

## Apply for a Job Opening

**Instructions:** Please read the detailed job posting before applying for a job opening. It is important to read the job posting thoroughly and to review both the minimum and if applicable, preferred qualifications carefully. **Note: For Clerical, Maintenance and Protective Services\* positions, you must complete the UConn Application for Employment.** We cannot accept the *State of Connecticut Application for Examination or Employment (Form CT-HR-12)*.


### Helpful Links:

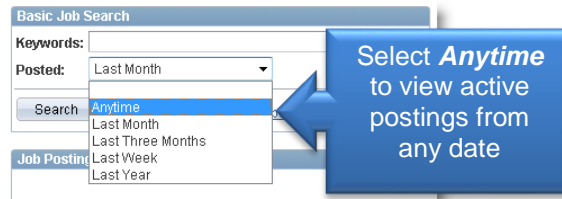
[UConn Application for Employment](#)

[Additional information](#) for applying is available online

[Guide for Clerical, Maintenance and Protective Services Jobs](#)




\*To apply for UConn Police Officer positions, please refer to the [Police Department's website](#)



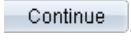



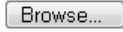
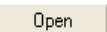

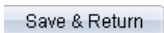

<b>Step 1</b>	Navigate to UConn Jobs site at <a href="http://www.jobs.uconn.edu">www.jobs.uconn.edu</a> and select <b>Faculty Positions</b> or <b>Staff Positions</b> .
<b>Step 2</b>	Type criteria in the <b>Keywords</b> field for a Basic Search.  <b>Note:</b> The <i>Basic Search</i> is to search keywords within the <i>Job Title</i> field for postings. To search keywords for other components of the postings (e.g. Department, skills, etc.), utilize the <i>Advanced Search</i> feature.
<b>Step 3</b>	Select the duration of posting results (e.g. postings within the last month, three months, anytime, etc.).
<b>Step 4</b>	Click  .




**Tip:** Use Advanced Search to search criteria in all fields of the position postings. Type and/or select all relevant options to filter your results.



<p><b><u>Step 5</u></b></p>	<p>Click the <i>Job Title</i> link and review the posting description, qualifications, and how to apply.</p> <p><b>Note:</b> Candidates not submitting a completed UConn Application and if applicable, other required application material(s) will be excluded from the application process. Once an application is submitted in the system, changes CANNOT be made.</p> <p>In order to be considered further in the application process, this application must be completed in its entirety, including specific dates (MONTH, DAY and YEAR) in the work experience section. A resume may be attached, but cannot substitute for completing the application. A link to the application is available in the job posting and at the top of this document.</p>
<p><b><u>Step 6</u></b></p>	<p>Click <b>Apply Now</b>.</p>
<p><b><u>Step 7</u></b></p>	<p>Login with User Name and Password (go to Step # 10)</p> <p>Or</p> <p>Click <b>Register Now</b> to create a new account.</p> <div data-bbox="349 842 1503 957" style="background-color: #ffffcc; padding: 5px;">  <p><b>Important:</b> An asterisk (*) preceding a field name indicates that it is a required field which must have a valid entry. If data is invalid or missing from the required fields, an error message will display with a list of fields that need to be corrected.</p> </div>
<p><b><u>Step 8</u></b></p>	<p>Type a unique <b>User Name</b> and <b>Password</b>. Retype password to confirm. Click <input type="button" value="Register"/>.</p> <div data-bbox="349 1073 1503 1182" style="background-color: #ffffcc; padding: 5px;">  <p><b>Tip:</b> Keep your user name and password in a location you can refer to. Not only can you apply for UConn positions by logging in, you can also update your profile/contact information and track your submitted applications.</p> </div>
<p><b><u>Step 9</u></b></p>	<p>Click <a href="#">My Profile</a> and enter contact information.</p>
<p><b><u>Step 10</u></b></p>	<p>Select <b>Upload a new resume</b> to attach a resume and click <input type="button" value="Continue"/>.</p> <p><b>OR:</b></p> <p>Applicants not uploading a resume, select <b>Apply without using a resume</b> and click <input type="button" value="Continue"/> (For Clerical, Maintenance and Protective Services* openings only). Skip to Step 14.</p>
<p><b><u>Step 11</u></b></p>	<p>Click <input type="button" value="Browse..."/> to locate and select the file to attach.</p>
<p><b><u>Step 12</u></b></p>	<p>Select the file and click <input type="button" value="Open"/>.</p>
<p><b><u>Step 13</u></b></p>	<p>Click <input type="button" value="Upload"/>.</p>
<p><b><u>Step 14</u></b></p>	<p>Update Resume Title field (if prompted).</p> <div data-bbox="349 1730 1503 1856" style="background-color: #ffffcc; padding: 5px;">  <p><b>Important:</b> Each time you post the same file, the system may require a unique name for the file. The file does not need to be reattached; simply change the name in the <i>Resume Title</i> field.</p> </div>

<b><u>Step 15</u></b>	<p>Click <a href="#">View Attachment</a> to view the attachment and confirm the intended file is attached.</p> <p> <b>Tip:</b> The attachment will open in a separate window. View the attachment and click  at the top of the new window to close the attachment. Be sure to close the new window and not the Careers window as you will lose the information entered. Individual PC settings may require you to hold the <b>Ctrl</b> key on the keyboard while clicking on <a href="#">View Attachment</a>. Continue to hold the <b>Ctrl</b> key until the document opens.</p>
<b><u>Step 16</u></b>	<p>Click .</p> <p> <b>Note:</b> The option for additional attachments will be available on the <b>Complete Application</b> page.</p>
<b><u>Step 17</u></b>	<p>Click  to add additional documents related to the application.</p>
<b><u>Step 18</u></b>	<p>Select the <b>Attachment Type</b></p> <p> <b>Note:</b> For Clerical, Maintenance and Protective Services* job openings only, the <b>UConn Application for Employment</b> Attachment Type must be selected with completed application form attached.</p>
<b><u>Step 19</u></b>	<p>Click <a href="#">Add Attachment</a>.</p>
<b><u>Step 20</u></b>	<p>Click  to locate and select the file to attach.</p>
<b><u>Step 21</u></b>	<p>Select the file and click .</p>
<b><u>Step 22</u></b>	<p>Click .</p>
<b><u>Step 23</u></b>	<p>Click file link to view the attachment.</p>
<b><u>Step 24</u></b>	<p>Click . Add additional attachments as needed by repeating <i>Steps 17-23</i>.</p>
<b><u>Step 25</u></b>	<p>Select the referral source in the field: <b>How did you learn of the job</b>. If 'Other', please type source name in <b>Subsource</b> field.</p>
<b><u>Step 26</u></b>	<p>Click <b>Submit</b>.</p>
<b><u>Step 27</u></b>	<p>Click <b>OK</b>.</p> <p> <b>Note:</b> You are required to read the terms and confirm acceptance. Continue to the end and agree to terms, or the application will remain in Draft status. Draft applications are not submitted to the hiring department and not considered for review.</p>
<b><u>Step 28</u></b>	<p>Review and enter the voluntary <b>Self-Identify Disability</b> selections, and click <b>Continue</b>.</p>
<b><u>Step 29</u></b>	<p>Review and enter the voluntary <b>Self-Identify Veteran</b> selections, and click <b>Continue</b>.</p>
<b><u>Step 30</u></b>	<p>Review and enter the voluntary <b>Self Identification Details</b> selections.</p>
<b><u>Step 31</u></b>	<p>Read the <b>Terms and Agreements</b>.</p>

<p><b><u>Step 32</u></b></p>	<p>Click <b>I agree to these terms.</b></p> <div style="border: 1px solid yellow; padding: 5px;">  <p><b>Note:</b> I agree to the terms must be submitted or the application will remain in Draft status. Draft applications are not submitted to the hiring department and not considered for review.</p> </div>
<p><b><u>Step 33</u></b></p>	<p>Click <b>Submit.</b></p>
<p><b><u>Completion</u></b></p>	<p>System will display the confirmation page with message: <b><i>You have successfully submitted your job application.</i></b> A confirmation email is sent to the email address provided in your profile. Confirmation emails provide helpful information and links.</p> <p>For more information on Frequently Asked Questions and Best Practices, visit the website at:  <a href="http://hr.uconn.edu/careers-site-help-documentation/">http://hr.uconn.edu/careers-site-help-documentation/</a></p>