Welcome to “UB Jobs”

Online Employment System Applicant Tutorial
Online Employment System Training for University at Buffalo Applicants

This presentation will take approximately 20 minutes.

Click on your mouse to go to the next slide OR click on the box at the bottom of each page.

To go back a slide, click on the box.
Section 1: Getting Started

After reviewing this tutorial, you will be able to use the system to:

1) Learn about opportunities at the University at Buffalo
2) Complete an application for employment
3) Apply for specific position(s)
4) Some positions will allow you to attach a resume, cover letter and/or other document to your application for each position
5) Log in to the site to view your status for each position to which you have applied
Items To Gather Before Beginning Your Application:

1) Your complete education, reference, and employment information

2) An electronic (either Microsoft Word or PDF) copy of any document (such as a resume or cover letter) the department is requesting you attach to your application.

Helpful Hints:

1) Do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons provided within the site.

2) To protect the security of your data, the system will log you out if it detects no activity for 60 minutes. Please do not leave your computer for more than 60 minutes while completing your application for employment.

Now, You’re Ready To Begin The Tutorial!
Q) Where do I begin?
A) To begin the application process, please select a user name and password that you will easily remember. You should write down your user name and password, as you will need it to apply for other positions or check the status of your application the next time you visit the site.

Q) What information will I be asked to provide?
A) You will be asked to provide personal information such as name, address, phone number, etc. For all positions except Faculty and some Professional Staff positions, you will also be asked to provide information about your education and previous employment, as well as contact information for your previous employers and references. Please gather this information before beginning the application.

Q) What if I want to submit a resume, cover letter, or other document?
A) You will be able to submit a unique resume, cover letter or other document each time you apply for a position, only if the department is requesting this information. You may attach a different resume for each position for which you apply. This process occurs AFTER you click the “apply to position” button and answer any position-specific questions.
STEP 1 - Creating Your Login ID

To get started:
Click the "Create Application" link.
You can only create one application at a time. Different applications apply to different position types for which you may be applying.
STEP 1 - Creating Your Login ID

Choose Application

Please note that the Research Foundation of SUNY and UB Foundation Activities are separate employers from the State University of New York with distinct benefits and employment policies. Depending on the job opportunity in which you are interested, you will be required to complete a State, UB Foundation Activities or Research Foundation application.

Create New Application

- State Employment Application
- State Form
- Research Foundation Application
- UB Foundation Activities Application

The State Employment Application is used for all State Classified positions.
STEP 1 - Creating Your Login ID

Choose Application

Please note that the Research Foundation of SUNY and UB Foundation Activities are separate employers from the State University of New York with distinct benefits and employment policies. Depending on the job opportunity in which you are interested, you will be required to complete a State, UB Foundation Activities or Research Foundation application.

Create New Application

- State Employment Application
- State Form
- Research Foundation Application
- UB Foundation Activities Application

The **State Employment Application** is used for all State Classified positions.

The **State Form** is used for all Faculty and State Professional positions.
STEP 1 - Creating Your Login ID

Choose Application

Please note that the Research Foundation of SUNY and UB Foundation Activities are separate employers from the State University of New York with distinct benefits and employment policies. Depending on the job opportunity in which you are interested, you will be required to complete a State, UB Foundation Activities or Research Foundation application.

Create New Application

- State Employment Application
- State Form
- Research Foundation Application
- UB Foundation Activities Application

The **State Employment Application** is used for all State Classified positions.

The **State Form** is used for all Faculty and State Professional positions.

The **Research Foundation Application** is used for all Research Foundation Positions.
STEP 1 - Creating Your Login ID

Choose Application

Please note that the Research Foundation of SUNY and UB Foundation Activities are separate employers from the State University of New York with distinct benefits and employment policies. Depending on the job opportunity in which you are interested, you will be required to complete a State, UB Foundation Activities or Research Foundation application.

Create New Application

- State Employment Application
- State Form
- Research Foundation Application
- UB Foundation Activities Application

The **State Employment Application** is used for all State Classified positions.

The **State Form** is used for all Faculty and State Professional positions.

The **Research Foundation Application** is used for all Research Foundation Positions.

The **UB Foundation Activities Application** is used for all UB Foundation Activities, Inc. positions.
STEP 1 - Creating Your Login ID

Choose Application

Please note that the Research Foundation of SUNY and UB Foundation Activities are separate employers from the State University of New York with distinct benefits and employment policies. Depending on the job opportunity in which you are interested, you will be required to complete a State, UB Foundation Activities or Research Foundation application.

Create New Application

- State Employment Application
- State Form
- Research Foundation Application
- UB Foundation Activities Application

While these applications are not interchangeable, for each application that is completed/updated, the information will be automatically populated and updated in the other three applications where the fields are the same.
STEP 1 - Creating Your Login ID

Once you select the application you wish to complete, you will click on Go.
Next you need to create a **User Name**
Create a **password** - you will type this word twice, but only *** will appear to protect your security.
After typing your information, click the “continue” button to go to the next page.
Select a question which you will easily remember the answer.

<table>
<thead>
<tr>
<th>Your Question and Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Please choose an account access question:</td>
</tr>
<tr>
<td>Choose a question below...</td>
</tr>
<tr>
<td>2. Please enter the answer to your question:</td>
</tr>
<tr>
<td>What is the name of your favorite childhood friend?</td>
</tr>
<tr>
<td>What is your mother's maiden name?</td>
</tr>
<tr>
<td>What was your childhood nickname?</td>
</tr>
<tr>
<td>In what city did you meet your spouse/significant other?</td>
</tr>
<tr>
<td>What school did you attend for sixth grade?</td>
</tr>
<tr>
<td>What was the color of your first car?</td>
</tr>
<tr>
<td>In what city or town did your mother and father meet?</td>
</tr>
<tr>
<td>What is the street number of the house you grew up in?</td>
</tr>
<tr>
<td>In what town was your first job?</td>
</tr>
<tr>
<td>Who was your childhood hero?</td>
</tr>
<tr>
<td>What is the last name of your favorite high school teacher?</td>
</tr>
</tbody>
</table>

SAVE AND CONTINUE TO NEXT >>
Creating Your Login ID (cont.)

Your Question and Answer

* Please choose an account access question: What is the street number of

* Please enter the answer to your question: [23]

Type the answer here.
Creating Your Login ID (cont.)

Your Question and Answer

1. Please choose an account access question: What is the street number of your house?

2. Please enter the answer to your question: [ ]

Click here to go to the next page.
Creating Your Application

This process consists of several separate “pages” (or web pages) of information. Each page will also have information that you may need to “scroll down” to access.

To scroll down the page, use your mouse and the “scroll bar” (or simply press the “Page Down” key on your keyboard).
Questions with asterisks next to them are required questions and must be answered to continue to the next screen.

The first screen requests Personal Information, where you enter your name, address, and other similar information.
Once you have completed this section, **click** here to go to the next page.

You may quit the application process at any time by clicking the “EXIT” button.
If you've forgotten to complete any “required fields,” you will get an error message at the top of the page.

The “required fields” that you need to complete will also have a red bullet telling you what the error is.
To continue completing your application, click **Save and Continue to Next>>**

**NOTE:** To protect the security of your application information, please log out of the site and close your browser window when you are finished.
Creating Your Application – Confidential EEO Information

Create State Employment Application

Confidential EEO Information: Page 2 of 6

As a federal contractor, we are required to report applicant information under provisions of the Department of Labor at the Federal and State level for compliance purposes. Providing the information requested below is voluntary. Your responses will be kept confidential and will not be used as part of the application process.

*Required information is denoted with an asterisk.

### Voluntary Demographic Data

<table>
<thead>
<tr>
<th>Gender</th>
<th>☐ Female</th>
<th>☐ Male</th>
<th>☐ Gender Not Disclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you Hispanic or Latino?</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>☐ Not Disclosed</td>
</tr>
</tbody>
</table>

Click for Category Definitions.

Please select the racial category(ies) with which you most closely identify.

- ☐ American Indian/Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

**NOTE:** To protect the security of your application information, please log out of the site and close your browser window when you are finished.
Creating Your Application – Education

On Educational History screen you will list your educational history. To add history information, click on Add New Entry.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
You can list the name of the school you attended, whether or not you graduated, your major, degree or licensure earned, and the number of years completed if applicable.
You can list the name of the school you attended, whether or not you graduated, your major, degree or licensure earned, and the number of years completed if applicable.

To add this information to your application, you will click on Add Entry.
You can list the name of the school you attended, whether or not you graduated, your major, degree or licensure earned, and the number of years completed if applicable.

To add this information to your application, you will click on **Add Entry**.

To continue with your application without adding your education, you can click on **Cancel**.
Creating Your Application – Education

You can list the name of the school you attended, whether or not you graduated, your major, degree or licensure earned, and the number of years completed if applicable.

To add this information to your application, you will click on **Add Entry**.

To continue with your application without adding your education, you can click on **Cancel**.

Repeat these steps for additional education information to be added.
On the Employment History screen you will list your work experience.

If you do not have complete access to this information, please gather it before beginning this process.

We recommend that you add your employment history starting with your oldest employment to your newest employment. This makes the information appear on your application in reverse chronological order.
You can fill in information regarding your previous employers.
You can fill in information regarding your previous employers.

Once you have completed the form, you will click on **Add Entry** to add this information to your application.
You can fill in information regarding your previous employers.

Once you have completed the form, you will click on **Add Entry** to add this information to your application.

To continue with your application without adding employment history, click on **Cancel**.
You can fill in information regarding your previous employers.

Once you have completed the form, you will click on **Add Entry** to add this information to your application.

To continue with your application without adding employment history, click on **Cancel**.

Please remember we recommend that you add employment history starting with your oldest employment and working towards your most recent employment.
On the references page you are required to list 3 professional references.

If you do not have complete access to your reference contact information, please gather it before beginning this process.

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Name of Reference (other than personal):</td>
</tr>
<tr>
<td>* Phone Number:</td>
</tr>
<tr>
<td>(Format: xxx-xxx-xxxx)</td>
</tr>
<tr>
<td>* How do you know this reference?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Name of Reference (other than personal):</td>
</tr>
<tr>
<td>* Phone Number:</td>
</tr>
<tr>
<td>(Format: xxx-xxx-xxxx)</td>
</tr>
<tr>
<td>* How do you know this reference?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Name of Reference (other than personal):</td>
</tr>
<tr>
<td>* Phone Number:</td>
</tr>
<tr>
<td>(Format: xxx-xxx-xxxx)</td>
</tr>
<tr>
<td>* How do you know this reference?</td>
</tr>
</tbody>
</table>
Create State Employment Application

Additional Information: Page 6 of 6

Please answer the following questions and click the Save and Continue to Next button at the bottom of the screen.

*Required information is denoted with an asterisk.

### Criminal History

* Have you ever been convicted of a criminal offense? A "yes" response will not automatically disqualify an applicant from employment consideration. Each application will be evaluated based on the nature of the crime, when it occurred, and the duties and responsibilities of the position for which you are being considered.

If yes, please explain:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>No Response</th>
</tr>
</thead>
</table>

---

**NOTE**: To protect the security of your application information, please log out of the site and close your browser window when you are finished.
You will electronically “sign” your application by clicking the Continue button here.
Certifying Your Application

Welcome. You are logged in.

Confirm Change Application

You have now completed the application portion of the employment process here at University select Confirm and move forward to search our current employment opportunities by clicking next screen.

PLEASE NOTE: AT THIS POINT YOU HAVE NOT APPLIED TO ANY POSITIONS AND MUST SEARCH POSTINGS TO APPLY

Application Status

By clicking Confirm, I certify that all information provided is true and complete.

Click Confirm to certify that your answers are correct and save your application.

Click Go Back to edit your application if necessary.
After finishing your application, you will automatically be taken to the home page.

- Welcome User, Sample. You are logged in.

Login Successful!

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the Withdraw Application link for that position. (Note: If you withdraw your application, you will NOT be able to apply for the same position again).

You have not applied to any positions. Please apply for a specific posting by clicking Search Postings, viewing the Job Details for a specific position, and applying for that position.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
Now that you have completed your application, it’s time to begin applying for position(s).
Click “Search Postings” to begin the process of applying to a job.

Login Successful.

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the Withdraw Application link for that position. (Note: If you withdraw your application, you will NOT be able to apply for the same position again).

You have not applied to any positions. Please apply for a specific posting by clicking Search Postings, viewing the Job Details for a specific position, and applying for that position.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
You can narrow down our open positions by choosing from the search criteria.

If you want to see all postings, do not make any modifications to this page and click on Search.

We recommend that you limit your search criteria to one or two options from the above.
Applying For A Position (cont.)

Welcome User, Sample. You are logged in.

Search Results

It is important that the University’s mission is supported by qualified employees. To promote a safe and secure environment, background checks are conducted for all University employees. The Office of the University Business Services and the Division of Athletics; and all positions in University Facilities and in University Residence Halls.

To view the position details and/or apply to a position, click on the ‘view’ link below the Position Title. To sort, click on the arrow next to the column title.

RETURNING USERS (Please STOP and read important message)

If you need to edit your application information before applying for a position, please login and click on the ‘Manage Applications’ link on the left hand side of the page. You will not be allowed to change your application information after you have applied for a position.

122 Records

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Classification Title</th>
<th>Internal Posting End Date</th>
<th>External Posting End Date</th>
<th>Employer</th>
<th>Appointment Type</th>
<th>Department</th>
<th>Salary</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postdoctoral Associate</td>
<td>Postdoctoral Associate</td>
<td>Open Until Filled</td>
<td>Open Until Filled</td>
<td>Research Foundation</td>
<td>03 - Professional</td>
<td>0432-Microbiology and Immunology</td>
<td>$40,000 - $45,000</td>
<td>1.0</td>
</tr>
<tr>
<td>Research Scientist</td>
<td>Research Scientist</td>
<td>Open Until Filled</td>
<td>Open Until Filled</td>
<td>Research Foundation</td>
<td>03 - Professional</td>
<td>1065-Physiology and Biophysics</td>
<td>$27,000 - $40,000</td>
<td>1.0</td>
</tr>
<tr>
<td>Postdoctoral Associate</td>
<td>Postdoctoral Associate</td>
<td>Open Until Filled</td>
<td>Open Until Filled</td>
<td>Research Foundation</td>
<td>03 - Professional</td>
<td>1065-Physiology and Biophysics</td>
<td>$30,000 - $45,000</td>
<td>1.0</td>
</tr>
<tr>
<td>Research Scientist</td>
<td>Research Scientist</td>
<td>Open Until Filled</td>
<td>Open Until Filled</td>
<td>Research Foundation</td>
<td>03 - Professional</td>
<td>1065-Physiology and Biophysics</td>
<td>$27,000 - $40,000</td>
<td>1.0</td>
</tr>
<tr>
<td>Postdoctoral Associate</td>
<td>Postdoctoral Associate</td>
<td>Open Until Filled</td>
<td>Open Until Filled</td>
<td>Research Foundation</td>
<td>03 - Professional</td>
<td>0402-Pharmacology and Toxicology</td>
<td>$36,000 - $45,000</td>
<td>1.0</td>
</tr>
<tr>
<td>Academic Scholar</td>
<td>Academic Scholar</td>
<td>Open Until Filled</td>
<td>Open Until Filled</td>
<td>Other</td>
<td>02 - Faculty</td>
<td>0467-Psychiatry</td>
<td>Unspecified</td>
<td>Unspecified</td>
</tr>
<tr>
<td>Professor and Chair</td>
<td>Professor and Chairman</td>
<td>Open Until Filled</td>
<td>Open Until Filled</td>
<td>State</td>
<td>02 - Faculty</td>
<td>1149-Pathology and Anatomical Sciences</td>
<td>Negotiable</td>
<td>1.0</td>
</tr>
<tr>
<td>Adjunct Assistant Professor</td>
<td>Visiting Assistant</td>
<td>Open Until Filled</td>
<td>Open Until Filled</td>
<td>State</td>
<td>02 - Faculty</td>
<td>0999-Finance and Managerial Economics</td>
<td>Negotiable</td>
<td>1.0</td>
</tr>
<tr>
<td>Postdoctoral Associate</td>
<td>Postdoctoral Associate</td>
<td>Open Until Filled</td>
<td>Open Until Filled</td>
<td>Research Foundation</td>
<td>03 - Professional</td>
<td>1065-Physiology and Biophysics</td>
<td>$32,000 - $40,000</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Click “VIEW” to see the Position details.
To apply for this position, click here.

The Position details are listed here.

**Position Information**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Postdoctoral Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification Title</td>
<td>Postdoctoral Associate</td>
</tr>
<tr>
<td>Posting Number</td>
<td>0900192</td>
</tr>
<tr>
<td>Department</td>
<td>0471-Microbiology and Immunology</td>
</tr>
<tr>
<td>Employer</td>
<td>Research Foundation</td>
</tr>
<tr>
<td>Appointment Type</td>
<td>03 - Professional</td>
</tr>
<tr>
<td>Position Type</td>
<td>RF Professional</td>
</tr>
<tr>
<td>Appointment Term</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Temporary LTD</td>
<td></td>
</tr>
<tr>
<td>Salary Grade</td>
<td>E-89</td>
</tr>
<tr>
<td>Strategic Strength</td>
<td>None Selected</td>
</tr>
</tbody>
</table>

**Posting Details**

Postdoctoral Associate needed to work on multiple aspects of posttranscriptional gene regulation in the parasite, *Trypanosoma brucei*. Areas under study include RNA editing, RNA turnover, and protein arginine methylation. Successful candidate must have experience in basic methods of molecular biology and biochemistry, including experience in protein purification.
Applying For A Position (cont.)

You have the opportunity to review your application.

If changes are needed, click on Edit Application.

If no changes are needed, scroll to the bottom and choose continue with this data.

If a message appears stating that you do not have an application completed for this position, the correct application for you to complete will come up.

---

**Personal Information: Page 1 of 6**

<table>
<thead>
<tr>
<th>Personal Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation:</td>
<td>Ms.</td>
</tr>
<tr>
<td>First Name:</td>
<td>Sample</td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td>User</td>
</tr>
<tr>
<td>Other names used:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>123 Main Street</td>
</tr>
<tr>
<td>City:</td>
<td>Amherst</td>
</tr>
<tr>
<td>State (enter NA if a non U.S. address):</td>
<td>NY</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>14260</td>
</tr>
<tr>
<td>Country:</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>Primary Contact Number:</td>
<td>715-645-7777</td>
</tr>
<tr>
<td>Alternate Contact Number:</td>
<td></td>
</tr>
</tbody>
</table>
You have not completed applying for this position -- Your application is not eligible for review until you receive a confirmation number. In order for your application to be reviewed for this position, please answer the following supplemental questions, check the certify statement, then click the Submit Answers to Supplemental Questions... button.

If you do not wish to be considered for this specific position, click the Cancel Applying to this Posting button.

It is recommended that you do not use your browser's 'Back', 'Forward' or 'Refresh' button to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

*Required information is denoted with an asterisk.

**Supplemental Questions**

* How did you first learn about this employment opportunity?
  - [ ] No Response
  - [ ] Chronicle of Higher Education
  - [ ] Buffalo News
  - [ ] NYS Dept. of Labor
  - [ ] HigherEdJobs.com
  - [ ] UniversityJobs.com
  - [ ] UBjobs.buffalo.edu
  - [ ] Publication (list below)
  - [ ] Web site (list below)
  - [ ] Listserv (list below)
  - [ ] Organization/Conference (list below)
  - [ ] Personal Referral (list below)
  - [ ] Other (list below)

List source mentioned above.

**Certify Application**

I hereby authorize this organization to investigate, through whatever means deemed appropriate, any information included in this application and all facts resulting from the investigation unless otherwise noted.

* In order for your application to be reviewed for this position, please answer the supplemental questions and check the certify statement above.

Submit answers to supplemental questions with my application
Some positions will ask for you to attach a resume, cover letter, or other document to your application. To attach a document, click “Attach” next to the relevant Document Type.

To ensure your document appears as you have created it, be sure to review the attachment guidelines to on the attach documents page.

NOTE: Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics

Once you have attached your document, please click the View link to verify that it uploaded correctly. If your document appears to have formatting problems, please click the Remove link to remove the document, then adjust your document as needed by following the tips above and reattaching it.

### Attach Documents - Cleaner

<table>
<thead>
<tr>
<th>Required</th>
<th>Attach / Remove</th>
<th>Document Type</th>
<th>Attached Document</th>
<th>View Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Attach</td>
<td>Cover Letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attach</td>
<td>Other Document</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attach</td>
<td>Resume</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FINISHED ATTACHING DOCUMENTS

CANCEL APPLYING TO THIS POSTING

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
In order to attach a document, we recommend having it saved in an electronic format such as a Word document or a PDF file.

Click here to search your computer’s hard drive or a floppy disc.

Or, copy and paste the text of your document here. Note that using this Paste box will not preserve the formatting of your documents (fonts, etc.)
A pop-up screen will open and you can search for your resume.

For example - Double click on 3 ½ Floppy A: to search a disk.

Select the location of your file.
Click on the file name of your resume

Then click “Open” here
Confirm your attachment by clicking “Attach” here.
Attach Documents - Cleaner

Confirm

You have not completed applying for this position! Your application is not complete until you receive a confirmation number.

To permanently submit this document to your application for this position, click the Confirm Attaching Document button at the bottom of the screen.

To cancel attaching this document, please click the Return to Previous link on this screen.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Document Type</th>
<th>Date &amp; Time Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaner</td>
<td>Cover Letter</td>
<td>Cover Letter_05-05-11_15-20-47CT</td>
</tr>
</tbody>
</table>

Click “Confirm Attaching Document” here.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
To attach additional documents, click another Attach link for the relevant document.

Click here when you have finished attaching documents.

<table>
<thead>
<tr>
<th>Required</th>
<th>Attach / Remove</th>
<th>Document Type</th>
<th>Attached Document</th>
<th>View Document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Remove</td>
<td>Cover Letter</td>
<td>Cover Letter _05-05-11_15:29:47CT</td>
<td>View</td>
</tr>
<tr>
<td></td>
<td>Attach</td>
<td>Other Document</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attach</td>
<td>Resume</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
Completing Your Application

Confirm - Cleaner

This is your last step before your application is submitted.

Click **Yes** only if you have reviewed your application and supplemental documents. By clicking **Yes**, you are confirming that your application is complete. No changes will be allowed to your application once you click on **Yes** for this position.

Click **No** if you wish to add additional attachments or cancel applying to this position so that you can make modifications to your application.

**NOTE:** To protect the security of your application information, please logout of the site and close your browser window when you are finished.

You have not completed applying for this position until you receive a confirmation number. Once you click **Yes**, you will not be allowed to make any changes to the materials submitted for this posting.

Have you reviewed your application and made all the needed changes? Are you sure you want to finish attaching documents for this Posting?

[YES] [NO]

Welcome User, Sample. You are logged in.
CONGRATULATIONS!

You've just applied for a position. Please write down your confirmation number and click “OK”.

The following is your confirmation number. Please save this number for future reference: 647092

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
Managing Your Positions

Welcome User, Sample. You are logged in.

Application Status

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the Withdraw Application link for that position. (Note: If you withdraw your application, you will NOT be able to apply for the same position again).

### Application Status

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Classification Title</th>
<th>Confirmation Number</th>
<th>Posting Number</th>
<th>Application</th>
<th>Application Date</th>
<th>Status</th>
<th>Attached Document</th>
<th>View Document</th>
<th>References Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaner</td>
<td>Cleaner</td>
<td>647062</td>
<td>0003547</td>
<td>View State Employment Application</td>
<td>05-06-2011</td>
<td>In Progress</td>
<td>Withdraw Application</td>
<td>Cover Letter</td>
<td>Cover Letter</td>
</tr>
</tbody>
</table>

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

You can see your status and review your application to each position on this screen.
Any time you login, you can view the status of all your applications by clicking the “Application Status” link.

**Application Status**

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the Withdraw Application link for that position. (Note: If you withdraw your application, you will NOT be able to apply for the same position again.)

**NOTE:** To protect the security of your application information, please logout of the site and close your browser window when you are finished.
Managing Your Positions (cont.)

To apply for additional positions, click Search Postings and follow the exact same process as before.

Application Status

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the Withdraw Application link for that position.
  (Note: If you withdraw your application, you will NOT be able to apply for the same position again.)

Application Status

1 Record

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Classification Title</th>
<th>Confirmation Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaner</td>
<td>Cleaner</td>
<td>647002</td>
</tr>
</tbody>
</table>

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
Whenever you return to the Online Employment System, just login using your User Name and Password.
If you forget your USER NAME or need additional assistance, please contact the Human Resources department.

If you forget your PASSWORD, click here. Your secret question will be displayed for you to answer.

You have logged out. You may login below to reenter the site.

Returning User
If you already have an electronic application on file with this University, please login to the site with your User Name and Password.
Thank you for viewing our tutorial and your interest in “UB Jobs”