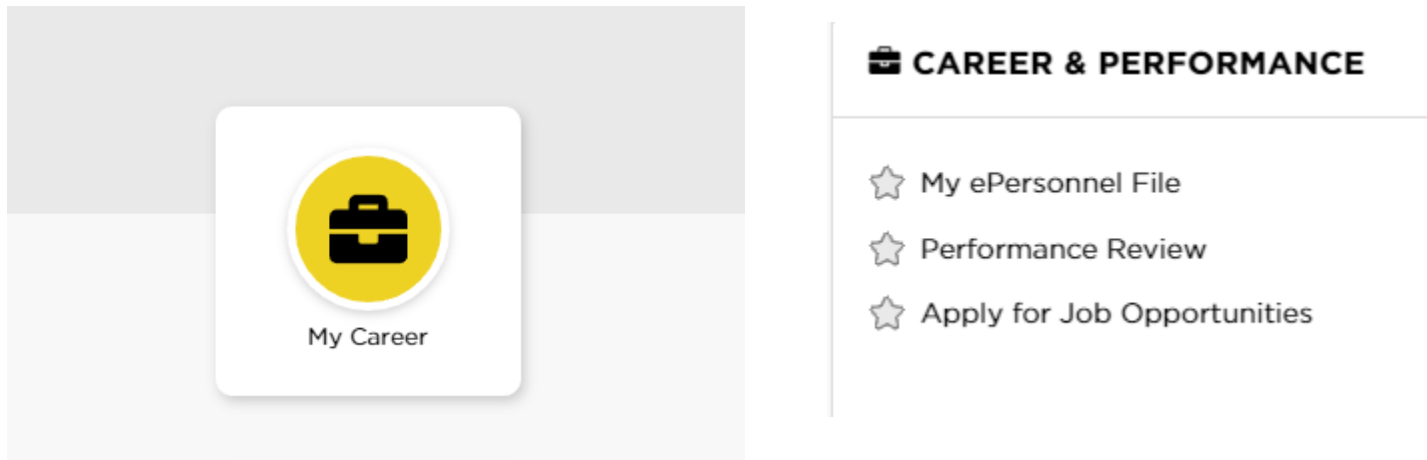
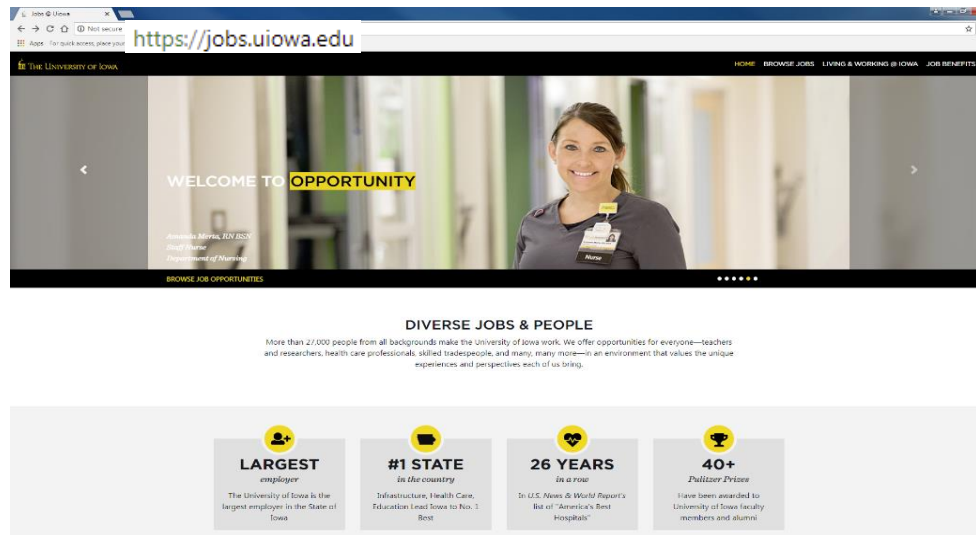


# Cómo comenzar

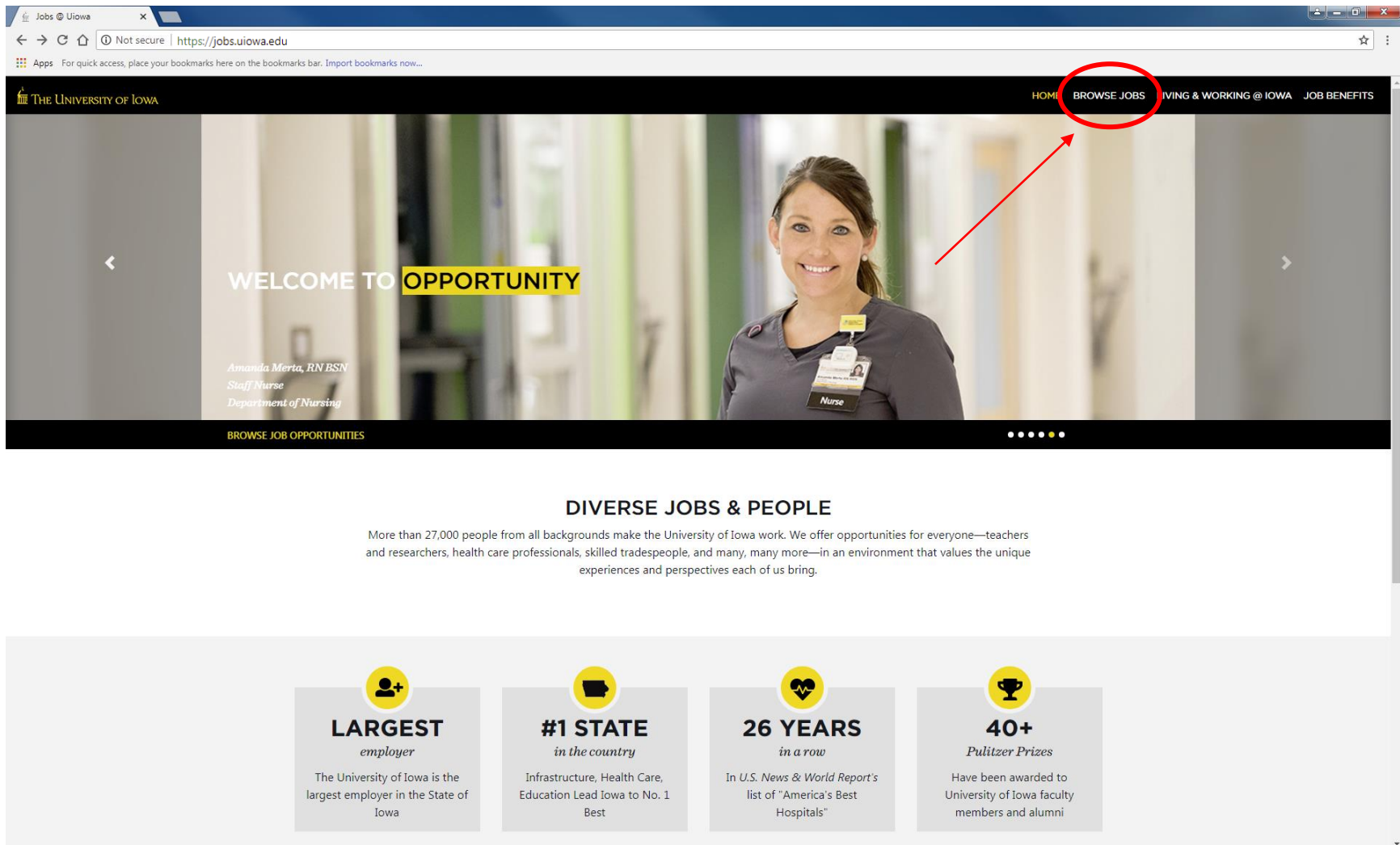
**Candidatos internos:** vaya a Self-Service (Autoservicio) y seleccione “Apply for Job Opportunities (Postular a las oportunidades de empleo)” en la sección “My Career (Mi carrera)” del Employee Self Service (Autoservicio para empleados) (luego vaya a la página 17 de este manual)



**Candidatos externos:** vaya a [jobs.uiowa.edu](https://jobs.uiowa.edu)



Haga clic en “Browse Jobs (Buscar empleos)” para encontrar puestos vacantes



# University of Iowa Job Listings By Category



Puede buscar puestos vacantes eligiendo una categoría de empleo. Si no está seguro de qué categoría elegir, busque haciendo clic en “All Staff Jobs (Todos los empleos de personal)”.



# Inicie sesión en su cuenta O cree una cuenta haciendo clic en “Go to Profile (Ir al perfil)”

The screenshot shows a job portal 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 are buttons for JOBS and HELP. Below the navigation bar is a search area with a text input field labeled '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 contains filters for 'All jobs' and 'All locations'. Under 'Only show:', there is a 'NEW' button and a 'New Jobs' checkbox. Below this are two filter sections: 'Location' and 'Category'. The 'Location' section has a '+ Add a location' button and a list of locations: 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 listings. Each listing includes a job title, location, category, and a brief description. The first listing is 'Physical Therapist - Dept of Rehab Therapies' with a 'NEW' tag. The second is 'Senior Physical Therapist - Dept of Rehab Therapies' with a 'NEW' tag. The third is 'Billing and Loan Collections Specialist' with a 'NEW' tag. The fourth is 'Medical Assistant II-Medicine Specialty Clinic' with a 'NEW' tag. The fifth is 'Qual & Op Improv Coordinator-CSS (part-time)' with a 'NEW' tag. The sixth is 'Snr Pharmacy Technician, Cert' with a 'NEW' tag. The right column contains three sections: 'Previous Job Searches' with a link for 'All jobs' and a location filter; 'My Profile' with a description and a 'Go to Profile' button highlighted with a red circle and a red arrow pointing to it; and 'My Submissions' with a description and a 'My Submissions' button. At the bottom of the right column is a banner for 'DISCOVER THE BENEFITS OF LIVING & WORKING HERE' with an image of people cycling. Below the banner is a section titled 'Are you a Military Veteran?' with a link to learn more.

# Privacy Agreement (Acuerdo de privacidad)

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, there 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 (Inicio de sesión)

Inicie sesión con su nombre de usuario actual o regístrese como nuevo usuario

(Si ya tiene un perfil, vaya a la página 17 para obtener más ayuda)

The screenshot displays the login interface for the University of Iowa Jobs portal. At the top, there is a navigation bar with the university logo and links for 'JOBS' and 'HELP'. Below this, a 'Job Search' bar is visible. The main content area is titled 'Login' and includes the following elements:

- A message: "Welcome. You are not signed in."
- A search bar labeled "Job Search".
- A "Login" heading and instructions: "To access your account, please identify yourself by providing the information requested in the fields below, then click 'Login'. If you are not registered yet, click 'New user' and follow the instructions to create an account."
- A note: "Mandatory fields are marked with an asterisk."
- Input fields for "User Name" and "Password", both with asterisks.
- Links for "Forgot your user name?" and "Forgot your password?".
- A "Login" button and a "New User" button, the latter of which is circled in red with a red arrow pointing to it.
- Options to "Sign in with" Google+ and Yahoo!.

At the bottom of the page, there is a footer with links for "JOBS", "HELP", and "SITE MAP", along with the university logo and copyright information.

# New User Registration (Registro de nuevo usuario)

## Pasos:

- Cree un nombre de usuario
- Cree una contraseña que contenga al menos 9 caracteres: **debe tener al menos 1 letra, 1 número, 1 carácter especial (ejemplo, \$ ! @ # \*+), y no contener más de 2 de los mismos caracteres en una fila (ejemplo, AAA, bbbb, \$\$\$\$)**
- Ingrese su dirección de correo electrónico para vincularse con el sitio web de modo que pueda mantenerse actualizado con las publicaciones de empleo

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page header includes "THE UNIVERSITY OF IOWA JOBS HELP" and a "Settings" button. The main content area features the University of Iowa logo and a "Welcome. You are not signed in." message. Below this is a "Job Search" input field. The "New User Registration" section includes the following fields and instructions:

- New User Registration**  
Please take a few moments to register. You will need this information to access your account in the future.
- Mandatory fields are marked with an asterisk.*
- \*User Name**: jane-doe
- \*Password**: [Redacted]
- \*Re-enter Password**: [Redacted]
- Email Address**: jane.doe@gmail.com
- Re-enter Email Address**: jane.doe@gmail.com
- Buttons**: Register (circled in red), Cancel

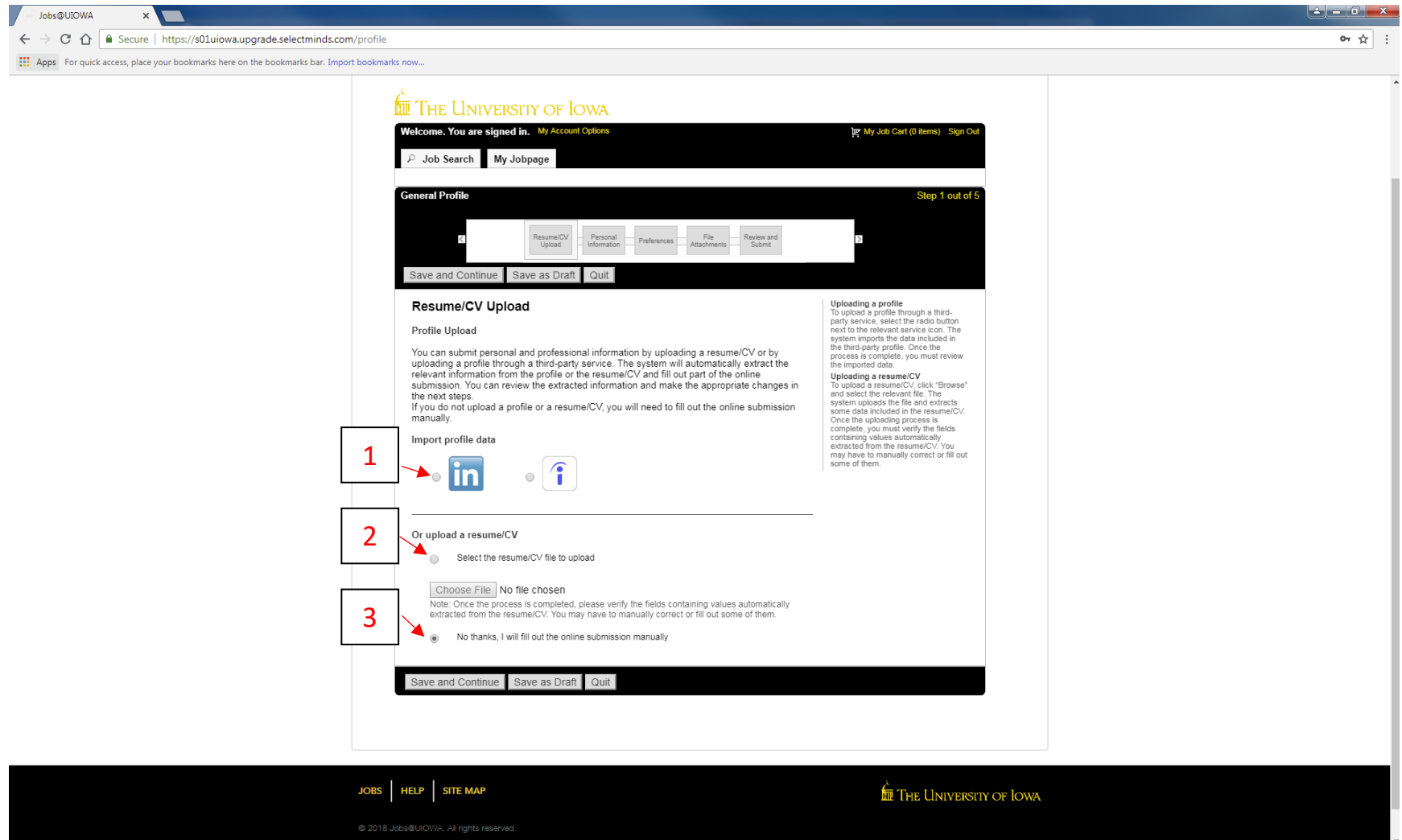
To the right of the form, there is a text box with the message: "¡Recuerde su nombre de usuario y contraseña! Será su único acceso a su cuenta." Below the form, there are "or Sign in with:" options for Google+ and Yahoo!.

Haga clic en "Register (Registrarse)" cuando toda la información esté completa

# Resume/CV Upload (Carga de hoja de vida/currículum vitae)

Puede importar el historial laboral de varias formas:

- 1) Vincule su perfil de LinkedIn o Indeed
- 2) Cargue una hoja de vida/currículum vitae
- 3) Ingrese manualmente el historial laboral pasado



The screenshot displays the 'General Profile' page on the University of Iowa Jobs@UIOWA website. The page is titled 'Resume/CV Upload' and is part of a 5-step process. It features three numbered callouts:

- 1** Import profile data: This section includes radio buttons for 'LinkedIn' and 'Indeed' to import profile data.
- 2** Or upload a resume/CV: This section includes a radio button and a 'Choose File' button to upload a resume or CV file.
- 3** No thanks, I will fill out the online submission manually: This section includes a radio button to manually enter the submission information.

The page also includes a 'Save and Continue' button, a 'Save as Draft' button, and a 'Quit' button. The footer contains the text 'JOBS | HELP | SITE MAP' and '© 2018 Jobs@UIOWA, All rights reserved.'



# Personal Information (Información personal)

Ingrese toda la información personal requerida y las preferencias laborales

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

### 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):

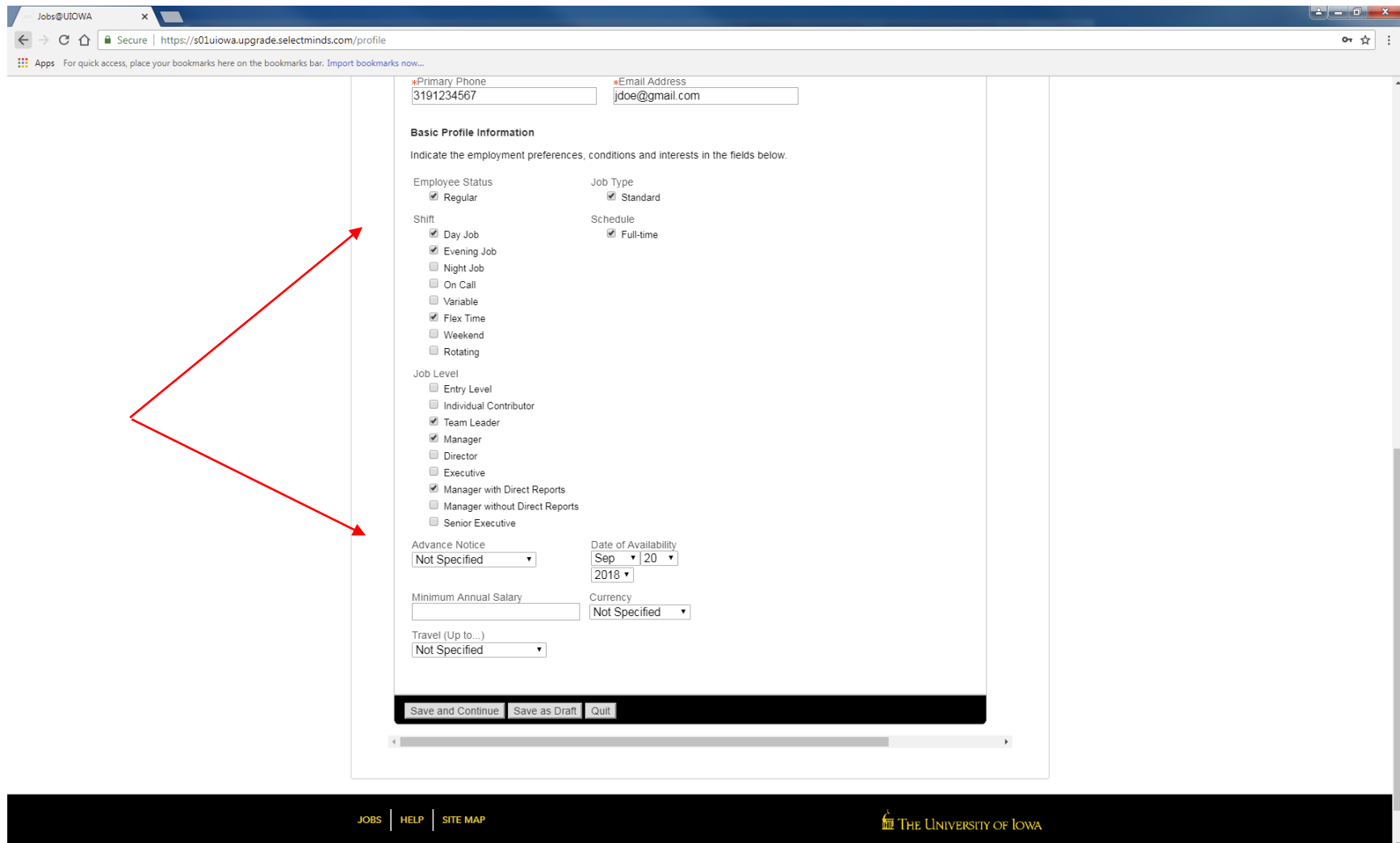
\*City: Iowa City \*Zip/Postal Code: 52245

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

Esta barra le indica su progreso a medida que completa el perfil

# Personal Information (Información personal) continuación...

Seleccione turnos preferidos, nivel de empleo, tipo de empleo, 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 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 with checkboxes and dropdown menus:

- Employee Status:**  Regular
- Job Type:**  Standard
- Shift:**  Day Job,  Evening Job,  Night Job,  On Call,  Variable,  Flex Time,  Weekend,  Rotating
- Schedule:**  Full-time
- Job Level:**  Entry Level,  Individual Contributor,  Team Leader,  Manager,  Director,  Executive,  Manager with Direct Reports,  Manager without Direct Reports,  Senior Executive
- Advance Notice:** Not Specified (dropdown)
- Date of Availability:** Sep 20, 2018 (dropdowns)
- Minimum Annual Salary:** (text input)
- Currency:** Not Specified (dropdown)
- Travel (Up to...):** Not Specified (dropdown)

At the bottom of the form, there are three buttons: 'Save and Continue', 'Save as Draft', and 'Quit'. A red arrow points from the left side of the page towards the 'Basic Profile Information' section.

At the bottom of the browser window, there is a navigation bar with links for 'JOBS', 'HELP', and 'SITE MAP', and the logo for 'THE UNIVERSITY OF IOWA'.

# Preferences (Preferencias)

Seleccione tantas preferencias como desee. Busque el campo laboral correspondiente y haga clic en “Add to List (Añadir a la lista)”

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

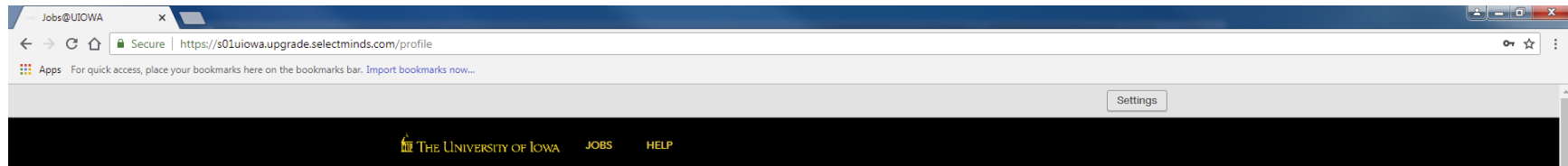
Save and Continue Save as Draft Quit Page 1 out of 2

Las preferencias seleccionadas se mostrarán aquí

JOBS | HELP | SITE MAP THE UNIVERSITY OF IOWA

# Preferences (Preferencias) continuación...

Seleccione sus preferencias de ubicación en esta página



**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 2 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 "Location".

**Location**

City  
Orange City

Add to List | Reset

**Location Preferences**

- Iowa City**  
Levels: Iowa City  
[Remove](#)

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

Las preferencias seleccionadas se mostrarán aquí

# File Attachments (Archivos adjuntos)

Proporcione cualquier archivo adjunto adicional a su perfil laboral

Si no tiene ningún archivo adjunto, haga clic en “Save and Continue (Guardar y continuar)”

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page is for a user named Jane Doe, who is signed in. The navigation bar includes "Job Search" and "My Jobpage". The main content area is titled "General Profile" and is "Step 4 out of 5". A progress bar shows the current step is "File Attachments". Below the progress bar are buttons for "Save and Continue", "Save as Draft", and "Quit".

**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.

Select the file to attach  
 Transcript.docx

Comments about the file

**Tip**  
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.

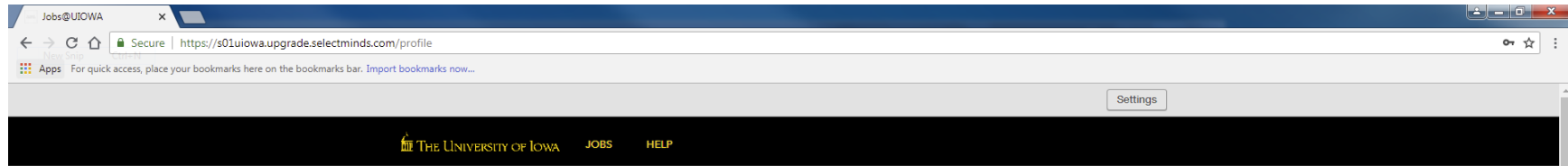
This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. Also, please indicate which of the attached documents is your Resume/CV.

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

At the bottom of the page, there are links for "JOBS", "HELP", and "SITE MAP", and the University of Iowa logo. The footer text reads "© 2018 Jobs@UIOWA. All rights reserved."

# Review and Submit (Revisar y enviar)

Asegúrese de revisar toda la información antes de enviar su perfil

A screenshot of the 'Review and Submit' page in the Jobs@UIOWA system. The page title is 'General Profile' and it indicates 'Step 5 out of 5'. A navigation bar contains buttons for 'Resume/CV Upload', 'Personal Information', 'Preferences', 'File Attachments', and 'Review and Submit'. Below this, there 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.' Under the 'Personal Information' section, the 'Edit' link is circled in red. A red arrow points from a text box on the right to this circled link. The profile information is displayed in a table format.

Personal Information	
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
Basic Profile Information	
Employee Status	Regular
Job Type	Standard
Shift	Day Job Evening Job Flex Time
Schedule	Full-time

Si necesita hacer algún cambio, haga clic en "Edit (Editar)"



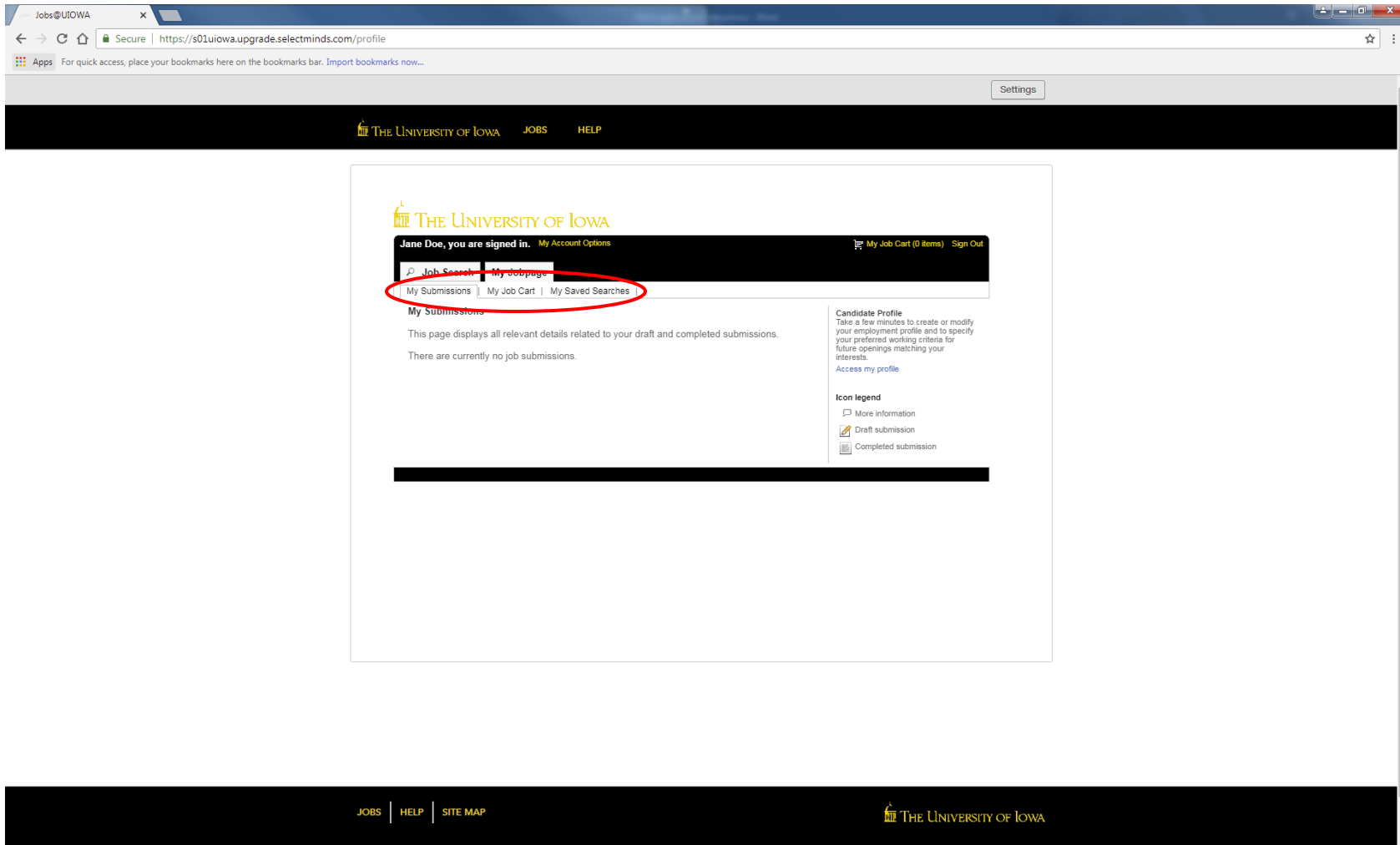
# Thank You (Gracias)

Se ha creado su perfil y puede comenzar a buscar empleos disponibles en The University of Iowa seleccionando “View All Jobs (Ver todos los empleos)”

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page header includes 'THE UNIVERSITY OF IOWA', 'JOBS', and 'HELP'. The main content area displays a 'Thank You' message from 'Jane Doe, you are signed in.' with options for 'My Account Options', 'My Job Cart (0 items)', and 'Sign Out'. Below the message, there are buttons for 'Job Search' and 'My Jobpage'. The message states: '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.' A blue link labeled 'View All Jobs' is circled in red, with a red arrow pointing to it from the left. The footer contains navigation links for 'JOBS', 'HELP', and 'SITE MAP', the University of Iowa logo, and copyright information: '© 2016 Jobs@UIOWA. All rights reserved. Human Resources | Privacy Policy | Non-Discrimination Statement | Federal EEO Rights | Campus Safety & Security | Contact Us'.

## My Jobpage (Mi página de empleos)

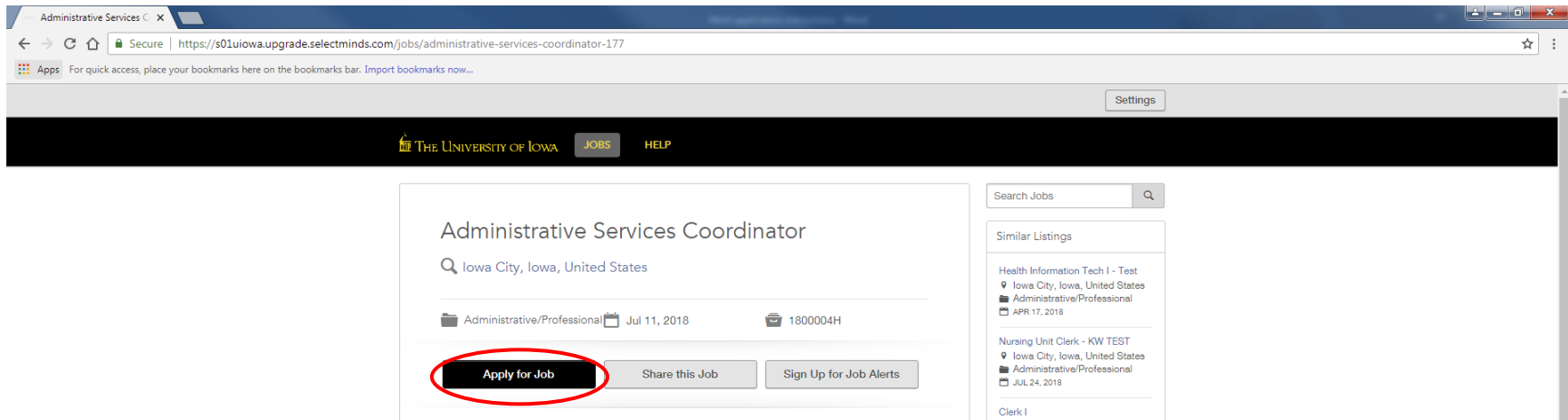
En esta página, puede ver los empleos a los que ha postulado (“My Submissions (Mis solicitudes)”), su Job Cart (Carrito de empleos) y sus Saved Jobs (Empleos guardados)



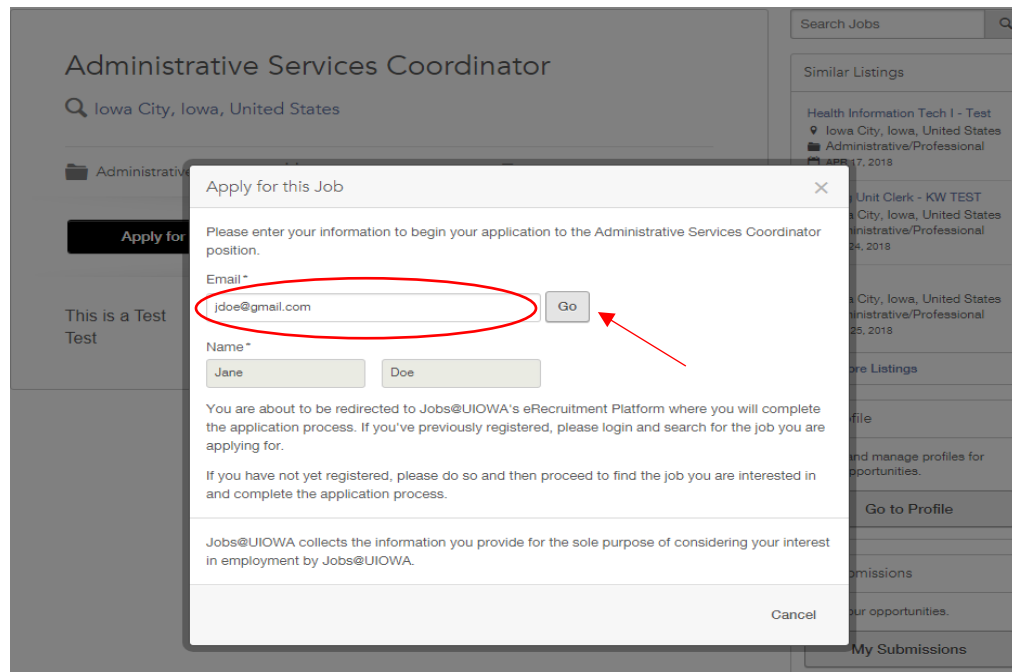
# Cómo postular a un empleo

# Cómo postular a un empleo

Una vez que encuentre el empleo al que desea postular, seleccione “Apply for Job (Postular a un empleo)”



Inicie sesión con su dirección de correo electrónico y haga clic en “Go (Ir)”



# Personal Info (Información personal)

Parte de la información se extraerá automáticamente de su perfil general.  
Verifique que todo esté correcto y complete cualquier información faltante.

Esto muestra el puesto al que está postulando

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

Resume/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 (Experiencia y credenciales)

Ingrese toda su experiencia y credenciales.

Nota: si se cargó antes, es posible que parte de la información ya se haya completado desde la hoja de vida

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  Current Job [Select](#)

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

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.

Añada cualquier educación o experiencia laboral adicional seleccionando "Add Education (Añadir educación)" o "Add Work Experience (Añadir experiencia laboral)"



# General Questions (Preguntas generales)

Responda las siguientes preguntas

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 Sub](#)

[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 (Preguntas específicas del empleo)\*

En esta sección, responda las preguntas específicas del empleo que se le hagan. Las preguntas pueden variar según el empleo

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

\*Nota: Es posible que esto no se muestre para todos los empleos

# File Attachments (Archivos adjuntos)

Adjunte cualquier archivo adicional aquí (hoja de vida, carta de presentación, referencias, etc.) seleccionando “Choose File (Elegir archivo)”.

Para adjuntarlo a su postulación, asegúrese de hacer clic en “Attach (Adjuntar)” una vez que haya elegido su archivo

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 (Autoidentificación) y Disability Identification (Identificación de discapacidad)

Esta información es voluntaria y si decide no completarla, no estará sujeto a un trato desfavorable.

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

### 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

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**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.

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**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

# e-Signature (Firma electrónica)

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.

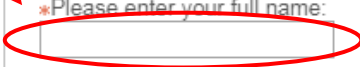
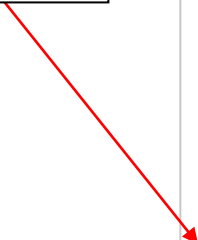
**Do Not E-Sign Until You Have Read The Above Statement.**

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](#)

Firme su  
postulación aquí



# Review and Submit (Revisar y enviar)

Asegúrese de revisar toda la información antes de enviar su perfil. Una vez que haga clic en submit (enviar), habrá postulado al empleo con éxito.

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

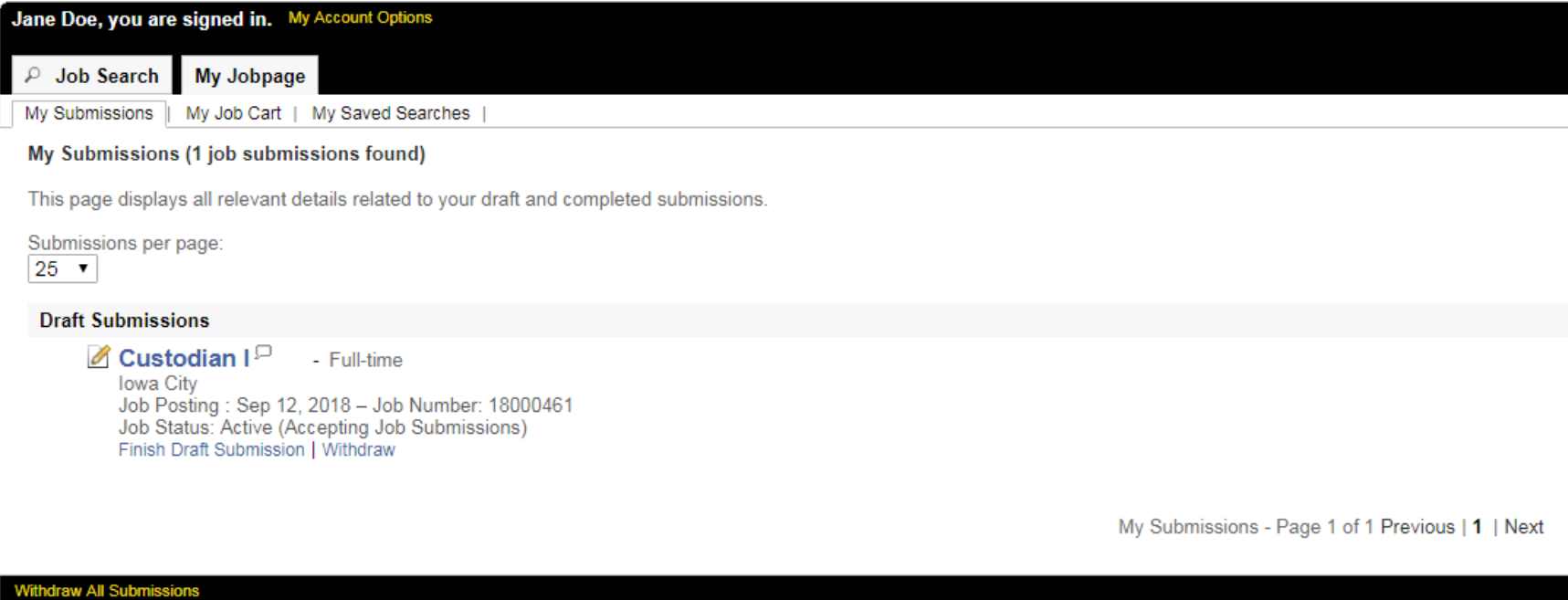
Submit Save as Draft





## My Jobpage (Mi página de empleos)

Puede ver cualquier solicitud completada o en borrador en su página de empleos.



The screenshot displays the user interface for 'My Jobpage'. At the top, a black navigation bar contains the text 'Jane Doe, you are signed in. My Account Options'. Below this, there are two tabs: 'Job Search' and 'My Jobpage', with 'My Jobpage' being the active tab. Underneath the tabs, there are three links: 'My Submissions', 'My Job Cart', and 'My Saved Searches'. The main content area is titled 'My Submissions (1 job submissions found)'. Below the title, there is a description: 'This page displays all relevant details related to your draft and completed submissions.' and a 'Submissions per page:' dropdown menu set to '25'. A red arrow points from the 'My Submissions' link to the 'Draft Submissions' section. The 'Draft Submissions' section shows a single entry for 'Custodian I' - Full-time, located in Iowa City. The job posting date is Sep 12, 2018, and the job number is 18000461. The job status is 'Active (Accepting Job Submissions)'. Below the job title, there are two links: 'Finish Draft Submission' and 'Withdraw'. At the bottom right of the page, there is a pagination link: 'My Submissions - Page 1 of 1 Previous | 1 | Next'. At the bottom left, there is a black bar with the text 'Withdraw All Submissions'.

Para seguir postulando a otros puestos disponibles, haga clic en “Job Search (Búsqueda de empleos)” y volverá a los puestos vacantes.