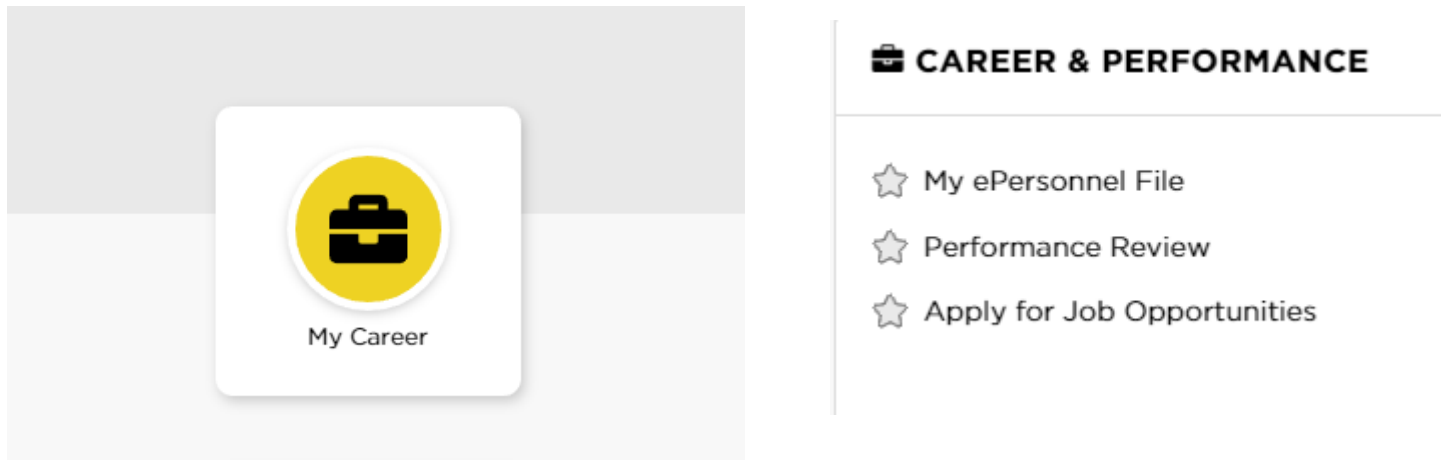
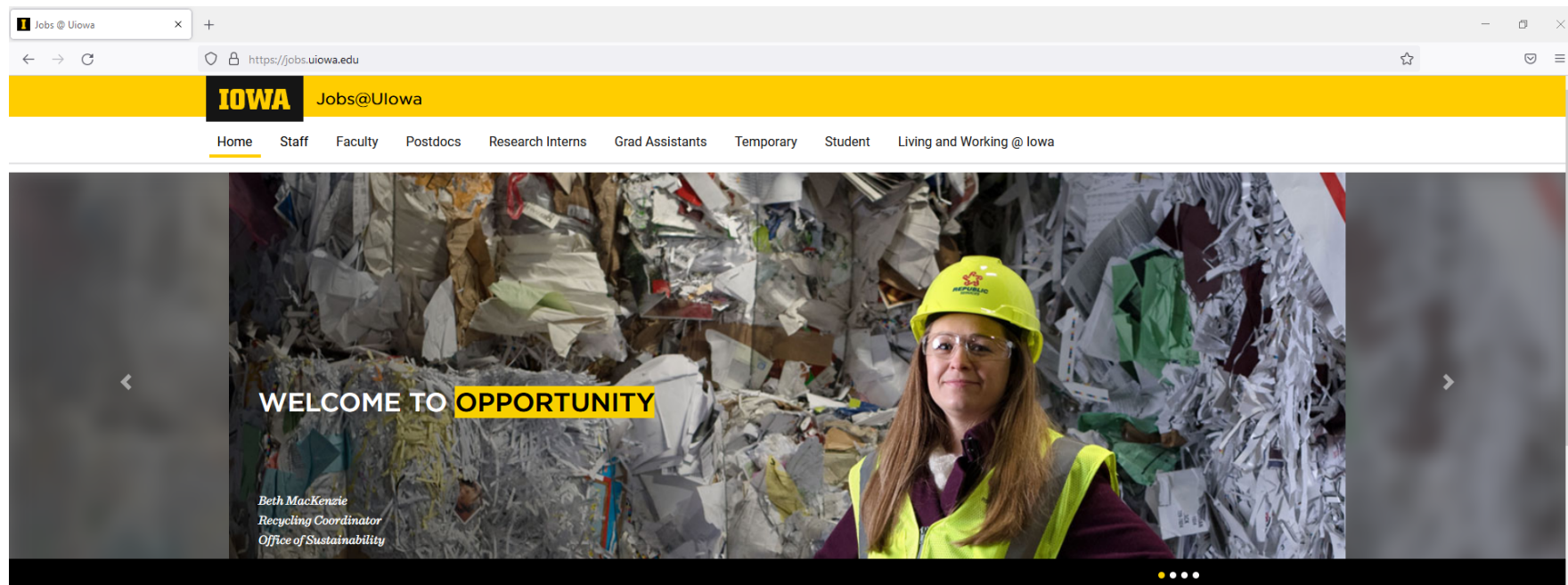


Cómo comenzar

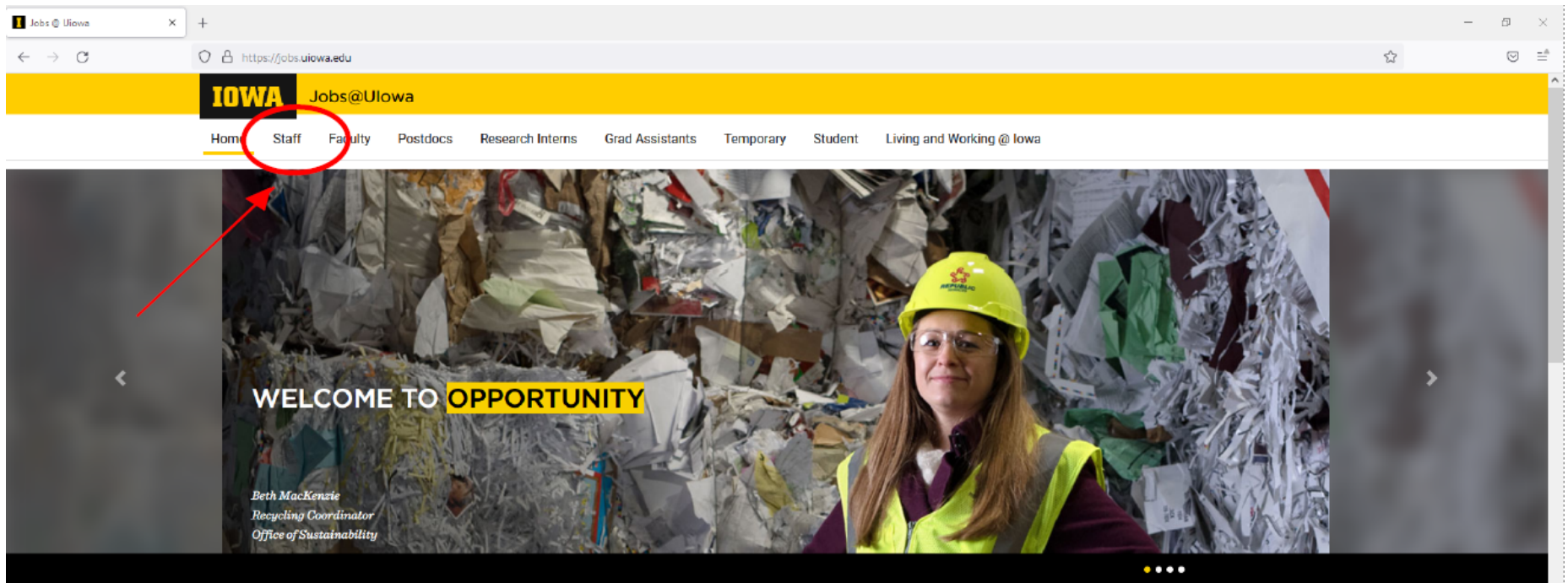
Candidatos internos: vaya a Self-Service (Autoservicio) y seleccione “Apply for Job Opportunities (Postular a las oportunidades de empleo)” en la sección “My Career (Mi carrera)” del Employee Self Service (Autoservicio para empleados) (luego vaya a la página 16 de este manual)



Candidatos externos: vaya a jobs.uiowa.edu



Haga clic en “Staff (Personal)” para encontrar puestos vacantes



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

The screenshot shows a job search website 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, there are buttons for JOBS and HELP. Below the navigation bar is a search area with a text input field labeled "Find jobs by keyword", a location dropdown menu labeled "All locations", and a "Search" button. The main content area is divided into three columns. The left column is titled "All jobs" and shows "All locations" and "Only show:" filters. The middle column displays a list of job listings, each with a title, location, category, and a "NEW" badge. The right column contains several sections: "Previous Job Searches" with a link for "All jobs", "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, a promotional banner for "DISCOVER THE BENEFITS OF LIVING & WORKING HERE" with an image of people cycling, and a section for "Are you a Military Veteran?" with a link to learn more.

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 (Acuerdo de privacidad)

The screenshot shows a web browser window with the address bar displaying "https://s01uiowa.upgrade.selectminds.com/profile". The page header includes "THE UNIVERSITY OF IOWA JOBS HELP" and a "Settings" button. The main content area features a "Job Search" input field and a "Printable Format" link. Below this is a "Privacy Agreement" section with a scrollable text area containing the following text:

The University of Iowa is committed to maintaining the privacy of personal information that you provide to us when using jobs.uiowa.edu or uiowa.taleo.net. This Privacy Policy describes how we treat personal information received about you when you visit jobs.uiowa.edu or uiowa.taleo.net.

Links to Other Web Sites
We may make content or services from other web sites available to you from links located on jobs.uiowa.edu or uiowa.taleo.net. These other web sites are not subject to this Privacy Policy. We recommend that you review the privacy policy at each such web site to determine how that site protects your privacy.

Applications
You own your application on our system, whether partially or fully completed, until such time that you submit an application for a specific position. When you apply, we take a data snapshot of the application submitted for that position and it becomes a part of the recruitment file for the position.

We will use the application information only for consideration of your candidacy for each specific position for which it is submitted. For this purpose, we will distribute the information to persons and parties affiliated with the search, such as search members, the hiring manager, and the Office of Equal Opportunity and Diversity. Your application is not searchable or viewable by other employers or recruiters, and we do not send or sell your application to any third party.

As a public institution, the University of Iowa is subject to the state open records law. However, pursuant to the provisions of Iowa Code Chapter 22, the University has determined that nominations, recommendations, and applications for University employment received from current University of Iowa students and from applicants outside Iowa state government shall be maintained as confidential. Job applicants who presently work at the University of Iowa, at another Regents institution in this state, or elsewhere within Iowa state government are advised that their names and application materials may be public under the Iowa open records law.

At the bottom of the scrollable area, there are two buttons: "I Accept" and "Decline". The "I Accept" button is circled in red, and a red arrow points to it from the left side of the page.

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

Login (Inicio de sesión)

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

(Si ya tiene un perfil, vaya a la página 16 para obtener más ayuda)

Jobs@UIOWA

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

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

© 2015 Jobs@UIOWA. All rights reserved.

New User Registration (Registro de nuevo usuario)

Pasos:

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

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

¡Recuerde su nombre de usuario y contraseña! Será su único acceso a su cuenta.

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

JOBS | HELP | SITE MAP

THE UNIVERSITY OF IOWA

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

Puede importar el historial laboral de varias formas:

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

The screenshot 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 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 for "Select the resume/CV file to upload" and a "Choose File" button.
- 3**: Points to the radio button for "No thanks, I will fill out the online submission manually".

The page also includes a "Save and Continue" button, a "Save as Draft" button, and a "Quit" button at the bottom of the section.

Personal Information (Información personal)

Ingrese toda la información personal requerida y las preferencias laborales

Jobs@UIOWA

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

Settings

THE UNIVERSITY OF IOWA JOBS HELP

Welcome. You are signed in. My Account Options My Job Cart (0 Items) Sign Out

Job Search My Jobpage

General Profile Step 2 out of 5 Print/Email

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

Save and Continue Save as Draft

Personal Information

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

*Source Type
Social Network

*Social Network
LinkedIn

Personal Information
Please enter all relevant personal information in the fields below.

*First Name
Jane

Middle Name

*Last Name
Doe

*Street Address (line 1)
123 Iowa Ave

Address (line 2)

*City
Iowa City

*Zip/Postal Code
52245

*Place of Residence

Country
United States

State/Province
Iowa

Closest Metropolitan Area
Iowa City

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

Personal Information (Información personal) continuación...

Seleccione turnos preferidos, nivel de empleo, tipo de empleo, etc.

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...

*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 Schedule: Full-time
 Evening Job
 Night Job
 On Call
 Variable
 Flex Time
 Weekend
 Rotating

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

Preferences (Preferencias)

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

Jobs@UIOWA

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

JOBS | HELP | SITE MAP THE UNIVERSITY OF IOWA

Las preferencias seleccionadas se mostrarán aquí

Preferences (Preferencias) continuación...

Seleccione sus preferencias de ubicación en esta página

Jobs@UIOWA

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

Settings

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 2 out of 2

Preferences

Employment Preferences

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

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

Location

City

Orange City

Add to List Reset

Location Preferences

Iowa City
Levels: Iowa City
Remove

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

Las preferencias seleccionadas se mostrarán aquí

File Attachments (Archivos adjuntos)

Proporcione cualquier archivo adjunto adicional a su perfil laboral

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

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page is for a user named Jane Doe, who is signed in. The navigation bar includes 'Job Search' and 'My Jobpage'. The main content area is titled 'General Profile' and is 'Step 4 out of 5'. A progress bar shows 'Resume/CV Upload', 'Personal Information', 'Preferences', 'File Attachments', and 'Review and Submit'. Below the progress bar are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'. The 'File Attachments' section contains instructions on how to attach files, a 'Choose File' button, a text area for comments, and an 'Attach' button. A table below the instructions shows no files are attached. A red arrow points to the 'Save and Continue' button, which is 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

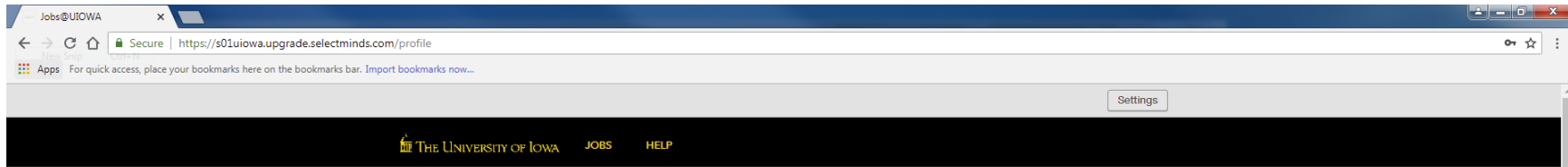
Comments about the file

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.			

Review and Submit (Revisar y enviar)

Asegúrese de revisar toda la información antes de enviar su perfil

A screenshot of the 'Review and Submit' page for a user named Jane Doe. The page is titled 'General Profile' and is 'Step 5 out of 5'. It features a breadcrumb trail: 'Resume/CV Upload' > 'Personal Information' > 'Preferences' > 'File Attachments' > 'Review and Submit'. Below the breadcrumb trail are buttons for 'Submit', 'Save as Draft', and 'Quit'. The main content area is titled 'Review and Submit' and contains a warning: 'The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.' Below this warning is a table of profile information. The 'Personal Information' section has an 'Edit' link circled in red, with a red arrow pointing to it from a text box on the right. The table lists various fields such as 'Source Tracking', 'Personal Information', and 'Basic Profile Information' with their respective values.

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

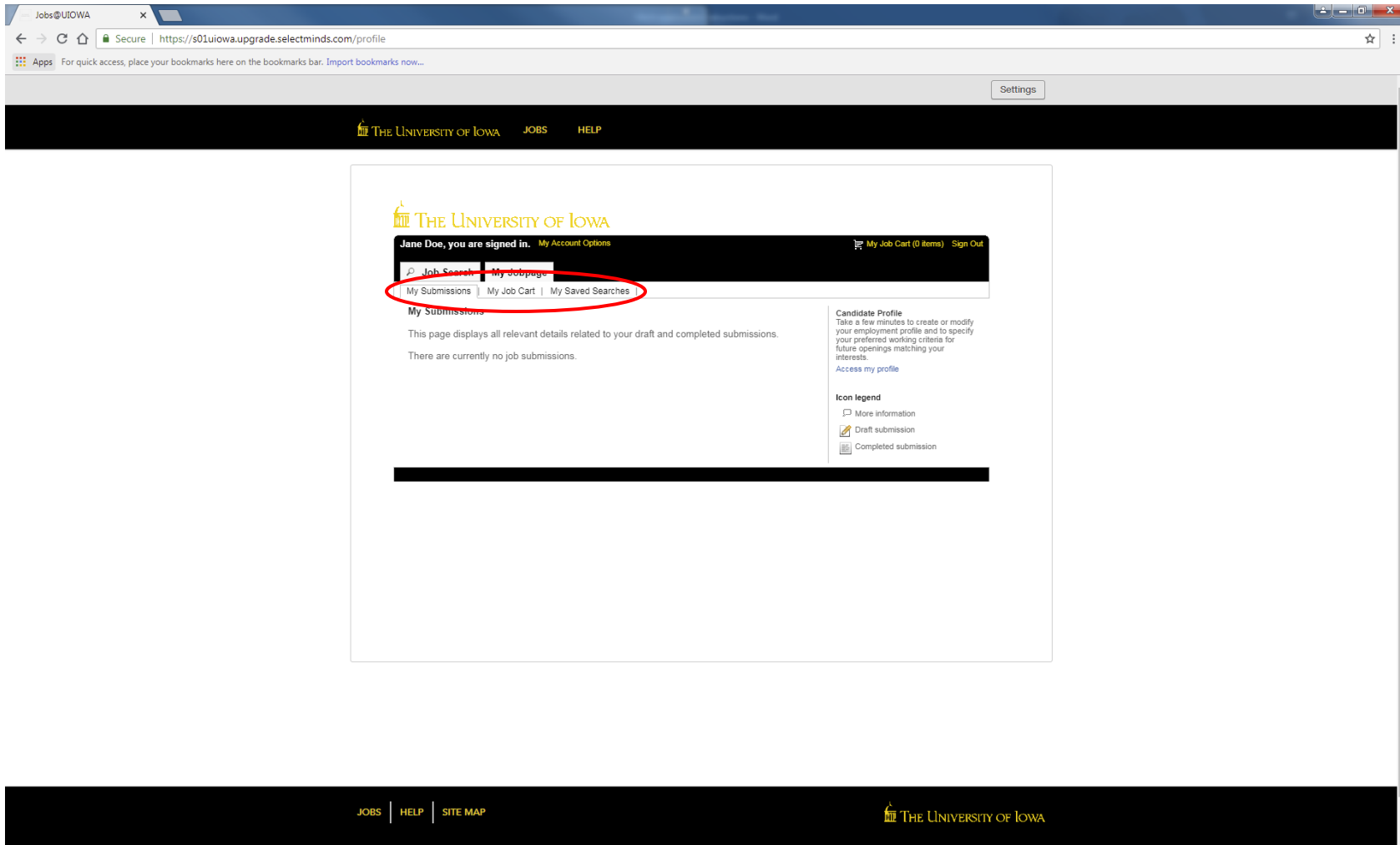
Thank You (Gracias)

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

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page header includes the University of Iowa 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 (Mi página de empleos)

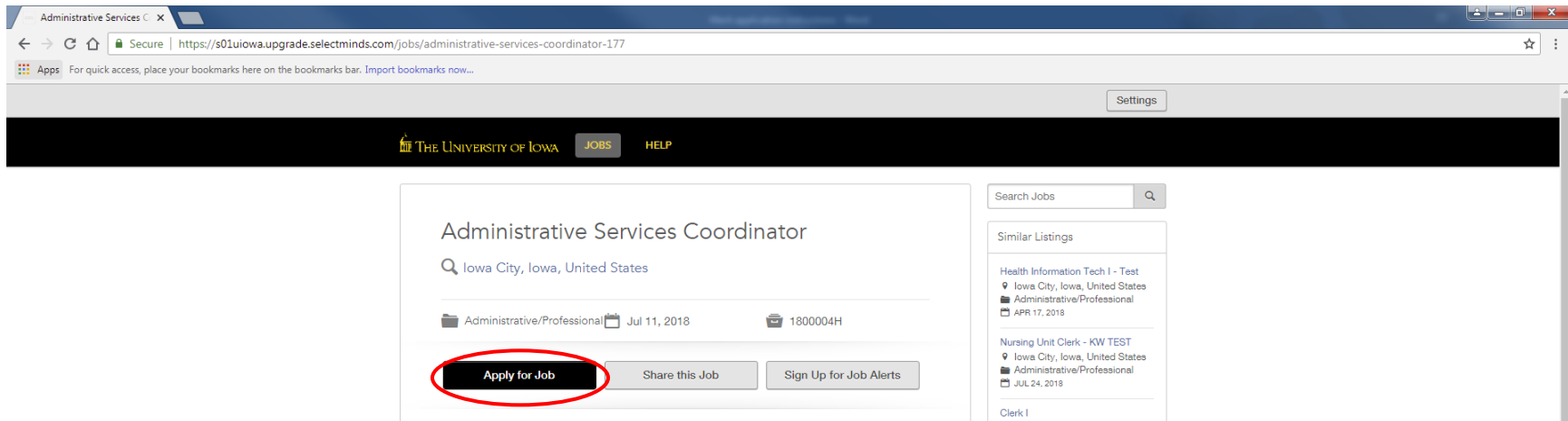
En esta página, puede ver los empleos a los que ha postulado (“My Submissions (Mis solicitudes)”), su Job Cart (Carrito de empleos) y sus Saved Jobs (Empleos guardados)



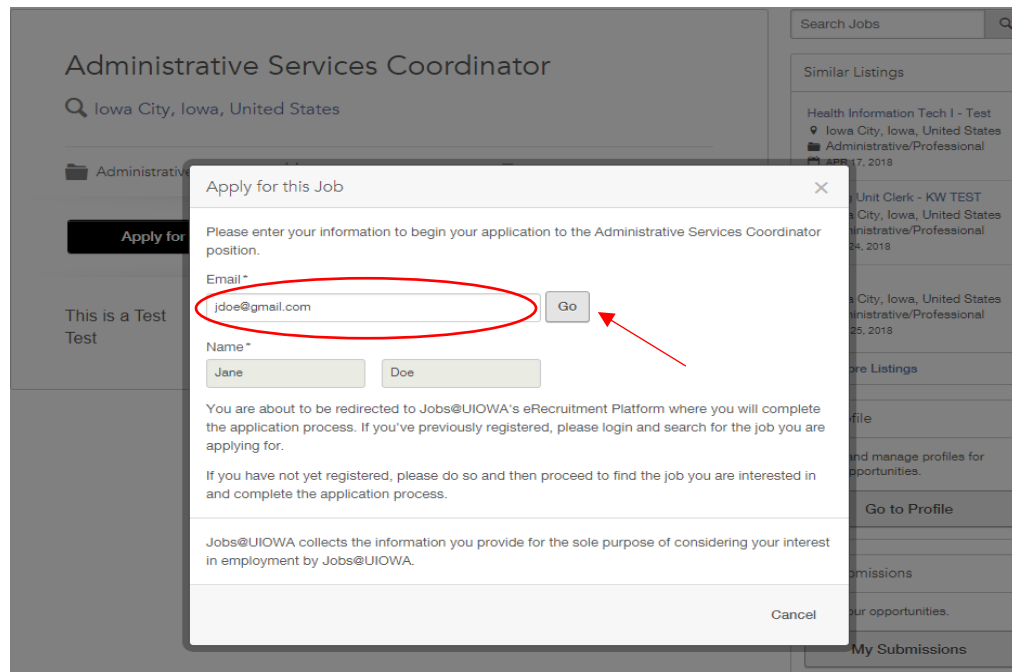
Cómo postular a un empleo

Cómo postular a un empleo

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



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



Personal Info (Información personal)

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

Esto muestra el puesto al que está postulando

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

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

Save and Continue Save as Draft

Personal Information

Source Tracking
Please indicate how you heard about this job.

*Source Type
Social Network

*Social Network
LinkedIn

Personal Information
Please enter all relevant personal information in the fields below.

*First Name: Jane Middle Name: Last Name: Doe

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

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

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

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

The University of Iowa provides preference to qualified veterans as required by [Iowa Code Chapter 35C](#). To request Veterans' Preference, please visit <https://hr.uiowa.edu/veterans-preference> for further information.

Furlough/Reduction In Force Veterans Preference

Save and Continue Save as Draft

Experience & Credentials (Experiencia y credenciales)

Ingrese toda su experiencia y credenciales.

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

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

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

Save and Continue Save as Draft

Experience & Credentials

Education

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

Education 1

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

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

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

[Remove Education](#)

Add Education

Work Experience

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

Work Experience 1

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

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

Job Title: Receptionist

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

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

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

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

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

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

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

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

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

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

General Questions (Preguntas generales)

Responda las siguientes preguntas

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

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

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

General Questions

Questionnaire

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

*1. Are you 18 or older?

Yes
 No

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

Yes
 No

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

Yes
 No

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

Yes
 No

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

Job Specific Questions (Preguntas específicas del empleo)*

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

Applying for: Administrative Services Coordinator (Job Number: 1800004H) Step 4 out of 9 [Print/Email](#)

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

Save and Continue | Save as Draft

Job Specific Questions

Questionnaire

Please answer the following questions as accurately as possible.

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

\$40,000/year
Negotiable in interview

Save and Continue | Save as Draft

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

File Attachments (Archivos adjuntos)

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

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

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

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

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

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

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

File Attachments

Attachments

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

1 No file chosen

Comments about the file

2

Tips
You cannot attach a file that exceeds the allocated limit of 5120 kilobytes.
You can attach a maximum of 25 files, one at a time.
The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and compressed files (.zip).

Attaching files
To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".

Deleting files
To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the corresponding "Delete" button.

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume/CV.

Relevant Files	Resume/CV	File Name	Date	Comments	Actions
<input type="checkbox"/>	<input type="checkbox"/>	Transcript.docx	9/4/18	Transcript from when I attended U of Iowa	Delete

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

Self-Identification (Autoidentificación) y Disability Identification (Identificación de discapacidad)

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

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

Self Identification

Diversity

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

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

Protected veteran categories include the following:

Disabled Veteran:

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

1. Sex:

Female
 Male
 I do not wish to answer

2. Age: Are you age 40 or older?

Yes
 No
 I do not wish to answer

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

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

4. Race (select one or more):

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

Voluntary Self-Identification of Disability

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

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

e-Signature (Firma electrónica)

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.

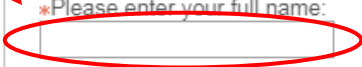
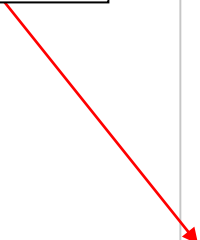
Do Not E-Sign Until You Have Read The Above Statement.

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](#)

Firme su
postulación aquí



Review and Submit (Revisar y enviar)

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

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

Job Search My Jobpage

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

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

Submit Save as Draft

Review and Submit

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

Personal Information | Edit

Source Tracking

Source Type	Social Network
Source	LinkedIn

Personal Information

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

Experience & Credentials | Edit

Education

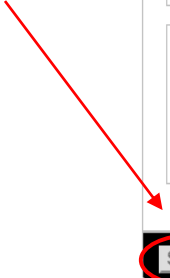
Institution	University of Iowa (UI) (Uiowa)
Highest Degree	Yes
Program	Business Administration
Credit Hours	
Education Level	Bachelor's Degree
Start Date	
Graduation Date	
Anticipated Graduation Date	No

eSignature | Edit

eSignature

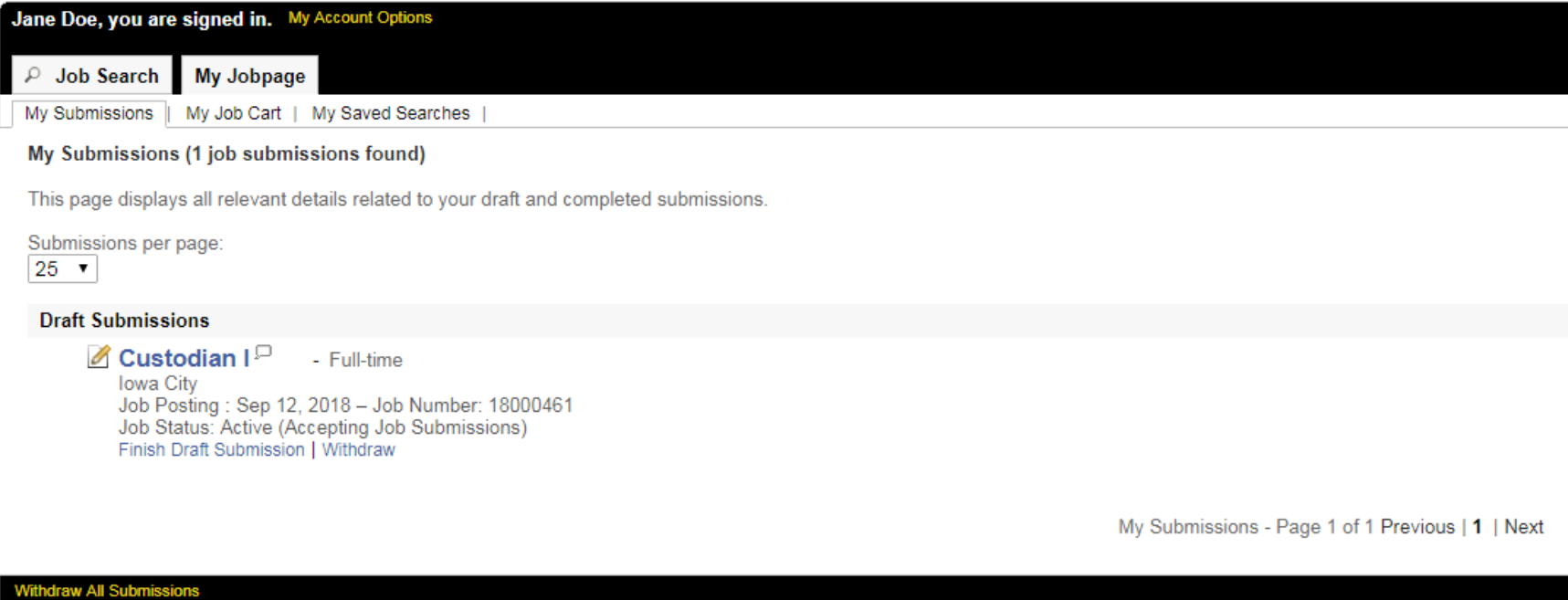
Signed by:	Jane Doe
Date:	9/5/18

Submit Save as Draft



My Jobpage (Mi página de empleos)

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



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

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