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
Click “Browse Jobs” to find open positions
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”
Privacy Agreement
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)
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

Press “Register” when all information is filled out

Remember your username and password! It will be your only access to your account.
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
Personal Information

Input all required personal information and job preferences

This bar tells you your progress when filling out profile
Personal Information continued...

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

<table>
<thead>
<tr>
<th>Employee Status</th>
<th>Job Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Standard</td>
</tr>
<tr>
<td>Day Job</td>
<td></td>
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<tr>
<td>Evening Job</td>
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<tr>
<td>Night Job</td>
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<td>On Call</td>
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<tr>
<td>Variable</td>
<td></td>
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<tr>
<td>Flex Time</td>
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<tr>
<td>Weekend</td>
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<tr>
<td>Rotating</td>
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<table>
<thead>
<tr>
<th>Job Level</th>
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<tbody>
<tr>
<td>Entry Level</td>
</tr>
<tr>
<td>Individual Contributor</td>
</tr>
<tr>
<td>Team Leader</td>
</tr>
<tr>
<td>Manager</td>
</tr>
<tr>
<td>Director</td>
</tr>
<tr>
<td>Executive</td>
</tr>
<tr>
<td>Manager with Direct Reports</td>
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<tr>
<td>Manager without Direct Reports</td>
</tr>
<tr>
<td>Senior Executive</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Advance Notice</th>
<th>Date of Availability</th>
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</thead>
<tbody>
<tr>
<td>Not Specified</td>
<td>Sep 2023</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum Annual Salary</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Specified</td>
<td></td>
</tr>
</tbody>
</table>

| Travel (up to...) | Not Specified |
Preferences

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

Select your location preferences on this page
File Attachments

Provide any additional attachments to your job profile

If you don’t have any attachments, press “Save and Continue”
Review and Submit

Make sure to review all information before submitting your profile.

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”
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.
Experience & Credentials

Input all experiences and credentials.

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

Add any additional Education or Work Experience by selecting “Add Education” or “Add Work Experience”
General Questions
Answer the following questions

**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
Job Specific Questions*

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

*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.
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.

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:

1. 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

2. 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 - Person 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 the Pacific Islands
   - White: Persons having origins in any of the original peoples of Europe, the Middle East, or North Africa
e-Signature

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 handwritten 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:
**Review and Submit**

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

![Image of a job application form](image)

**Personal Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>Jane Doe</td>
</tr>
<tr>
<td>Street Address (line 1)</td>
<td>123 Iowa Ave</td>
</tr>
<tr>
<td>City</td>
<td>Iowa City</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td>52246</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:jdoe@gmail.com">jdoe@gmail.com</a></td>
</tr>
</tbody>
</table>

**Experience & Credentials**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Institution</td>
<td>University of Iowa (UI) (U Iowa)</td>
</tr>
<tr>
<td>Highest Degree</td>
<td>Business Administration</td>
</tr>
<tr>
<td>Education Level</td>
<td>Bachelor's Degree</td>
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</table>

**eSignature**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Signed by</td>
<td>Jane Doe</td>
</tr>
<tr>
<td>Date</td>
<td>9/6/18</td>
</tr>
</tbody>
</table>
My Jobpage

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

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