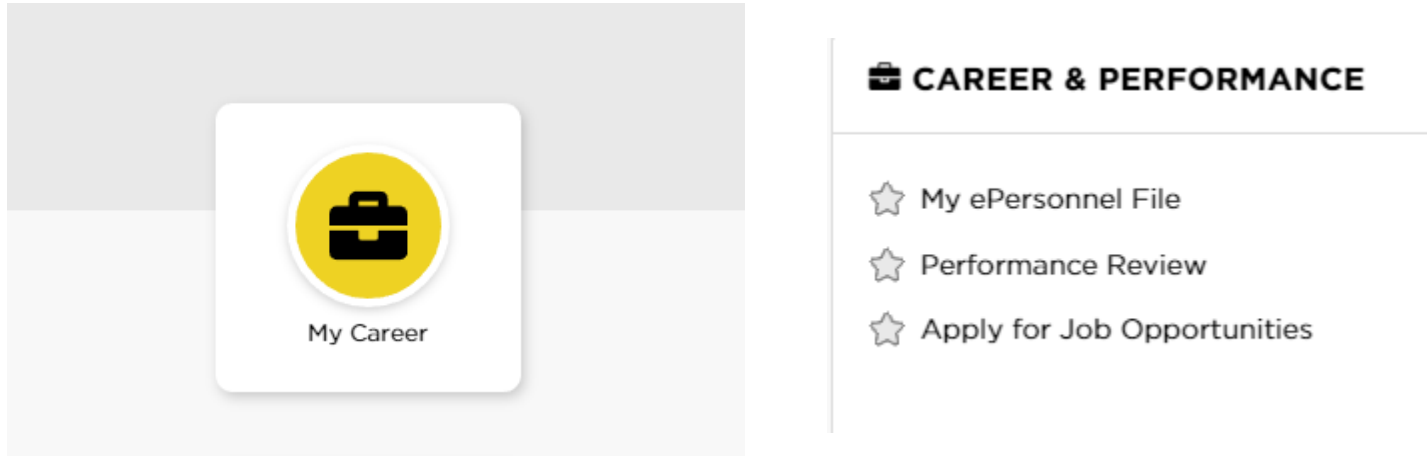
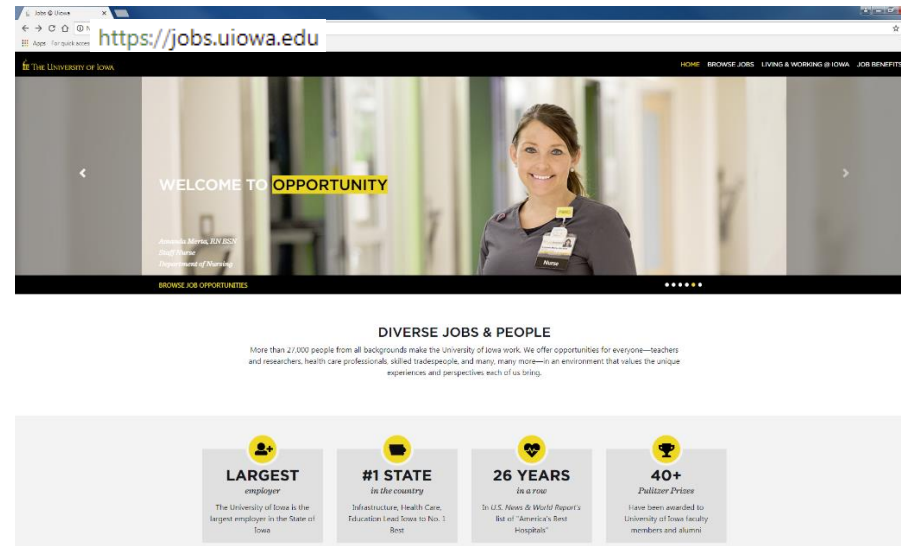


入門

內部求職者 - 前往自助服務並在員工自助服務的「My Career」部分選擇「Apply for Job Opportunities」（然後前往本手冊第 17 頁）



外部求職者 - 前往 jobs.uiowa.edu



點選「Browse Jobs」 查找職缺

Jobs @ Uiowa
Not secure | <https://jobs.uiowa.edu>

THE UNIVERSITY OF IOWA

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

WELCOME TO **OPPORTUNITY**

Amanda Merta, 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



您可以選擇工作類別瀏覽職缺。如果您不確定要選擇哪個類別，請點選「All Staff Jobs」進行搜尋。

登入您的帳戶或點選「Go to Profile」 建立帳戶

HOME | BROWSE JOBS | LIVING & WORKING @ IOWA | BENEFITS JOBS HELP

Find jobs by keyword All locations Search

All jobs

All locations

Only show: 272 results

NEW New Jobs

Location

+ Add a location

All

- Iowa City, Iowa, United States (272)
- Des Moines, Iowa, United States (3)
- Cedar Rapids, Iowa, United States (1)
- Council Bluffs, Iowa, United States (1)

Category

+ Add a category

All

- Patient Care Providers (156)
- Administrative/Professional (45)
- Research (27)
- Facilities/Skilled Trades (20)

Physical Therapist - Dept of Rehab Therapies NEW
Location: Iowa City, Iowa, United States
Category: Patient Care Providers
The Department of Rehabilitation Therapies at the University of Iowa Hospitals and Clinics is looking for a Physical Therapist to administer...

Senior Physical Therapist - Dept of Rehab Therapies NEW
Location: Iowa City, Iowa, United States
Category: Patient Care Providers
The Department of Rehabilitation Therapies at the University of Iowa Hospitals and Clinics is looking for a Physical Therapist to administer...

Billing and Loan Collections Specialist NEW
Location: Iowa City, Iowa, United States
Category: Administrative/Professional
The University of Iowa Billing and Loan Collections Department is seeking a Billing and Loan Collections Specialist to perform a broad range of...

Medical Assistant II-Medicine Specialty Clinic NEW
Location: Iowa City, Iowa, United States
Category: Patient Care Providers
Medical Assistant II- Medicine Specialty Clinic 100%: 40 hours a week will be accomplished between the times of 8:30 AM - 5:00 PM, Saturday and...

Qual & Op Improv Coordinator-CSS (part-time) NEW
Location: Iowa City, Iowa, United States
Category: Administrative/Professional
Classification Title: Quality and Operational Improvement Coordinator
Department: Central Sterilizing Services Pay Grade: 3A...

Snr Pharmacy Technician, Cert NEW
Location: Iowa City, Iowa, United States
Category: Patient Care Providers
Senior Pharmacy Technician, Certified - Ambulatory Care, Specialty

Previous Job Searches

- All jobs
- All locations

My Profile

Create and manage profiles for future opportunities.

Go to Profile

My Submissions

Track your opportunities.

My Submissions

DISCOVER THE BENEFITS OF LIVING & WORKING HERE

Are you a Military Veteran?

Contact us to learn more about how to qualify for Veteran's Preference.

隱私權協議

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 logo and navigation links for 'JOBS' and 'HELP'. The main content area features a 'Job Search' button and a 'Printable Format' link. Below these 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 not covered by this open records law.

At the bottom of the scrollable area are two buttons: 'I Accept' and 'Decline'. A red arrow points to the 'I Accept' button, which is also circled in red.

The footer of the page includes navigation links for 'JOBS', 'HELP', and 'SITE MAP', along with the University of Iowa logo.

登入

使用目前的使用者名稱登入或註冊為新使用者
(如果您已有個人資料, 請前往第 17 頁獲得進一步幫助)

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 features a 'Welcome. You are not signed in.' message, a 'Job Search' input field, and a 'Login' section. The 'Login' section contains instructions, a note that mandatory fields are marked with an asterisk, and input fields for 'User Name' and 'Password'. Below these fields are links for 'Forgot your user name?' and 'Forgot your password?'. To the right, there are 'Sign in with' options for Google+ and Yahoo!. At the bottom of the login section, there are 'Login' and 'New User' buttons. The 'New User' button is circled in red, and a red arrow points to it. The footer includes 'JOBS | HELP | SITE MAP' and 'THE UNIVERSITY OF IOWA' logo.

新使用者註冊

步驟:

- 建立使用者名稱
- 建立至少包含 9 個字元的密碼：必須至少包含 1 個字母、1 個數字、1 個特殊符號（例如，\$!@#*+），並且一行中不能包含超過 2 個相同的字元（例如，AAA、bbbb、\$\$\$\$）
- 輸入電子郵件地址以連結到網站，您即可隨時獲得職位資訊

Jobs@UIOWA

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

記住您的使用者名稱及密碼這將是您存取帳戶的唯一途徑。

填寫所有資訊後按「Register」

JOBS | HELP | SITE MAP

THE UNIVERSITY OF IOWA

上傳履歷 / 簡歷

您可以使用多種方式匯入工作經驗：

- 1) 關聯您的 LinkedIn 或 Indeed 個人資料
- 2) 上傳履歷 / 簡歷
- 3) 手動輸入工作經驗

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" setup screen. The "Resume/CV Upload" section is highlighted with three numbered callouts:

- 1** points to the "Import profile data" section, which includes radio buttons for LinkedIn and Indeed.
- 2** points to the "Or upload a resume/CV" section, which includes a radio button and a "Choose File" button.
- 3** points to the "No thanks, I will fill out the online submission manually" option.

The page also features a navigation bar with "Job Search" and "My Jobpage", and a "Resume/CV Upload" progress indicator showing "Step 1 out of 5". The footer includes "JOBS | HELP | SITE MAP" and "© 2018 Jobs@UIOWA. All rights reserved."

個人資訊

輸入所有必填的個人資訊及工作偏好

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 Save

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

此進度列將告訴您個人資料的填寫進度

個人資訊 (續)...

選擇首選班次、職位等級、工作類型等。

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The form contains the following fields and options:

- 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: [Empty field]
- Currency: Not Specified
- Travel (Up to...): Not Specified

At the bottom of the form are three buttons: "Save and Continue", "Save as Draft", and "Quit".

Red arrows point from the left side of the form to the "Shift" and "Job Level" sections, indicating the areas to be selected.

At the bottom of the page, there is a navigation bar with "JOBS | HELP | SITE MAP" and "THE UNIVERSITY OF IOWA" logo.

偏好

根據需要選擇偏好。找到相應的工作欄位，然後按「Add to List」

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page is titled "THE UNIVERSITY OF IOWA JOBS HELP". The user is logged in as "Jane Doe". The page is divided into sections: "General Profile" (Step 3 out of 5) and "Preferences". The "Preferences" section includes "Employment Preferences" and "Job Field Preferences". Under "Job Field Preferences", there are two options: "Campus Services" and "Administrative/Professional". The "Add to List" button is circled in red, and a callout box points to it with the text "選擇的偏好將顯示在此處".

選擇的偏好將顯示
在此處

偏好 (續)...

在此頁面選擇您的地點偏好

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". A "Settings" button is visible in the top right corner. The main content area is titled "General Profile" and includes a progress indicator "Step 3 out of 5" and a "Print/Email" link. A breadcrumb trail shows "Resume/CV Upload" > "Personal Information" > "Preferences" > "File Attachments" > "Review and Submit". Below this, there are buttons for "Save and Continue", "Save as Draft", and "Quit". The "Preferences" section is titled "Employment Preferences" and contains instructions: "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'." Under the "Location" heading, there is a "City" dropdown menu with "Orange City" selected. Below the dropdown are "Add to List" and "Reset" buttons. Under the "Location Preferences" heading, a list shows "Iowa City" with "Levels: Iowa City" and a "Remove" link. At the bottom of the page, there are "Save and Continue", "Save as Draft", and "Quit" buttons, and a "Page 2 out of 2" indicator.

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 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

選擇的偏好將顯示
在此處

檔案附件

為您的工作資料提供任何其他附件

如果您沒有任何附件，請按「Save and Continue」

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page is for 'Jane Doe, you are signed in.' and is titled 'General Profile' (Step 4 out of 5). The 'File Attachments' section is active, showing a 'Choose File' button and a text input field for 'Comments about the file'. Below this is a table with columns for 'Resume/CV', 'File Name', 'Date', 'Comments', and 'Actions'. The table currently shows 'No files are attached.' A red arrow points to the 'Save and Continue' button at the bottom of the section. The footer contains 'JOBS | HELP | SITE MAP', 'THE UNIVERSITY OF IOWA', and '© 2016 Jobs@UIOWA. All rights reserved.'

檢查並提交

請務必在提交個人資料之前檢查所有資訊

Jobs@UIOWA x

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

Settings

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

General Profile Step 5 out of 5 Print/Email

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

Submit Save as Draft Quit

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

如果您需要更改，請按「Edit」

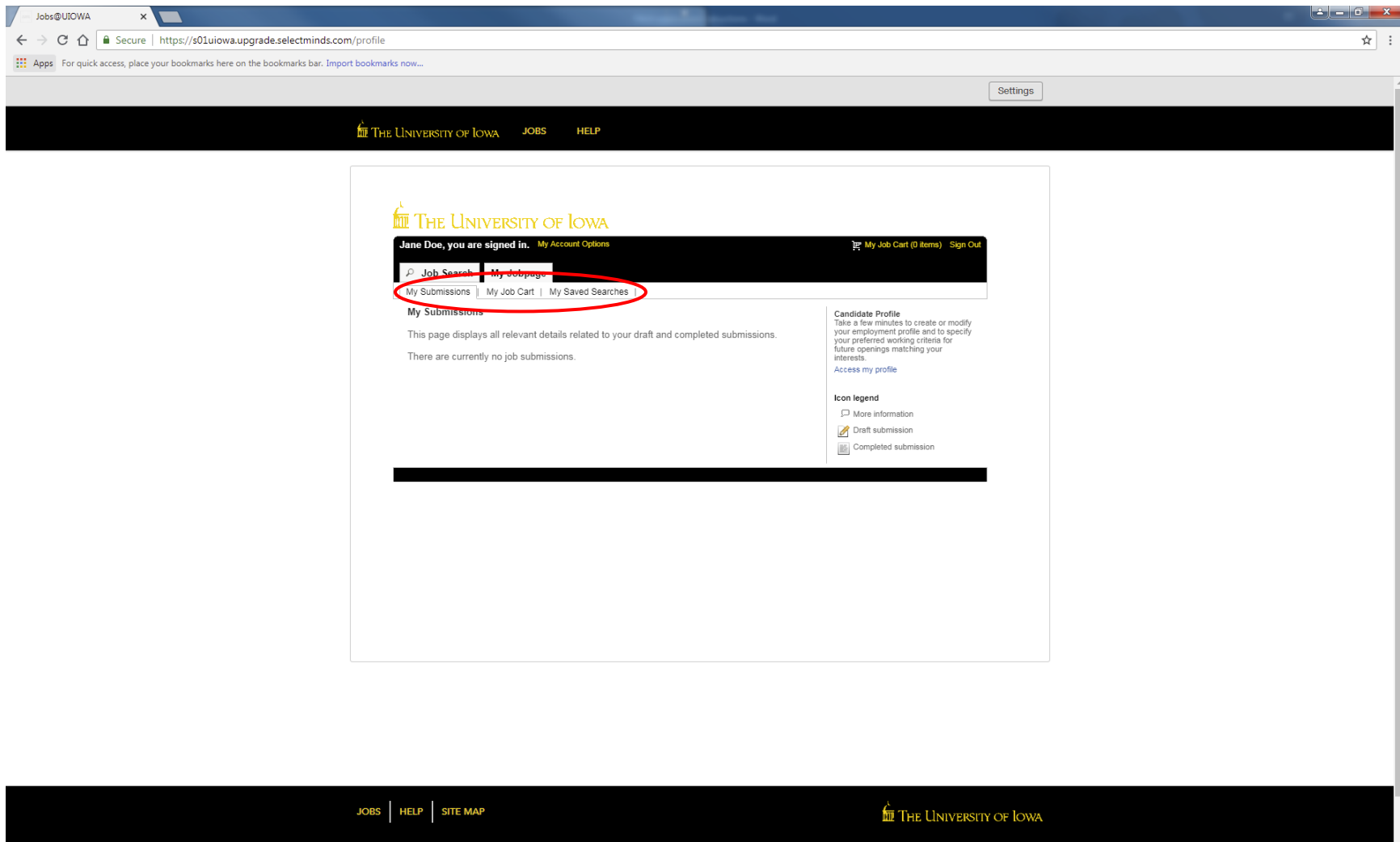
謝謝

您的個人資料已建立，您可以選擇「View All Jobs」開始在愛荷華大學搜尋所有職缺

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'. The main content area displays a 'Thank You' message: '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.' Below this message, the link 'View All Jobs' is circled in red, and a red arrow points to it from the left. The footer contains navigation links for 'JOBS', 'HELP', and 'SITE MAP', along with copyright information for 2016 and various policy links.

我的工作頁面

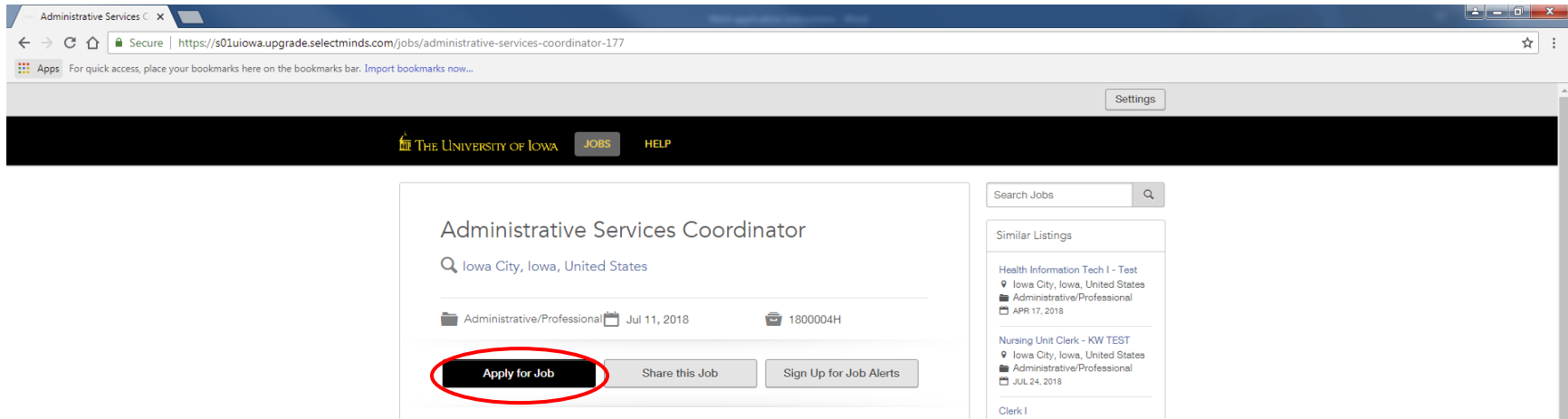
您可以在此頁面查看已申請的職位（「My Submissions」）、
JobCart 及已儲存的職位



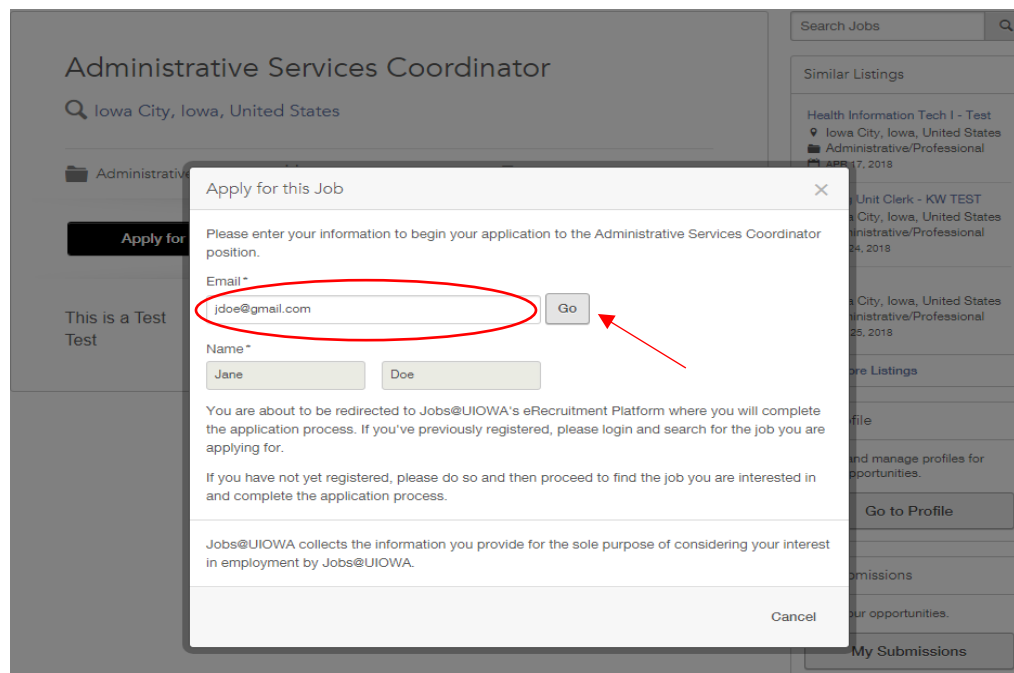
申請職位

申請職位

找到想要申請的職位後，選擇「Apply for Job」



使用您的電子郵件地址登入並按「Go」



個人資訊

將自動從您的一般個人資料中提取一些資訊。

仔細檢查一切是否正確並填寫缺少的資訊。

這顯示您申請的職位

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

ime/CV Upload Personal Information Experience & Credentials General Questions Job Specific Questions File Attachments Self Identification Disab Identif

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

經驗與證書

輸入所有經驗與證書。

注意- 如果較早上傳，則部分資訊可能已填寫在簡歷中

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

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

*Education Level: Bachelor's Degree

Start Date: Month Year Graduation Date: Month Year Anticipated Graduation Date

[Remove Education](#)

Add Education

Work Experience

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

Work Experience 1

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

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

Job Title: Receptionist

選擇「Add Education」或「Add Work Experience」以新增其他學歷或工作經驗

一般問題

回答以下問題

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](#)

工作特定問題*

在本節中，回答詢問的任何特定工作問題。問題可能因工作而異

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

*注意 - 這可能不會顯示所有工作

檔案附件

選擇「Choose File」在此處附加任何其他文件（簡歷、求職信、推薦函等）。

要將其附加到您的申請書，請確保選擇檔案後按「Attach」

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 Select the file to attach **Choose File** No file chosen

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

自我證明及殘障證明

本資訊屬自願性質，如果您選擇不填寫也不會受到不利的對待。

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

電子簽名

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.

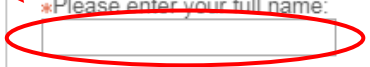
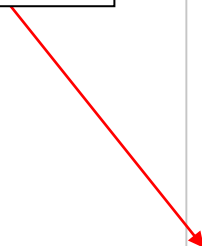
Do Not E-Sign Until You Have Read The Above Statement.

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](#)

在此處簽署您的
申請書



檢查並提交

請務必在提交個人資料之前檢查所有資訊。按提交後，即成功申請職位。

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

Work Experience

Employer	Test- Mediacom
Current Job	Yes
Job Function	Administrative
Full Time/Part Time	Full Time
Job Title	Administrative Assistant

eSignature | Edit

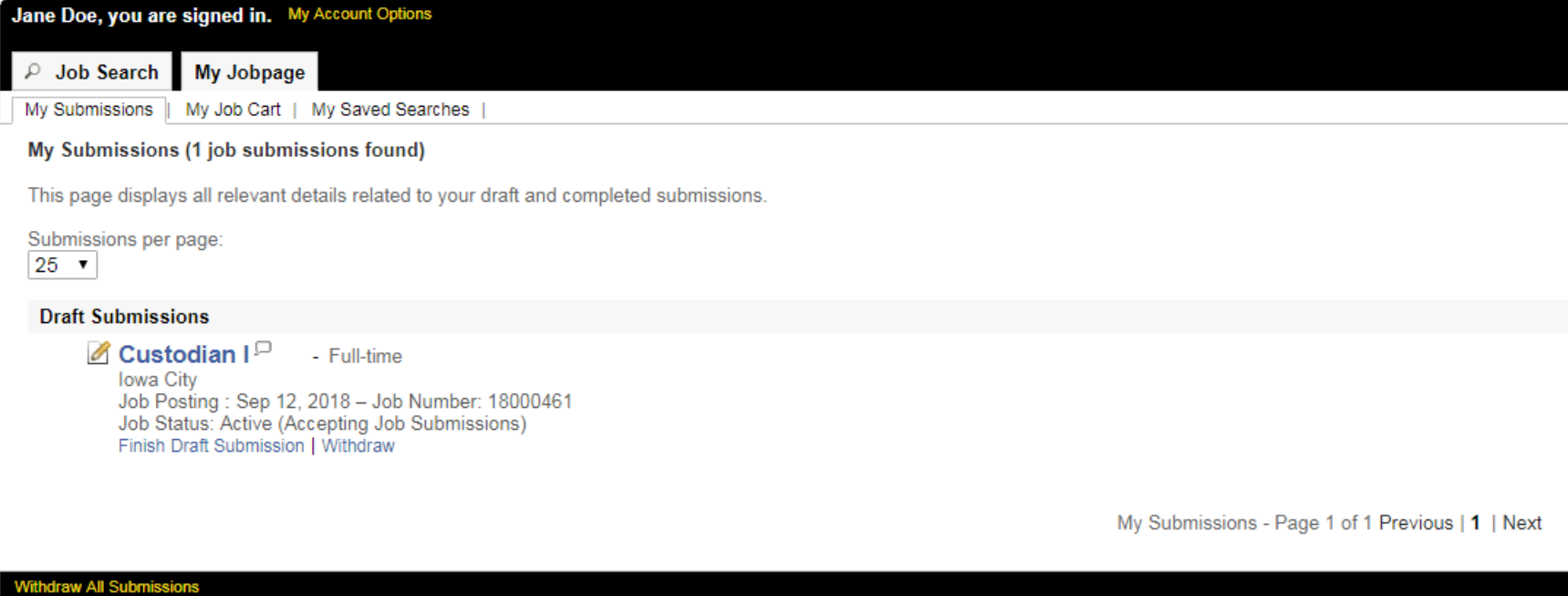
eSignature

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

Submit | Save as Draft

我的工作頁面

您可以在您的工作頁面下查看任何已完成的提交或草稿。



The screenshot displays a user interface for a job application system. At the top, a black navigation bar contains the text "Jane Doe, you are signed in. My Account Options" in yellow. Below this, a white navigation bar has two tabs: "Job Search" and "My Jobpage", with "My Jobpage" being the active tab. Underneath, a secondary navigation bar lists "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" features a single entry for "Custodian I" with a pencil icon, indicating it is a draft. The entry details include "Iowa City", "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" in yellow. Two red arrows on the left side of the screenshot point to the "My Submissions" navigation link and the "Draft Submissions" section header.

要繼續申請其他可用職位，請點選「Job Search」，然後您將返回職缺。