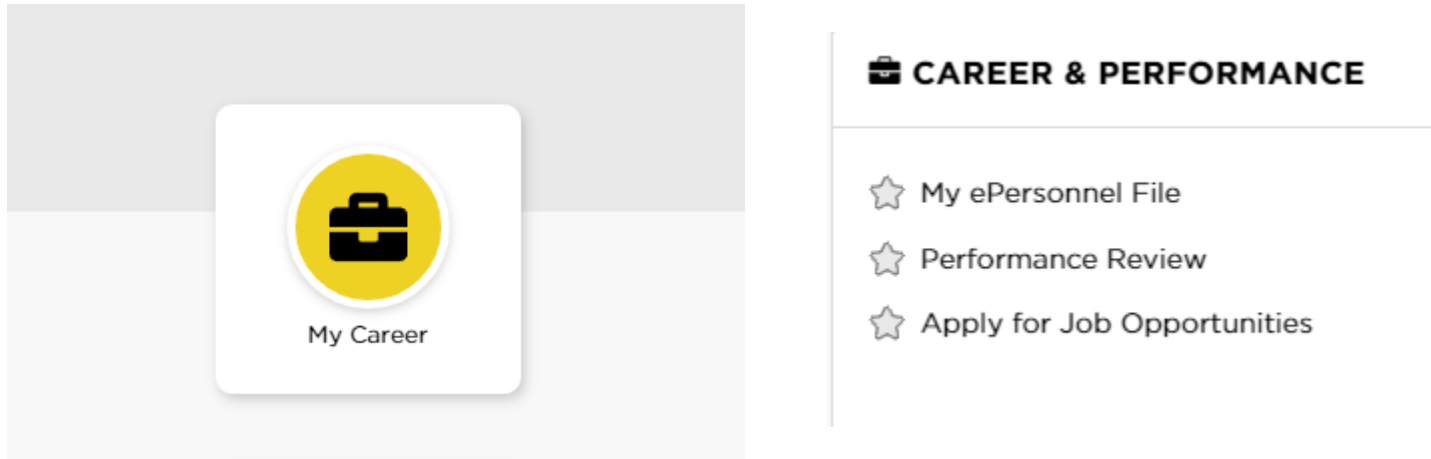
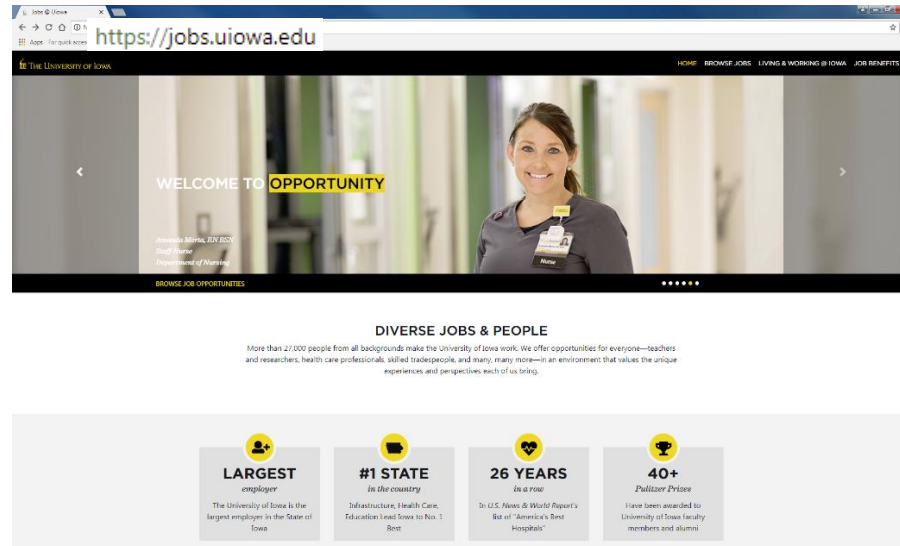


# Getting Started

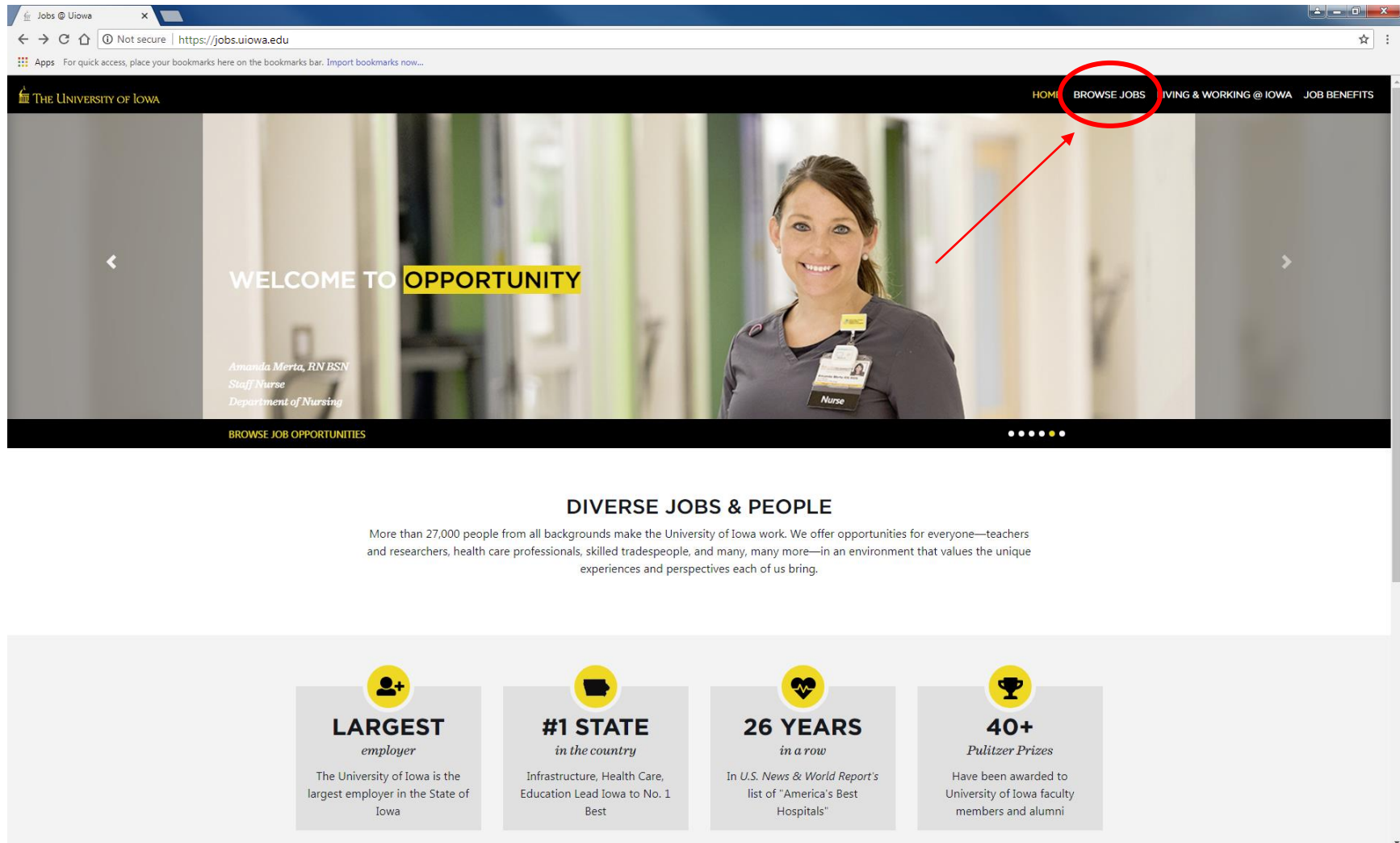
**Internal candidates** - go to Self-Service and select “Apply for Job Opportunities” in the My Career section of your Employee Self Service (then skip to pg. 17 of this manual)



**External candidates** - go to [jobs.uiowa.edu](https://jobs.uiowa.edu)







# Click “Browse Jobs” to find open positions



The screenshot shows a web browser window with the URL <https://jobs.uiowa.edu>. The navigation bar includes links for HOME, BROWSE JOBS, LIVING & WORKING @ IOWA, and JOB BENEFITS. The BROWSE JOBS link is circled in red, and a red arrow points to it from the main content area. The main content area features a large image of a smiling woman, Amanda Merta, RN BSN, Staff Nurse, Department of Nursing. Below the image, the text reads "WELCOME TO OPPORTUNITY" and "BROWSE JOB OPPORTUNITIES".

## DIVERSE JOBS & PEOPLE

More than 27,000 people from all backgrounds make the University of Iowa work. We offer opportunities for everyone—teachers and researchers, health care professionals, skilled tradespeople, and many, many more—in an environment that values the unique experiences and perspectives each of us bring.

 <b>LARGEST</b> <i>employer</i> The University of Iowa is the largest employer in the State of Iowa	 <b>#1 STATE</b> <i>in the country</i> Infrastructure, Health Care, Education Lead Iowa to No. 1 Best	 <b>26 YEARS</b> <i>in a row</i> In U.S. News & World Report's list of "America's Best Hospitals"	 <b>40+</b> <i>Pulitzer Prizes</i> Have been awarded to University of Iowa faculty members and alumni
---	---	---	---

# University of Iowa Job Listings By Category



You can browse for open positions by choosing a job category. If you're unsure of which category to choose, search by clicking "All Staff Jobs."

# Log in to your account OR create an account by clicking “Go to Profile”

The screenshot shows a job search website interface. At the top, there is a navigation bar with links for HOME, BROWSE JOBS, LIVING & WORKING @ IOWA, and BENEFITS. On the right side of the navigation bar, there are buttons for JOBS and HELP. Below the navigation bar is a search area with a text input field for "Find jobs by keyword", a dropdown menu for "All locations", and a "Search" button. The main content area is divided into three columns. The left column is titled "All jobs" and shows "All locations" and "Only show:" filters. There are two filter options: "NEW" (selected) and "New Jobs". Below the filters are two sections: "Location" and "Category". The "Location" section has a "+ Add a location" button and a list of locations: "All" (checked), "Iowa City, Iowa, United States (272)", "Des Moines, Iowa, United States (3)", "Cedar Rapids, Iowa, United States (1)", and "Council Bluffs, Iowa, United States (1)". The "Category" section has a "+ Add a category" button and a list of categories: "All" (checked), "Patient Care Providers (156)", "Administrative/Professional (45)", "Research (27)", and "Facilities/Skilled Trades (20)". The middle column displays a list of job results. Each result includes a job title, location, category, and a brief description. The first job is "Physical Therapist - Dept of Rehab Therapies" with a "NEW" tag. The second job is "Senior Physical Therapist - Dept of Rehab Therapies" with a "NEW" tag. The third job is "Billing and Loan Collections Specialist" with a "NEW" tag. The fourth job is "Medical Assistant II-Medicine Specialty Clinic" with a "NEW" tag. The fifth job is "Qual & Op Improv Coordinator-CSS (part-time)" with a "NEW" tag. The sixth job is "Snr Pharmacy Technician, Cert" with a "NEW" tag. The right column contains three sections: "Previous Job Searches" with links for "All jobs" and "All locations"; "My Profile" with a "Go to Profile" button circled in red and an arrow pointing to it; and "My Submissions" with a "My Submissions" button. Below these sections is a banner for "DISCOVER THE BENEFITS OF LIVING & WORKING HERE" and a section for "Are you a Military Veteran?" with a link to learn more.



# Privacy Agreement

The screenshot shows a web browser window with the address bar displaying "https://s01uiowa.upgrade.selectminds.com/profile". The page header includes "THE UNIVERSITY OF IOWA" and "JOBS HELP". The main content area features a "Job Search" input field and a "Printable Format" link. Below this is a "Privacy Agreement" section with a scrollable text area containing the following text:

The University of Iowa is committed to maintaining the privacy of personal information that you provide to us when using jobs.uiowa.edu or uiowa.taleo.net. This Privacy Policy describes how we treat personal information received about you when you visit jobs.uiowa.edu or uiowa.taleo.net.

Links to Other Web Sites  
We may make content or services from other web sites available to you from links located on jobs.uiowa.edu or uiowa.taleo.net. These other web sites are not subject to this Privacy Policy. We recommend that you review the privacy policy at each such web site to determine how that site protects your privacy.

Applications  
You own your application on our system, whether partially or fully completed, until such time that you submit an application for a specific position. When you apply, we take a data snapshot of the application submitted for that position and it becomes a part of the recruitment file for the position.

We will use the application information only for consideration of your candidacy for each specific position for which it is submitted. For this purpose, we will distribute the information to persons and parties affiliated with the search, such as search members, the hiring manager, and the Office of Equal Opportunity and Diversity. Your application is not searchable or viewable by other employers or recruiters, and we do not send or sell your application to any third party.

As a public institution, the University of Iowa is subject to the state open records law. However, pursuant to the provisions of Iowa Code Chapter 22, the University has determined that nominations, recommendations, and applications for University employment received from current University of Iowa students and from applicants outside Iowa state government shall be maintained as confidential. Job applicants who presently work at the University of Iowa, at another Regents institution in this state, or elsewhere within Iowa state government are advised that their names and application materials may be public under the Iowa open records law.

At the bottom of the scrollable area are two buttons: "I Accept" and "Decline". The "I Accept" button is circled in red, and a red arrow points to it from the left side of the page.

The footer of the page includes "JOBS | HELP | SITE MAP" and "THE UNIVERSITY OF IOWA".

# Login

Log in with current username or register as a new user

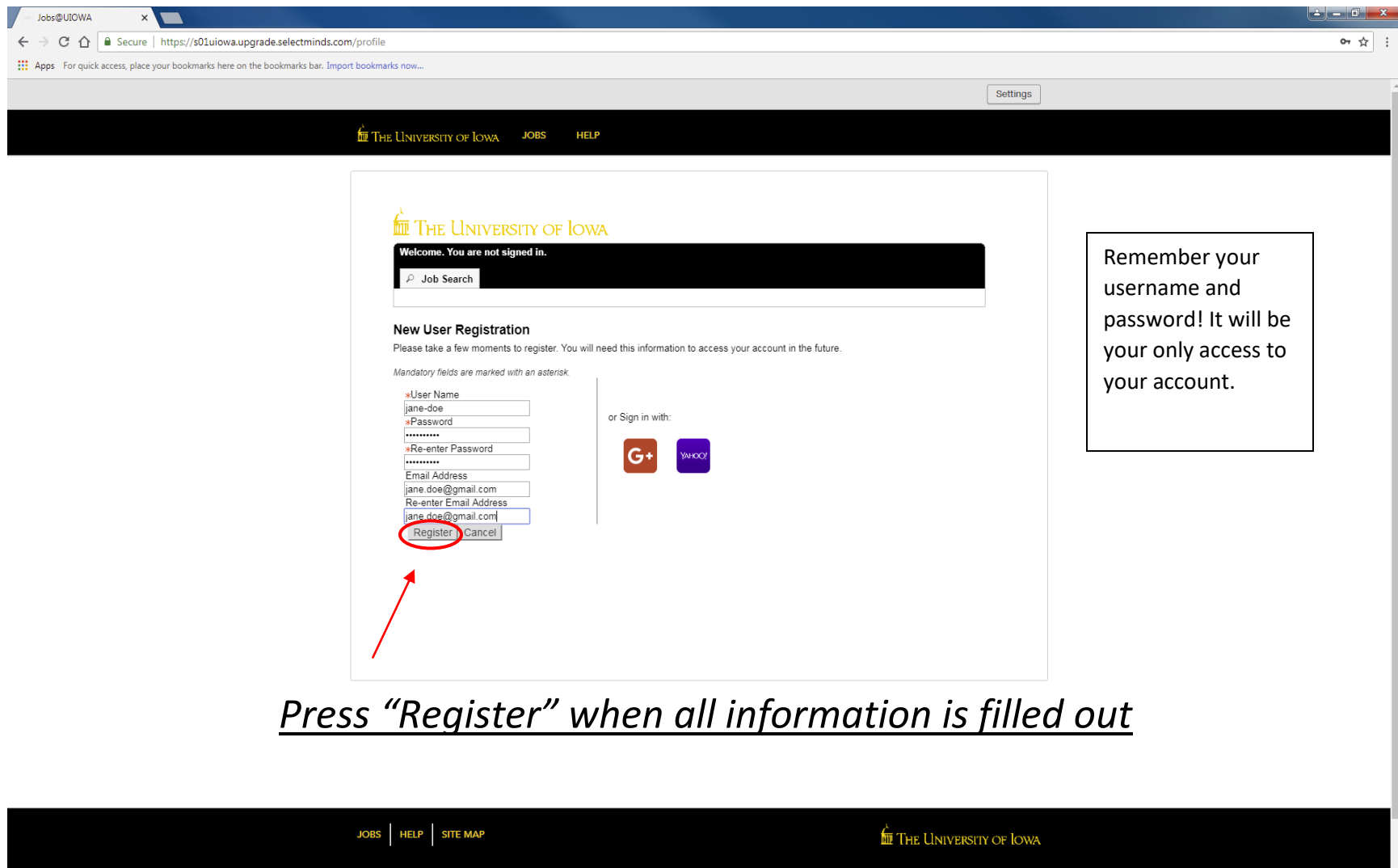
(If you have an existing profile, proceed to pg. 17 for further help)

The screenshot displays the login interface for the University of Iowa Jobs website. At the top, there is a navigation bar with the university logo and links for 'JOBS' and 'HELP'. Below this is a search bar labeled 'Job Search'. The main content area is titled 'Login' and includes instructions for users to identify themselves. It features two input fields: 'User Name' and 'Password', both marked with an asterisk to indicate they are mandatory. There are also links for 'Forgot your user name?' and 'Forgot your password?'. To the right of the input fields, there is a section for 'Sign in with:' featuring icons for Google+ and Yahoo!. At the bottom of the login section, there are two buttons: 'Login' and 'New User'. The 'New User' button is circled in red, and a red arrow points to it from the bottom left. The footer of the page contains links for 'JOBS', 'HELP', and 'SITE MAP', along with the university logo and copyright information.

# New User Registration

## Steps:

- Create a username
- Create a password that contains at least 9 characters: **must have at least 1 letter, 1 number, 1 special character (ex. \$ ! @ # \*+), and not contain more than 2 of the same characters in a row (ex. AAA, bbbb, \$\$\$\$)**
- Input email address to link with website so you can stay updated with job postings



The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page header includes the University of Iowa logo and navigation links for JOBS and HELP. The main content area features a "New User Registration" form with the following fields:

- \*User Name: jane-doe
- \*Password: [masked]
- \*Re-enter Password: [masked]
- Email Address: jane.doe@gmail.com
- Re-enter Email Address: jane.doe@gmail.com

The "Register" button is circled in red, and a red arrow points to it. To the right of the form, there is a text box that reads: "Remember your username and password! It will be your only access to your account."

Press "Register" when all information is filled out

# Resume/CV Upload

You can import work history a variety of ways:

- 1) Connect your LinkedIn or Indeed profile
- 2) Upload a resume/CV
- 3) Manually input past work history

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page is titled "THE UNIVERSITY OF IOWA" and displays a "General Profile" section with a progress indicator "Step 1 out of 5". The "Resume/CV Upload" section is highlighted with three numbered callouts:

- 1** Import profile data: This callout points to the radio button next to the "Import profile data" heading, which includes icons for LinkedIn and Indeed.
- 2** Or upload a resume/CV: This callout points to the radio button next to the "Or upload a resume/CV" heading, which includes a "Choose File" button and the text "No file chosen".
- 3** No thanks, I will fill out the online submission manually: This callout points to the radio button next to the "No thanks, I will fill out the online submission manually" heading.

The page also includes a "Profile Upload" section with instructions on how to use third-party services or upload a file. At the bottom of the page, there are navigation links for "JOBS", "HELP", and "SITE MAP", along with the University of Iowa logo and copyright information: "© 2018 Jobs@UIOWA. All rights reserved."



# Personal Information

Input all required personal information and job preferences

Jobs@UIOWA

Secure | https://s01uiowa.upgrade.selectminds.com/profile

Settings

THE UNIVERSITY OF IOWA JOBS HELP

Welcome. You are signed in. My Account Options My Job Cart (0 Items) Sign Out

Job Search My Jobpage

General Profile Step 2 out of 5 Print/Email

Resume/CV Upload Personal Information Preferences File Attachments Review and Submit

Save and Continue Save as Draft Resume

**Personal Information**

**Source Tracking**

Please indicate how you heard about the job opportunities available within our organization.

\*Source Type  
Social Network

\*Social Network  
LinkedIn

**Personal Information**

Please enter all relevant personal information in the fields below.

\*First Name  
Jane

Middle Name

\*Last Name  
Doe

\*Street Address (line 1)  
123 Iowa Ave

Address (line 2)

\*City  
Iowa City

\*Zip/Postal Code  
52245

\*Place of Residence

Country  
United States

State/Province  
Iowa

Closest Metropolitan Area  
Iowa City

This bar tells you your progress when filling out profile

# Personal Information continued...

Select preferred shifts, job level, job type, etc.

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page contains a form for updating personal information. At the top, there are input fields for 'Primary Phone' (3191234567) and 'Email Address' (jdoe@gmail.com). Below these is the 'Basic Profile Information' section, which includes instructions: 'Indicate the employment preferences, conditions and interests in the fields below.' The form is divided into several sections: 'Employee Status' with a checked 'Regular' option; 'Job Type' with a checked 'Standard' option; 'Shift' with checked options for 'Day Job', 'Flex Time', and 'Full-time'; 'Job Level' with checked options for 'Team Leader', 'Manager', and 'Manager with Direct Reports'; 'Advance Notice' set to 'Not Specified'; 'Date of Availability' set to 'Sep 20 2018'; 'Minimum Annual Salary' and 'Currency' (set to 'Not Specified'); and 'Travel (Up to...)' set to 'Not Specified'. At the bottom of the form are three buttons: 'Save and Continue', 'Save as Draft', and 'Quit'. A red arrow points from the left side of the page towards the 'Shift' section of the form. The footer of the page includes links for 'JOBS', 'HELP', and 'SITE MAP', along with 'THE UNIVERSITY OF IOWA' logo.

# Preferences

Select as many preferences as you would like. Find the corresponding job field and press “Add to List”

Jobs@UIOWA x

Secure | https://s01uiowa.upgrade.selectminds.com/profile

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

THE UNIVERSITY OF IOWA JOBS HELP

Jane Doe, you are signed in. My Account Options My Job Cart (0 items) Sign Out

Job Search My Jobpage

General Profile Step 3 out of 5 Print/Email

Resume/CV Upload Personal Information Preferences File Attachments Review and Submit

Save and Continue Save as Draft Quit Page 1 out of 2

**Preferences**

**Employment Preferences**

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section "Job Field".

Job Field

Category

Facilities/Skilled Trades

Add to List Reset

**Job Field Preferences**

**Campus Services**  
Levels: Campus Services  
Remove

**Administrative/Professional**  
Levels: Administrative/Professional  
Remove

Save and Continue Save as Draft Quit Page 1 out of 2

Selected preferences will show up here

JOBS | HELP | SITE MAP

THE UNIVERSITY OF IOWA

# Preferences continued...

Select your location preferences on this page

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page header includes the University of Iowa logo and navigation links for 'JOBS' and 'HELP'. The user is signed in as 'Jane Doe'. The main content area is titled 'General Profile' and is 'Step 3 out of 5'. A breadcrumb trail shows 'Resume/CV Upload', 'Personal Information', 'Preferences', 'File Attachments', and 'Review and Submit'. The 'Preferences' section is titled 'Employment Preferences' and asks the user to specify work preferences. A note states: 'You must select at least one value in the section "Location".' Under the 'Location' heading, there is a 'City' dropdown menu with 'Orange City' selected. Below this are 'Add to List' and 'Reset' buttons. Under the 'Location Preferences' heading, 'Iowa City' is listed with 'Levels: Iowa City' and a 'Remove' link. At the bottom of the page, there are 'Save and Continue', 'Save as Draft', and 'Quit' buttons, and a 'Page 2 out of 2' indicator.

Selected preferences will show up here

# File Attachments

Provide any additional attachments to your job profile

If you don't have any attachments, press "Save and Continue"

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page is for 'Jane Doe, you are signed in.' and is titled 'General Profile' (Step 4 out of 5). The navigation bar includes 'Job Search' and 'My Jobpage'. The main content area is titled 'File Attachments' and contains the following text:

**Attachments**

You can attach files to the candidate record (e.g.: cover letter, resume/CV, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach  
 Transcript.docx

Comments about the file

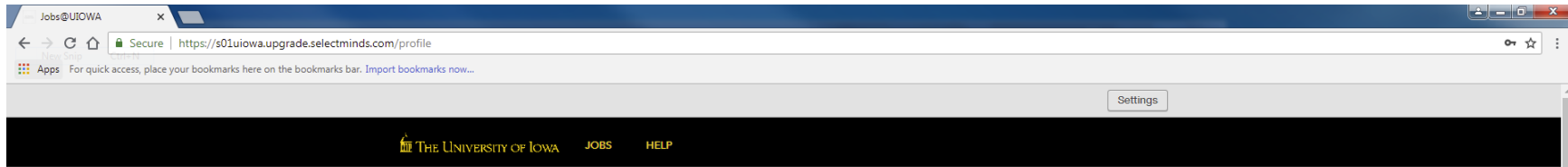
This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. Also, please indicate which of the attached documents is your Resume/CV.

Resume/CV	File Name	Date	Comments	Actions
	No files are attached.			

At the bottom of the page, the 'Save and Continue' button is circled in red, and a red arrow points to it from the left. The footer contains 'JOBS | HELP | SITE MAP', 'THE UNIVERSITY OF IOWA', and '© 2018 Jobs@UIOWA. All rights reserved.'

# Review and Submit

Make sure to review all information before submitting your profile

A screenshot of the 'Review and Submit' profile page. The page title is 'General Profile' and it indicates 'Step 5 out of 5'. A progress bar shows the current step. Below the progress bar are buttons for 'Resume/CV Upload', 'Personal Information', 'Preferences', 'File Attachments', and 'Review and Submit'. At the bottom of the progress bar are 'Submit', 'Save as Draft', and 'Quit' buttons. The main content area is titled 'Review and Submit' and contains a warning: 'The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.' Below this is a table of profile information with an 'Edit' link next to the 'Personal Information' header.

Personal Information <a href="#">Edit</a>	
<b>Source Tracking</b>	
Source Type	Social Network
Source	LinkedIn
<b>Personal Information</b>	
Full Name	Jane Doe
Street Address (line 1)	123 Iowa Ave
Address (line 2)	
City	Iowa City
Zip/Postal Code	52245
Place of Residence	Iowa City
Primary Phone	3191234567
Email Address	jdoe@gmail.com
<b>Basic Profile Information</b>	
Employee Status	Regular
Job Type	Standard
Shift	Day Job Evening Job Flex Time
Schedule	Full-time

If you need to make any changes, press "Edit"



# Thank You

Your profile has been created and you can begin searching for available jobs at the University of Iowa by selecting “View All Jobs”

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page header includes the University of Iowa logo and navigation links for JOBS and HELP. The main content area displays a 'Thank You' message from the system, indicating that the user's profile has been successfully created. The message includes a 'View All Jobs' link, which is circled in red and has a red arrow pointing to it. The footer contains additional navigation links and copyright information.

Jobs@UIOWA

Secure | <https://s01uiowa.upgrade.selectminds.com/profile>

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

THE UNIVERSITY OF IOWA JOBS HELP

THE UNIVERSITY OF IOWA

Jane Doe, you are signed in. [My Account Options](#) [My Job Cart \(0 items\)](#) [Sign Out](#)

Job Search My Jobpage

### Thank You

**Process completed**

You have successfully submitted your general candidate profile. You can review and update the information you provided each time you log in.

We invite you to further explore the job openings available in our Career section.

[View All Jobs](#)

JOBS | HELP | SITE MAP

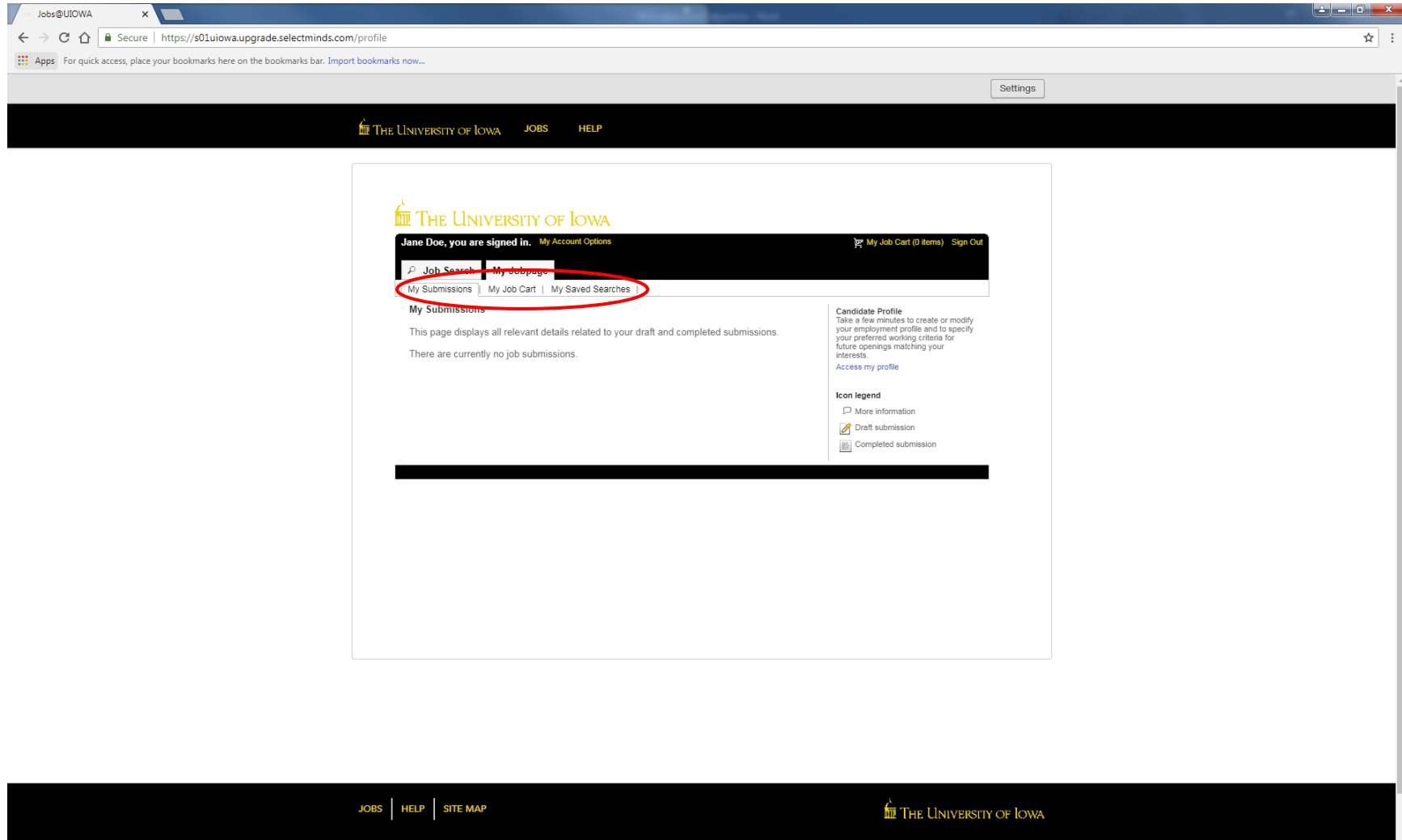
THE UNIVERSITY OF IOWA

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[Human Resources](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Federal EEO Rights](#) | [Campus Safety & Security](#) | [Contact Us](#)

# My Jobpage

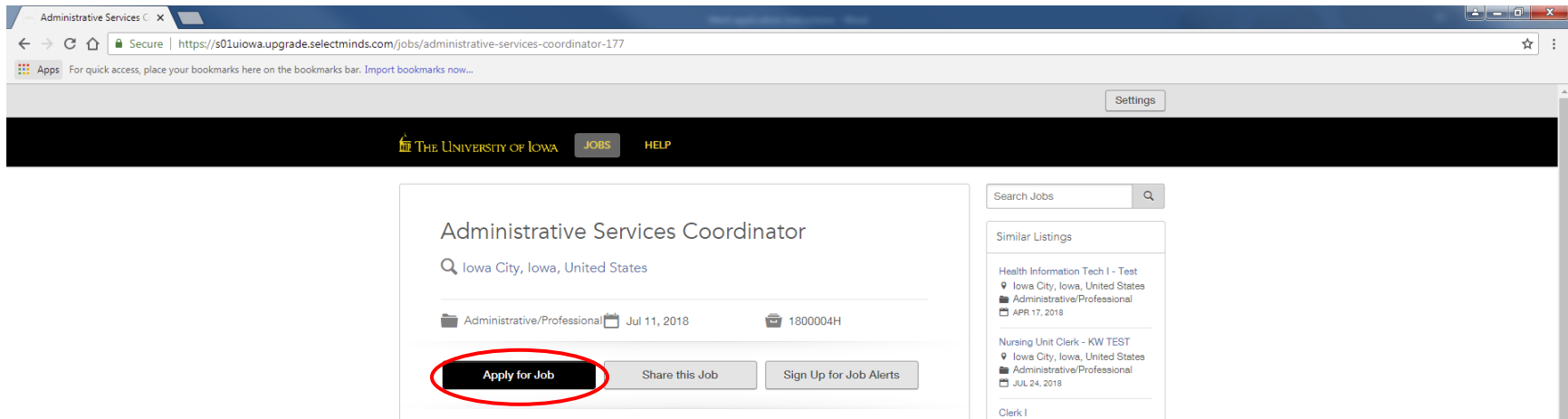
On this page you can see jobs you've applied to ("My Submissions"), your JobCart, and Saved Jobs



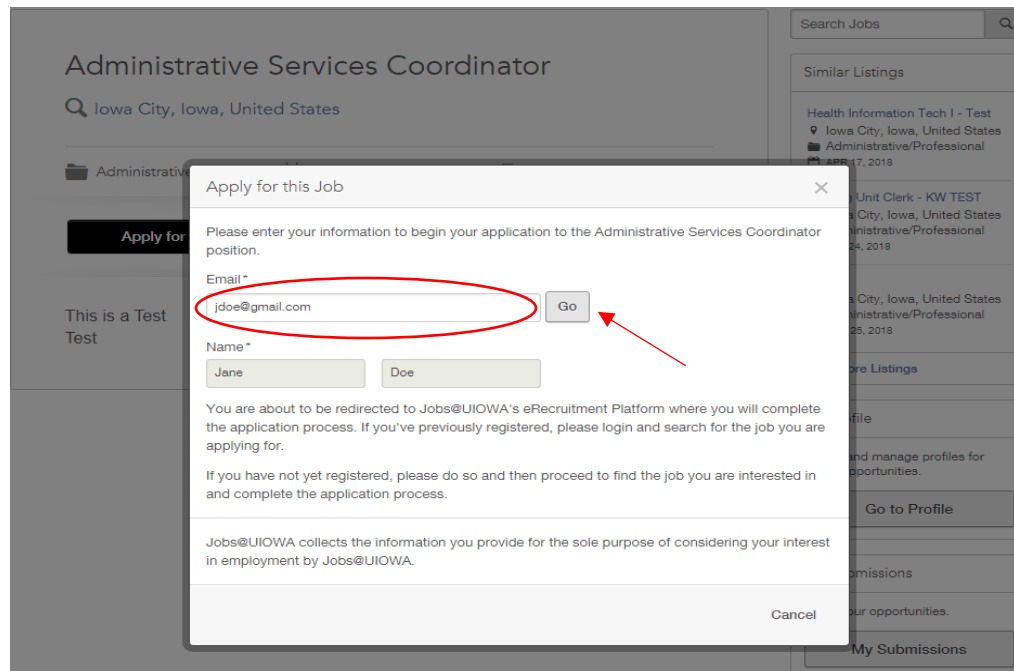
# Applying to a job

# Applying to a job

Once you find a job you want to apply for, select “Apply for Job”



Login with your email address and press “Go”



# Personal Info

Some information will automatically be pulled from your general profile.  
Double check that everything is correct and fill out any missing information.

This show the position you're applying for

Applying for: Administrative Services Coordinator (Job Number: 1800004H) Step 2 out of 10 Print/Email

Time/CV upload Personal Information Experience & Credentials General Questions Job Specific Questions File Attachments Self Identification Disab Identification

Save and Continue Save as Draft

### Personal Information

**Source Tracking**  
Please indicate how you heard about this job.

\*Source Type  
Social Network

\*Social Network  
LinkedIn

**Personal Information**  
Please enter all relevant personal information in the fields below.

\*First Name: Jane Middle Name: Last Name: Doe

\*Street Address (line 1): 123 Iowa Ave Address (line 2):

\*City: Iowa City \*Zip/Postal Code: 52245

\*Place of Residence  
Country: United States  
State/Province: Iowa  
Closest Metropolitan Area: Iowa City

\*Primary Phone: 3191234567 \*Email Address: jdoe@gmail.com

The University of Iowa provides preference to qualified veterans as required by [Iowa Code Chapter 35C](#). To request Veterans' Preference, please visit <https://hr.uiowa.edu/veterans-preference> for further information.

Furlough/Reduction In Force      Veterans Preference

Save and Continue Save as Draft

# Experience & Credentials

Input all experiences and credentials.

Note- some information may be already filled in from resume if uploaded earlier

Applying for: Administrative Services Coordinator (Job Number: 1800004H) Step 3 out of 10 Print/Email

Personal Information | **Experience & Credentials** | General Questions | Job Specific Questions | File Attachments | Self Identification | Disability Identification | eSign

Save and Continue Save as Draft

### Experience & Credentials

#### Education

List the educational experiences below in order from highest to lowest. If you have completed a second major, please select the "Add Education" link below to include it on your application. If you have no diploma or degree, please select "No Degree" from the "Education Level" selection list.

**Education 1**

\*Institution: University of Iowa (UI) (Iowa) [Select](#) Highest Degree: Yes    
Please select Yes if this degree is your highest level achieved.

\*Program: Business Administration [Select](#) Credit Hours:  ?

\*Education Level: Bachelor's Degree  Start Date: Month Year Graduation Date: Month Year  Anticipated Graduation Date

[Remove Education](#)

**Add Education**

#### Work Experience

List any current, prior, or volunteer experiences below, starting with the most recent. Please enter "N/A" if you have no experience to list.

**Work Experience 1**

\*Employer: Mediacom [Select](#)  Current Job

\*Job Function: Administrative [Select](#) Full Time/Part Time: Full Time

Job Title: Receptionist

**Adding education entries**  
To create one education, click "Add Education". A new section including blank fields appears. Enter any relevant information.

**Removing education entries**  
To remove an education from the list, identify it, then click "Remove Education".

**Reordering education entries**  
To reorder education entries, click "Move Up" or "Move Down" next to each entry until the relevant education reaches the desired position.

**Adding work experience entries**  
To create one work experience, click "Add Work Experience". A new section including blank fields appears. Enter any relevant information.

**Removing work experience entries**  
To remove a work experience from the list, identify it, then click "Remove Work Experience".

**Reordering work experience entries**  
To reorder work experience entries, click "Move Up" or "Move Down" next to each entry until the relevant work experience reaches the desired position.

**Adding certifications**  
To add a certification, click "Add Certification". A new section including blank fields appears. Enter any relevant information.

**Removing certifications**  
To remove a certification from the list, identify it, then click "Remove Certification".

**Reordering certifications**  
To reorder certification entries, click "Move Up" or "Move Down" next to each entry until the relevant certification reaches the desired position.

Add any additional Education or Work Experience by selecting "Add Education" or "Add Work Experience"



# General Questions

Answer the following questions

Applying for: [Administrative Services Coordinator \(Job Number: 1800004H\)](#) Step 3 out of 9 [Print/Email](#)

[Experience & Credentials](#) | **General Questions** | [Job Specific Questions](#) | [File Attachments](#) | [Self Identification](#) | [Disability Identification](#) | [eSignature](#) | [Review Submissions](#)

[Save and Continue](#) [Save as Draft](#)

## General Questions

### Questionnaire

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

\*1. Are you 18 or older?

Yes  
 No

\*2. Are you currently employed or have you been previously employed at The University of Iowa, other Regents Institutions or any other state of Iowa agencies?

Yes  
 No

\*3. Are you currently enrolled anywhere as a student?

Yes  
 No

\*4. Are you legally authorized to work in the U.S. and at The University of Iowa?

Yes  
 No

[Save and Continue](#) [Save as Draft](#)

## Job Specific Questions\*

In this section, answer any job specific questions that are asked. Questions may vary depending on job

**Applying for:** Administrative Services Coordinator (Job Number: 1800004H) Step 4 out of 9 [Print/Email](#)

General Questions | **Job Specific Questions** | File Attachments | Self Identification | Disability Identification | eSignature | Review and Submit

Save and Continue | Save as Draft

### Job Specific Questions

**Questionnaire**

Please answer the following questions as accurately as possible.

1. What are your salary/compensation expectations for this position?

\$40,000/year  
\*Negotiable in interview\*

Save and Continue | Save as Draft

\*Note- This may not show up for all jobs

# File Attachments

Attach any additional files here (resume, cover letter, references, etc.) by selecting “Choose File.”

To attach it to your application, make sure to press “Attach” once your file is chosen

Jane Doe, you are signed in. [My Account Options](#) My Job Cart (0 items) [Sign Out](#)

[Job Search](#) [My Jobpage](#)

Applying for: [Administrative Services Coordinator \(Job Number: 1800004H\)](#) Step 5 out of 9 [Print/Email](#)

[General Questions](#) [Job Specific Questions](#) **File Attachments** [Self Identification](#) [Disability Identification](#) [eSignature](#) [Review and Submit](#)

[Save and Continue](#) [Save as Draft](#)

### File Attachments

**Attachments**

You can attach files to the candidate record (e.g.: cover letter, resume/CV, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

1  No file chosen

Comments about the file

2

**Tips**  
You cannot attach a file that exceeds the allocated limit of 5120 kilobytes.  
You can attach a maximum of 25 files, one at a time.  
The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and compressed files (.zip).

**Attaching files**  
To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".

**Deleting files**  
To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the corresponding "Delete" button.

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume/CV.

Relevant Files	Resume/CV	File Name	Date	Comments	Actions
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Transcript.docx</a>	9/4/18	Transcript from when I attended U of Iowa	<a href="#">Delete</a>

[Save and Continue](#) [Save as Draft](#)

# Self-Identification and Disability Identification

This information is voluntary and if you chose not to fill out, you will not be subject to adverse treatment.

Applying for: Administrative Services Coordinator (Job Number: 1800004H) Step 6 out of 9 Print/Email

General Questions Job Specific Questions File Attachments Self Identification Disability Identification eSignature Review and Submit

Save and Continue Save as Draft

### Self Identification

**Diversity**

Please provide the information requested in the fields below regarding diversity.

The University of Iowa is a federal contractor. To meet federal reporting obligations, we request information from job applicants about their race, ethnicity, sex, disability status, and veteran status. Providing this information is voluntary; if you do not provide it, you will not be subject to any adverse treatment. The information will be kept confidential and will not be seen by the hiring department. The information will be used in accordance with federal and state laws, regulations, and executive orders. Required annual reports of applicants to the federal government for civil rights enforcement purposes will be done in the aggregate only; individuals will not be identified.

Protected veteran categories include the following:

Disabled Veteran:

- a veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or

1. Sex:

Female

Male

I do not wish to answer

2. Age: Are you age 40 or older?

Yes

No

I do not wish to answer

3. Hispanic or Latino Ethnicity (select one response):

Hispanic or Latino - Persons of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race

Not Hispanic or Latino

I do not wish to answer

4. Race (select one or more):

American Indian or Alaska Native: Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment

Asian: Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

Black or African American: Persons having origins in any of the black racial groups of Africa

Native Hawaiian or other Pacific Islander: Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

White: Persons having origins in any of the original peoples of Europe, the Middle East, or North Africa

### Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020  
Page 1 of 2

#### Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

#### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please check one of the boxes below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your Name Today's Date

Save and Continue Save as Draft

# e-Signature

Jane Doe, you are signed in. [My Account Options](#) My Job Cart (0 items) [Sign Out](#)

[Job Search](#) [My Jobpage](#)

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**Applying for:** [Administrative Services Coordinator \(Job Number: 1800004H\)](#) Step 8 out of 9 [Print/Email](#)

[General Questions](#) | [Job Specific Questions](#) | [File Attachments](#) | [Self Identification](#) | [Disability Identification](#) | **eSignature** | [Review and Submit](#)

[Save and Continue](#) [Save as Draft](#)

## eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an esignature is the electronic equivalent of a hand-written signature.

**Before submitting your application to The University of Iowa, you must read and agree to the following statement:**

I hereby certify that the statements and information contained in this application form are true and correct to the best of my knowledge and belief, and I authorize the University of Iowa to investigate all statements or information contained in this application form and any attachments with it, unless I have stated in writing to the contrary.

I understand and agree that:

- Any misrepresentation, falsification or material omission of information on this application may result in my failure to receive an offer, or, if I am hired, in my dismissal from employment.
- All offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the U.S.
- A background check, including a credential and/or criminal background check, may be conducted and an offer of employment may be conditioned on the results.

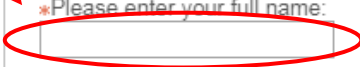
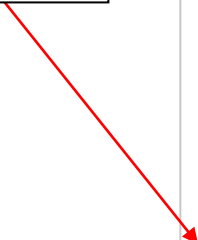
**Do Not E-Sign Until You Have Read The Above Statement.**

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

\*Please enter your full name:

[Save and Continue](#) [Save as Draft](#)

Sign your application here



# Review and Submit

Make sure to review all information before submitting your profile. Once you press submit, have successfully applied for the job.

Jane Doe, you are signed in. [My Account Options](#) My Job Cart (0 items) [Sign Out](#)

[Job Search](#) [My Jobpage](#)

Applying for: [Administrative Services Coordinator \(Job Number: 1800004H\)](#) Step 9 out of 9 [Print/Email](#)

[General Questions](#) [Job Specific Questions](#) [File Attachments](#) [Self Identification](#) [Disability Identification](#) [eSignature](#) [Review and Submit](#)

[Submit](#) [Save as Draft](#)

### Review and Submit

The following information will be submitted after you click the **Submit** button. Where an **Edit** link is displayed, you can modify the corresponding information.

**Personal Information | Edit**

**Source Tracking**

Source Type	Social Network
Source	LinkedIn

**Personal Information**

Full Name	Jane Doe
Street Address (line 1)	123 Iowa Ave
Address (line 2)	
City	Iowa City
Zip/Postal Code	52245
Place of Residence	Iowa City
Primary Phone	3191234567
Email Address	jdoe@gmail.com
Furlough/Reduction In Force	
Veterans Preference	

**Experience & Credentials | Edit**

**Education**

Institution	University of Iowa (UI) (Uiowa)
Highest Degree	Yes
Program	Business Administration
Credit Hours	
Education Level	Bachelor's Degree
Start Date	
Graduation Date	
Anticipated Graduation Date	No

**eSignature | Edit**

**eSignature**

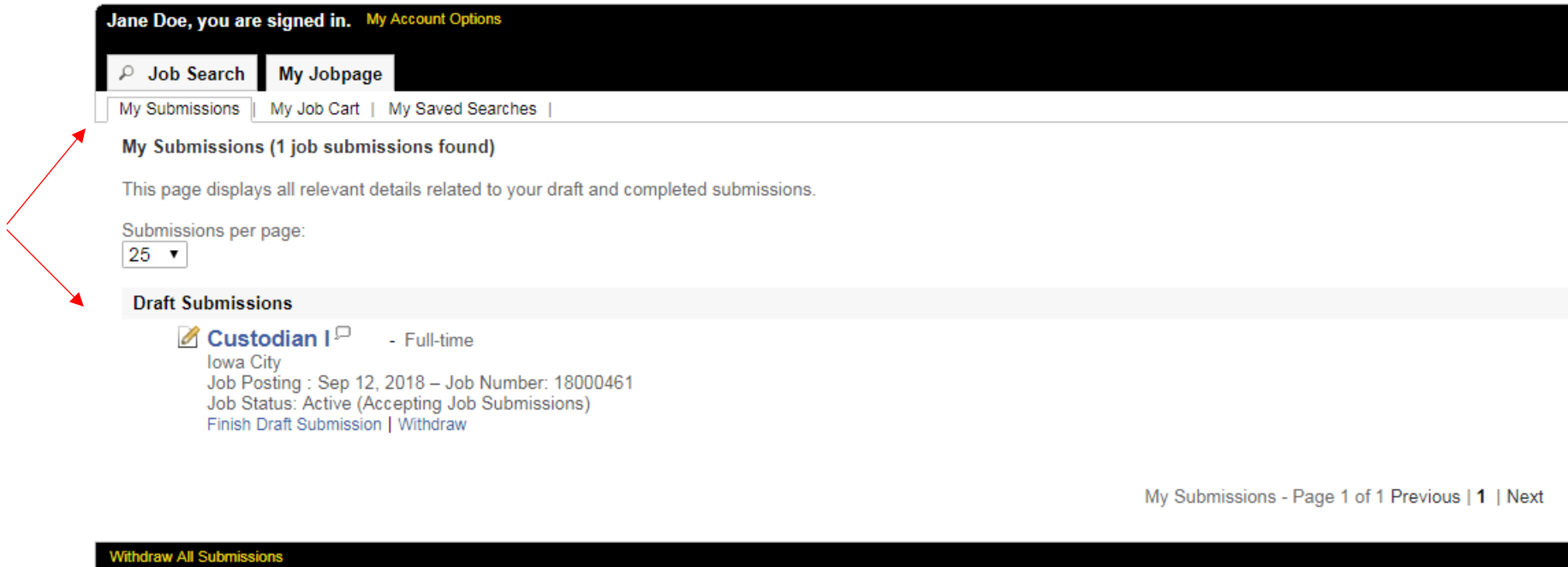
Signed by:	Jane Doe
Date:	9/5/18

[Submit](#) [Save as Draft](#)



# My Jobpage

You can view any completed or draft submissions under your Jobpage.



The screenshot displays the 'My Jobpage' interface. At the top, a black header bar contains the text 'Jane Doe, you are signed in. My Account Options'. Below this, a navigation bar features 'Job Search' and 'My Jobpage' tabs. Underneath, there are links for 'My Submissions', 'My Job Cart', and 'My Saved Searches'. The main content area is titled 'My Submissions (1 job submissions found)' and includes a description: 'This page displays all relevant details related to your draft and completed submissions.' A dropdown menu for 'Submissions per page' is set to '25'. A section titled 'Draft Submissions' lists a job titled 'Custodian I' with details: 'Iowa City', 'Job Posting : Sep 12, 2018 – Job Number: 18000461', and 'Job Status: Active (Accepting Job Submissions)'. Action links 'Finish Draft Submission' and 'Withdraw' are provided. At the bottom right, there is a pagination link: 'My Submissions - Page 1 of 1 Previous | 1 | Next'. A black footer bar at the bottom contains the text 'Withdraw All Submissions'. Two red arrows on the left side point to the 'My Submissions' link and the 'Draft Submissions' section header.

To continue applying for other available positions, click “Job Search” and you will return to the open positions.