

## 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

**AcademicJobsOnline** [New Employer](#) [View Jobs](#) [Registered Employers](#) [Contact Us](#)

**Psychology Graduate Programs, San Francisco State University**

Position ID: [SFSU-Psych-OGMS](#) (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. Deadlines: [View Details](#) (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

- 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

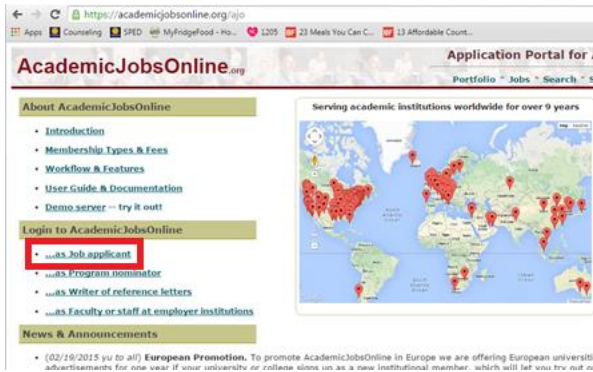
Last(Family) Name: *		Submit
First Name or Initial: *		
Middle Name or Initial:		
Complete Mailing Address:		
Street1		Email address*
Street2		
City	San Francisco	Home Phone
State	California	( )
Country	United States	Cell Phone (for voice call or text messaging)
Zip		( )
94132		
Highest Degree(s) Held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

f. List References

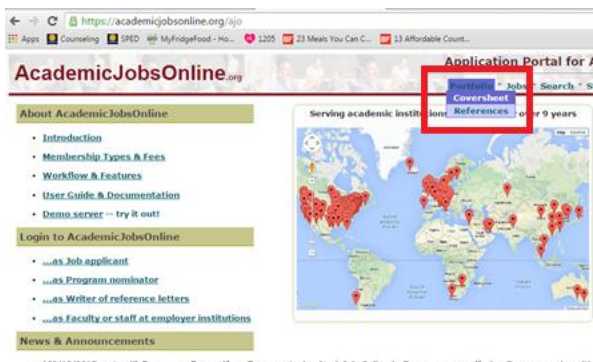
- i. If you want your reference letter requests to be sent immediately upon submission of your application, check the 'email notify writer on submit' box next to the reference #. Otherwise you will have to manually send email requests after submitting your application (instructions below).
- ii. References should be notified by you prior to requesting a letter of recommendation

The screenshot shows a web form for adding references. It contains three sections, each for a reference. Each section has fields for 'Name', 'Email', and 'Affiliation'. Below these fields are several checkboxes: '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', and 'email notify writer on submit'. There are also instructions about existing letters and a word limit. The form is titled 'Reference #1', 'Reference #2', and 'Reference #3'.

- 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 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





- 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!