

Apply for a UChicago Job


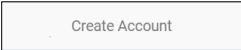
External Applicants

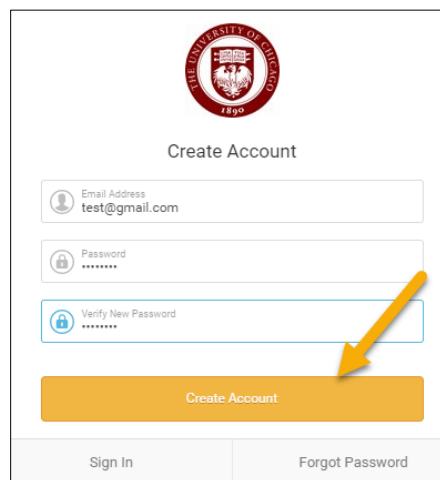
Quick Reference Guide

Steps to Apply for a UChicago Job:

First Time Applicants:

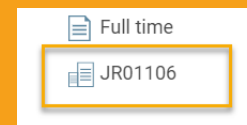
1. Create a profile.

- a. [Click here](#) to go to the UChicago External Career site
- b. Select Sign In  at the top right corner.
- c. Select Create Account 
 - i. Type your most current email address
 - ii. Enter password
A password must include the following:
Eight characters, contain at least one special character, one capital letter and a number.
 - iii. Re-enter password
 - iv. Select Create Account



Keep in Mind

- Your E-mail address is your profile ID. This cannot be changed and it is tied to each of the positions to which you apply. Recruiters of each position will communicate through this e-mail address.
- For ease of reference in the future, Note the job requisition number. Located at the top right corner of each job description. Each starts with JRXXXXX.



Information Needed

- Updated resume.
- Additional documents may be required, depending on the application requirements documented on the job requisition.
- Key words to search for positions.

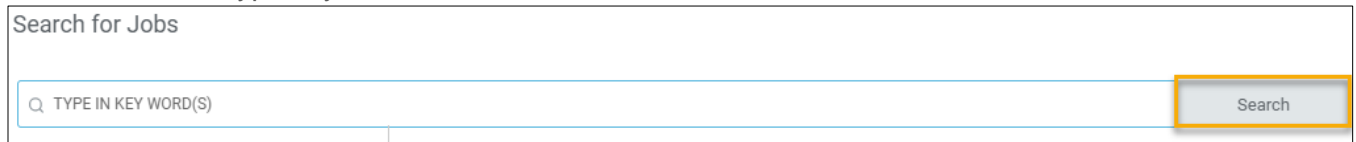
NOTE: Returning applicants- sign into your account. Select **Sign In** at the top right corner.
Forgot Password? Select **Forgot Password**, from the **Sign In** page and follow the prompts.

2. Search for position.

There are two ways to search for a position.

a. Search by keywords:

i. Type in your search criteria in the search bar. Select Search.

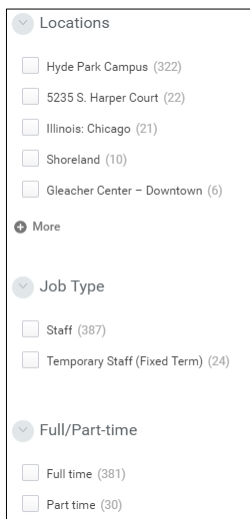


Search for Jobs

Q TYPE IN KEY WORD(S) Search

b. Search by filters

i. Using the filters (Location, Job Type, and/or Full/Part time) on the left, select the criteria. The results will automatically populate.



Locations

- Hyde Park Campus (322)
- 5235 S. Harper Court (22)
- Illinois: Chicago (21)
- Shoreland (10)
- Gleacher Center - Downtown (6)
- More

Job Type

- Staff (387)
- Temporary Staff (Fixed Term) (24)

Full/Part-time

- Full time (381)
- Part time (30)

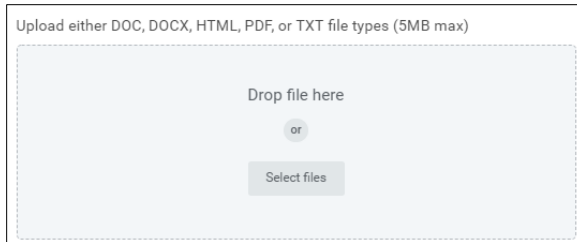
3. Click on the title of the position.

4. Select apply.

The system will bring you to a guided application process, which is divided into multiple sections.

Quick Apply: allows you to upload your resume which will parse information into the appropriate job application fields to help expedite the application process.

- a. Upload your resume. The resume format type must be DOC, DOCX, HTML, PDF, or TXT file. The file should not exceed 5MB.

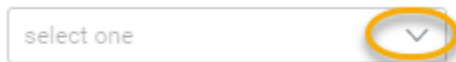


- b. Select



My Information

- c. Review and edit each field to confirm accuracy.
Note: Be sure to use your full legal name on your job application
- d. Using the drop down menu, answer the last question, "How did you hear about Us?"

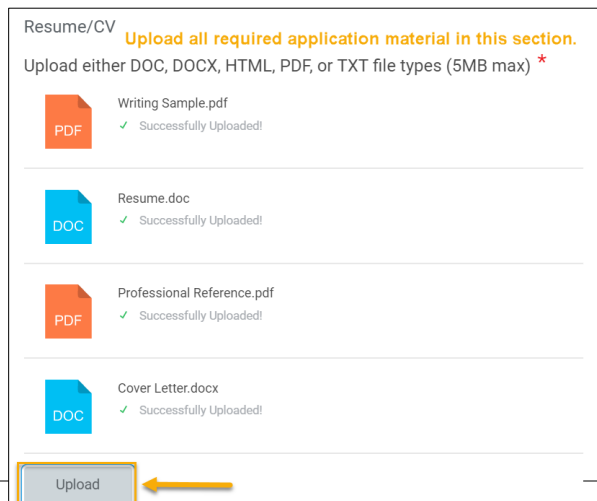


- e. Select



My Experience

- f. Review and edit each section: **Work Experience, Education, Skills, and Languages** to confirm accuracy.
- g. In the **Resume/CV** section, upload *ALL* required application materials (i.e. cover letter, writing sample, etc.) listed in "required documents" section of the job description.
 - i. Select Upload to upload each additional required document. Continue to select upload until all documents have been uploaded.



h. In the **Websites** section, select Add. Type the relevant websites in the http:// format. (if applicable)

i. Select 

Application

j. Answer each question. For each question, use the drop down menu to select your response.



NOTE: When selecting “yes” at “Did you review the job description to confirm that all relevant documentation has been attached? Please confirm prior to submitting your application”, this confirmation states that you have uploaded all required documents listed in the job description in the **Resume/CV** section of the **My Experience** page.

If changes need to be made, select the Back button to bring you to the My Experience page and upload all required documents in the Resume/CV section.

k. Select 

Voluntary Disclosures

l. Review Personal Data Statement

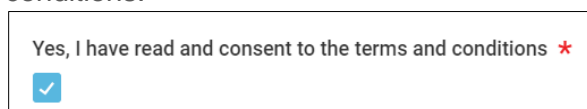
m. Respond to each question



NOTE: Responding to the questions is entirely voluntary.

n. Review Terms and Conditions

i. Select the check box to confirm that you have read and consent to the terms and conditions.



o. Select 

Self Identify

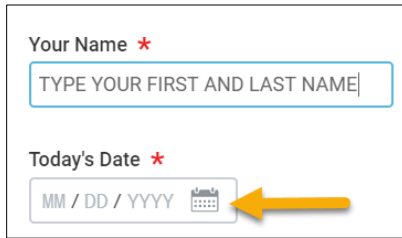
p. Select language preference. Use the drop down menu to select Spanish. The system defaults to English.



q. Check the box to identify if you have a disability



r. Type your name, in **Your Name** field.

s. Using the calendar prompt, enter today's date



Your Name *

Today's Date *

t. Select Next



Review

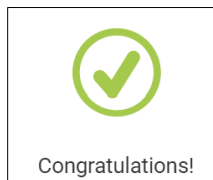
- u. Review each section to confirm accuracy.
- v. Ensure that all required documents are listed under the Resume/CV section.
- w. If there is an error, select the Back button to make the correction.



x. If all information is correct and all documents have been uploaded, select submit.


Confirmation

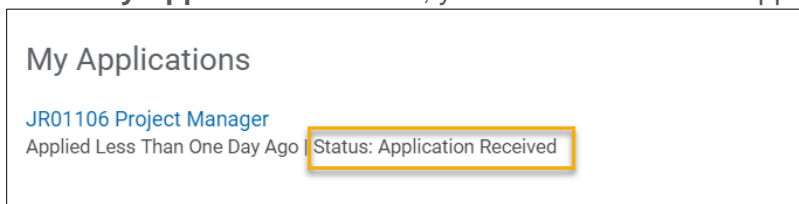
- y. Once submitted, a “Congratulations” message pops up to confirm the application has been submitted.



After submitting your application


5. Tracking your application

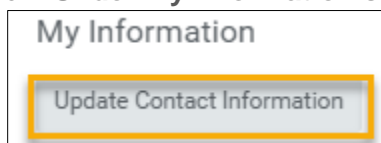
- a. Return to the external job board site, select the  on the top right corner to log-in and view your profile.
- b. **Under My Applications** section, you can view the list of applications submitted.




- i. Here you will see the following status updates:
 1. **When you applied:** Application Received
 2. **When the application is being reviewed:** Application Received
 3. **When the position has been filled or closed:**
 - a. Not Selected (*if applicant is not hired*) or
 - b. Hired (*if the applicant is hired*)
 4. **When the recruiter chose another candidate:** Not Selected
 5. **When an offer has been extended:** Offer


6. Updating your profile.

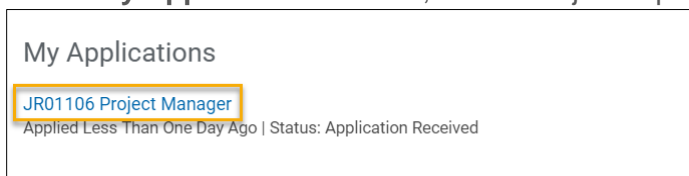
- a. Return to the external job board site, select the  on the top right corner to log-in
- b. Select the cloud at the top right corner.
- c. Select View Profile
- d. **Under My Information** section, select Update Contact Information.



- e. Update information
- f. Select 

7. Withdrawing your application

- a. Return to the external job board site, select the  on the top right corner to log-in and view your profile.
- b. **Under My Applications** section, select the job requisition



- c. Select 