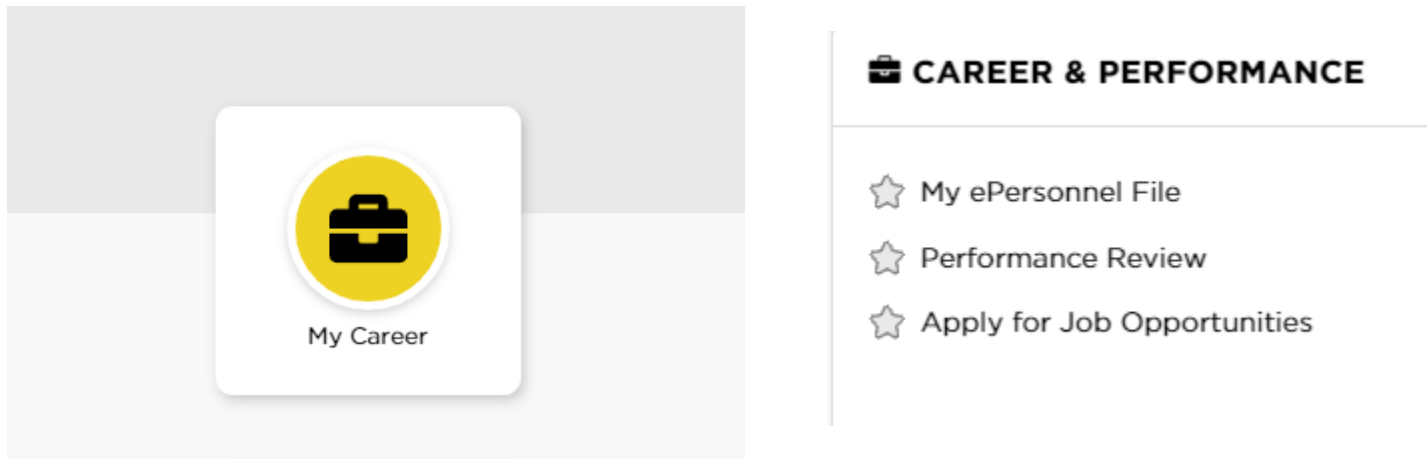
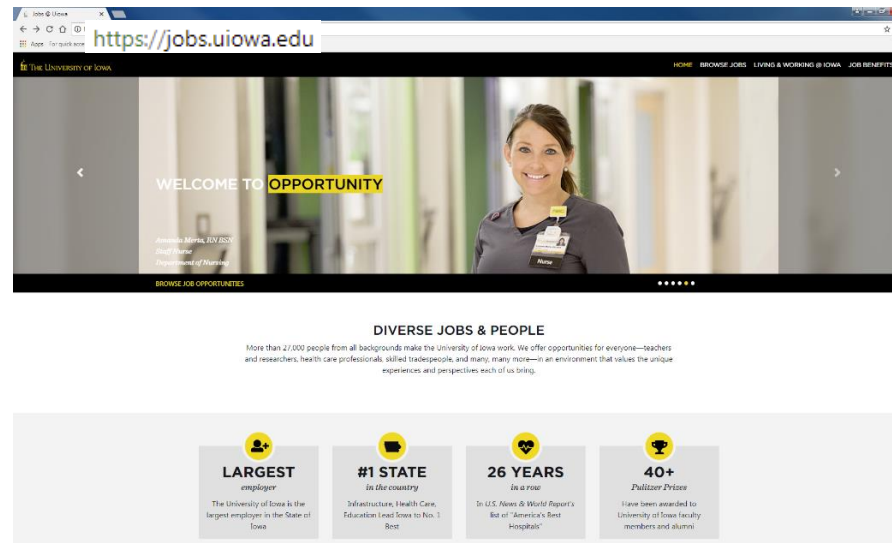


Pour commencer

Candidats en interne - allez dans le Self-Service et sélectionnez « Apply to Job Opportunities » (Postuler à des offres d'emploi) dans la section « My Career » (Ma carrière) de votre Self-Service pour les employés (puis passez à la p. 17 de ce document)



Candidats externes - aller sur jobs.uiowa.edu



Cliquez sur « Browse Jobs » (Parcourir les emplois) pour trouver les postes ouverts

Jobs @ U Iowa

Not secure | https://jobs.uiowa.edu

THE UNIVERSITY OF IOWA

HOME **BROWSE JOBS** LIVING & WORKING @ IOWA JOB BENEFITS

WELCOME TO **OPPORTUNITY**

Amanda Meria, RN BSN
Staff Nurse
Department of Nursing

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.

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

University of Iowa Job Listings By Category



Vous pouvez rechercher les postes vacants en choisissant une catégorie d'emploi. Si vous n'êtes pas sûr de la catégorie à choisir, faites une recherche en cliquant sur « All Staff Jobs » (Tous types d'emplois de personnel).

Connectez-vous à votre compte OU créez un compte en cliquant sur « Go to profile » (Aller au profil).

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 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 contains filters for 'All jobs' and 'All locations'. It includes a 'Only show:' section with a 'NEW' button and 'New Jobs' checkbox, and two filter sections: 'Location' and 'Category'. The 'Location' filter shows 'All' as selected, with other options like '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' filter also shows 'All' as selected, with options like 'Patient Care Providers (156)', 'Administrative/Professional (45)', 'Research (27)', and 'Facilities/Skilled Trades (20)'. The middle column displays a list of job results, with 272 results shown. The first job listing is 'Physical Therapist - Dept of Rehab Therapies', which is marked as 'NEW'. It includes details such as 'Location: Iowa City, Iowa, United States' and 'Category: Patient Care Providers'. The second job listing is 'Senior Physical Therapist - Dept of Rehab Therapies', also marked as 'NEW'. The third job listing is 'Billing and Loan Collections Specialist', marked as 'NEW'. The fourth job listing is 'Medical Assistant II-Medicine Specialty Clinic', marked as 'NEW'. The fifth job listing is 'Qual & Op Improv Coordinator-CSS (part-time)', marked as 'NEW'. The sixth job listing is 'Snr Pharmacy Technician, Cert', marked as 'NEW'. The right column contains several sections: 'Previous Job Searches' with a link for 'All jobs' and 'All locations'; 'My Profile' with a 'Go to Profile' button circled in red and a red arrow pointing to it; 'My Submissions' with a 'My Submissions' button; and a promotional banner for 'DISCOVER THE BENEFITS OF LIVING & WORKING HERE' featuring an image of people cycling. At the bottom of the right column is a section titled 'Are you a Military Veteran?' with a link to learn more.

Accord de confidentialité

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 the following text:

Privacy Agreement

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 agreement, 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".

Connexion

Connectez-vous avec votre nom d'utilisateur actuel ou inscrivez-vous comme nouvel utilisateur.

(Si vous avez déjà un profil, passez à la page p. 17 pour une aide supplémentaire)

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 'Job Search' bar and a 'Login' section. The login section contains the following text: 'Welcome. You are not signed in.', 'Job Search', 'Login', '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.', and 'Mandatory fields are marked with an asterisk.' Below this text are input fields for 'User Name' and 'Password', both marked with an asterisk. 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 'or Sign in with:' with 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 includes 'JOBS | HELP | SITE MAP' and the University of Iowa logo.

Enregistrement d'un nouvel utilisateur

Étapes :

- Créer un nom d'utilisateur
- Créer un mot de passe comprenant au moins 9 caractères : **Il doit comporter au moins 1 lettre, 1 chiffre, 1 caractère spécial (par ex. \$! @ # *+) et ne pas contenir plus de 2 caractères identiques dans une rangée (par ex. AAA, bbbb, \$\$\$\$)**
- Saisissez votre adresse électronique pour établir un lien avec le site Web, afin de rester informé des offres d'emploi.

Jobs@UIOWA x

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

Settings

THE UNIVERSITY OF IOWA JOBS HELP

Welcome. You are not signed in.

Job Search

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

*Re-enter Password

Email Address
jane.doe@gmail.com

Re-enter Email Address
jane.doe@gmail.com

or Sign in with:
G+ YAHOO!

Register Cancel

Mémorisez votre nom d'utilisateur et votre mot de passe ! Ce sera votre seul accès à votre compte.

Appuyez sur « Register » (Enregistrer) lorsque toutes les informations sont remplies.

JOBS | HELP | SITE MAP

THE UNIVERSITY OF IOWA

Téléchargement du CV

Vous pouvez importer les antécédents professionnels de différentes manières :

- 1) Connectez votre profil LinkedIn ou Indeed
- 2) Téléchargez votre CV
- 3) Saisie manuelle des antécédents professionnels

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. The "Resume/CV Upload" section is highlighted with three numbered steps:

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

The page also includes a navigation bar with "Job Search" and "My Jobpage", and a "General Profile" section with tabs for "Resume/CV Upload", "Personal Information", "Preferences", "File Attachments", and "Review and Submit". The "Resume/CV Upload" section contains instructions on how to upload a profile or a resume/CV, and a "Save and Continue" button.

Informations personnelles

Saisissez toutes les informations personnelles et les préférences professionnelles requises

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

Cette barre vous indique votre progression lors du remplissage du profil

Informations personnelles (suite)

Sélectionnez les horaires souhaités, le niveau d'emploi, le type d'emploi, etc.

Jobs@UIOWA x
Secure | https://s01uiowa.upgrade.selectminds.com/profile

Primary Phone: 3191234567 | Email Address: jdoe@gmail.com

Basic Profile Information
Indicate the employment preferences, conditions and interests in the fields below.

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 | Date of Availability: Sep 20 2018

Minimum Annual Salary: | Currency: Not Specified

Travel (Up to...): Not Specified

Save and Continue | Save as Draft | Quit

JOBS | HELP | SITE MAP | THE UNIVERSITY OF IOWA

Préférences

Sélectionnez autant de préférences que vous le souhaitez. Trouvez le champ d'emploi correspondant et appuyez sur « Add To List » (Ajouter à la liste)

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

Les préférences sélectionnées apparaîtront ici

JOBS | HELP | SITE MAP THE UNIVERSITY OF IOWA

Préférences (suite)

Sélectionnez vos préférences de localisation sur cette 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'. It features a breadcrumb trail: 'Resume/CV Upload' > 'Personal Information' > 'Preferences' > 'File Attachments' > 'Review and Submit'. The 'Preferences' section is active and contains the following elements:

- Employment Preferences:** A text prompt asks the user to specify work preferences like job field, location, and organization.
- Location:** A section with a note: 'You must select at least one value in the section "Location"'. It includes a 'City' dropdown menu currently set to 'Orange City'.
- Location Preferences:** A list of selected locations. The first entry is 'Iowa City', with sub-text 'Levels: Iowa City' and a 'Remove' link.

At the bottom of the page, there are buttons for 'Save and Continue', 'Save as Draft', and 'Quit', along with a 'Page 2 out of 2' indicator.

Les préférences sélectionnées apparaîtront ici

Fichiers joints

Fournissez toute pièce jointe supplémentaire à votre profil d'emploi

Si vous n'avez pas de pièces jointes, cliquez sur « Save and Continue » (Enregistrer et continuer).

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 menu includes 'Resume/CV Upload', 'Personal Information', 'Preferences', 'File Attachments', and 'Review and Submit'. The 'File Attachments' section contains instructions on how to attach files, a 'Choose File' button, a text area for comments, and an 'Attach' button. Below this is a table for attached files, which currently shows 'No files are attached.' At the bottom of the section, there are three buttons: 'Save and Continue', 'Save as Draft', and 'Quit'. A red arrow points to the 'Save and Continue' button, which is also circled in red.

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

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.			

Réviser et envoyer

Assurez-vous de vérifier toutes les informations avant de soumettre votre profil.

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page is titled "Jobs@UIOWA" and features 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 indicates "Step 5 out of 5". A progress bar shows the current step is "Review and Submit". 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 buttons for "Submit", "Save as Draft", and "Quit". The "Review and Submit" section contains the following information:

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

Si vous devez apporter des modifications, appuyez sur « Edit » (Modifier).

Merci

Votre profil a été créé et vous pouvez commencer à rechercher les emplois disponibles à l'Université de l'Iowa en sélectionnant « View All Jobs » (Voir tous les emplois).

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 University of Iowa, indicating that the user's profile submission was successful. A red circle highlights the 'View All Jobs' link, with a red arrow pointing to it from the left. The footer contains navigation links for JOBS, HELP, and SITE MAP, along with copyright information and a link to the Human Resources Privacy Policy.

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

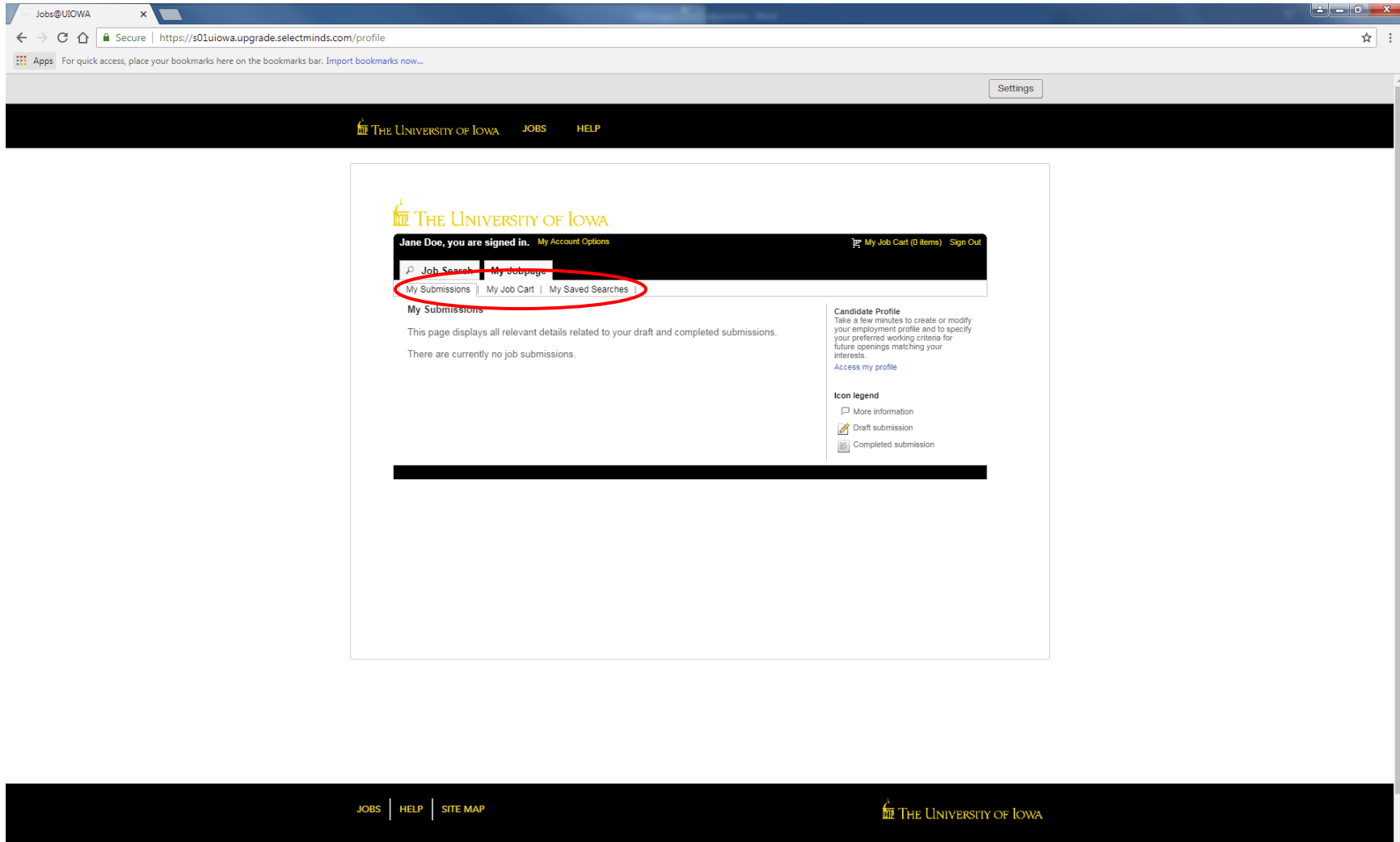
THE UNIVERSITY OF IOWA

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

Ma page d'emplois (My Jobpage)

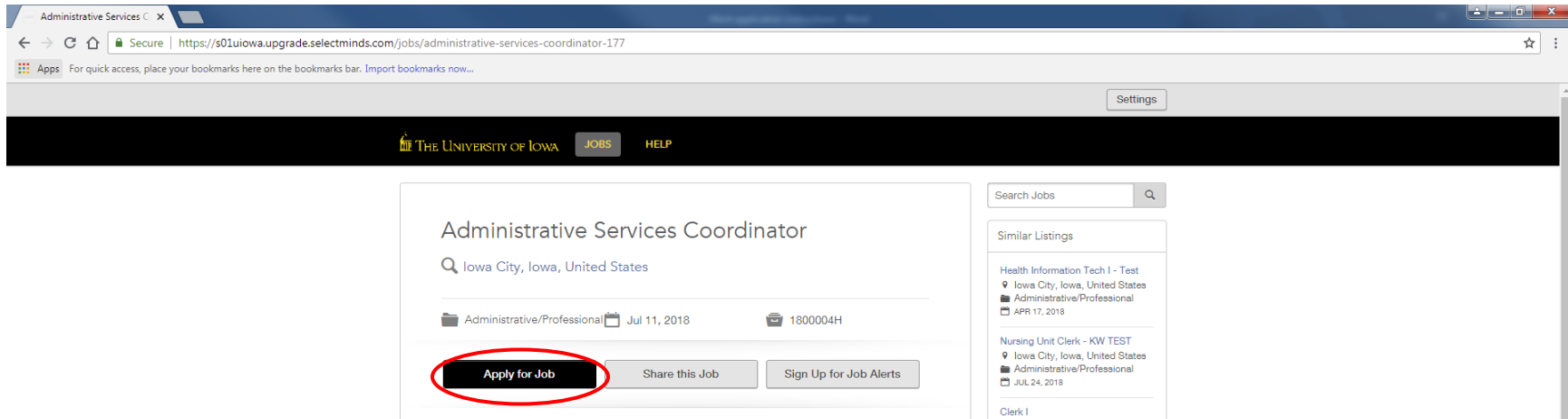
Sur cette page, vous pouvez voir les emplois auxquels vous avez postulé (« My Submissions » - Mes candidatures), votre panier d'emplois et les emplois sauvegardés.



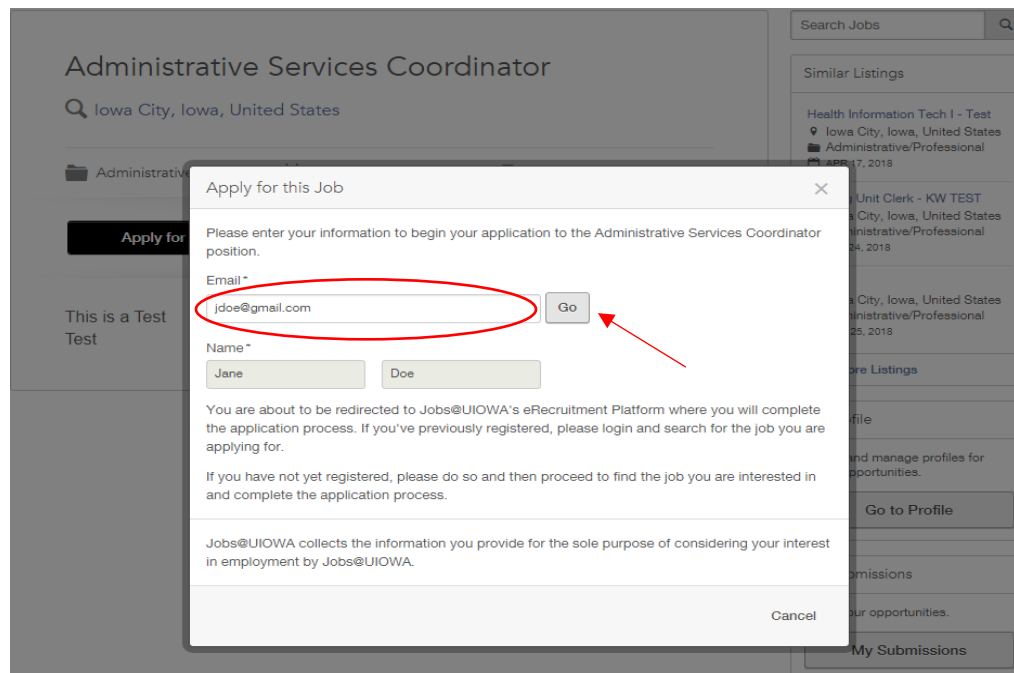
Postuler à un emploi

Postuler à un emploi

Une fois que vous avez trouvé un emploi auquel vous voulez postuler, sélectionnez « Apply for Job » (Postuler à un emploi).



Connectez-vous avec votre adresse e-mail et appuyez sur « Go » (Aller).



Informations personnelles

Certaines informations seront automatiquement extraites de votre profil général.

Vérifiez une nouvelle fois que tout est correct et complétez les informations manquantes.

Ceci montre le poste pour lequel vous postulez

The screenshot shows a job application form for the position of 'Administrative Services Coordinator (Job Number: 1800004H)'. The form is titled 'Applying for: Administrative Services Coordinator (Job Number: 1800004H)' and is 'Step 2 out of 10'. The navigation bar includes 'Home/CV upload', 'Personal Information', 'Experience & Credentials', 'General Questions', 'Job Specific Questions', 'File Attachments', 'Self Identification', and 'Disab Identific'. Below the navigation bar are 'Save and Continue' and 'Save as Draft' buttons. The main section is titled 'Personal Information' and includes a 'Source Tracking' section with dropdowns for 'Source Type' (Social Network) and 'Social Network' (LinkedIn). The 'Personal Information' section includes fields for '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), and 'Email Address' (jdoe@gmail.com). At the bottom, there is a note about Veterans' Preference and 'Save and Continue' / 'Save as Draft' buttons.

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

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

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

Expérience et références

Saisissez toutes les expériences et les références.

Remarque : certaines informations peuvent être déjà remplies dans le CV s'il a été téléchargé auparavant.

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) Highest Degree: Yes

*Program: Business Administration Credit Hours: []

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

Start 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

*Job Function: Administrative 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.

Ajoutez toute formation ou expérience professionnelle supplémentaire en sélectionnant « Add Education » (Ajouter formation) ou « Add Work Experience » (Ajouter expérience professionnelle).

Questions d'ordre général

Répondez aux questions suivantes

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](#)

Questions spécifiques à l'emploi*

Dans cette section, répondez à toutes les questions spécifiques au poste qui vous sont posées. Les questions peuvent varier en fonction du poste

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

*Remarque - ceci peut ne pas apparaître pour tous les emplois.

Fichiers joints

Joignez ici tout fichier supplémentaire (CV, lettre de motivation, références, etc.) en sélectionnant « Choose File » (Choisir un fichier).

Pour le joindre à votre demande, assurez-vous de cliquer sur « Attach » (Joindre) une fois que votre fichier est choisi.

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 \(Job Number: 1800004H\)](#) [Print/Email](#) **Step 5 out of 9**

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 **Choose File** No file chosen

Select the file to attach

Comments about the file

2 **Attach**

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"/>	Transcript.docx	9/4/18	Transcript from when I attended U of Iowa	Delete

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

Auto-identification et identification du handicap

Ces informations sont facultatives et si vous choisissez de ne pas les remplir, vous ne ferez pas l'objet d'un traitement défavorable.

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.¹ 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

Signature électronique

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 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.

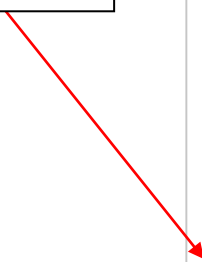
Do Not E-Sign Until You Have Read The Above Statement.

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](#)

Signez votre demande ici



Réviser et envoyer

Assurez-vous de vérifier toutes les informations avant de soumettre votre profil. Une fois que vous aurez appuyé sur « Submit » (Envoyer), vous aurez postulé avec certitude pour l'emploi.

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

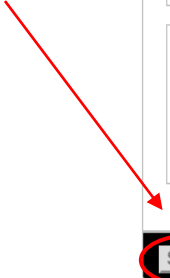
Institution	University of Iowa (UI) (Uiowa)
Highest Degree	Yes
Program	Business Administration
Credit Hours	
Education Level	Bachelor's Degree
Start Date	
Graduation Date	
Anticipated Graduation Date	No

eSignature | Edit

eSignature

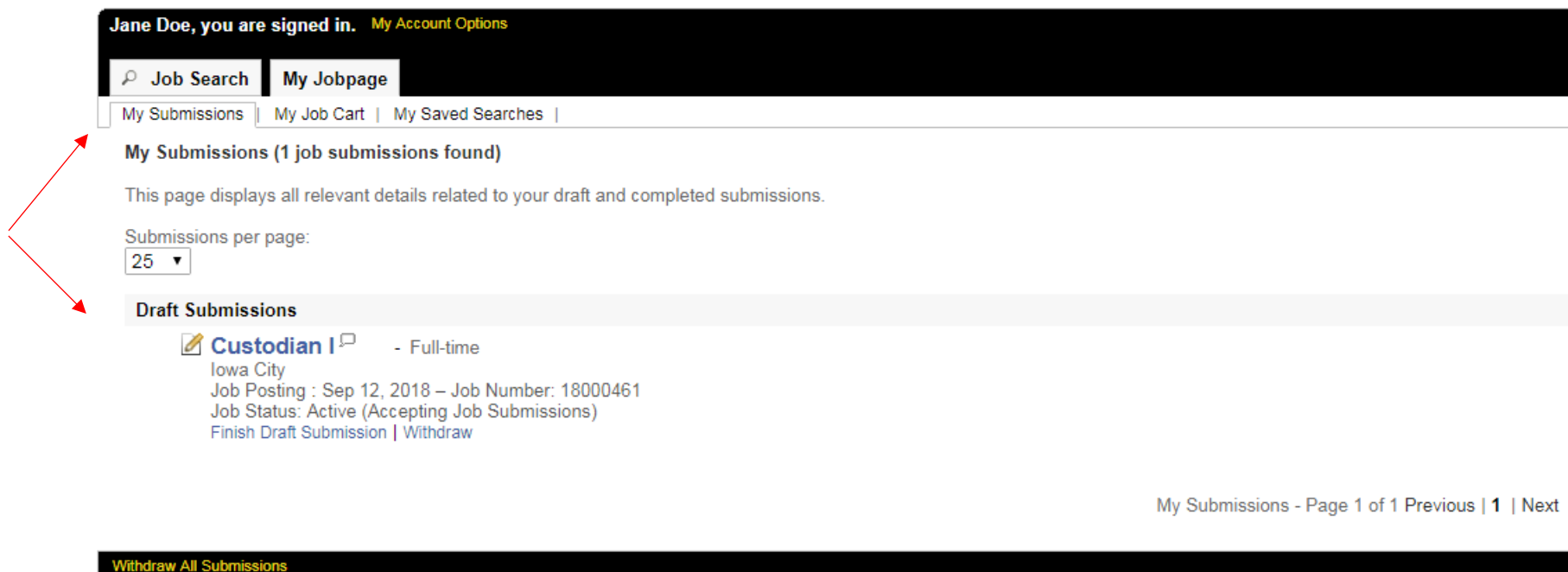
Signed by:	Jane Doe
Date:	9/5/18

Submit Save as Draft



Ma page d'emplois (My Jobpage)

Vous pouvez voir toutes les candidatures terminées ou en projet dans votre page d'emploi.



The screenshot displays the 'My Jobpage' interface. At the top, a black navigation bar contains the text 'Jane Doe, you are signed in. My Account Options' and two tabs: 'Job Search' and 'My Jobpage'. Below the navigation bar, a white bar contains 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.' Below this is a 'Submissions per page:' dropdown menu set to '25'. A section titled 'Draft Submissions' lists a single entry: 'Custodian I' (with a pencil icon) - Full-time, Iowa City. The job details include 'Job Posting : Sep 12, 2018 - Job Number: 18000461' and 'Job Status: Active (Accepting Job Submissions)'. At the bottom of the entry are links for 'Finish Draft Submission' and 'Withdraw'. The footer of the page shows 'My Submissions - Page 1 of 1 Previous | 1 | Next' and a black bar with the text 'Withdraw All Submissions'. Two red arrows on the left side of the screenshot point to the 'My Submissions' link and the 'Draft Submissions' section header.

Pour continuer à postuler à d'autres postes disponibles, cliquez sur « Job Search » (Recherche d'emploi) et vous reviendrez aux postes vacants.