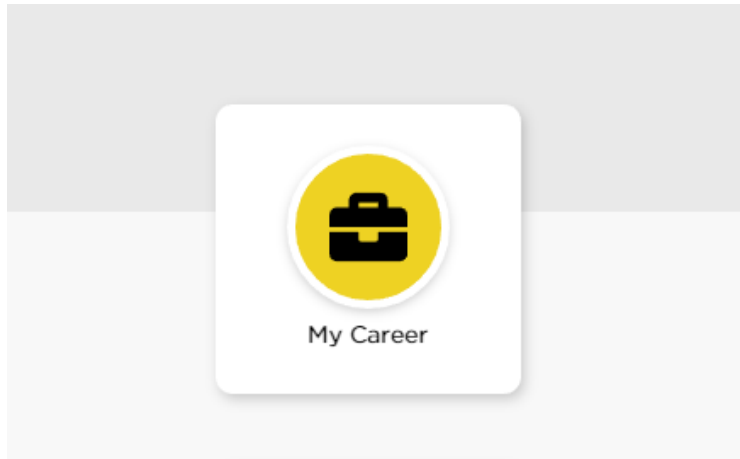


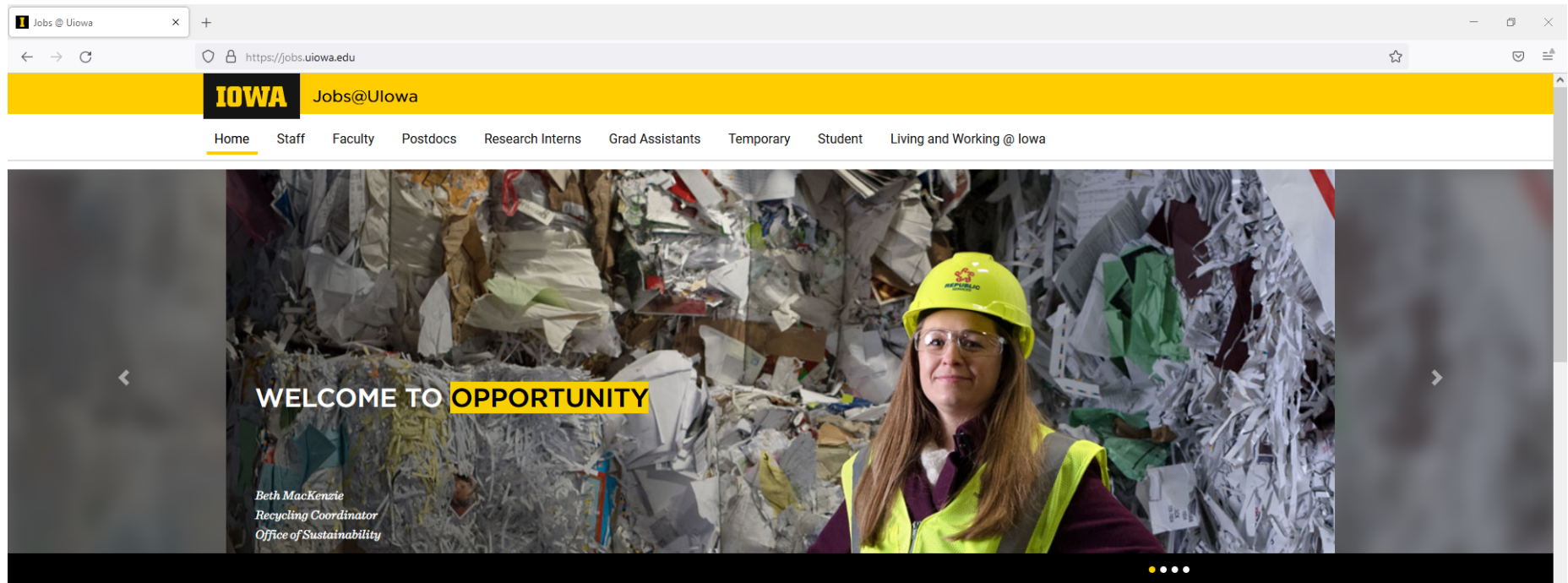
# Getting Started

**Internal candidates** - go to Self-Service and select “Apply for Job Opportunities” in the My Career section of your Employee Self Service (then skip to pg. 16 of this manual)

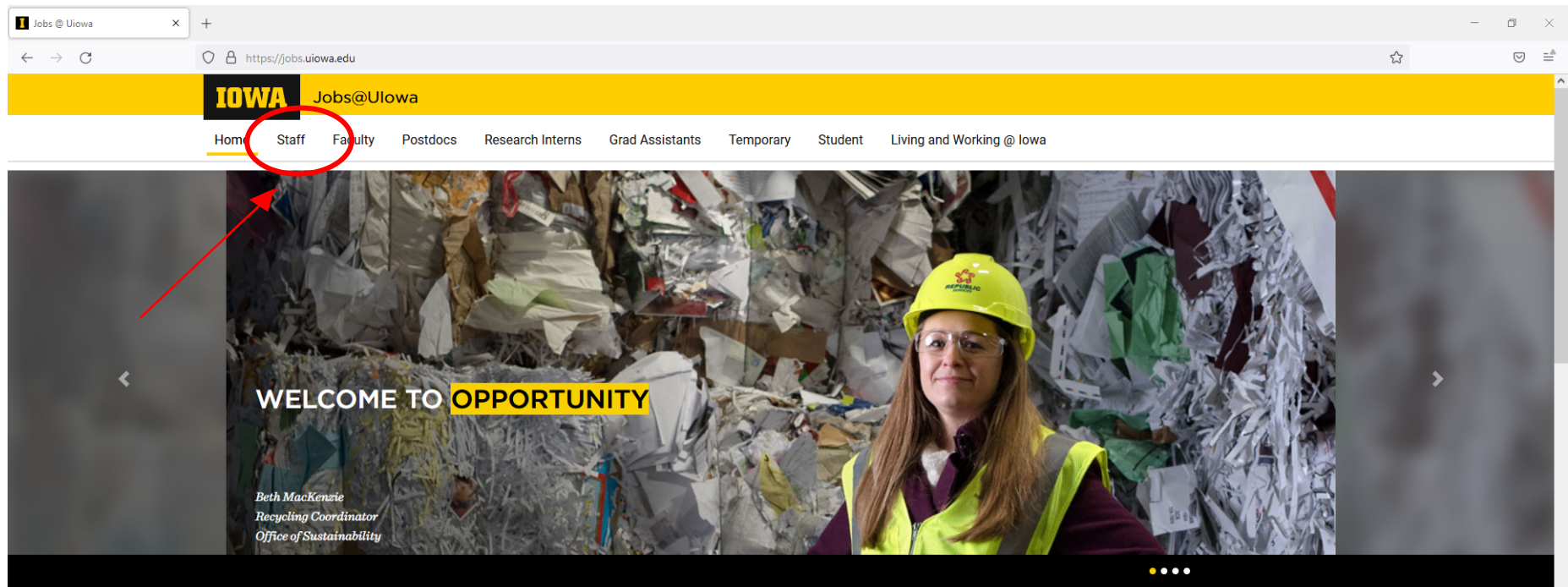


**CAREER & PERFORMANCE**

- ☆ My ePersonnel File
- ☆ Performance Review
- ☆ Apply for Job Opportunities



Click "Staff" to find open positions



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

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.

# Privacy Agreement

The screenshot shows a web browser window with the address bar displaying "https://s01uiowa.upgrade.selectminds.com/profile". The page header includes "THE UNIVERSITY OF IOWA" and "JOBS HELP". The main content area features a "Job Search" input field and a "Printable Format" link. The "Privacy Agreement" section contains 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 agreement, there are two buttons: "I Accept" and "Decline". The "I Accept" button is circled in red.

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

# Login

Log in with current username or register as a new user

(If you have an existing profile, proceed to pg. 16 for further help)

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page features a navigation bar with "THE UNIVERSITY OF IOWA", "JOBS", and "HELP". A "Settings" button is visible in the top right. The main content area includes a "Job Search" input field, a "Login" section with instructions, and a registration form. The form has 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 form are "Sign in with" options for Google+ and Yahoo!. At the bottom, there are "Login" and "New User" buttons. The footer contains "JOBS | HELP | SITE MAP" and "THE UNIVERSITY OF IOWA" logo.

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...](#)

Settings

THE UNIVERSITY OF IOWA JOBS HELP

THE UNIVERSITY OF IOWA

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.

Mandatory fields are marked with an asterisk.

\*User Name  
\*Password

Forgot your user name?  
Forgot your password?

or Sign in with:

G+ YAHOO!

Login | New User

JOBS | HELP | SITE MAP

THE UNIVERSITY OF IOWA

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# New User Registration

## Steps:

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

Jobs@UIOWA x

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

Settings

THE UNIVERSITY OF IOWA JOBS HELP

THE UNIVERSITY OF IOWA

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

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

Press "Register" when all information is filled out

JOBS | HELP | SITE MAP

THE UNIVERSITY OF IOWA

# Resume/CV Upload

You can import work history a variety of ways:

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

The screenshot shows the 'Resume/CV Upload' section of the University of Iowa Jobs@UIOWA website. The page is titled 'General Profile' and 'Resume/CV Upload'. It features three numbered steps:

- 1** Import profile data: This step includes radio buttons for 'LinkedIn' and 'Indeed' profiles.
- 2** Or upload a resume/CV: This step includes a radio button for 'Upload a resume/CV' and a 'Choose File' button. Below it, it says 'No file chosen'.
- 3** No thanks, I will fill out the online submission manually: This step includes a radio button for 'No thanks, I will fill out the online submission manually'.

The page also includes a 'Profile Upload' section with instructions and a 'Save and Continue' button.

# Personal Information

Input all required personal information and job preferences

Jobs@UIOWA

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

Settings

THE UNIVERSITY OF IOWA JOBS HELP

THE UNIVERSITY OF IOWA

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 PrintEmail

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

Save and Continue Save as Draft Quit

**Personal Information**

**Source Tracking**

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

\*Source Type  
Social Network

\*Social Network  
LinkedIn

**Personal Information**

Please enter all relevant personal information in the fields below.

\*First Name Jane Middle Name Last Name Doe

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

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

\*Place of Residence

Country United States

State/Province Iowa

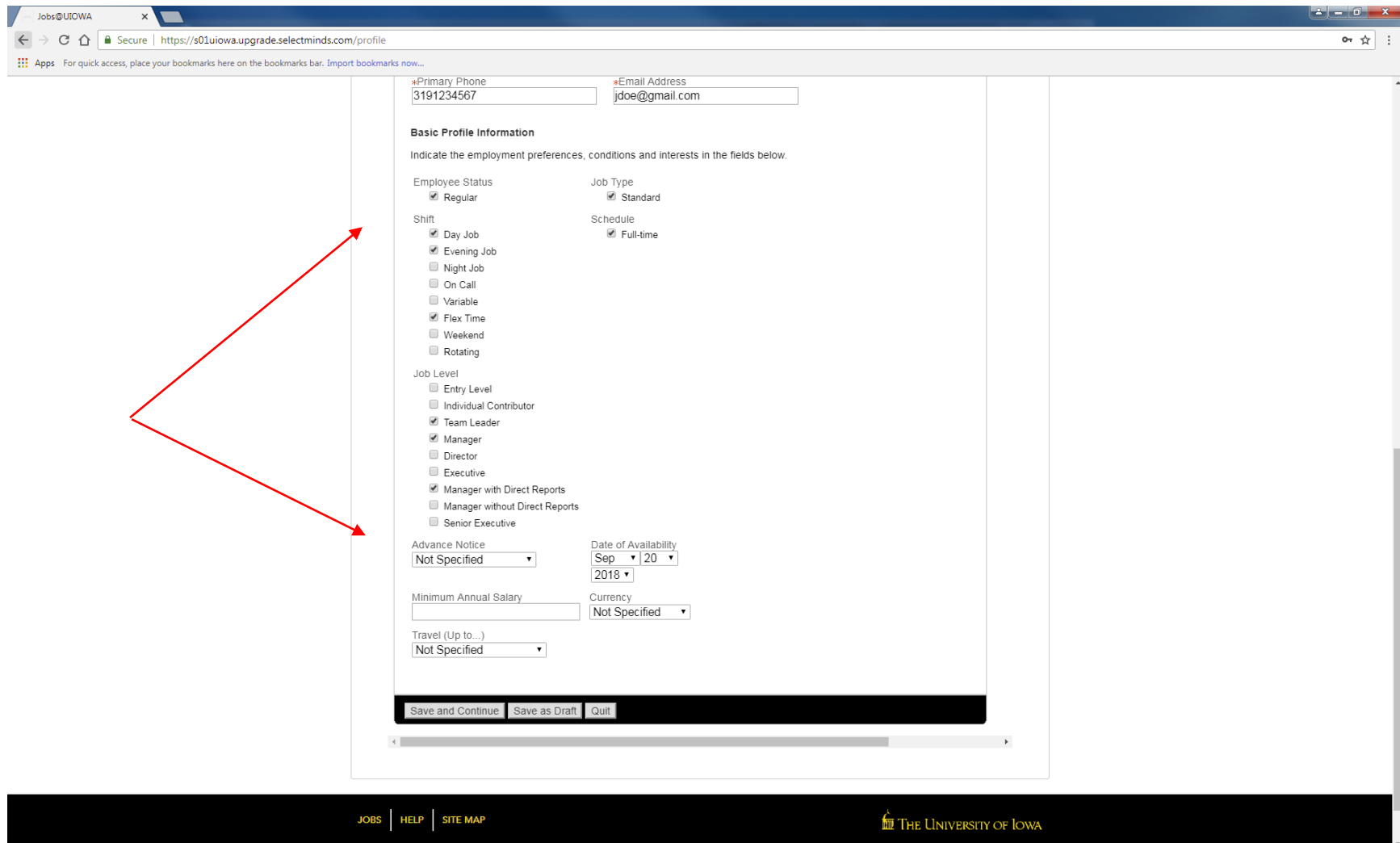
Closest Metropolitan Area Iowa City

This bar tells you your progress when filling out profile



# Personal Information continued...

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



The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The 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, there are three buttons: "Save and Continue", "Save as Draft", and "Quit". A red arrow points from the left side of the form to the "Shift" section.

# Preferences

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

Jobs@UIOWA x

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

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

THE UNIVERSITY OF IOWA JOBS HELP

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

Job Search My Jobpage

General Profile Step 3 out of 5 [Print/Email](#)

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

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

### Preferences

**Employment Preferences**

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

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

Job Field

Category  
Facilities/Skilled Trades

**Add to List** [Reset](#)

**Job Field Preferences**

**Campus Services**  
Levels: Campus Services  
[Remove](#)

**Administrative/Professional**  
Levels: Administrative/Professional  
[Remove](#)

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

Selected preferences will show up here

JOBS | HELP | SITE MAP

THE UNIVERSITY OF IOWA

# Preferences continued...

Select your location preferences on this page

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

Selected preferences will show up here

# File Attachments

Provide any additional attachments to your job profile

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

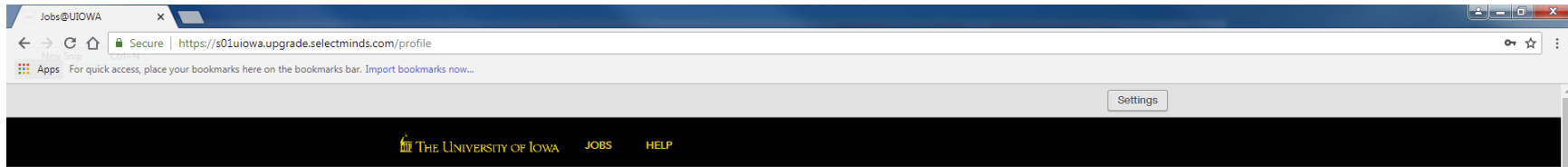
The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page is for 'Jane Doe, you are signed in.' and is titled 'General Profile' (Step 4 out of 5). The navigation menu includes 'Resume/CV Upload', 'Personal Information', 'Preferences', 'File Attachments', and 'Review and Submit'. The 'File Attachments' section is active, showing instructions on how to attach files (e.g., cover letter, resume/CV, references, transcripts, etc.) and a 'Choose File' button. Below the instructions, there is a table for attached files:

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

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

# Review and Submit

Make sure to review all information before submitting your profile



**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.

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

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

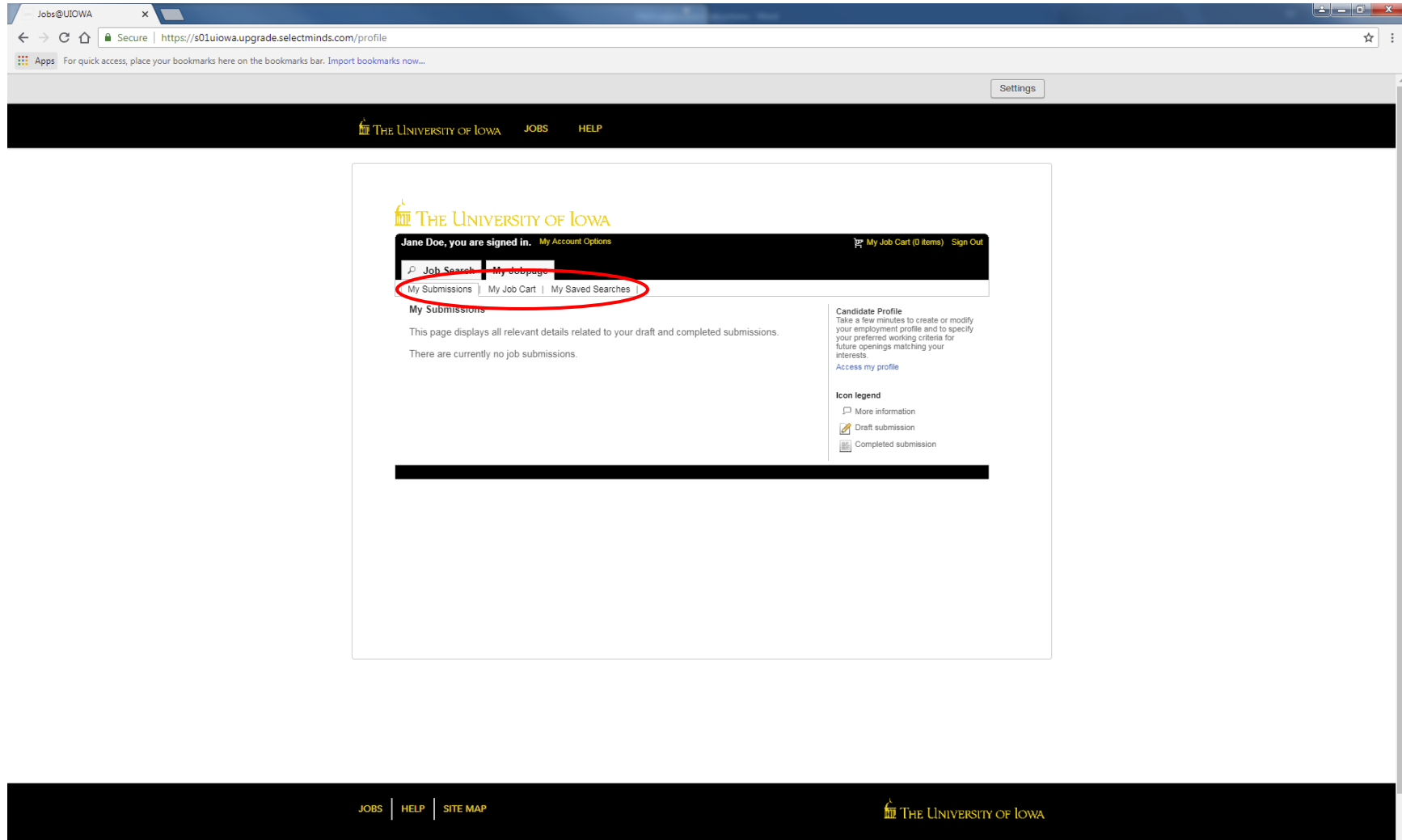
# Thank You

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

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page header includes the University of Iowa logo and navigation links for JOBS and HELP. The main content area displays a 'Thank You' message from Jane Doe, indicating that her candidate profile has been successfully submitted. Below the message, 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, along with the University of Iowa logo and copyright information for 2016.

# My Jobpage

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

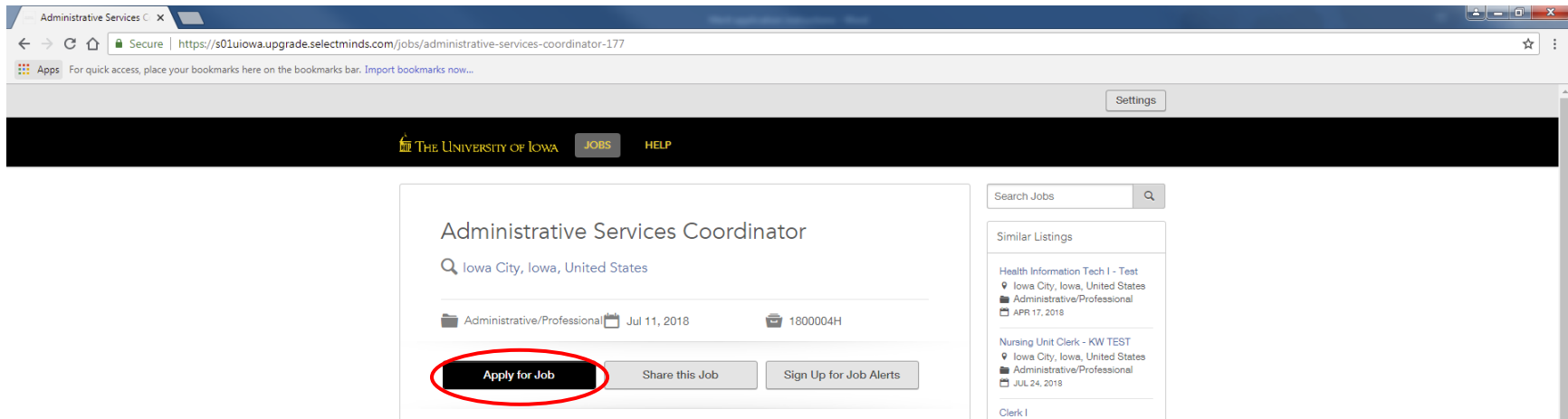


# Applying to a job

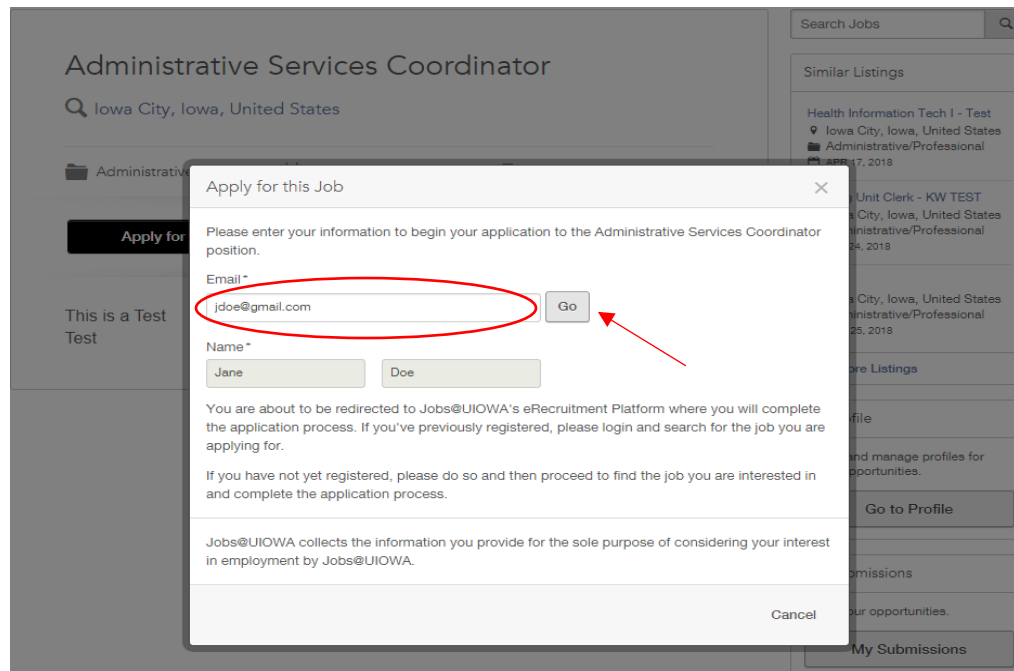


# Applying to a job

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



Login with your email address and press “Go”



# Personal Info

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

This show the position you're applying for

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

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

# Experience & Credentials

Input all experiences and credentials.

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

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

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

Save and Continue | Save as Draft

### Experience & Credentials

#### Education

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

**Education 1**

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

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

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

[Remove Education](#)

**Add Education**

#### Work Experience

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

**Work Experience 1**

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

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

Job Title: Receptionist

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

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

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

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

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

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

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

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

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

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

# General Questions

Answer the following questions

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

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

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

## General Questions

### Questionnaire

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

\*1. Are you 18 or older?

Yes

No

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

Yes

No

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

Yes

No

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

Yes

No

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

## Job Specific Questions\*

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

**Applying for:** Administrative Services Coordinator (Job Number: 180004H) Step 4 out of 9 [Print/Email](#)

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

Save and Continue | Save as Draft

### Job Specific Questions

**Questionnaire**

Please answer the following questions as accurately as possible.

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

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

Save and Continue | Save as Draft

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

# File Attachments

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

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

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

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

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

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

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

## File Attachments

**Attachments**

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

Select the file to attach

1 [Choose File](#) No file chosen

Comments about the file

2 [Attach](#)

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](#)

**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.

# Self-Identification and Disability Identification

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

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

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

Save and Continue Save as Draft

### Self Identification

#### Diversity

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

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

Protected veteran categories include the following:

Disabled Veteran:

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

1. Sex:

Female  
 Male  
 I do not wish to answer

2. Age: Are you age 40 or older?

Yes  
 No  
 I do not wish to answer

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

Hispanic or Latino - Persons of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race  
 Not Hispanic or Latino  
 I do not wish to answer

4. Race (select one or more):

American Indian or Alaska Native: Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment  
 Asian: Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam  
 Black or African American: Persons having origins in any of the black racial groups of Africa  
 Native Hawaiian or other Pacific Islander: Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands  
 White: Persons having origins in any of the original peoples of Europe, the Middle East, or North Africa

### Voluntary Self-Identification of Disability

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

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

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

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

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

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

Disabilities include, but are not limited to:

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

Please check one of the boxes below:

YES, I HAVE A DISABILITY (or previously had a disability)  
 NO, I DON'T HAVE A DISABILITY  
 I DON'T WISH TO ANSWER

Your Name Today's Date

Save and Continue Save as Draft

# e-Signature

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

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

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:

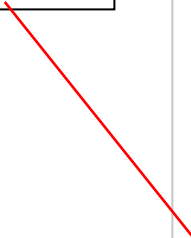
- Any misrepresentation, falsification or material omission of information on this application may result in my failure to receive an offer, or, if I am hired, in my dismissal from employment.
- All offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity 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:

Sign your application here





# Review and Submit

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

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

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

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

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

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

### Review and Submit

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

**Personal Information** | [Edit](#)

**Source Tracking**

Source Type	Social Network
Source	LinkedIn

**Personal Information**

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

**Experience & Credentials** | [Edit](#)

**Education**

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

**Work Experience**

**eSignature** | [Edit](#)

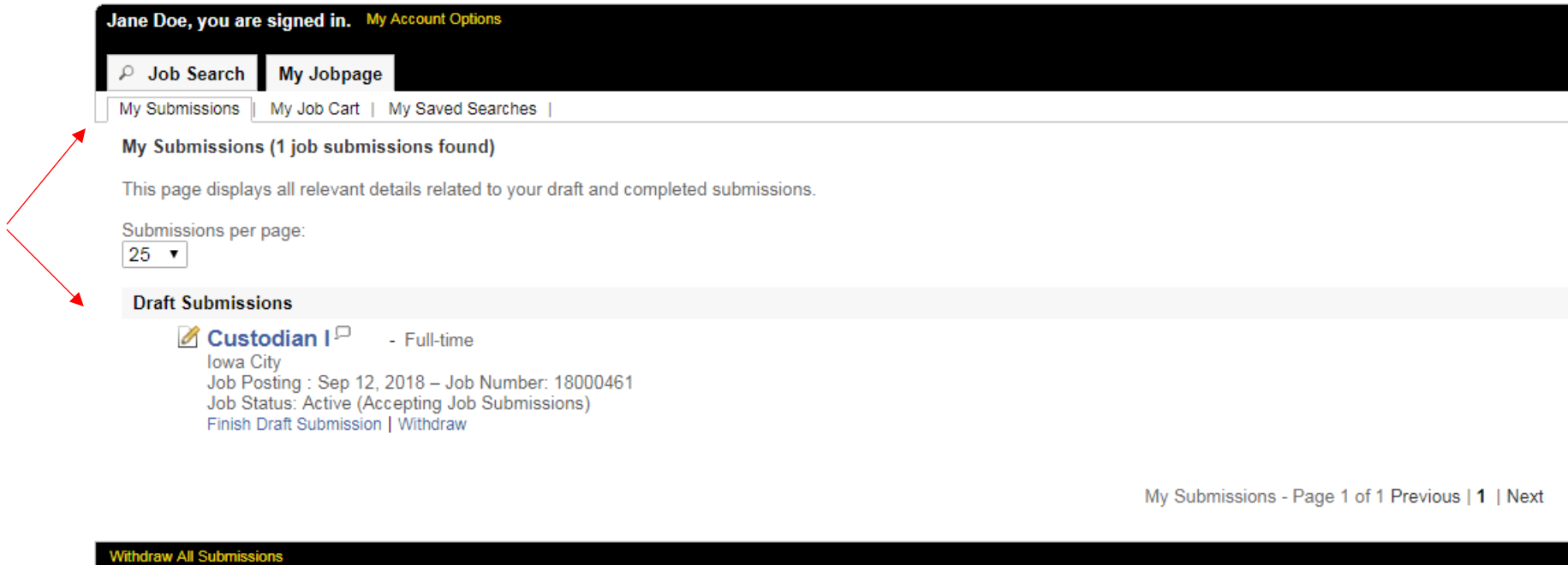
**eSignature**

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

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

# My Jobpage

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



The screenshot displays the 'My Jobpage' interface for a user named Jane Doe. At the top, there is a navigation bar with 'Job Search' and 'My Jobpage' tabs. Below this, there are links for 'My Submissions', 'My Job Cart', and 'My Saved Searches'. The main content area is titled 'My Submissions (1 job submissions found)' and includes a description: 'This page displays all relevant details related to your draft and completed submissions.' A dropdown menu for 'Submissions per page' is set to '25'. Under the 'Draft Submissions' section, a single submission is listed: 'Custodian I' (Full-time) 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 links for 'Finish Draft Submission' and 'Withdraw'. At the bottom right, there is a pagination link: 'My Submissions - Page 1 of 1 Previous | 1 | Next'. A black bar at the very bottom contains 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.

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

