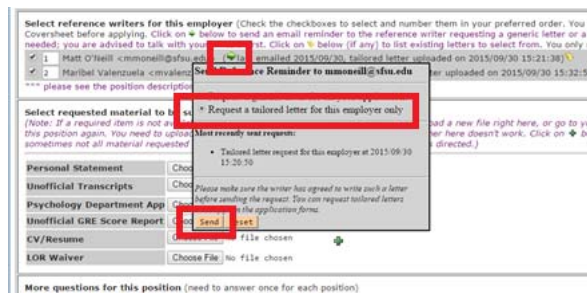
- a. After submitting your coversheet you will be taken to a screen with links to submit the aforementioned materials (Psychology Department application, unofficial transcripts, personal statement, etc...)
 - i. Use the 'Choose File' button next to each required item to upload the appropriate file
 - ii. To submit additional unofficial transcripts click the green plus to the right of the 'Choose File' button



- b. To go back and upload additional materials you need to log in to academicjobsonline.org as a 'job applicant'
 - i. Once logged in click on the 'Status' link at the top of the page and then select the application you wish to update

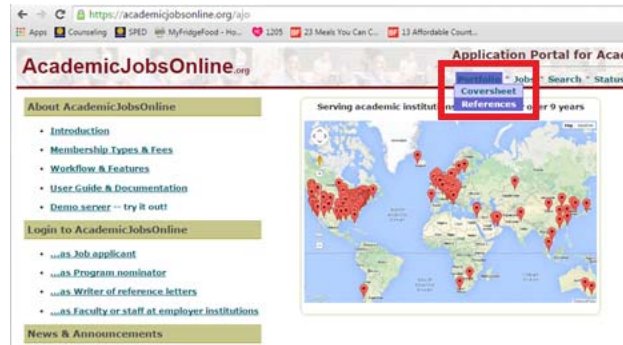


- 4) After uploading all required materials, on that same page you can send email notifications to your references
 - a. Click the green arrow next to each reference
 - b. Select 'request a tailored letter...'
 - c. Click 'Send'



- d. To enter additional references you need to log in to academicjobsonline.org as a 'job applicant'

- i. Once logged in select 'References' from the drop down menu titled 'Portfolio' at the top of the page



- e. You can check the status of your letters of recommendation using the 'Status' link
- 5) Your application is now complete!