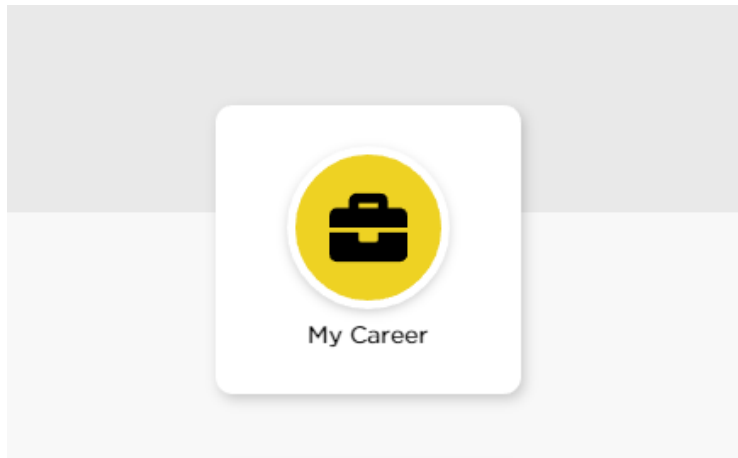
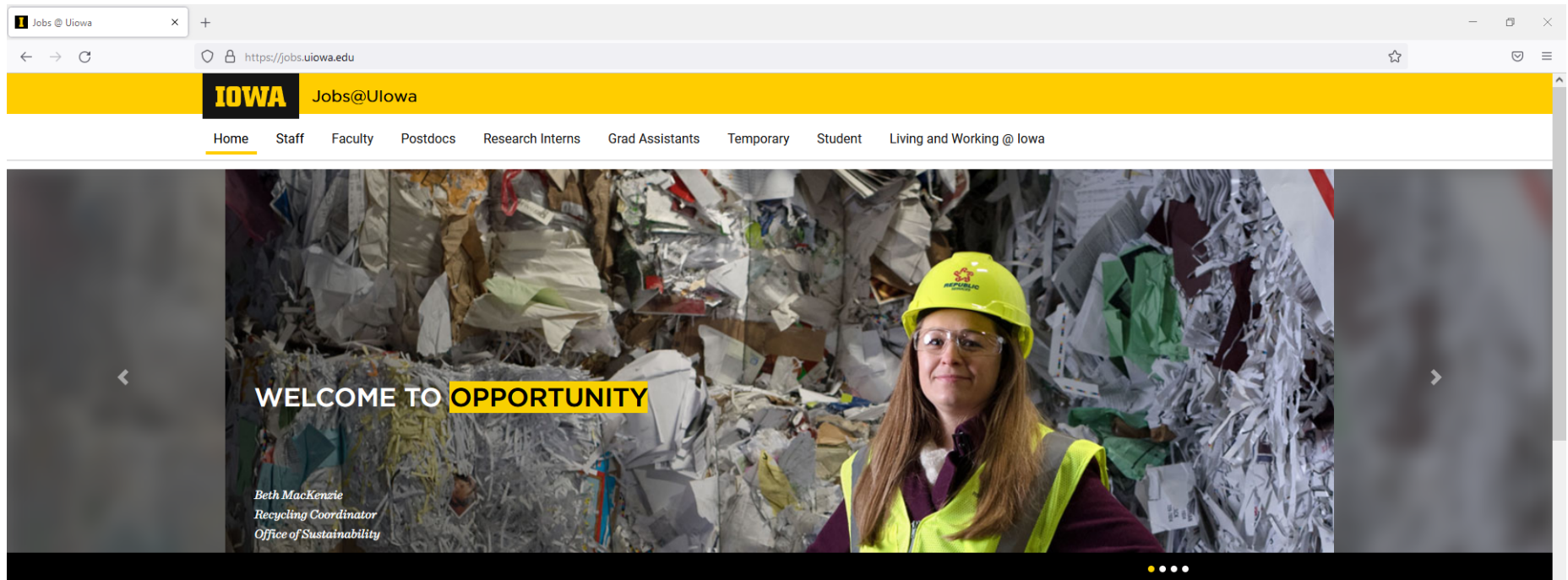


# 入門

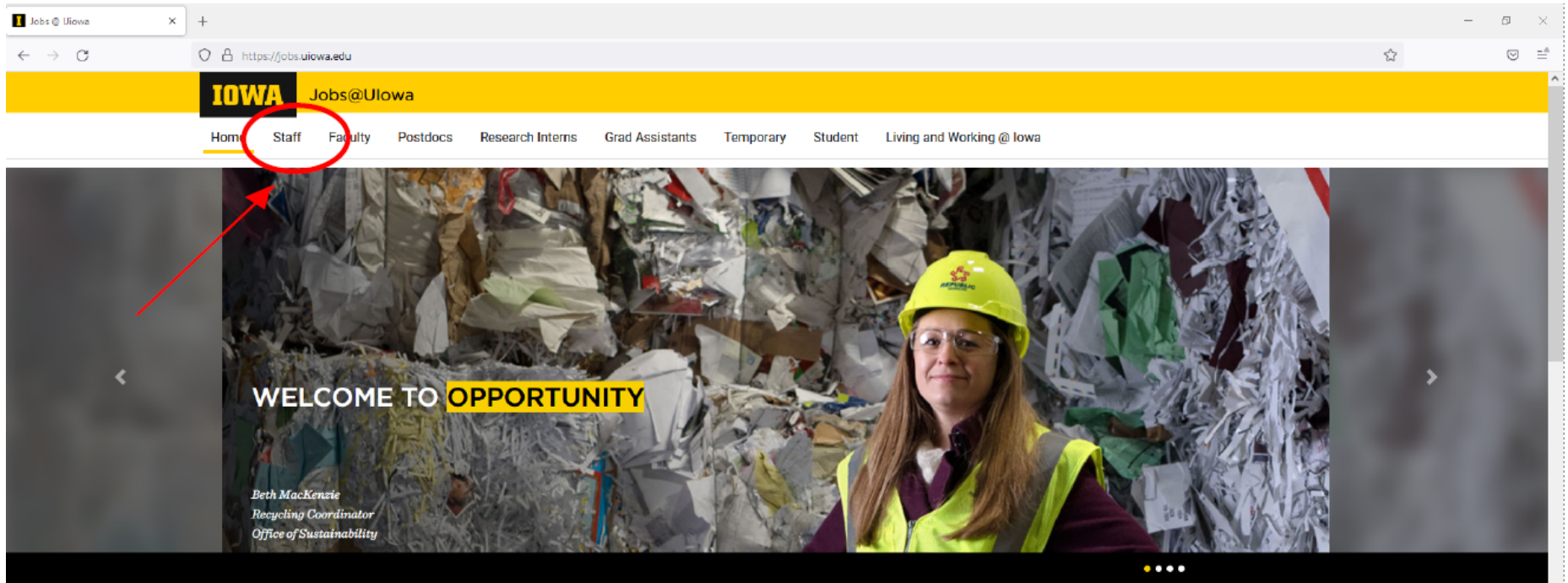
內部求職者 - 前往自助服務並在員工自助服務的「My Career」部分選擇「Apply for Job Opportunities」（然後前往本手冊第 16 頁）



外部求職者 - 前往 [jobs.uiowa.edu](https://jobs.uiowa.edu)



## 點選「Staff」查找職缺



# 登入您的帳戶或點選「Go to Profile」 建立帳戶

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

Find jobs by keyword All locations Search

## All jobs

All locations

Only show: 272 results

NEW New Jobs

**Location**

+ Add a location

**All** ✓

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

**Category**

+ Add a category

**All** ✓

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

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

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

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

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

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

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

**Previous Job Searches**

- All jobs
- All locations

**My Profile**

Create and manage profiles for future opportunities.

**Go to Profile**

**My Submissions**

Track your opportunities.

**My Submissions**

**DISCOVER THE BENEFITS OF LIVING & WORKING HERE**

**Are you a Military Veteran?**

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

# 隱私權協議

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

**Privacy Agreement**

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

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

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

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

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

At the bottom of the scrollable area, 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 navigation links for 'JOBS', 'HELP', and 'SITE MAP', along with the University of Iowa logo.

# 登入

使用目前的使用者名稱登入或註冊為新使用者  
(如果您已有個人資料, 請前往第 16 頁獲得進一步幫助)

The screenshot displays the login interface for the University of Iowa's job portal. At the top, the browser address bar shows the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page header includes the University of Iowa logo and navigation links for 'JOBS' and 'HELP'. A 'Settings' button is located in the top right corner. The main content area features a 'Welcome. You are not signed in.' message and a 'Job Search' input field. Below this is the 'Login' section, which instructs users to provide their user name and password. The 'User Name' and 'Password' fields are marked as mandatory with an asterisk. There are also links for 'Forgot your user name?' and 'Forgot your password?'. The 'Login' button is disabled, and the 'New User' button is circled in red with a red arrow pointing to it. To the right of the login fields, there is a 'Sign in with:' section with buttons for Google+ and Yahoo!. The footer contains 'JOBS | HELP | SITE MAP' and the University of Iowa logo.

# 新使用者註冊

步驟:

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

Jobs@UIOWA

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

Settings

THE UNIVERSITY OF IOWA JOBS HELP

Welcome. You are not signed in.

Job Search

**New User Registration**

Please take a few moments to register. You will need this information to access your account in the future.

Mandatory fields are marked with an asterisk

\*User Name  
jane-doe

\*Password  
\*\*\*\*\*

\*Re-enter Password  
\*\*\*\*\*

Email Address  
jane.doe@gmail.com

Re-enter Email Address  
jane.doe@gmail.com

or Sign in with:  
G+ YAHOO!

Register Cancel

記住您的使用者名稱及密碼這將是您存取帳戶的唯一途徑。

填寫所有資訊後按「Register」

JOBS | HELP | SITE MAP

THE UNIVERSITY OF IOWA

# 上傳履歷 / 簡歷

您可以使用多種方式匯入工作經驗：

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

The screenshot shows a web browser window displaying the 'Jobs@UIOWA' profile page. The page title is 'THE UNIVERSITY OF IOWA' and the user is signed in. The page is titled 'General Profile' and is 'Step 1 out of 5'. The main section is 'Resume/CV Upload' with a sub-section 'Profile Upload'. There are three numbered annotations on the left side of the page:

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

The page also includes a 'Save and Continue' button, a 'Save as Draft' button, and a 'Quit' button. The footer contains 'JOBS | HELP | SITE MAP' and 'THE UNIVERSITY OF IOWA' logo.



# 個人資訊

輸入所有必填的個人資訊及工作偏好

Jobs@UIOWA

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

Settings

THE UNIVERSITY OF IOWA JOBS HELP

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

Job Search My Jobpage

General Profile Step 2 out of 5 Print/Email

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

Save and Continue Save as Draft Save

**Personal Information**

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

\*Source Type  
Social Network

\*Social Network  
LinkedIn

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

\*First Name Jane Middle Name Last Name Doe

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

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

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

此進度列將告訴您個人資料的填寫進度



# 個人資訊 (續)...

選擇首選班次、職位等級、工作類型等。

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

- Primary Phone: 3191234567
- Email Address: jdoe@gmail.com
- Basic Profile Information**  
Indicate the employment preferences, conditions and interests in the fields below.
- Employee Status**  
 Regular
- Job Type**  
 Standard
- Shift**  
 Day Job  
 Evening Job  
 Night Job  
 On Call  
 Variable  
 Flex Time  
 Weekend  
 Rotating
- Job Level**  
 Entry Level  
 Individual Contributor  
 Team Leader  
 Manager  
 Director  
 Executive  
 Manager with Direct Reports  
 Manager without Direct Reports  
 Senior Executive
- Advance Notice: Not Specified
- Date of Availability: Sep 20, 2018
- Minimum Annual Salary: [Empty field]
- Currency: Not Specified
- Travel (Up to...): Not Specified

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

Red arrows point from the left margin to the "Shift" and "Job Level" sections of the form.

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

# 偏好

根據需要選擇偏好。找到相應的工作欄位，然後按「Add to List」

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page is titled "THE UNIVERSITY OF IOWA JOBS HELP". The user is logged in as "Jane Doe". The "General Profile" section is active, showing a progress bar for "Step 3 out of 5". The "Preferences" section is highlighted, and the "Add to List" button is circled in red. Below the "Add to List" button, there are two options: "Campus Services" and "Administrative/Professional".

選擇的偏好將顯示  
在此處

# 偏好 (續)...

在此頁面選擇您的地點偏好

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page is 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 'Location' dropdown menu set to 'Orange City'. Below the dropdown, there is an 'Add to List' button and a 'Reset' button. A list of 'Location Preferences' is shown, including 'Iowa City' with 'Levels: Iowa City' and a 'Remove' link. The page has 'Save and Continue', 'Save as Draft', and 'Quit' buttons at the bottom.

選擇的偏好將顯示  
在此處

# 檔案附件

為您的工作資料提供任何其他附件

如果您沒有任何附件，請按「Save and Continue」

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

# 檢查並提交

請務必在提交個人資料之前檢查所有資訊

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 shows a progress bar with steps: Resume/CV Upload, Personal Information, Preferences, File Attachments, and Review and Submit. The 'Review and Submit' section contains the following 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

A red circle highlights the 'Edit' link next to 'Personal Information'. A red arrow points from a text box on the right to this link.

如果您需要更改，請按「Edit」

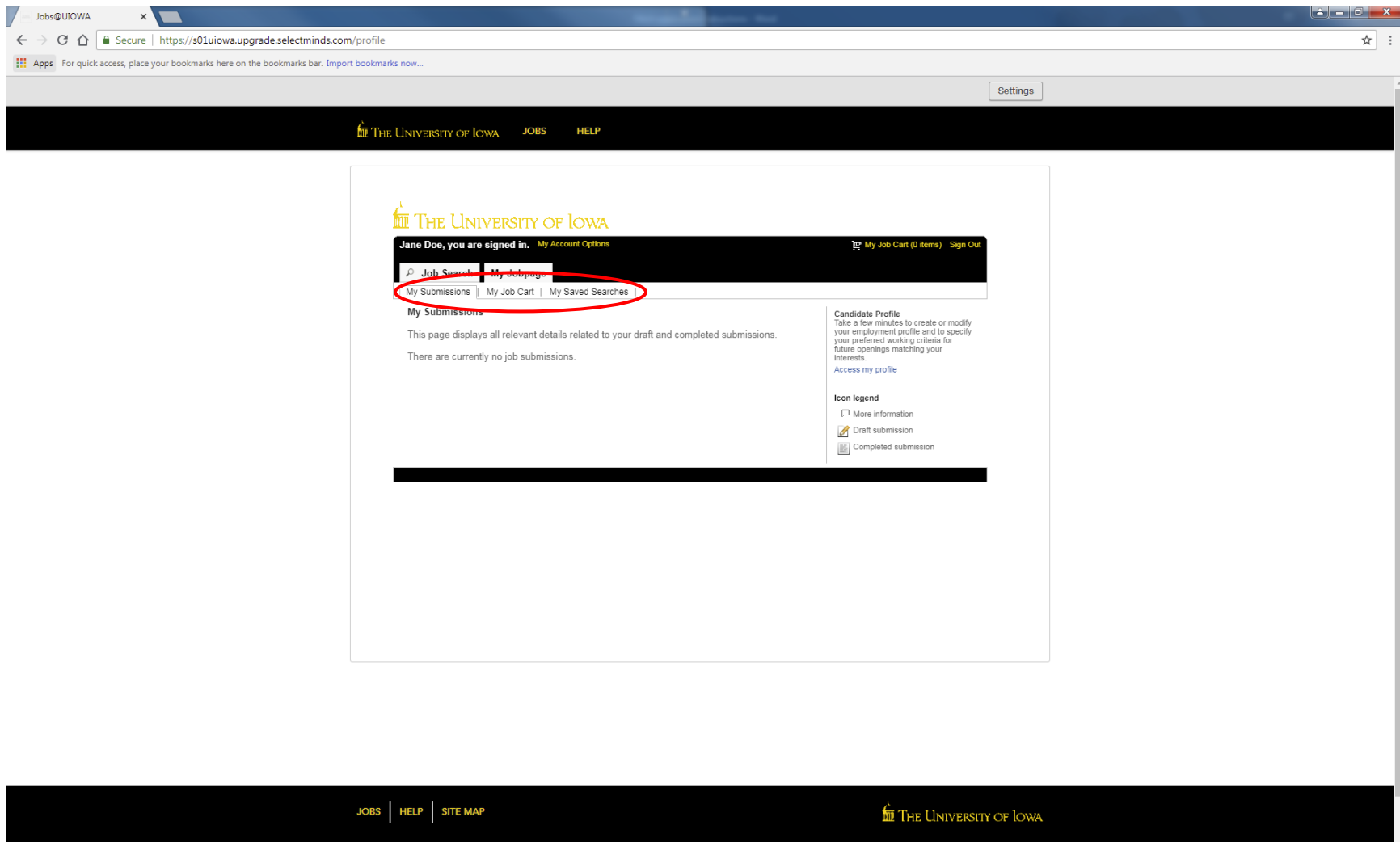
# 謝謝

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

The screenshot shows a web browser window with the URL <https://s01uiowa.upgrade.selectminds.com/profile>. The page header includes 'THE UNIVERSITY OF IOWA JOBS HELP'. The main content area features the university logo, a user login status 'Jane Doe, you are signed in.', and navigation links 'Job Search' and 'My Jobpage'. A 'Thank You' message states: 'Process completed. You have successfully submitted your general candidate profile. You can review and update the information you provided each time you log in. We invite you to further explore the job openings available in our Career section.' Below this message, the link 'View All Jobs' is circled in red, and a red arrow points to it from the left. The footer contains links for 'JOBS', 'HELP', and 'SITE MAP', along with copyright information and a list of links including 'Human Resources', 'Privacy Policy', 'Non-Discrimination Statement', 'Federal EEO Rights', 'Campus Safety & Security', and 'Contact Us'.

# 我的工作頁面

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

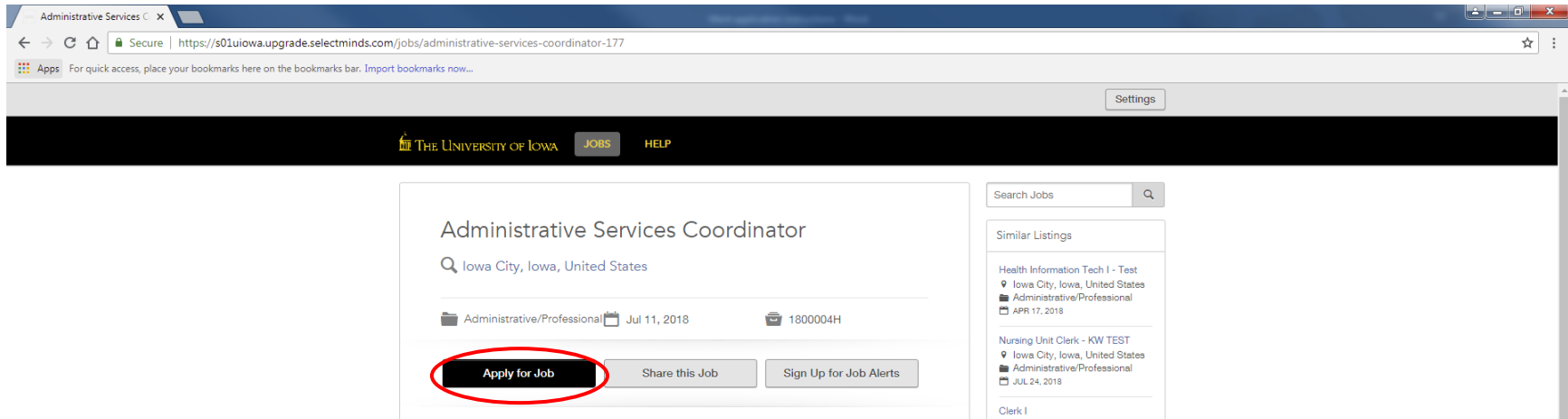




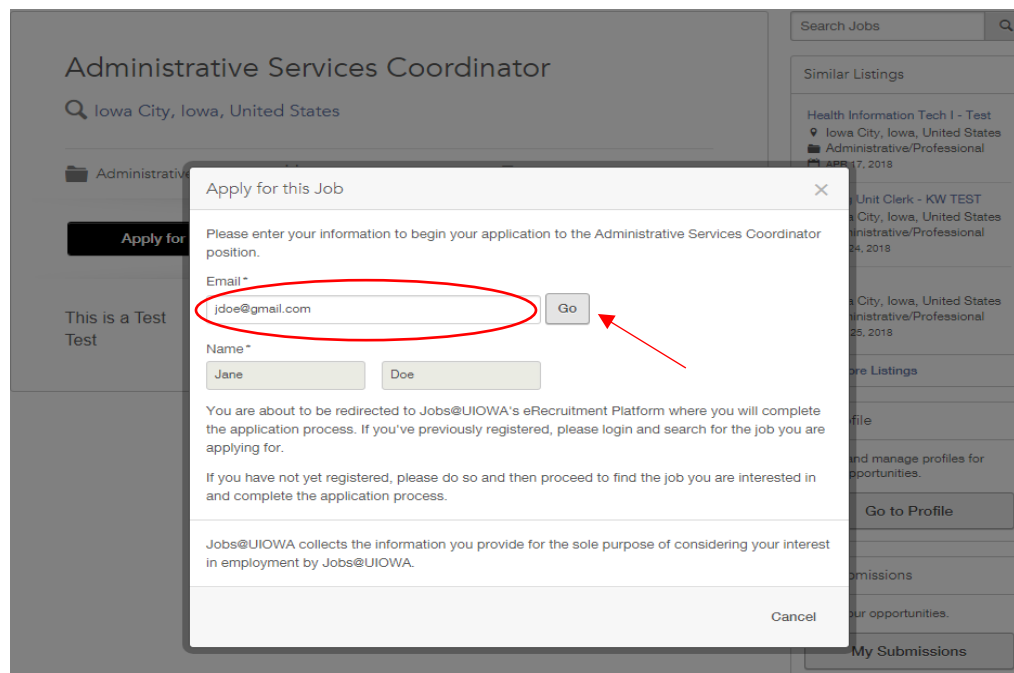
# 申請職位

# 申請職位

找到想要申請的職位後，選擇「Apply for Job」



使用您的電子郵件地址登入並按「Go」



# 個人資訊

將自動從您的一般個人資料中提取一些資訊。

仔細檢查一切是否正確並填寫缺少的資訊。

這顯示您申請的職位

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

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

Save and Continue Save as Draft

### Personal Information

**Source Tracking**  
Please indicate how you heard about this job.

\*Source Type  
Social Network

\*Social Network  
LinkedIn

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

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

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

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

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

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

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

Furlough/Reduction In Force Veterans Preference

Save and Continue Save as Draft

# 經驗與證書

輸入所有經驗與證書。

注意- 如果較早上傳，則部分資訊可能已填寫在簡歷中

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

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

Save and Continue Save as Draft

### Experience & Credentials

#### Education

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

**Education 1**

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

\*Program: Business Administration Select Credit Hours:  ?

\*Education Level: Bachelor's Degree

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

[Remove Education](#)

**Add Education**

#### Work Experience

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

**Work Experience 1**

\*Employer: Mediacom Select  Current Job

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

Job Title: Receptionist

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

**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.

# 一般問題

回答以下問題

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

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

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

## General Questions

### Questionnaire

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

\*1. Are you 18 or older?

Yes  
 No

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

Yes  
 No

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

Yes  
 No

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

Yes  
 No

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

## 工作特定問題\*

在本節中，回答詢問的任何特定工作問題。問題可能因工作而異

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

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

Save and Continue | Save as Draft

### Job Specific Questions

**Questionnaire**

Please answer the following questions as accurately as possible.

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

\$40,000/year

\*Negotiable in interview\*

Save and Continue | Save as Draft

\*注意 - 這可能不會顯示所有工作

# 檔案附件

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

要將其附加到您的申請書，請確保選擇檔案後按「Attach」

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

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

---

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

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

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

### File Attachments

**Attachments**

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

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	<a href="#">Delete</a>

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



# 自我證明及殘障證明

本資訊屬自願性質，如果您選擇不填寫也不會受到不利的對待。

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

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

Save and Continue Save as Draft

### Self Identification

#### Diversity

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

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

Protected veteran categories include the following:

Disabled Veteran:

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

1. Sex:

Female  
 Male  
 I do not wish to answer

2. Age: Are you age 40 or older?

Yes  
 No  
 I do not wish to answer

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

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

4. Race (select one or more):

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

### Voluntary Self-Identification of Disability

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

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

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

# 電子簽名

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.

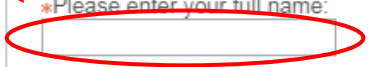
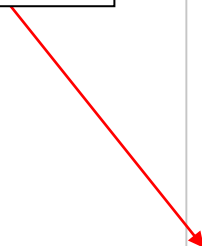
**Do Not E-Sign Until You Have Read The Above Statement.**

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

在此處簽署您的  
申請書



# 檢查並提交

請務必在提交個人資料之前檢查所有資訊。按提交後，即成功申請職位。

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

Job Search | My Jobpage

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

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

Submit | Save as Draft

### Review and Submit

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

**Personal Information | Edit**

**Source Tracking**

Source Type	Social Network
Source	LinkedIn

**Personal Information**

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

**Experience & Credentials | Edit**

**Education**

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

**Work Experience**

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

**eSignature | Edit**

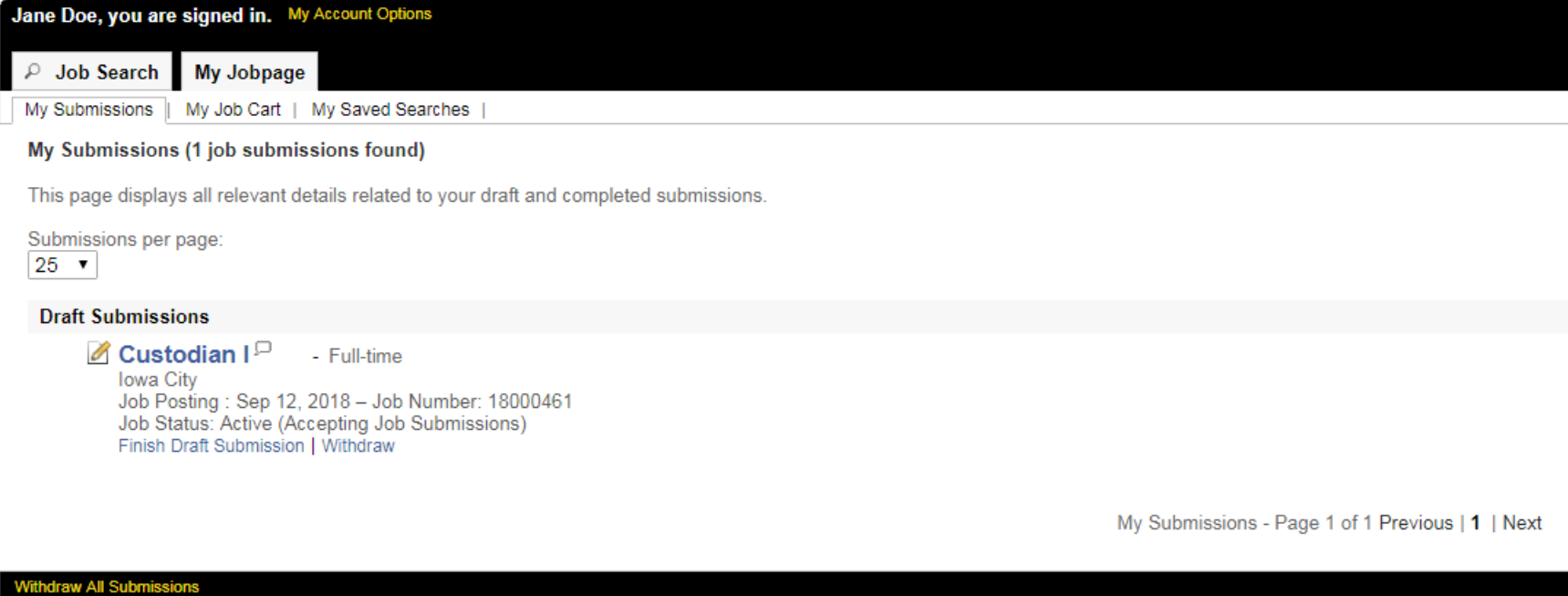
**eSignature**

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

Submit | Save as Draft

# 我的工作頁面

您可以在您的工作頁面下查看任何已完成的提交或草稿。



The screenshot displays a user interface for a job application system. At the top, a black navigation bar contains the text "Jane Doe, you are signed in. My Account Options" and two tabs: "Job Search" and "My Jobpage". Below the navigation bar, a breadcrumb trail shows "My Submissions | My Job Cart | 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, there is a "Submissions per page:" label and a dropdown menu set to "25". A section titled "Draft Submissions" lists a single entry: "Custodian I" with a pencil icon, followed by details: "Iowa City", "Job Posting : Sep 12, 2018 – Job Number: 18000461", "Job Status: Active (Accepting Job Submissions)", and "Finish Draft Submission | Withdraw". At the bottom right of the main 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 from the "My Submissions" link in the breadcrumb trail to the "Draft Submissions" section header and to the "Custodian I" job listing.

要繼續申請其他可用職位，請點選「Job Search」，然後您將返回職缺。