

UCSC ONLINE EMPLOYMENT SYSTEM— APPLICANT-TUTORIAL-SUMMARY

Step 1: Create Your Login ID and Application

Click the “Create Application” link to create a User Name and Password and to create your application.

Click the “CONTINUE TO PAGE 1 OF APPLICATION” button to go to the next page.

Click the “CANCEL” button to return to the home page.

Step 2: Set Your Password Retrieval

Enter a question and answer that only you will know.

Click the “SAVE AND CONTINUE TO NEXT>>” button to go to the next page.

Click the “EXIT” button to return to the “*Applicant Status*” page.

Step 3: Create Your Application

Complete each to the following pages: When you have completed a page move to the next page by clicking the “SAVE AND CONTINUE TO NEXT>>” button.

Page 1—*Personal/Background Check/UC Employment Information*

Page 2—*Applicant Data Form*

Page 3—*Skills Assessment*

Page 4—*Education History* builder

Page 5—*Employment History* builder

Page 6—*Professional References* builder

Note: To add entries to the builder pages click the “ADD NEW ENTRY” button. You may add as many entries as you like to each builder page by clicking the “ADD NEW ENTRY” button on each page.

Page 7—*Certification/Privacy Notice*

Click “**Preview Application**” to open a new window and review and/or print your application. Note: Although a place for your signature is provided, you will only need to sign an actual paper copy of your application if selected for interview and/or if you are hired.

When you have finished viewing your application, click “**Close Window**”

Click the check box. **Note:** When you check the box at the bottom of the page you are certifying that the information you provided is true and correct.

Click the “SAVE AND CONTINUE TO NEXT>>” button to go to the next page there you will click the “CONTINUE” button and then the “CONFIRM” button to save your application. From this screen, you also have the option of viewing your application or returning to edit your information.

Helpful Hints:

- **Do not use your browser’s “Back,” or “Forward,” arrows and the “Refresh” button to navigate the site.** Please use only the navigational buttons and left navigation bar within the site. For the applicant the buttons include:

SAVE AND CONTINUE TO NEXT>>
<<SAVE AND RETURN TO PREVIOUS

SAVE AND STAY ON THIS PAGE
EXIT, CANCEL, and CONFIRM

- As shown above, the creating an application process consists of seven separate web pages of information. To scroll down the page, use your mouse and the “scroll bar” on the far right or simply press the “Page Down” key on your keyboard.

- To exit the system, click the EXIT button, you will be prompted to save any changes you have made to your application.
- Questions with asterisks are required fields. If you forge to complete a required field, you will get an error message and the empty field will be highlighted in yellow. Once you have completed each of the required fields on that page, you may continue to the next page.
- You can advance to the end of an application after completing only the required fields on each page and clicking the “**SAVE AND CONTINUE TO NEXT>>**” button on each page, check the certify box on page 7, then continue and confirm to save your application.

Step 3: Search Postings

After finishing your application, you will be taken to the “Applicant Status.” Choose “Search Posting” from the left navigation bar. This will bring you to the *Search Postings* page. From this page you may select your search options or simply click the “**SEARCH**” button to see all open positions.

Step 4: Apply for a Position

Click the “**APPLY FOR THIS POSTING**” to submit an application or select “**EDIT APPLICATION**” on the left navigation bar to customize your application for this position. Answer the supplemental questions.

Note: Every position will have one supplement question “How did you learn of this position?” Some postings may have additional supplemental questions.

Click the certification check box on page 7 of your application.

Click the “**SUBMIT ANSWERS TO SUPPLEMENTAL QUESTIONS WITH MY APPLICATION**” button. All postings will allow you to attach a cover letter, resume, and up to three other documents to your application. If you wish to do so, Click the “Attach” link next to the relevant document type. Click “Browse” to search your computer files for your document and attach it, or copy and paste into the “text box” provided. **Note:** text pasted into the text box may lose formatting. Confirm your attachment by clicking the “**ATTACH**” button and the “**CONFIRM ATTACHING DOCUMENTS**” button when you have attached all your documents Click the “**FINISHED ATTACHING DOCUMENTS**” button. You can also apply without attaching documents by clicking the “**FINISHED ATTACHING DOCUMENTS**” button.

Record your confirmation number.

Step 5: Manage Your Positions

When you log in you will be brought to the *Application Status* page. You can return to this page at any time by clicking the “Application Status” link on the left navigation bar.

Step 6: LOGIN

Whenever you return to the Online Employment System, just log in using your User Name and Password.

If you forget your Password, click “I Forgot My Password” link and your secret question will be displayed for you to answer.

If you forget your User Name, contact the Employment Office at 831-459-2009.