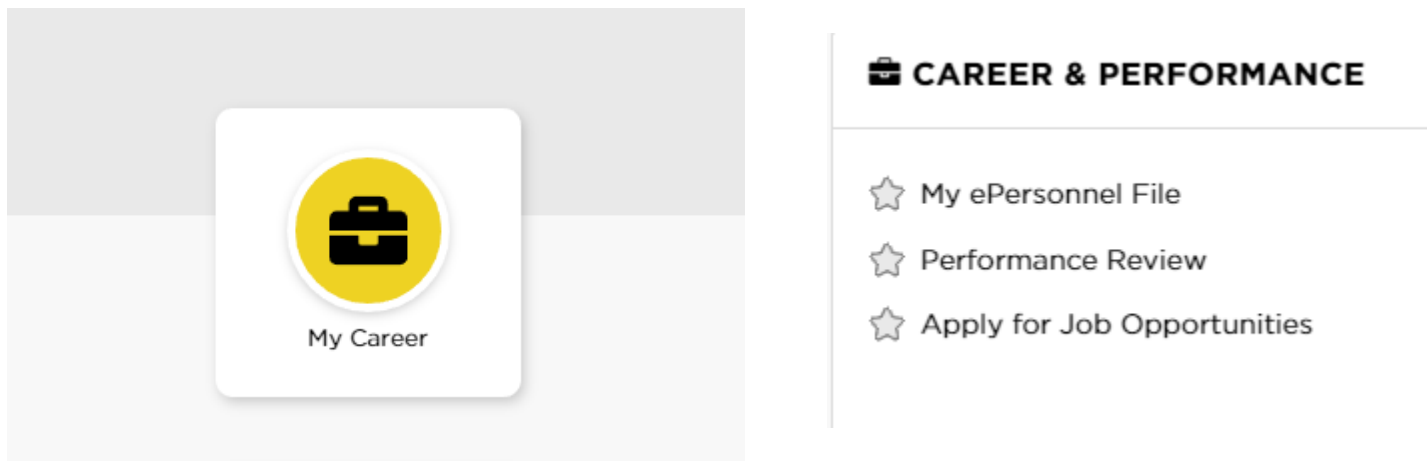
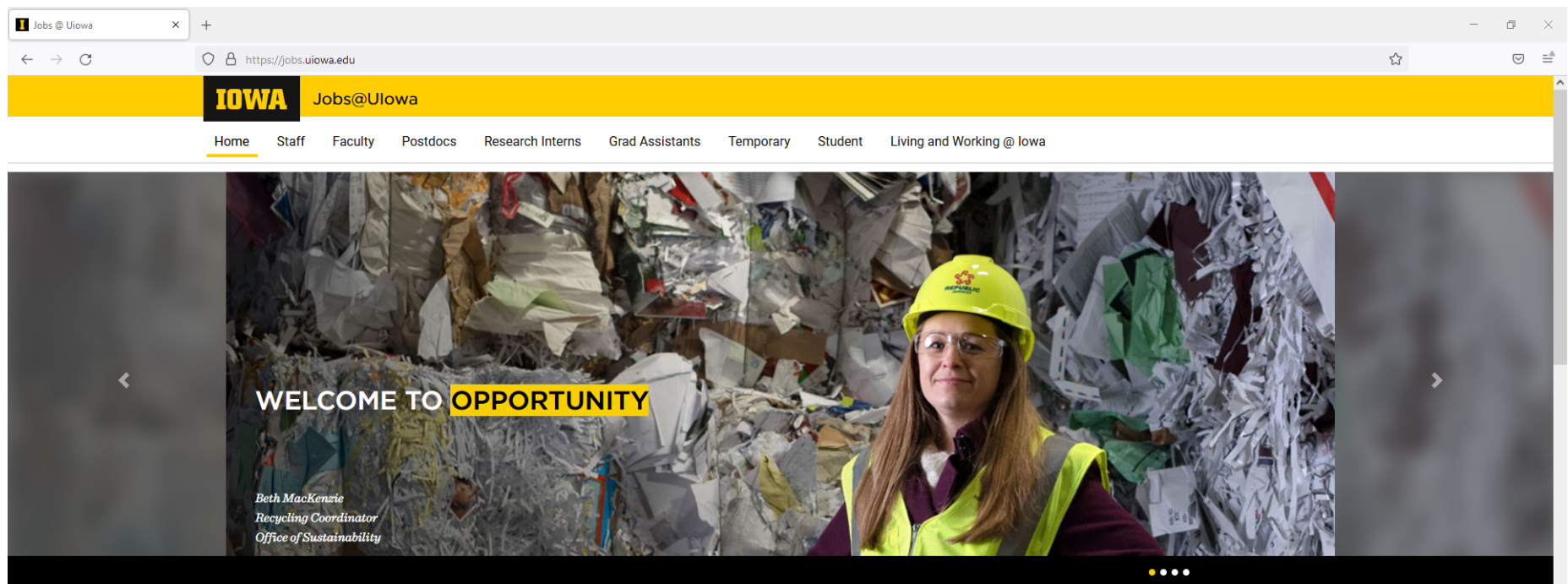


# Pour commencer

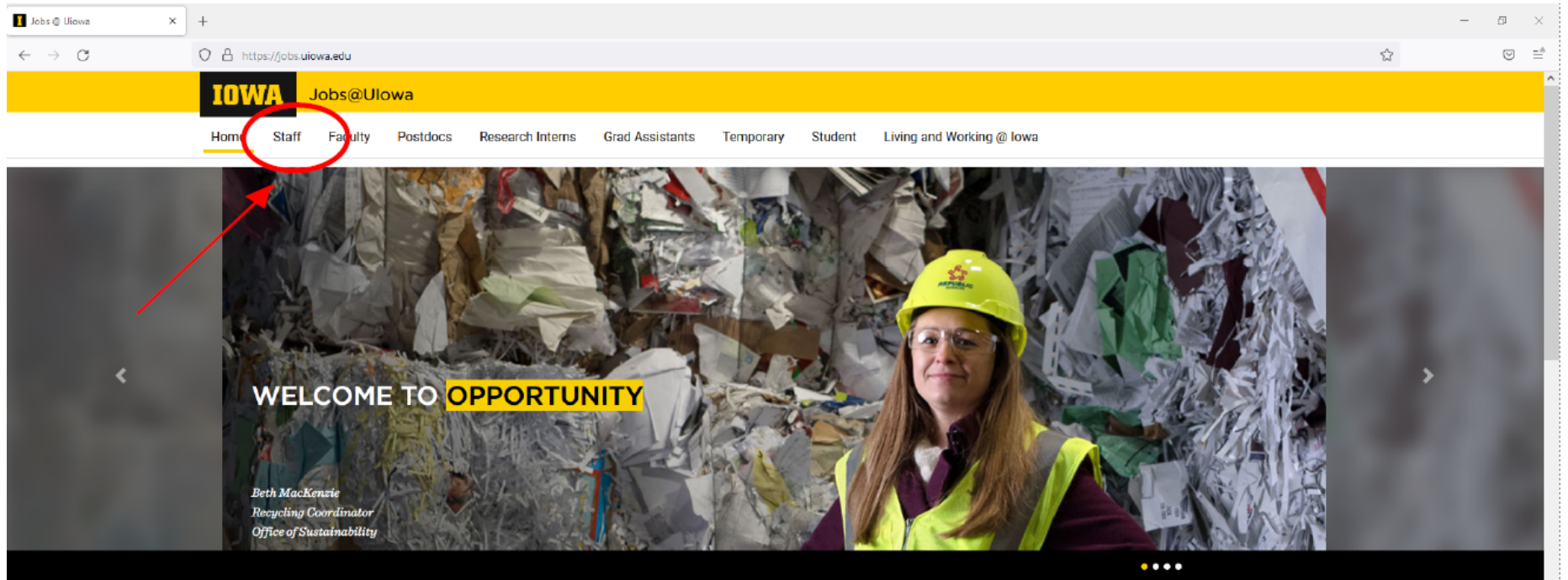
**Candidats en interne** - allez dans le Self-Service et sélectionnez « Apply to Job Opportunities » (Postuler à des offres d'emploi) dans la section « My Career » (Ma carrière) de votre Self-Service pour les employés (puis passez à la p. 16 de ce document)



**Candidats externes** - aller sur [jobs.uiowa.edu](https://jobs.uiowa.edu)



Cliquez sur « Staff » (Personnel) pour trouver les postes ouverts



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

The screenshot shows a job portal interface. At the top, there is a navigation bar with links for HOME, BROWSE JOBS, LIVING & WORKING @ IOWA, and BENEFITS. On the right side of the navigation bar are buttons for JOBS and HELP. Below the navigation bar is a search area with a text input field labeled 'Find jobs by keyword', a dropdown menu for 'All locations', and a 'Search' button. The main content area is divided into three columns. The left column is titled 'All jobs' and shows 'All locations' and 'Only show: 272 results'. It includes filters for 'New Jobs' and 'Location' (with a dropdown menu showing 'All' selected and options for Iowa City, Des Moines, Cedar Rapids, and Council Bluffs). Below the location filters is a 'Category' dropdown menu with 'All' selected and options for Patient Care Providers (156), Administrative/Professional (45), Research (27), and Facilities/Skilled Trades (20). The middle column displays a list of job listings, each with a 'NEW' tag. The first listing is 'Physical Therapist - Dept of Rehab Therapies' with location 'Iowa City, Iowa, United States' and category 'Patient Care Providers'. The second listing is 'Senior Physical Therapist - Dept of Rehab Therapies' with the same location and category. The third listing is 'Billing and Loan Collections Specialist' with location 'Iowa City, Iowa, United States' and category 'Administrative/Professional'. The fourth listing is 'Medical Assistant II-Medicine Specialty Clinic' with location 'Iowa City, Iowa, United States' and category 'Patient Care Providers'. The fifth listing is 'Qual & Op Improv Coordinator-CSS (part-time)' with location 'Iowa City, Iowa, United States' and category 'Administrative/Professional'. The sixth listing is 'Snr Pharmacy Technician, Cert' with location 'Iowa City, Iowa, United States' and category 'Patient Care Providers'. The right column contains several sections: 'Previous Job Searches' with a link for 'All jobs' and 'All locations'; 'My Profile' with a 'Go to Profile' button circled in red and a red arrow pointing to it; 'My Submissions' with a 'My Submissions' button; and 'Are you a Military Veteran?' with a link to learn more. At the bottom of the right column is a banner for 'DISCOVER THE BENEFITS OF LIVING & WORKING HERE' with an image of people cycling.

# Accord de confidentialité

The screenshot shows a web browser window with the address bar displaying "https://s01uiowa.upgrade.selectminds.com/profile". The page header includes "THE UNIVERSITY OF IOWA" and "JOBS HELP". The main content area features a "Job Search" input field and a "Printable Format" link. Below this is a "Privacy Agreement" section. The agreement text states: "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." It also includes sections for "Links to Other Web Sites", "Applications", and a statement about the University's status as a public institution subject to state open records law. At the bottom of the agreement, there are two buttons: "I Accept" and "Decline". A red arrow points to the "I Accept" button, which is also circled in red.

# Connexion

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

(Si vous avez déjà un profil, passez à la page p. 16 pour une aide supplémentaire)

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page header includes the University of Iowa logo and navigation links for 'JOBS' and 'HELP'. The main content area features a 'Job Search' bar and a 'Login' section. The login section contains the following text: 'Welcome. You are not signed in.', 'Job Search', 'Login', 'To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.', and 'Mandatory fields are marked with an asterisk.' Below this are input fields for 'User Name' and 'Password', both marked with an asterisk. There are also links for 'Forgot your user name?' and 'Forgot your password?'. To the right, there is a section for 'or Sign in with:' with icons for Google+ and Yahoo!. At the bottom of the login section, there are two buttons: 'Login' and 'New User'. The 'New User' button is circled in red, and a red arrow points to it from the bottom left. The footer of the page includes 'JOBS | HELP | SITE MAP' and the University of Iowa logo.

# Enregistrement d'un nouvel utilisateur

Étapes :

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

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 is titled "New User Registration" and contains the following form fields:

- \*User Name: jane-doe
- \*Password: [masked]
- \*Re-enter Password: [masked]
- Email Address: jane.doe@gmail.com
- Re-enter Email Address: jane.doe@gmail.com

Below the fields are "Register" and "Cancel" buttons. A red circle highlights the "Register" button, and a red arrow points to it from below. To the right of the form, there is a text box with the following text:

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

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

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

# Téléchargement du CV

Vous pouvez importer les antécédents professionnels de différentes manières :

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

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page is titled "THE UNIVERSITY OF IOWA" and displays a "General Profile" section. The "Resume/CV Upload" section is highlighted with three numbered steps:

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

The page also includes a navigation bar with "Job Search" and "My Jobpage" tabs, and a "General Profile" section with tabs for "Resume/CV Upload", "Personal Information", "Preferences", "File Attachments", and "Review and Submit". The "Resume/CV Upload" section contains instructions for uploading a profile through a third-party service or a resume/CV file, and a note about manual entry.

At the bottom of the page, there is a footer with "JOBS | HELP | SITE MAP" and "THE UNIVERSITY OF IOWA" logo, along with the copyright notice "© 2018 Jobs@UIOWA. All rights reserved."

# Informations personnelles

Saisissez toutes les informations personnelles et les préférences professionnelles requises

Jobs@UIOWA

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

Settings

THE UNIVERSITY OF IOWA JOBS HELP

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

Job Search My Jobpage

General Profile Step 2 out of 5 Print/Email

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

Save and Continue Save as Draft Resume

**Personal Information**

**Source Tracking**

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

\*Source Type  
Social Network

\*Social Network  
LinkedIn

**Personal Information**

Please enter all relevant personal information in the fields below.

\*First Name  
Jane

Middle Name

\*Last Name  
Doe

\*Street Address (line 1)  
123 Iowa Ave

Address (line 2)

\*City  
Iowa City

\*Zip/Postal Code  
52245

\*Place of Residence

Country  
United States

State/Province  
Iowa

Closest Metropolitan Area  
Iowa City

Cette barre vous indique votre progression lors du remplissage du profil



# Informations personnelles (suite)

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

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page contains a form for job preferences. At the top, there are input fields for 'Primary Phone' (3191234567) and 'Email Address' (jdoe@gmail.com). Below these is the 'Basic Profile Information' section, which includes instructions: 'Indicate the employment preferences, conditions and interests in the fields below.' The form is divided into several sections:

- 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 page to the 'Shift' and 'Job Level' sections of the form.

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

# Préférences

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

Jobs@UIOWA x

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

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

THE UNIVERSITY OF IOWA JOBS HELP

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

Job Search My Jobpage

General Profile Step 3 out of 5 Print/Email

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

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

**Preferences**

**Employment Preferences**

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

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

Job Field

Category  
Facilities/Skilled Trades

Add to List Reset

**Job Field Preferences**

**Campus Services**  
Levels: Campus Services  
Remove

**Administrative/Professional**  
Levels: Administrative/Professional  
Remove

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

JOBS | HELP | SITE MAP THE UNIVERSITY OF IOWA

Les préférences sélectionnées apparaîtront ici

# Préférences (suite)

Sélectionnez vos préférences de localisation sur cette page

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

Les préférences sélectionnées apparaîtront ici

# Fichiers joints

Fournissez toute pièce jointe supplémentaire à votre profil d'emploi

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

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page is for 'Jane Doe, you are signed in.' and is titled 'General Profile' (Step 4 out of 5). The navigation bar includes 'Job Search' and 'My Jobpage'. The main content area is divided into sections: 'Resume/CV Upload', 'Personal Information', 'Preferences', 'File Attachments', and 'Review and Submit'. The 'File Attachments' section is currently active. It contains a 'Tip' box with instructions on file limits and search tool analysis. Below the tip, there is a 'Choose File' button with 'Transcript.docx' selected, a text area for 'Comments about the file', and an 'Attach' button. A table below shows no files are attached. At the bottom of the section, the 'Save and Continue' button is circled in red, with a red arrow pointing to it from the left. The footer of the page includes 'JOBS | HELP | SITE MAP', 'THE UNIVERSITY OF IOWA' logo, and a copyright notice: '© 2018 Jobs@UIOWA. All rights reserved.'

# Réviser et envoyer

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

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page is titled 'General Profile' and is 'Step 5 out of 5'. It features a navigation bar with 'Job Search' and 'My Jobpage' tabs. Below the navigation bar, there are buttons for 'Resume/CV Upload', 'Personal Information', 'Preferences', 'File Attachments', and 'Review and Submit'. The 'Review and Submit' section 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, there are three sections of information: 'Source Tracking', 'Personal Information', and 'Basic Profile Information'. Each section has an 'Edit' link next to it. A red circle highlights the 'Edit' link for 'Personal Information', and a red arrow points to it from a text box on the right.

**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](#)

<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

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

# Merci

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

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page header includes the University of Iowa logo and navigation links for JOBS and HELP. The main content area displays a 'Thank You' message from the system, indicating that the user's profile submission was successful. A red circle highlights the 'View All Jobs' link, with a red arrow pointing to it from the left. The footer contains additional navigation links (JOBS, HELP, SITE MAP), the University of Iowa logo, and copyright information for 2016.

Jobs@UIOWA

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

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

THE UNIVERSITY OF IOWA JOBS HELP

THE UNIVERSITY OF IOWA

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

Job Search My Jobpage

**Thank You**

**Process completed**

You have successfully submitted your general candidate profile. You can review and update the information you provided each time you log in.

We invite you to further explore the job openings available in our Career section.

[View All Jobs](#)

JOBS | HELP | SITE MAP

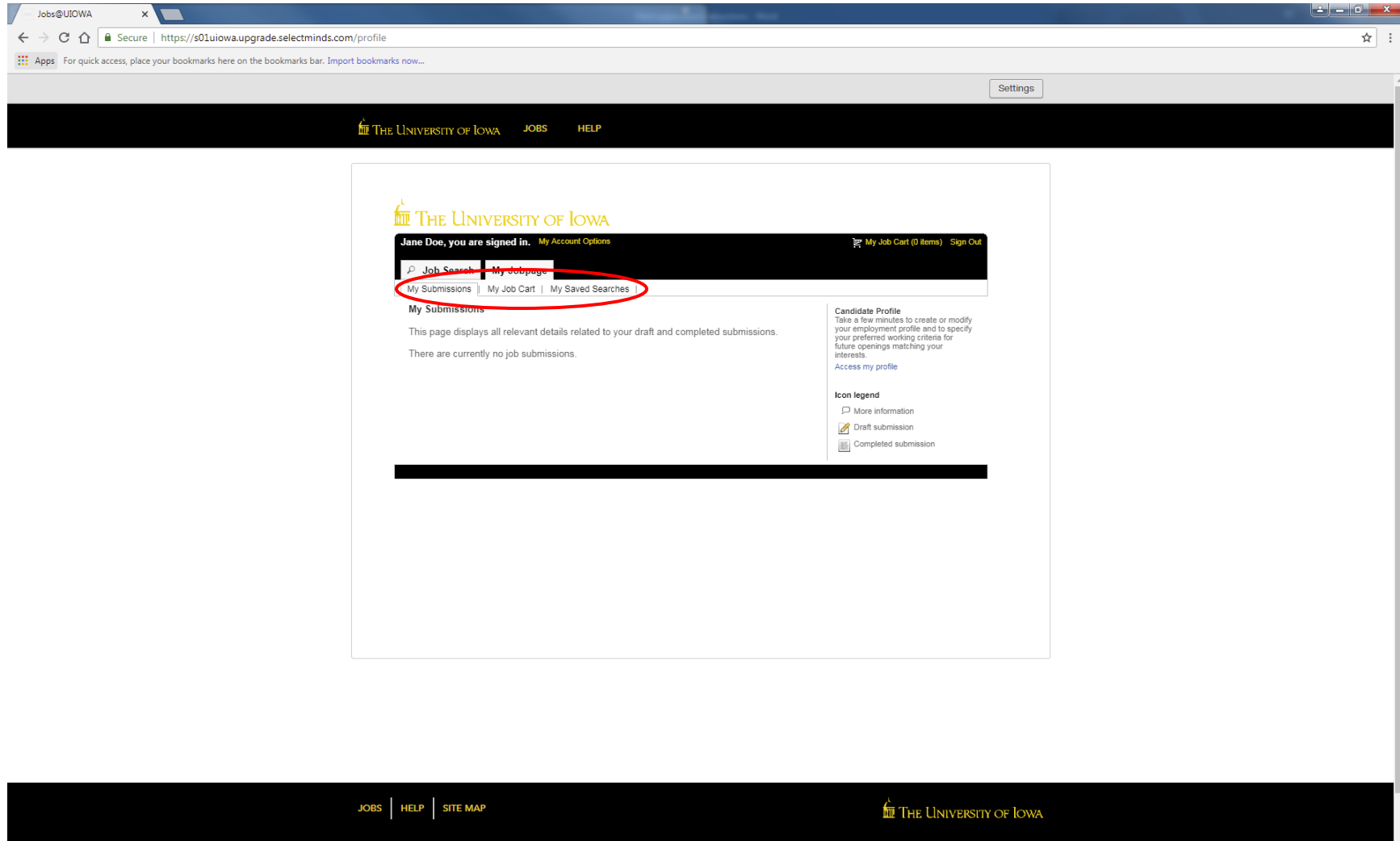
THE UNIVERSITY OF IOWA

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

# Ma page d'emplois (My Jobpage)

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

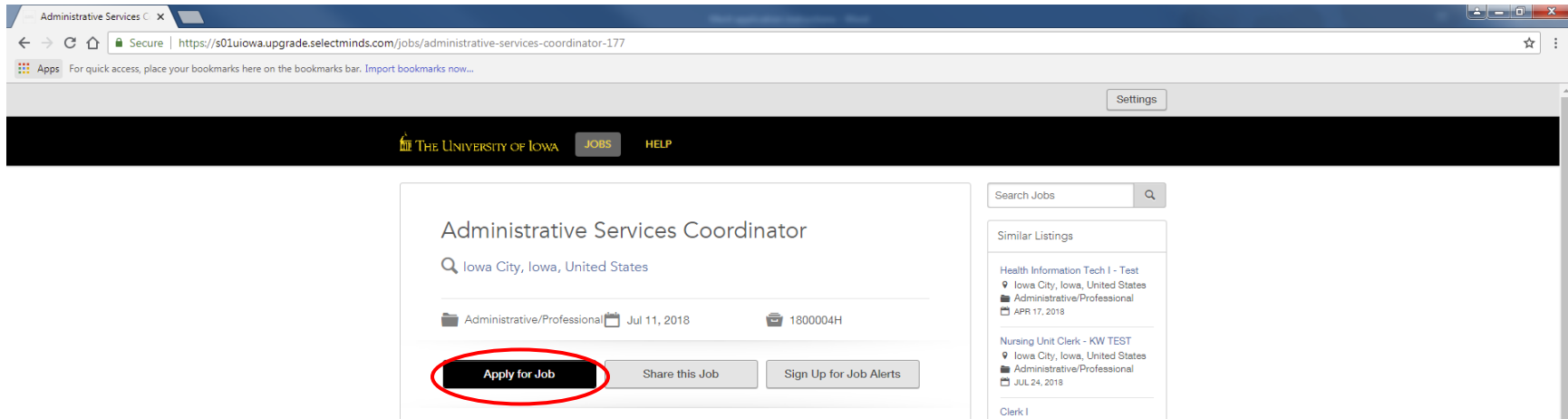


# Postuler à un emploi

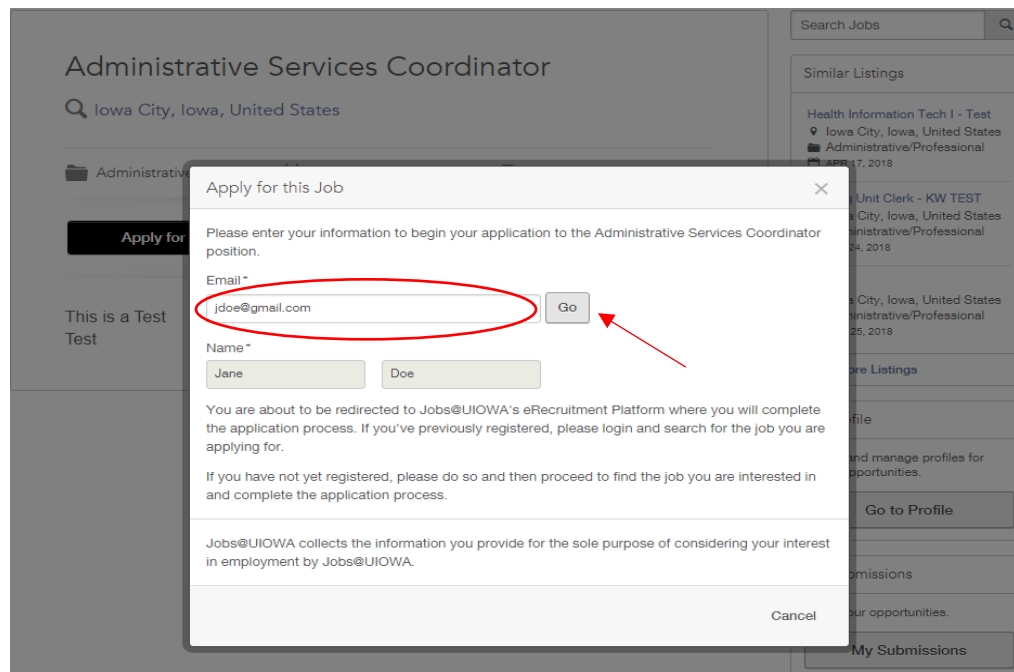


# Postuler à un emploi

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



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



# Informations personnelles

Certaines informations seront automatiquement extraites de votre profil général.

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

Ceci montre le poste pour lequel vous postulez

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

Time/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

# Expérience et références

Saisissez toutes les expériences et les références.

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

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

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

Save and Continue Save as Draft

### Experience & Credentials

#### Education

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

**Education 1**

\*Institution: University of Iowa (UI) (Iowa) Highest Degree: Yes

\*Program: Business Administration Credit Hours: [ ]

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

Start Date: Month Year  Anticipated Graduation Date

[Remove Education](#)

**Add Education**

#### Work Experience

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

**Work Experience 1**

\*Employer: Mediacom  Current Job

\*Job Function: Administrative Full Time/Part Time: Full Time

Job Title: Receptionist

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

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

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

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

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

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

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

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

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

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

# Questions d'ordre général

Répondez aux questions suivantes

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

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

## Questions spécifiques à l'emploi\*

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

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

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

Save and Continue | Save as Draft

### Job Specific Questions

**Questionnaire**

Please answer the following questions as accurately as possible.

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

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

Save and Continue | Save as Draft

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

# Fichiers joints

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

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

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

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

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

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

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

### File Attachments

**Attachments**

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

1 **Choose File** No file chosen

Select the file to attach

Comments about the file

2 **Attach**

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

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

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

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

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

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

# Auto-identification et identification du handicap

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

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

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

Save and Continue Save as Draft

### Self Identification

**Diversity**

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

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

Protected veteran categories include the following:

Disabled Veteran:

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

1. Sex:

Female  
 Male  
 I do not wish to answer

2. Age: Are you age 40 or older?

Yes  
 No  
 I do not wish to answer

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

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

4. Race (select one or more):

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

### Voluntary Self-Identification of Disability

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

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

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<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

# Signature électronique

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

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

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**Applying for:** [Administrative Services Coordinator \(Job Number: 1800004H\)](#) Step 8 out of 9 [Print/Email](#)

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

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

## eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an esignature is the electronic equivalent of a hand-written signature.

**Before submitting your application to The University of Iowa, you must read and agree to the following statement:**

I hereby certify that the statements and information contained in this application form are true and correct to the best of my knowledge and belief, and I authorize the University of Iowa to investigate all statements or information contained in this application form and any attachments with it, unless I have stated in writing to the contrary.

I understand and agree that:

- Any misrepresentation, falsification or material omission of information on this application may result in my failure to receive an offer, or, if I am hired, in my dismissal from employment.
- All offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the U.S.
- A background check, including a credential and/or criminal background check, may be conducted and an offer of employment may be conditioned on the results.

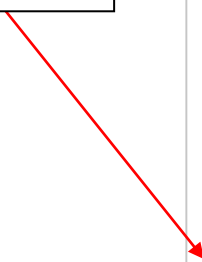
**Do Not E-Sign Until You Have Read The Above Statement.**

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

\*Please enter your full name:

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

Signez votre demande ici





# Réviser et envoyer

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

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

Job Search My Jobpage

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

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

Submit Save as Draft

### Review and Submit

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

**Personal Information | Edit**

**Source Tracking**

Source Type	Social Network
Source	LinkedIn

**Personal Information**

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

**Experience & Credentials | Edit**

**Education**

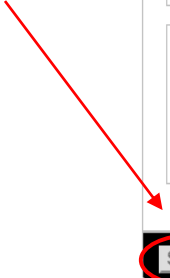
Institution	University of Iowa (UI) (Uiowa)
Highest Degree	Yes
Program	Business Administration
Credit Hours	
Education Level	Bachelor's Degree
Start Date	
Graduation Date	
Anticipated Graduation Date	No

**eSignature | Edit**

**eSignature**

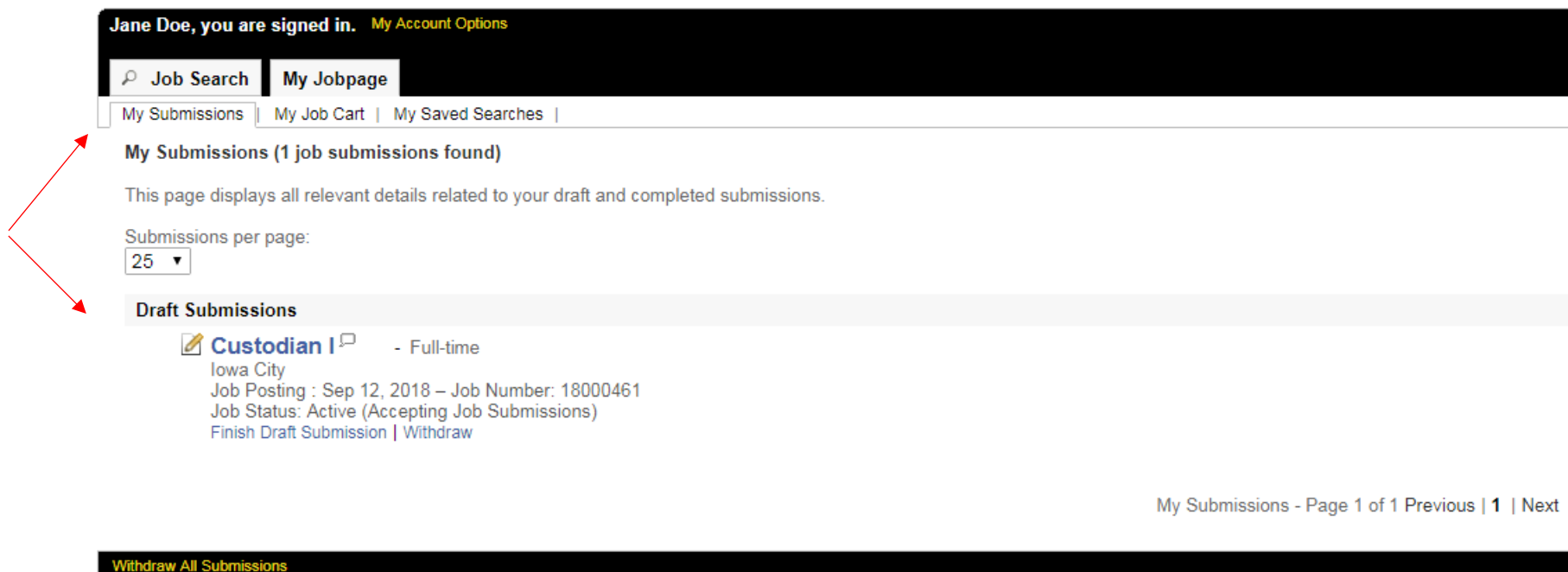
Signed by:	Jane Doe
Date:	9/5/18

Submit Save as Draft



## Ma page d'emplois (My Jobpage)

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



The screenshot displays the user interface for 'My Jobpage'. At the top, a black navigation bar contains the text 'Jane Doe, you are signed in. My Account Options' and two tabs: 'Job Search' and 'My Jobpage'. Below this, a secondary navigation bar includes 'My Submissions', 'My Job Cart', and 'My Saved Searches'. The main content area is titled 'My Submissions (1 job submissions found)' and includes a descriptive sentence: 'This page displays all relevant details related to your draft and completed submissions.' Below this is a 'Submissions per page:' dropdown menu set to '25'. A section titled 'Draft Submissions' lists one entry: 'Custodian I' (with a pencil icon) - Full-time, located in Iowa City. The job posting date is 'Sep 12, 2018' and the job number is '18000461'. The status is 'Active (Accepting Job Submissions)'. Action links for 'Finish Draft Submission' and 'Withdraw' are provided. At the bottom right of the content area, there is a pagination link: 'My Submissions - Page 1 of 1 Previous | 1 | Next'. A black footer 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' navigation link and the 'Draft Submissions' section header.

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