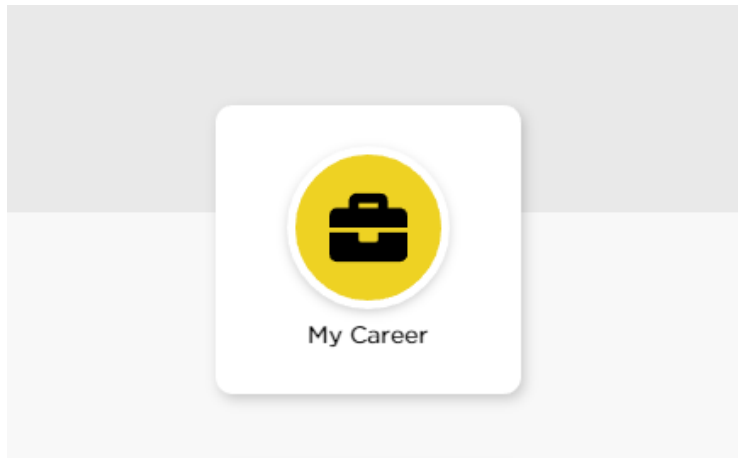
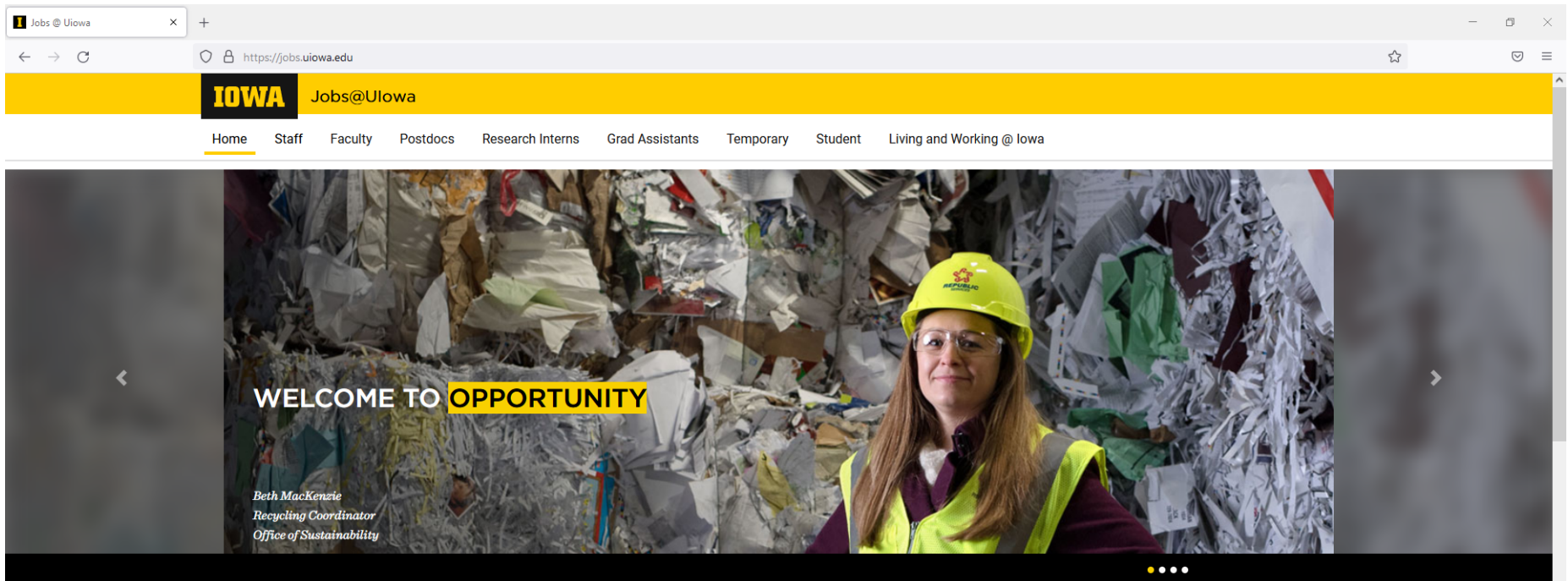


开始

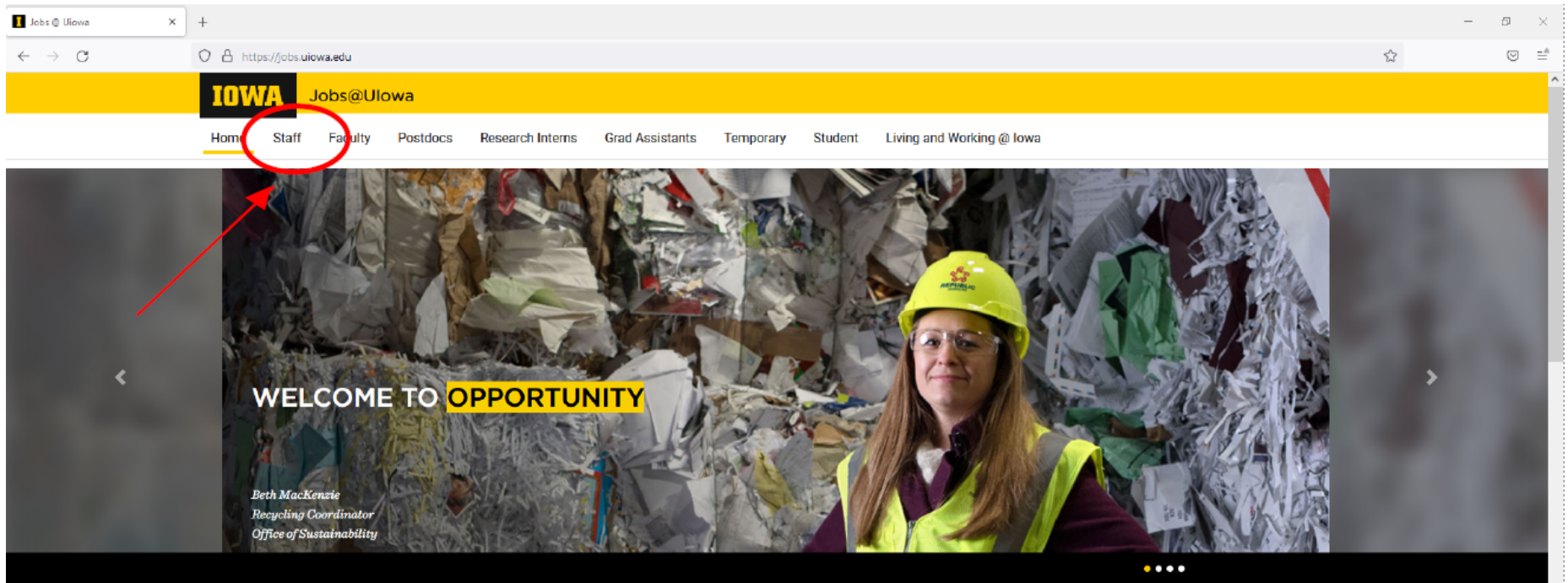
内部求职者 — 前往“自助服务”，并在员工自助服务的“My Career”板块选择“Apply for Job Opportunities”（然后跳至本手册第 16 页）



外部求职者 — 前往 jobs.uiowa.edu



单击“Staff”，查看空缺职位



登录帐户或单击“前往个人档案”“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: i 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.

隐私协议

The screenshot shows a web browser window with the address bar displaying `https://s01uiowa.upgrade.selectminds.com/profile`. The page header includes the University of Iowa logo and navigation links for 'JOBS' and 'HELP'. The main content area features a 'Job Search' button and a 'Printable Format' link. Below these is a 'Privacy Agreement' section with a scrollable text area containing the following text:

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

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

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

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

As a public institution, the University of Iowa is subject to the state open records law. However, pursuant to the provisions of Iowa Code Chapter 22, the University has determined that nominations, recommendations, and applications for University employment received from current University of Iowa students and from applicants outside Iowa state government shall be maintained as confidential. Job applicants who presently work at the University of Iowa, at another Regents institution in this state, or elsewhere within Iowa state government are not covered by this privacy policy.

At the bottom of the scrollable text area are two buttons: 'I Accept' and 'Decline'. A red circle highlights the 'I Accept' button, and a red arrow points to it from the left side of the page.

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

登录

使用当前用户名登录或注册为新用户

(如果您已有个人档案, 请跳至第 16 页获取进一步帮助)

The screenshot displays the login interface for the University of Iowa's job portal. At the top, there is a navigation bar with the university logo and links for 'JOBS' and 'HELP'. Below this, a 'Job Search' bar is visible. The main content area features a 'Login' section with the following elements:

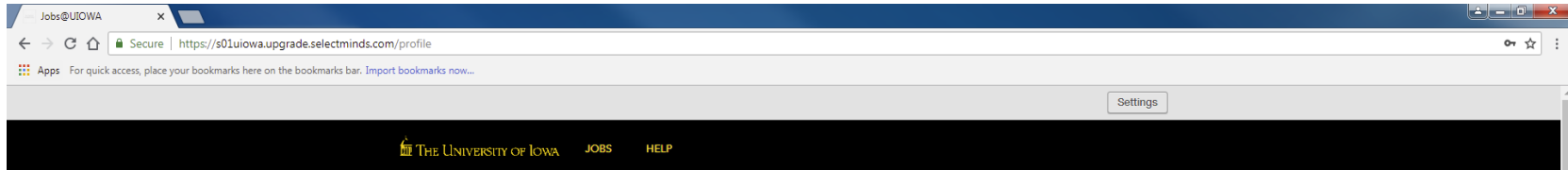
- A message: "Welcome. You are not signed in."
- A search bar labeled "Job Search".
- A "Login" heading and instructions: "To access your account, please identify yourself by providing the information requested in the fields below, then click 'Login'. If you are not registered yet, click 'New user' and follow the instructions to create an account."
- A note: "Mandatory fields are marked with an asterisk."
- Input fields for "User Name" and "Password", both marked with an asterisk.
- Links for "Forgot your user name?" and "Forgot your password?".
- Buttons for "Login" and "New User", with the "New User" button circled in red.
- Options to "Sign in with" Google+ and Yahoo!.

At the bottom of the page, there is a footer with links for "JOBS", "HELP", and "SITE MAP", along with the university logo and copyright information.

新用户注册

步骤:

- 设置用户名
- 设置密码，至少 9 个字符：必须至少包含 1 个字母、1 个数字和 1 个特殊字符（例如 \$、!、@、#、* 和 +），且不能连续包含超过 2 个相同字符（例如 AAA、bbbb 和 \$\$\$）
- 输入电子邮件地址以链接到网站，及时了解最新招聘消息



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

Register Cancel

or Sign in with:

G+ YAHOO!

请记住您的用户名和密码！这将是您访问帐户的唯一途径。

填完所有信息后按下“Register”

上传简历

您可以通过多种方式导入工作经历：

- 1) 关联您的 LinkedIn 或 Indeed 个人档案
- 2) 上传简历
- 3) 手动输入工作经历

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, "Step 1 out of 5". The "Resume/CV Upload" section is active, showing options for "Profile Upload" and "Resume/CV Upload".

Three numbered callouts are present:

- 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 "No thanks, I will fill out the online submission manually" option.

The page also includes a "Save and Continue" button, a "Save as Draft" button, and a "Quit" button.

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."

个人信息

输入所有必需的个人信息和偏好

Jobs@UIOWA

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

Settings

THE UNIVERSITY OF IOWA JOBS HELP

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

Job Search My Jobpage

General Profile Step 2 out of 5 Print/Email

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

Save and Continue Save as Draft Save

Personal Information

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

*Source Type
Social Network

*Social Network
LinkedIn

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

*First Name Middle Name *Last Name
Jane Doe

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

*City *Zip/Postal Code
Iowa City 52245

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

此栏提示您个人档案的完成进度

继续填写个人信息...

选择偏好班次、工作级别、工作类型等。

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, 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: [text input]

Currency: Not Specified

Travel (Up to...): Not Specified

Save and Continue Save as Draft Quit

JOB | HELP | SITE MAP

THE UNIVERSITY OF IOWA

偏好

根据需要选择任意数量的偏好项。找到相应职业字段，然后按下“Add to List”

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 3 out of 5). The 'Preferences' section is active, showing 'Employment Preferences' with a 'Job Field' dropdown menu set to 'Facilities/Skilled Trades'. Below this, there are two preference items: 'Campus Services' and 'Administrative/Professional', each with a 'Remove' link. The 'Add to List' button is circled in red, and a callout box points to it with the text '所选偏好项将显示在此处'. The page includes navigation buttons like 'Save and Continue', 'Save as Draft', and 'Quit'.

所选偏好项将显示
在此处

继续选择偏好项...

在此页面选择您的位置偏好

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' and a 'Settings' button. The main content area is titled 'General Profile' and shows a progress indicator 'Step 3 out of 5'. A navigation bar contains 'Resume/CV Upload', 'Personal Information', 'Preferences', 'File Attachments', and 'Review and Submit'. The 'Preferences' section is active, showing 'Employment Preferences' with instructions to specify work preferences. Under 'Location', a dropdown menu is set to 'Orange City'. Below this, there are 'Add to List' and 'Reset' buttons. A list of 'Location Preferences' shows 'Iowa City' with 'Levels: Iowa City' and a 'Remove' link. At the bottom, there are 'Save and Continue', 'Save as Draft', and 'Quit' buttons, and a 'Page 2 out of 2' indicator.

所选偏好项将显示
在此处

文件附件

将任何其他附件添加到您的职位档案

如果您没有任何附件，请按下“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, 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". It features a breadcrumb trail: Resume/CV Upload > Personal Information > Preferences > File Attachments > Review and Submit. Below the breadcrumb trail are buttons for "Save and Continue", "Save as Draft", and "Quit".

The "File Attachments" section is active. It includes instructions: "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." There is a "Choose File" button and a text input field containing "Transcript.docx". Below this is a "Comments about the file" text area and an "Attach" button.

There are two "Tips" sections: "Attaching files" (5120 kilobytes limit, 25 files max) and "Deleting files" (select file to delete). Below these is a table with columns: Resume/CV, File Name, Date, Comments, and Actions. The table currently shows "No files are attached."

A red arrow points to the "Save and Continue" button at the bottom of the "File Attachments" section, which is also circled in red.

At the bottom of the page, there is a footer with "JOBS | HELP | SITE MAP", the University of Iowa logo, and the copyright notice "© 2016 Jobs@UIOWA. All rights reserved."

审查并提交

请务必审查个人档案的所有信息再提交

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 shows a user profile for Jane Doe. The navigation bar includes "Job Search" and "My Jobpage". The main content area is titled "General Profile" and "Step 5 out of 5". A breadcrumb trail shows: Resume/CV Upload > Personal Information > Preferences > File Attachments > Review and Submit. Below this, there are buttons for "Submit", "Save as Draft", and "Quit".

The "Review and Submit" section contains the following text: "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 is a table of information:

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

A red circle highlights the "Edit" link next to "Personal Information". A red arrow points from a callout box to this link. The callout box contains the text: "如需更改，请按下 'Edit'" (If you need to change, please click "Edit").

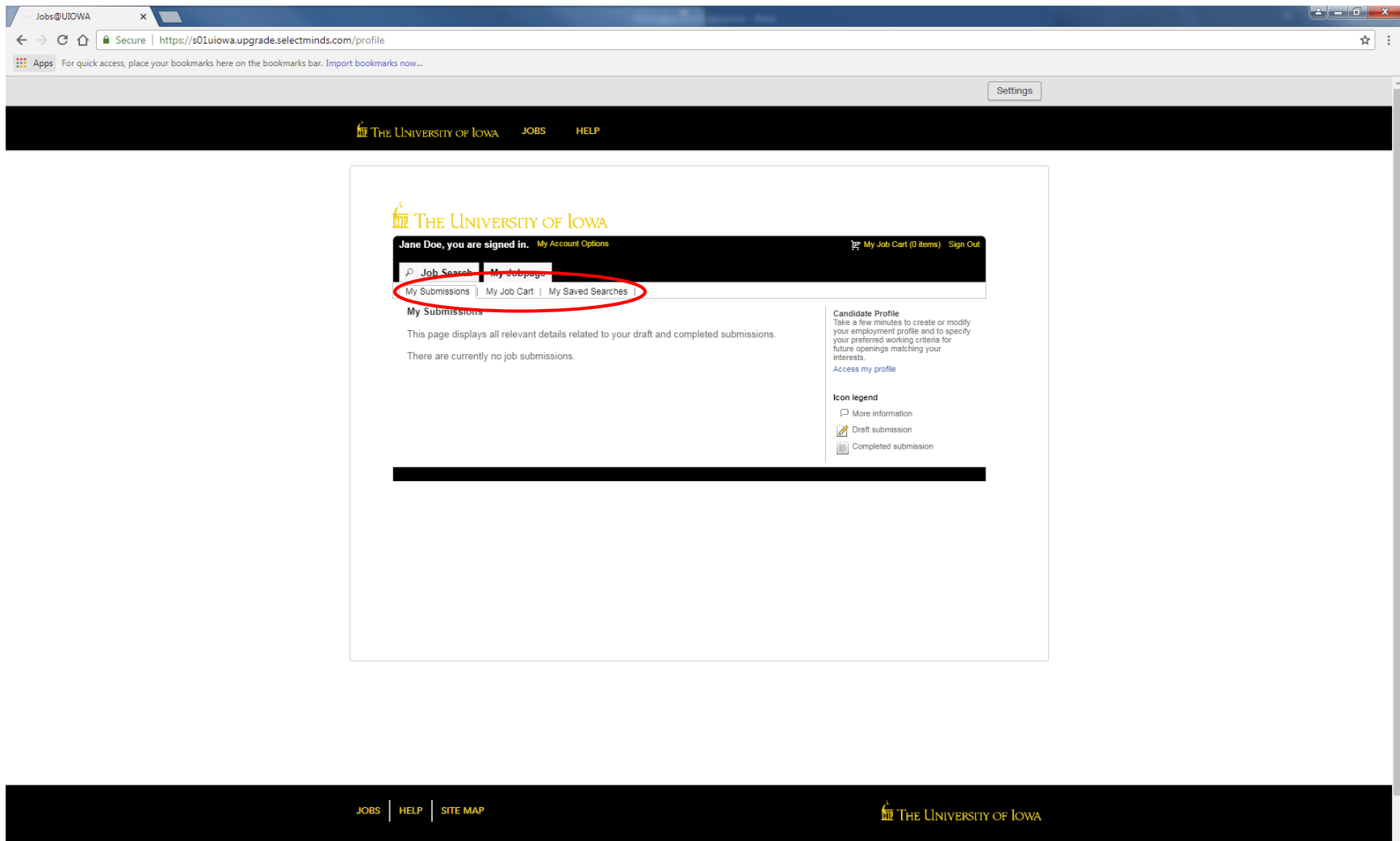
谢谢您

您的个人档案已创建，则可选择“View All Jobs”开始搜索爱荷华大学空缺职位

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page header includes 'THE UNIVERSITY OF IOWA', 'JOBS', and 'HELP'. The user is logged in as 'Jane Doe, you are signed in.' with options for 'My Account Options', 'My Job Cart (0 items)', and 'Sign Out'. Below the header, there are buttons for 'Job Search' and 'My Jobpage'. The main content area displays a 'Thank You' message: 'Process completed. You have successfully submitted your general candidate profile. You can review and update the information you provided each time you log in. We invite you to further explore the job openings available in our Career section.' A blue link labeled 'View All Jobs' is circled in red, and a red arrow points to it from the left. Below the message is a large black redacted area. The footer contains navigation links for 'JOBS', 'HELP', and 'SITE MAP', the University of Iowa logo, and copyright information: '© 2016 Jobs@UIOWA. All rights reserved.' and 'Human Resources | Privacy Policy | Non-Discrimination Statement | Federal EEO Rights | Campus Safety & Security | Contact Us'.

我的职位页面

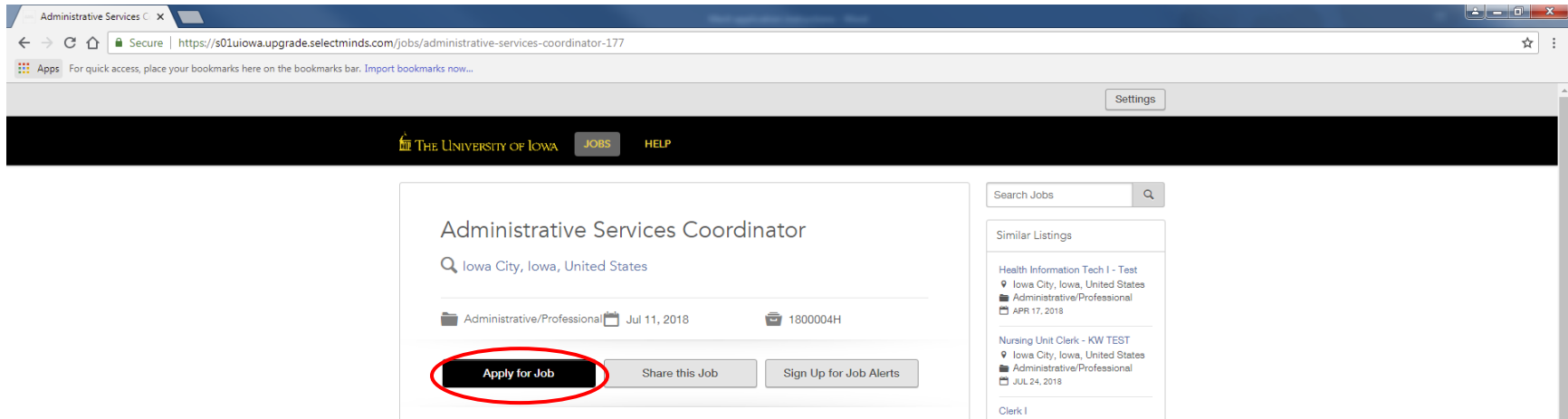
您可在此页面看到您申请的职位（“My Submissions”），JobCart 和收藏职位



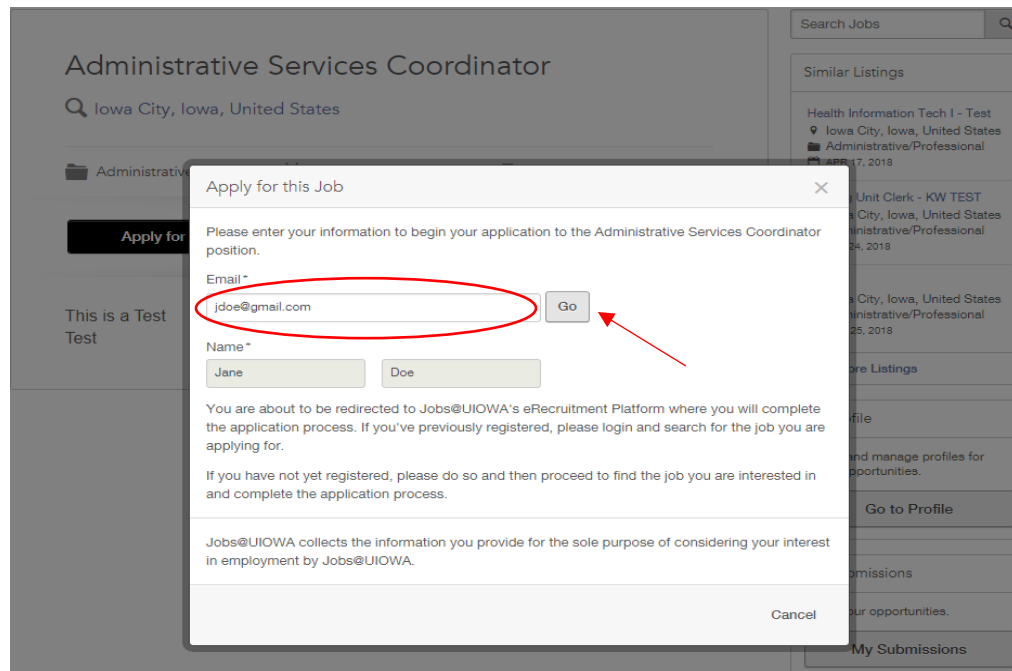
申请职位

申请职位

找到要申请的职位后，选择“Apply for Job”



使用您的电子邮件地址登录并按下“Go”



个人信息

系统会自动从您的一般个人档案中提取一些信息。

仔细检查所有信息是否填写正确，并填写任何缺失的信息。

此处显示您正在申请的职位

The screenshot shows a web-based application form. At the top, a black header bar contains the text 'Applying for: Administrative Services Coordinator (Job Number: 1800004H)' in red, with a red arrow pointing to it from the left. To the right of this text are 'Step 2 out of 10' and 'Print/Email'. Below the header is a navigation bar with tabs for 'Home/CV Upload', 'Personal Information', 'Experience & Credentials', 'General Questions', 'Job Specific Questions', 'File Attachments', 'Self Identification', and 'Disability Identification'. Below the navigation bar are 'Save and Continue' and 'Save as Draft' buttons. The main content area is titled 'Personal Information' and contains a 'Source Tracking' section with dropdown menus for 'Source Type' (Social Network) and 'Social Network' (LinkedIn). Below this is another 'Personal Information' section with various text and dropdown fields for name, address, city, zip, country, state, metropolitan area, phone, and email. At the bottom, there is a footer with a disclaimer about veterans' preference and 'Save and Continue' / 'Save as Draft' buttons.

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

Home/CV Upload Personal Information Experience & Credentials General Questions Job Specific Questions File Attachments Self Identification Disability 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

经历和证书

输入所有经历和证书。

注意 — 如果之前已上传，可能简历中包含一些信息

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

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

Save and Continue Save as Draft

Experience & Credentials

Education

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

Education 1

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

*Program: Business Administration Select Credit Hours: ?

*Education Level: Bachelor's Degree

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

[Remove Education](#)

Add Education

Work Experience

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

Work Experience 1

*Employer: Mediacom Current Job Select

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

Job Title: Receptionist

选择“Add Education”或“Add Work Experience”，添加更多教育背景或工作经历

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.

一般问题

回答以下问题

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](#)

具体职位问题*

在本部分中，请回答任何有关具体职位的问题。问题的内容可能因职位而异

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

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

Save and Continue | Save as Draft

Job Specific Questions

Questionnaire

Please answer the following questions as accurately as possible.

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

\$40,000/year

Negotiable in interview

Save and Continue | Save as Draft

* 注意 — 并非所有职位都会出现这一条

文件附件

选择“Choose File”，在此处添加其他文件（简历、求职信和推荐人等）作为附件。

要将其附加到您的应用程序，请确保在选定文件后按下“Attach”

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

Job Search My Jobpage

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

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

Save and Continue Save as Draft

File Attachments

Attachments

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

Select the file to attach

1 **Choose File** No file chosen

Comments about the file

2 **Attach**

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

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

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

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

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

Save and Continue Save as Draft

自我鉴定和伤残鉴定

此信息为自愿填写，即使选择不填写，也不会受到不利对待。

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

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

Save and Continue Save as Draft

Self Identification

Diversity

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

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

Protected veteran categories include the following:

Disabled Veteran:

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

1. Sex:

Female
 Male
 I do not wish to answer

2. Age: Are you age 40 or older?

Yes
 No
 I do not wish to answer

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

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

4. Race (select one or more):

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

Voluntary Self-Identification of Disability

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

Why are you being asked to complete this form?

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

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

How do I know if I have a disability?

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

Disabilities include, but are not limited to:

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

Please check one of the boxes below:

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

Your Name

Today's Date

Save and Continue Save as Draft

电子签名

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

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

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

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

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

eSignature

eSignature

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

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

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

I understand and agree that:

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

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

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

*Please enter your full name:

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

在此处为您的申请签字

审查并提交

请务必审查个人档案的所有信息再提交。按下“提交”后，即成功申请该职位。

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

Job Search My Jobpage

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

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

Submit Save as Draft

Review and Submit

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

Personal Information | Edit

Source Tracking

Source Type	Social Network
Source	LinkedIn

Personal Information

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

Experience & Credentials | Edit

Education

Institution	University of Iowa (UI) (Uiowa)
Highest Degree	Yes
Program	Business Administration
Credit Hours	
Education Level	Bachelor's Degree
Start Date	

eSignature | Edit

eSignature

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

Submit Save as Draft

您可在您的职位页面下查看任何已完成或草稿状态的已提交职位。

Jane Doe, you are signed in. [My Account Options](#)

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

[My Submissions](#) | [My Job Cart](#) | [My Saved Searches](#) |

My Submissions (1 job submissions found)

This page displays all relevant details related to your draft and completed submissions.

Submissions per page:
25 ▾

Draft Submissions

Custodian I - Full-time
Iowa City
Job Posting : Sep 12, 2018 – Job Number: 18000461
Job Status: Active (Accepting Job Submissions)
[Finish Draft Submission](#) | [Withdraw](#)

My Submissions - Page 1 of 1 Previous | 1 | Next

[Withdraw All Submissions](#)

要继续申请其他空缺职位，请单击“Job Search”，然后您将返回至空缺职位。