Talent Applicant Guide

Current UArizona Employees

TABLE OF CONTENTS

Rev. 4/22/2021

INTRODUCTION

This guide directs current University of Arizona employees on how to apply for a position using the University of Arizona's internal applicant portal.

The internal applicant portal allows you to view and apply to both positions that are open to the public and positions that are only available to current University of Arizona employees.

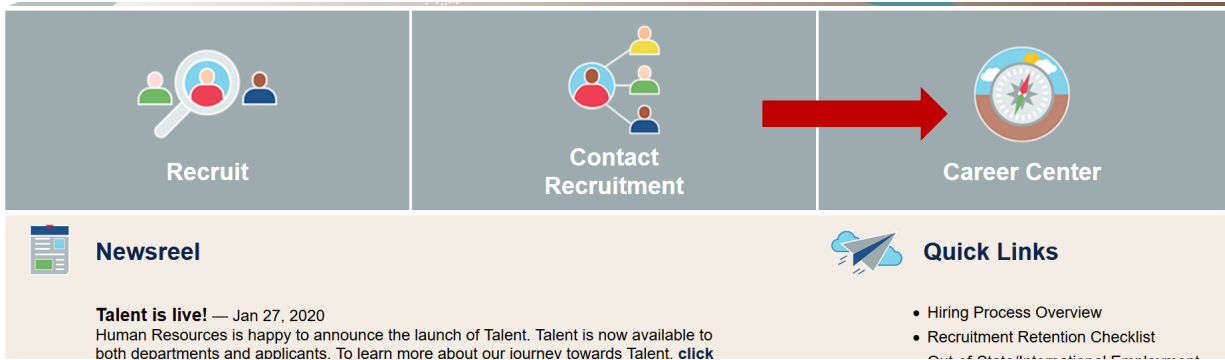## 1. ACCESSING THE APPLICANT PORTAL

To access the University of Arizona's internal applicant portal, copy and paste the following URL into your browser (or click on the URL).

talent.arizona.edu/hr

Log in with your NetID. You will be redirected to an internal welcome page.

Scroll down and click on the **Career Center** tile.

You will be redirected to the internal applicant portal.

2. YOUR APPLICANT PROFILE

All current UArizona employees will automatically have an applicant profile on the University of Arizona's internal applicant portal. An applicant profile allows you to save applications, receive status updates and interview information, save your information for future applications, and much more!

2.1 PASSWORD RESET

All current UArizona employees access the internal applicant portal via their NetID. If you are having trouble with your NetID, please contact 24/7 IT Support at (520) 626-TECH (8324).
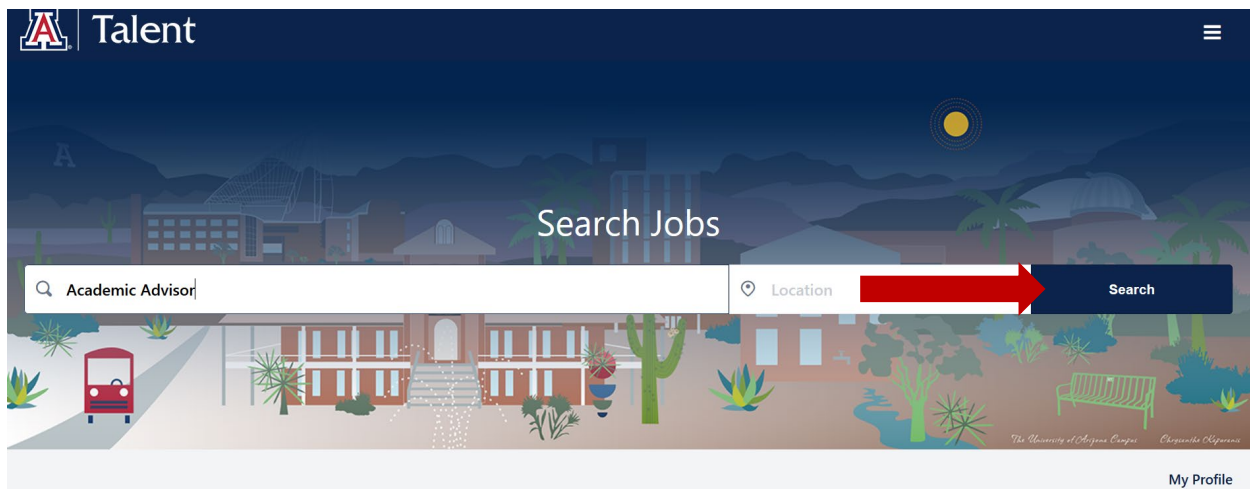
3. SEARCHING FOR AVAILABLE POSITIONS

The University of Arizona's applicant portal allows you to search for all available positions at the University of Arizona through the primary search engine.
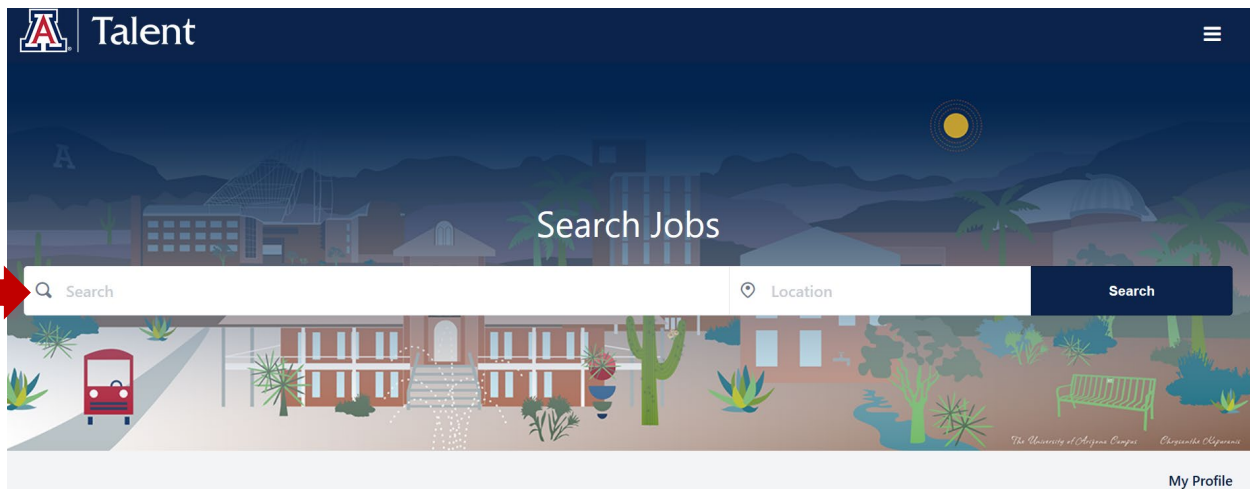
The primary search engine allows you to search for positions by job title, keywords and/or locations.

After you have entered your value(s) into the primary search engine, click **Search** to retrieve all available positions that meet your criteria.

Example of Searching for Positions by Job Title

The primary search engine can be used to search for specific job titles. For example, you can search for the job title of "Academic Advisor".
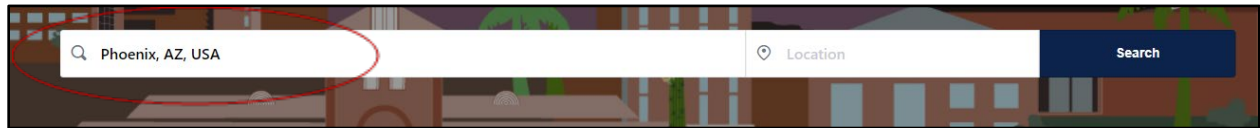
Rev. 4/22/2021

Then click **Search** to retrieve all available positions that meet your criteria.

Example of Searching for Positions by Location

The primary search engine can also be used to search for positions by specific location. Within the primary search engine, you can enter the desired location in either the left or right field.

For example, you can search for "Phoenix, AZ, USA" using the field on the left:

OR

You can use the field on the right:

Then click **Search** to retrieve all available positions that meet your criteria.

Example of Searching for Full Time/Part Time Positions

The primary search engine can also be used to search for part time or full time positions. To filter by "part time" or "full time" positions, you can enter either "part time" or "full time" in your search box.

Then click **Search** to retrieve all available positions that meet your criteria.

Rev. 4/22/2021

3.1 POSITION DETAIL'S TERMINOLOGY

The following table includes common terminology used within the position details along with their definitions.

Terminology:	Definition:
Posting Number	A **Posting Number** (i.e., requisition number) is a unique number that is assigned to each job posting.
Position Highlights	The **Position Highlights** field provides a brief general summary of the position.
Duties & Responsibilities Field	The **Duties & Responsibilities** field provides a more detailed outline of the position and what duties it encompasses.
Minimum Qualifications	The **Minimum Qualifications** field reflects the qualifications that need to be met by an applicant in order to be considered for the position.
Preferred Qualifications	The **Preferred Qualifications** field reflects the qualifications a hiring department prefers that an applicant possess. These qualifications are not required to be considered for the position.
Benefits Eligible	The **Benefits Eligible** field provides information on the type of benefit package that the position offers. For more information about benefits packages, please click here. You may also contact our HR Solutions team via email at hrsolutions@email.arizona.edu or via phone 520-621-3660.
Posted Rate of Pay	The **Posted Rate of Pay** field reflects the pay the hiring department is offering for the position.
Contact Information for Candidates	The **Contact Information for Candidates** field provides a direct contact to the hiring department. This contact can provide more detailed information about the position and your application status.
Special Instructions to Applicant	The **Special Instructions to Applicant** field contains important instructions from the department related to the application process that

	the applicant should be aware of. It is important to review any information in this field before clicking the **Apply** button.
FLSA (Fair Labor Standards Act)	This field displays exempt, nonexempt, agricultural exemption, or to be determined. Exempt status is used for salaried positions while nonexempt/agricultural exemption is used for hourly positions.
Work Calendar	The **Work Calendar** field will display whether the position is fiscal or academic. A fiscal employee works on a 12-month calendar schedule while an academic employee works on a 9-month calendar schedule.
Tenure	The **Tenure** field explains the type of tenure offered by the position.
Job Family	The **Job Family** field displays the position's job family. Click here to learn more about job families.
Job Function	The **Job Function** field displays the position's job function. Click here to learn more about job functions.
Career Stream & Level	This field provides information about the position's career stream and level. To learn more about career streams and levels, click here.

4. APPLYING FOR POSITION

When you apply to a position through the University of Arizona's applicant portal, you will be directly submitting your application materials to the hiring department. This section will guide you through completing an application.

4.1 STARTING THE APPLICATION PROCESS

Step One: Find a position that you are interested in. Next, click on the position's **job title**.

Rev. 4/22/2021

Academic Advising Professional I
United States
12/3/2019

The website will redirect you to the position details:

Academic Advising Professional I
Tucson, AZ, United States | req130

Apply Now

‹ Back to Search

ACADEMIC ADVISING PROFESSIONAL I

Posting Number	req130
Department	Social & Behavioral Sci Admin
Department	
Website Link	
Location	University of Arizona Health Sciences
Address	1501 N Campbell Ave, Tucson, AZ 85724 USA
Position Highlights	Academic
Duties &	Advise Students

Step Two: Review the position details. If the position details align with your interest as well as qualifications, click **Apply Now** at the top or bottom of the page.

Rev. 4/22/2021

Academic Advising Professional I
United States | req226

Apply Now

< Back to Search

ACADEMIC ADVISING PROFESSIONAL I

Posting Number	req226
Department	Social & Behavioral Sci Admin
Department Website Link	
Location	Main Campus
Address	USA
Position Highlights	test
Duties & Responsibilities	test
Minimum Qualifications	
Preferred Qualifications	
Open Date	12/3/2019
Open Until Filled	Yes
Documents Needed to Apply	No Documents
Special Instructions to Applicant	
Diversity Statement	At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As an Hispanic-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.

Apply Now

By clicking **Apply Now**, you will begin the application process for the selected position.

Rev. 4/22/2021

4.2 GENERAL APPLICATION SECTIONS

In order to submit your application, you will need to complete all the required fields. Any field marked with a red asterisk (*) are required fields. You will not be able to proceed until all required fields are completed.

Note: Your contact information will prepopulate for you. If you have applied to a position before using the internal applicant portal, the system will also prepopulate additional information based on your last application. We recommend reviewing the prepopulated data and updating any information as needed.

Contact Information Section

Within the application, the **Contact Information** section requires applicants to enter their first name, last name and email address. This section should be prepopulated for you.

Contact Information

First Name*

* First Name is required

Last Name*

* Last Name is required

Email*

* Email is required

Upload Attachments Section

The **Upload Attachments** section will allow you to attach different documents based on the hiring department's job posting settings. For instance, you may be required to attach a Resume, Cirriculum Vitae, and/or Cover Letter.

If a resume/curriculum vitae document is attached, the system will parse information from your document and populate the application fields for you. We recommend reviewing any parsed information for accuracy. Parsing results will vary based on your resume/curriculum vitae format. The system is able to recognize key elements such as job title, position dates, and any responsibilities/key accomplishments.

Note: *For more information regarding resume parsing, refer to Section 4.4 of this guide.*

Upload Attachments*

⬆ Upload Resume/CV

The **Upload Attachments** section naming convention may vary based on the type of document the hiring department is requesting (either a resume, curriculum vitae, or either).

Upload Curriculum Vitae (CV)*
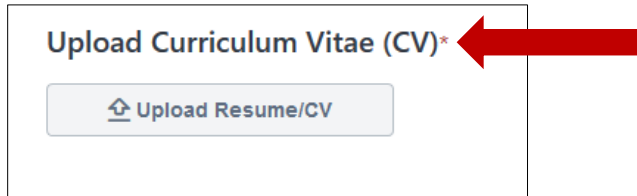
⬆ Upload Resume/CV

To upload your resume or curriculum vitae, click **Upload Resume/CV** and follow the system prompts to browse and select your document.

Upload Curriculum Vitae (CV)*

⬆ Upload Resume/CV
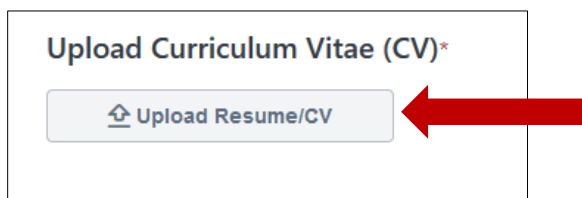
Once you select your document, the following image will appear. The image will disappear automatically after the attachment has fully uploaded.

Processing Resume/CV. This could take several seconds.
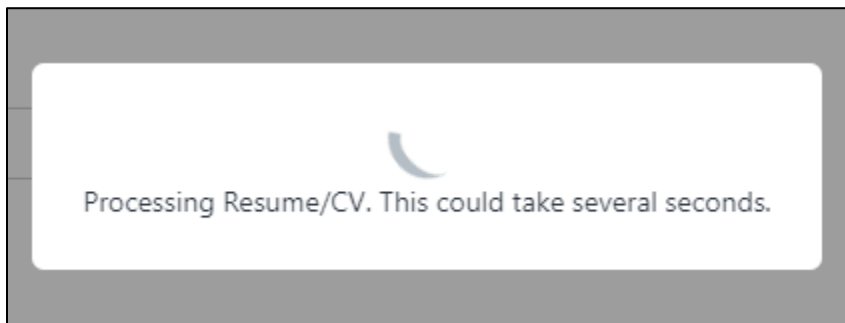
Contact Details Section

Within the **Contact Details** section, you will have the option to enter your address. You will also be required to enter your phone number.

Professional Experience Section

Next, you will have an opportunity to enter your professional experience in the **Professional Experience** section. The **Professional Experience** section is not required; however, it is recommended that you complete this section.

To add a professional experience entry, click **Add Professional Experience**.

A professional experience box will appear. Enter your past and/or current professional experience. The only system required fields for each professional experience entry are **Company** and **Job Title**.

To add an additional professional experience entry, click **Add Professional Experience**. This option is located on the bottom left corner of your last professional experience entry.

To delete a professional experience entry, click **Delete**. This option is located on the bottom right corner of each professional experience entry.

Rev. 4/22/2021

Education Section

Next, you will have an opportunity to enter your education in the **Education** section. The **Education** section is not required; however, it is recommended that you complete this section.

To add an education entry, click **Add Education**.

An education box will appear. Enter your education information using the fields provided. The only system required fields are **Institution**, **Degree Level** and **Area of Study**.

To add an additional education entry, click **Add Education**. This option is located on the bottom left corner of your last education entry.

Rev. 4/22/2021

To delete an education entry, click **Delete**. This option is located on the bottom right corner of each education entry.

Skills/ Certifications/ Licenses Section

Next, you will have an opportunity to enter your skills, certifications, and/or licenses information in the **Skills/ Certifications/ Licenses** section. The **Skills/ Certifications/ Licenses** section is not required; however, it is recommended that you complete this section.

To add a skills, certifications, and/or licenses entry, click **Add Skill / Certifications/ Licenses**.

A skills, certifications, and/or licenses box will appear. Enter your skills, certifications, and/or licenses information using the fields provided. None of the fields in this section are system required fields.

To add an additional skills, certifications, and/or licenses entry, click **Add Skills/Certifications/Licenses.** This option is located on the bottom left corner of your last skills, certifications, and/or licenses entry.

Rev. 4/22/2021

To delete a skills, certifications, and/or licenses entry, click **Delete**. This option is located on the bottom right corner of each skills, certifications, and/or licenses entry.

Once you have entered all the necessary information under each section, click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.

Rev. 4/22/2021

> **Tip**: If you started an application and need to come back to complete the application at a later time, click **Save**. The **Save** button is located on the bottom left corner of the application. You will need to create a profile to save your progress. After you save your application, the application will be available under **My Profile**.

4.3 SUPPLEMENTAL QUESTIONS

All applications will require you to answer a series of supplemental questions. Some supplemental questions may require additional information based on your response. The images below provide an example of the supplemental questions you may be asked.

Where did you first learn about this position?*

○ Arizona Daily Star

○ Arizona Republic

○ ArizonaDiversity.com

○ Careerbuilder.com

○ Chronicle of Higher Education

○ Department of Economic Security (DES)

○ Diverse Issues in Higher Education

○ HigherEdsJobs.com

○ Hispanic Outlook in Higher Education

○ Indeed.com

○ InsideHigherEd.com

○ Jobing.Com

○ Linkages

○ LinkedIn

Do you have relatives employed in this University of Arizona department?*

○ Yes

○ No

Do you meet the minimum qualifications listed for this position?*

○ Yes

○ No

Rev. 4/22/2021

Once you have answered all the supplemental questions, click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.

Will you require visa sponsorship for this position?*

○ Yes

○ No

Cancel   Save   Next

Rev. 4/22/2021

4.4 VOLUNTARY DEMOGRAPHIC & SELF-IDENTIFICATION QUESTIONS

The **Voluntary Demographic & Self-Identification Questions** page is completely voluntary. As part of our commitment to equal employment opportunity efforts, our institution conducts a survey of all job applicants. Submission of this information is entirely voluntary, and its contents are confidential to Human Resources. We do, however, appreciate your assistance and ask that you complete the following section.

If you do not wish to disclose the information requested, you may respond accordingly under each question.

Voluntary Demographic & Self Identification Questions

As part of our commitment to equal employment opportunity efforts, our institution conducts a survey of all job applicants. Submission of this information is entirely voluntary, and its contents are confidential to Human Resources. We do, however, appreciate your assistance and ask that you complete the following section.

Voluntary Self-Identification of Disability

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

Why are you being asked to complete this form?

Show More

Please select a response*

[Please Select ▼]

Please select your Veteran Status (VETS-4212):

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

A "disabled veteran" is one of the following:

- 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

Show More

Please select a response*
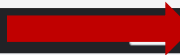
[Please Select ▼]

Gender*

[Please Select ▼]

Ethnicity*

[Please Select ▼]

Once you have answered the voluntary demographic & self-identification questions, click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.

Rev. 4/22/2021

4.5   JOB APPLICANT PRIVACY NOTICE

All applications will require you to read and acknowledge to our Job Applicant Privacy Notice in order to submit your application. This notice will share key information related to how your information is collected, used and protected.

After you have read the Job Applicant Privacy Notice, select the **Yes** radio button to acknowledge that you have read and understand the information defined in the privacy notice.

Click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.
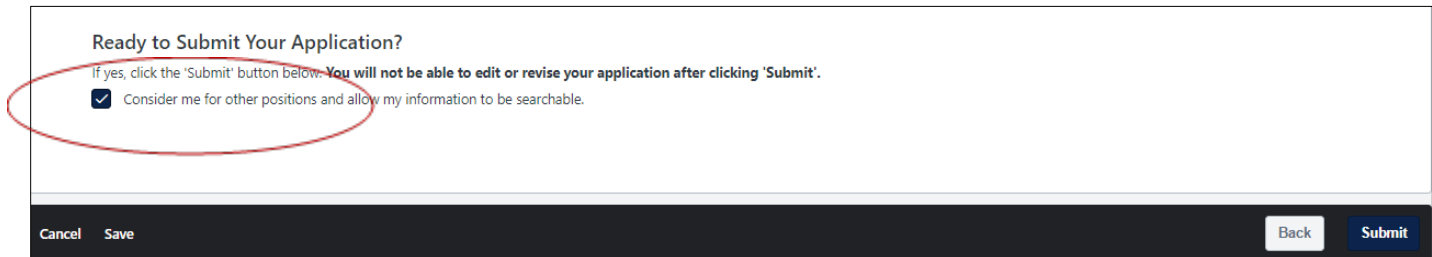

4.6 CERTIFICATION & E-VERIFY INFORMATION

All applications will also require you to read and agree to our Applicant Certification. After reading the contents of the certification and the E-Verify information below the certification, click on the **I agree** box in order to proceed with your application.

Click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.

Rev. 4/22/2021

4.7 Submitting Your Application

The final step of the application process is submitting your application. Before clicking **Submit**, take a moment to re-review your application. You will <u>not</u> be able to edit your application after submitting.

Prior to clicking **Submit**, you will also be asked whether you would like your information to be searchable by all hiring departments at the University of Arizona. If you check the **Consider me for other positions and allow my information to be searchable** box, hiring departments across the University of Arizona will be able to search for you and invite you to apply to other positions. Checking this box is optional.
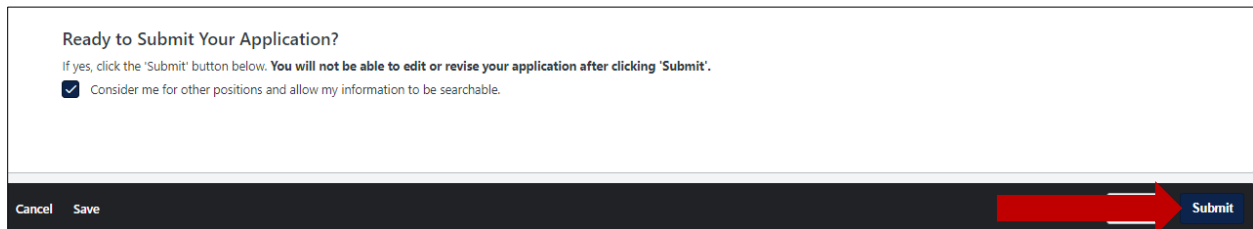

Once you have reviewed your application content and are ready to submit, click **Submit.**

You will be redirected to a confirmation page.

You will also receive a confirmation email from talent@email.arizona.edu.

Rev. 4/22/2021

5. CHECKING YOUR APPLICATION STATUS

To check the status of your application, click on **My Profile** which is located below the primary search engine.
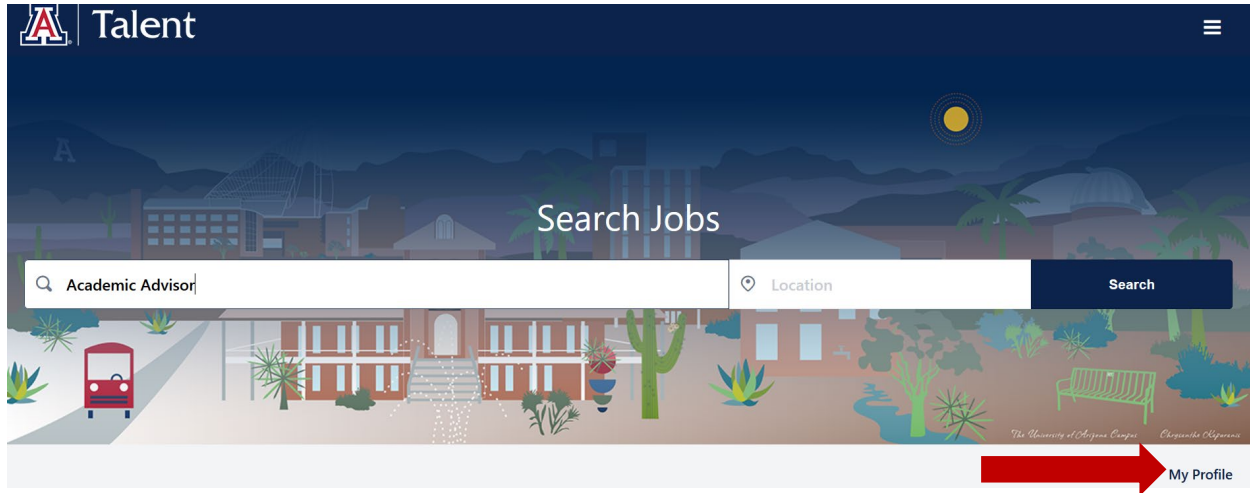
You will be redirected to your **Applicant Dashboard**. Your **Applicant Dashboard** contains your personal information, key notifications, action items, and more!

The status of your application will be listed under the **Application Status** section of the dashboard. Each application will have a **Review Status** field which reflects the specific application's status**.**

Rev. 4/22/2021
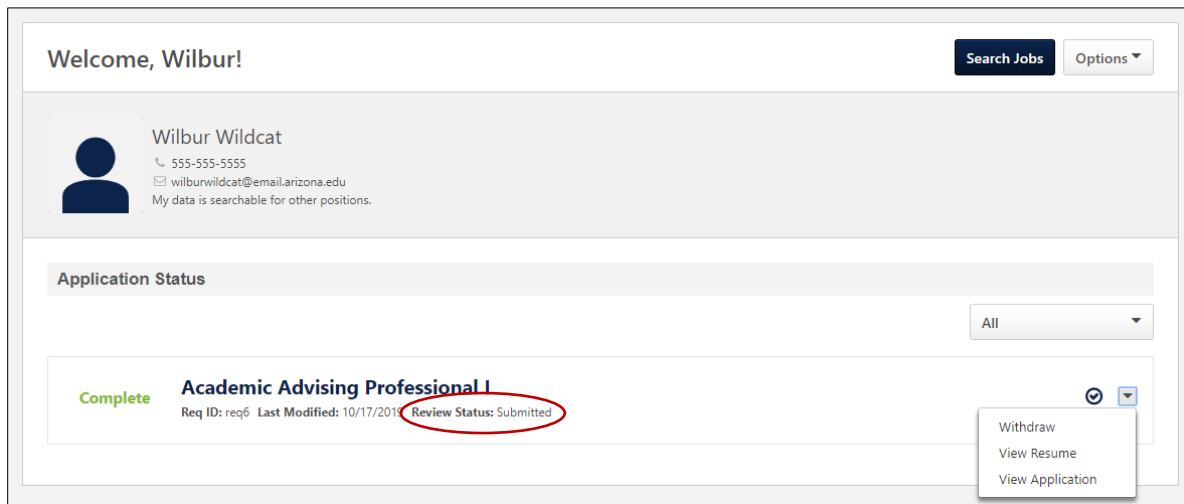
5.1 APPLICATION STATUS TABLE

The table below describes and defines the different statuses available for applications.

Status	Definition
Submitted	The **Submitted** status means that your application materials have been successfully submitted to the hiring department.
Phone Screening	The **Phone Screening** status means that you have been invited or will be invited to a phone interview.
Interview	The **Interview** status means that you have been invited or will be invited to an in person interview.
Reference Check	The **Reference Check** status means that the hiring department is in the process of collecting your references.
Offer letter	The **Offer Letter** status means that the hiring department has extended you an offer of employment.
Closed	The **Closed** status means that the hiring department is no longer considering your application for the position.
Hired	The **Hired** status means that you have accepted an offer of employment and have been hired for the position.

Rev. 4/22/2021

6. WITHDRAWING YOUR APPLICATION

If you no longer wish to be considered for a position, you may withdraw your application. To withdraw your application, click on **My Profile** which is located below the primary search engine.
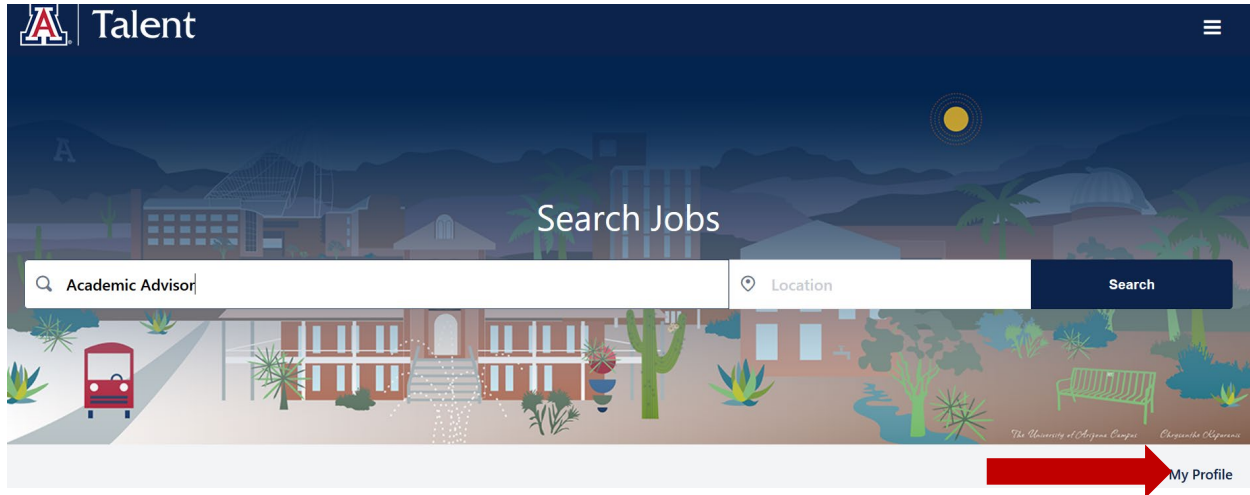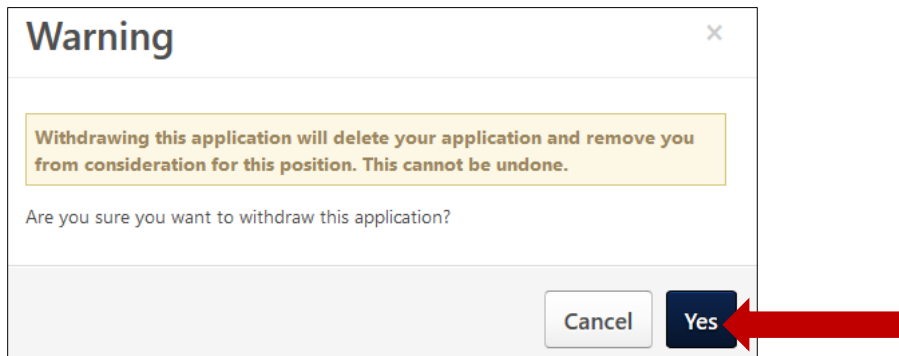

You will be redirected to your **Applicant Dashboard**. Find your application under the **Application Status** section of the dashboard and click on the dropdown arrow corresponding to the application to open a menu.
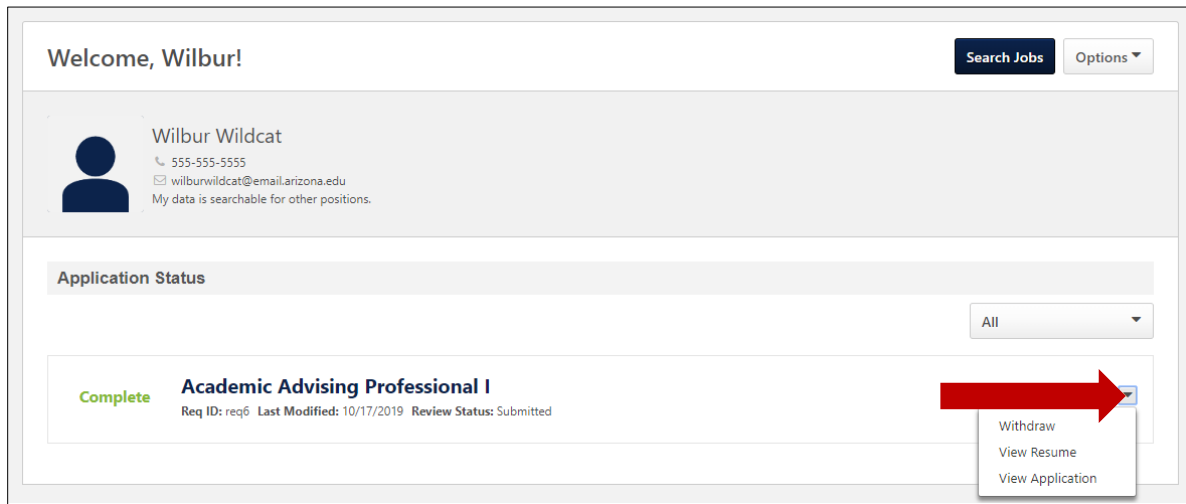
Next, click **Withdraw**.

Rev. 4/22/2021
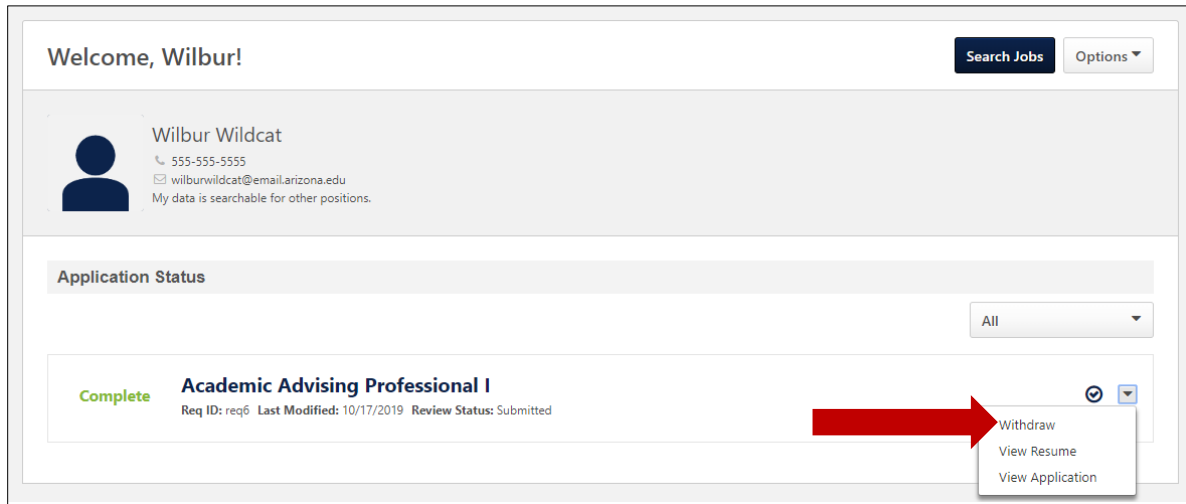
You will receive a **Warning** pop-up. Click **Yes**.

You will also receive a confirmation email from talent@email.arizona.edu.

Rev. 4/22/2021