

Guide to Clerical, Maintenance and Protective Service* Job Postings at the University of Connecticut

(For all other job postings, please follow the application procedure provided within each job posting.)

In keeping with our commitment to build a culturally diverse community, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

1. Notification of Job Postings

Clerical, Maintenance and Protective Service* Job Postings are updated every Friday and may be accessed the following way:

- View the Department of Human Resources Web Site at [UConn Job Postings](#) and click on “Staff Positions”.

Note: Many local libraries and job service centers provide internet access free of charge. For a list of Connecticut Department of Labor Job Centers, please click on the following: [American Job Centers](#).

2. Reviewing Job Postings

It is important to read the job posting thoroughly and to review both the minimum and if applicable, preferred qualifications carefully. In order to be considered in the application process, you **must** meet the following criteria as stated in the job posting:

- Experience requirements
- Minimum qualifications
- State of Connecticut examination test score, if applicable
- License requirements, if applicable

3. Accessing a UConn Application for Employment

You **must** complete a [UConn Application for Employment](#). We cannot accept the State of Connecticut CT-HR-12 -Application for Examination/Employment.

4. Completing the UConn Application for Employment

It is **important** to first save the blank application before entering data into the fillable form. Once it is completed in its entirety, resave it again, then upload the completed application as the UConn Application attachment to the job posting(s) you are applying to.

Candidates not submitting a completed UConn Application and if applicable, other required application material(s) will be excluded from the application process.

For step-by-step instructions on how to register and submit your application, please click on the following: [Application for Clerical, Maintenance and Protective Services Positions](#)

Note: Each time you apply for a job posting, you will need to resave the application with a new name. It is recommended to save it by the job posting number and your last name. (e.g. 2016001-Smith)

Additional Items to Remember:

- Under the work history section, for each position, please provide the start and end dates, indicate if the position was full or part-time, and provide the number of hours worked per week.
- Please ensure that all relevant experience and qualifications are indicated on the application.
- Applications must be submitted **before** the closing date listed in the ad copy. Once the position has closed, there will not be an opportunity to apply or submit additional material.
- A resume may be included with your application but **cannot** replace the UConn Application for Employment.
- If submitting a cover letter, include the seven digit job posting number.
- Positions requiring a specific license should have a license that has not expired.
- Advertised positions needing a State of Connecticut examination test score require the applicant to have an active test score **or** currently be in the title **or** have held previous status in the title. **If you require the exam score in order to apply, a copy of the DAS letter, showing you have passed the exam, must be uploaded with your application and attached to the search.**

(State of Connecticut examinations are administered through the Department of Administrative Services State Recruiting and Testing Center. Exam announcements may be viewed on their website: [Statewide Examinations](#). You are encouraged to create a [BizNet](#) account to be notified when new State examinations are announced and to track the active exams you have taken with the current expiration date.)

5. What To Expect After Submitting Your Application

After the closing date of the job posting, the hiring department will review the applications of qualified applicants. Positions requiring an exam score will be pre-screened by the Department of Human Resources to verify an active exam score. The hiring department will contact applicants directly to schedule interviews. Reviewing applications and scheduling interviews may take several weeks after the closing date of the position.

If you receive a call for an interview, please write down the date, time and location for the interview as well as a contact name and telephone number.

Once the top candidate is selected and the proper documentation is submitted by the hiring department, the official job offer is made by the Department of Human Resources and is contingent on the successful completion of a pre-employment physical and/or a background check.

If you have any questions, please contact the Department of Human Resources at 860-486-3034 or e-mail us at HR@uconn.edu.

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