

DISCOVER OPPORTUNITIES

Learn how to explore staff and health care jobs at the University of Iowa—whether you’re a current or prospective member of the UI community.

As of Sept. 10, 2018, the University of Iowa has a **new system** for managing advertising, applications, and searches for **staff and health care jobs**.

This change will affect how current UI staff and others interested in staff and health care jobs apply for these positions. For now, it won’t affect faculty positions—they’ll transition to the new system at a later date.

Follow the instructions here to start browsing and applying for jobs, managing your jobs-system profile, and staying informed about opportunities at the UI.

Top three things you need to know:

1. **Current UI regular staff** should access job postings through a new “Apply for Job Opportunities” link on **Employee Self-Service**.
2. **Non-employees and temporary staff** need to create **new profiles** at jobs.uiowa.edu before applying for jobs.
3. **Changes only affect regular staff and health care postings**—faculty, postdoc, research intern, and temporary staff positions will transition to the new system later.

CURRENT STAFF

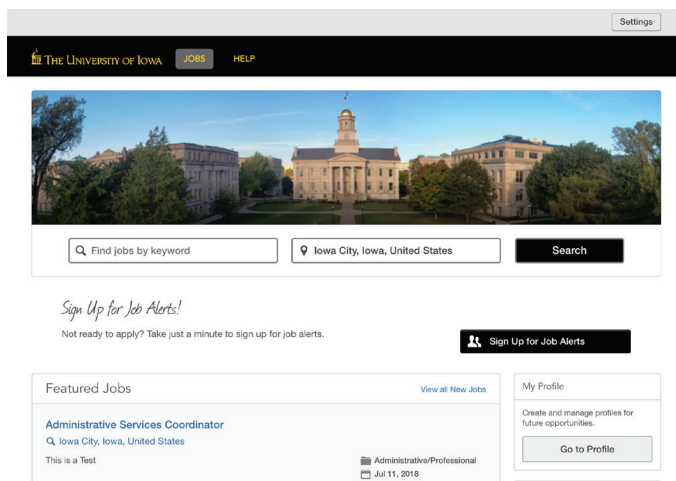
Current regular staff—both Merit and Professional and Scientific—should access staff and health care job postings and apply for jobs through **Employee Self-Service**. Here’s how:

1. Go to Employee Self-Service

Use your HawkID credentials to log in at hris.uiowa.edu and click the new “Apply for Job Opportunities” link under “Performance/Career” on the “Personal” tab.

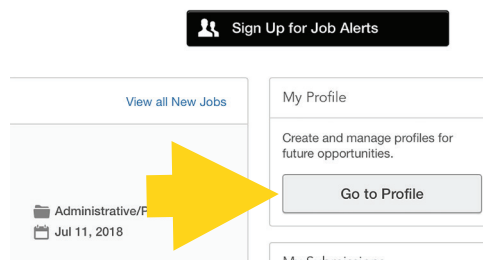
2. Search for jobs

Use search options to find jobs by keyword (or location).



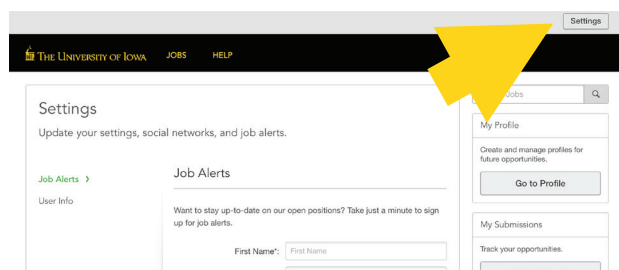
3. Manage your profile

Review and update your profile by clicking the “Go to Profile” button.



4. Set up job alerts (optional)

If you’d like to receive alerts about new job postings that match your interests, click the “Settings” button and enter your job-alert preferences.



NEED HELP?

Contact the ITS Help Desk with system questions: its-helpdesk@uiowa.edu.

For additional information about opportunities at the University of Iowa, contact University Human Resources at 319-335-2656.

SEEKING A FACULTY JOB?

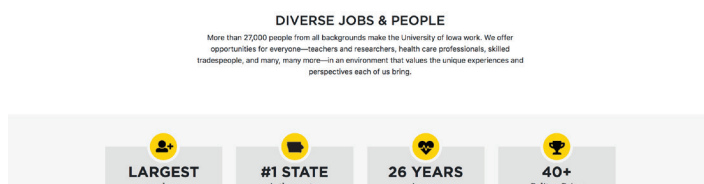
Go to jobs.uiowa.edu, click the “Browse Jobs” link, and select the “Faculty” category. If you’ve previously applied for faculty jobs at Iowa, you’re ready to go. If not, use the “Register” link to create an account.

NON-EMPLOYEES & TEMPORARY STAFF

If you don't already work for the University of Iowa, or if you're currently a temporary staff member, you'll need to create a new profile at jobs.uiowa.edu before applying for a job (even if you had a profile in the old system):

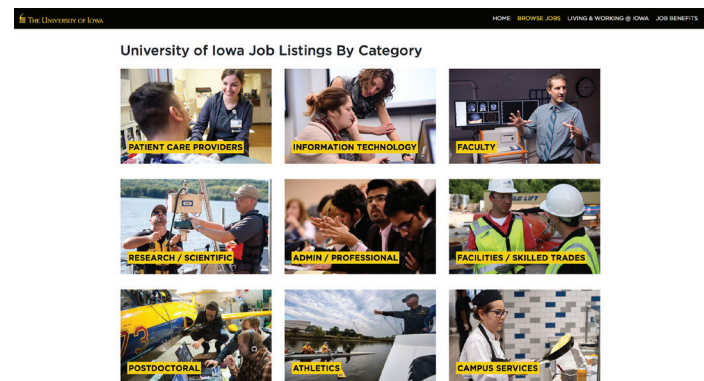
1. Start browsing jobs at jobs.uiowa.edu

Click the link in the top banner or scroll the page to find more links.



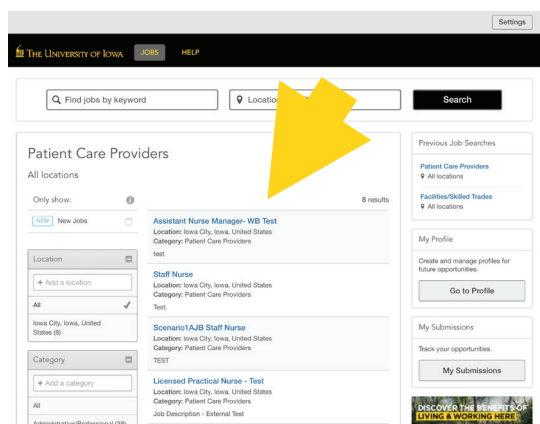
2. Click a job category

You'll see postings associated with that category.



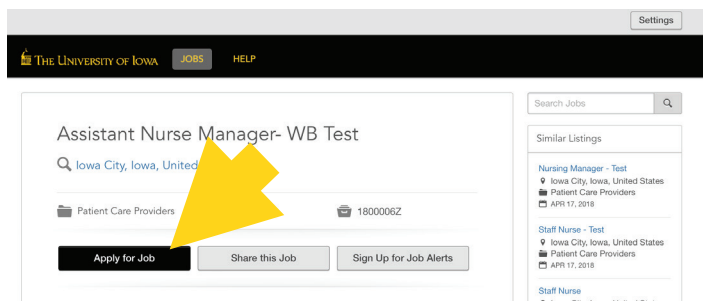
3. Click any job that interests you

Use filters to change your search results. If you don't see a job that interests you, click "Go to Profile" at right to create an account for future searches and job alerts.



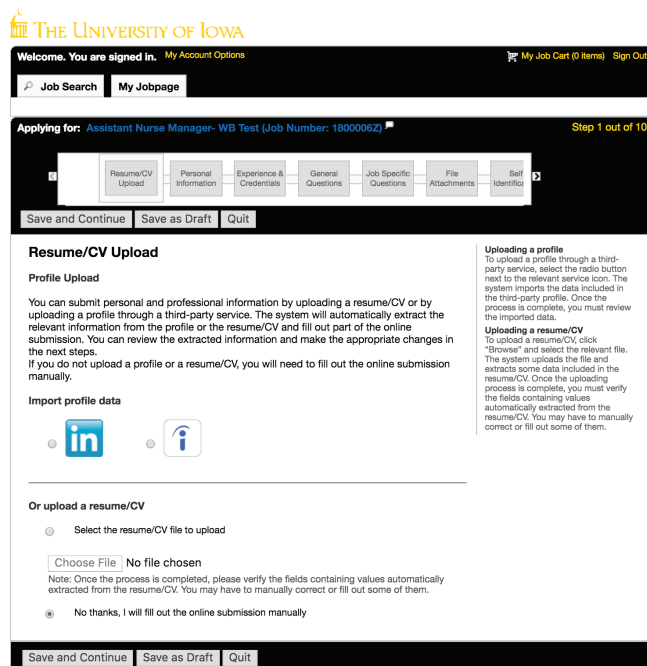
4. Click "Apply for Job"

You'll be prompted to provide your email, your name, and a login and password for your account.



5. Complete your profile and apply

Once you create an account, you can import profile info from career sites, upload a resumé/CV file, or complete your profile manually.



6. Set up job alerts (optional)

You'll be asked if you'd like to get alerts about new job postings that match your interests. You can change your preferences later by clicking the "Settings" button.

