Talent Applicant Guide

Future UArizona Employees

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![The University of Arizona Talent logo]

INTRODUCTION

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

1. ACCESSING THE APPLICANT PORTAL

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

talent.arizona.edu

2. CREATING AN APPLICANT PROFILE

As an applicant, you will have the ability to create a profile on the University of Arizona's applicant portal. By creating an applicant profile on the University of Arizona's applicant portal, you will be able to save applications, receive status updates and interview information, save your information for future applications, and much more!

Note: Creating an account on the University of Arizona's applicant portal is optional. For more information on applying as a guest, see Section 2.2 of this guide.

To create an applicant profile in the University of Arizona's applicant portal, click **Create Profile** on the upper right hand side.
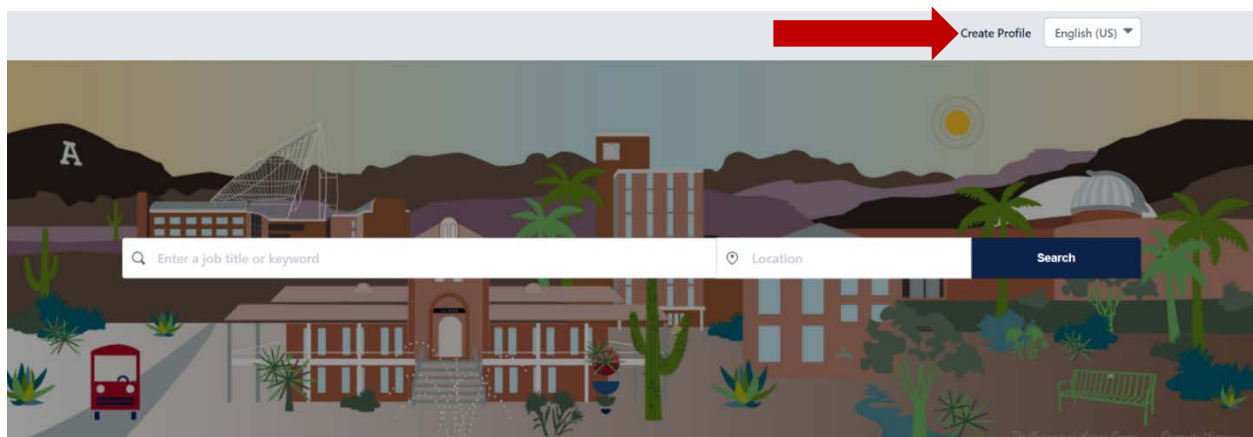
Once you have clicked on **Create Profile**, you will be prompted to complete a basic information form.

Any field marked with a red asterisk (*) are required fields. You will not be able to proceed until all required fields are completed.

Create a Profile

All fields marked * are required.

- Passwords cannot have leading or trailing spaces.
- Passwords cannot be the same as email.
- Passwords must contain both upper and lower case letters.
- Passwords must contain alpha and numeric characters.
- Passwords must contain at least one special character.
- Passwords must be 8 - 20 characters.

* First Name

* Last Name

* Email

* Confirm Email

* Phone

* Password

* Confirm password

Language   English (US)

[ ] I'm not a robot   reCAPTCHA   Privacy - Terms

[ ] By checking this box you agree to our **Terms of Service**
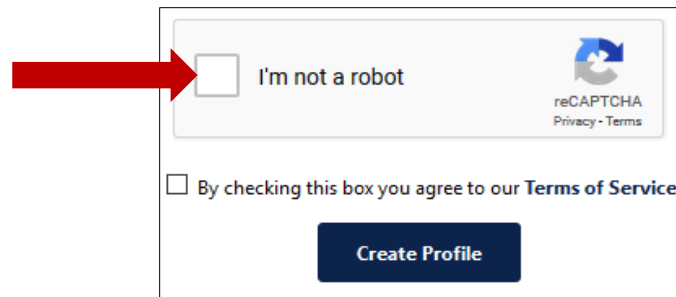
Create Profile

<< Back

As you create your password, the following requirements must be met. The system will not allow you to proceed if the password inputted does not meet the following requirements.

Create a Profile

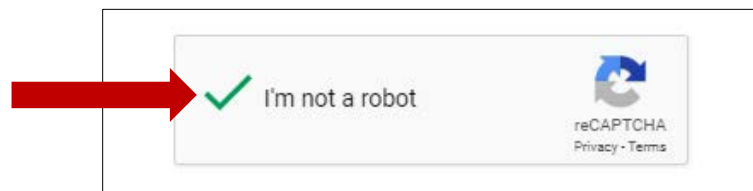All fields marked * are required.

- Passwords cannot have leading or trailing spaces.
- Passwords cannot be the same as email.
- Passwords must contain both upper and lower case letters.
- Passwords must contain alpha and numeric characters.
- Passwords must contain at least one special character.
- Passwords must be 8 - 20 characters.

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Complete all the required fields marked by a red astrick (*) and create a valid password, check the **I'm not a robot** box.
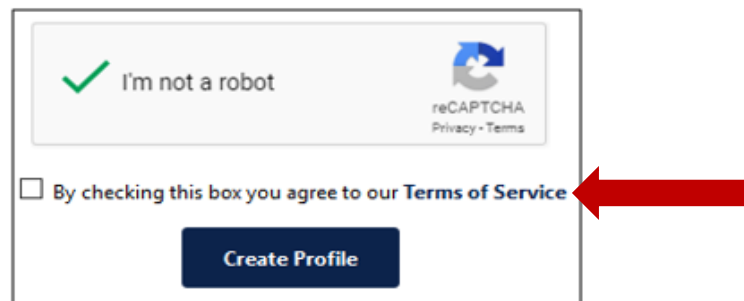

A **green check mark** will appear.
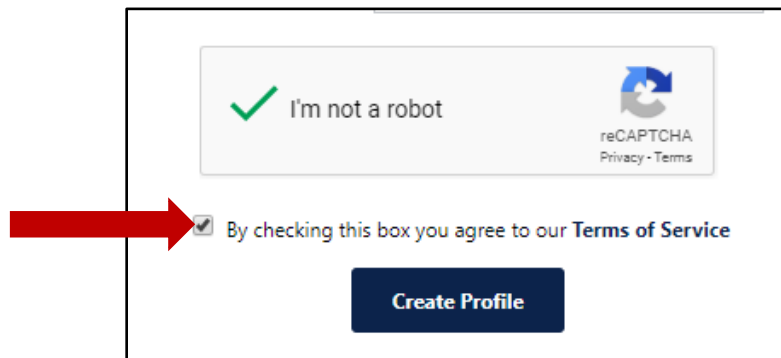
Next, read and agree to the system's Terms of Service. You are able to open the Terms of Service by clicking **Terms of Service**.

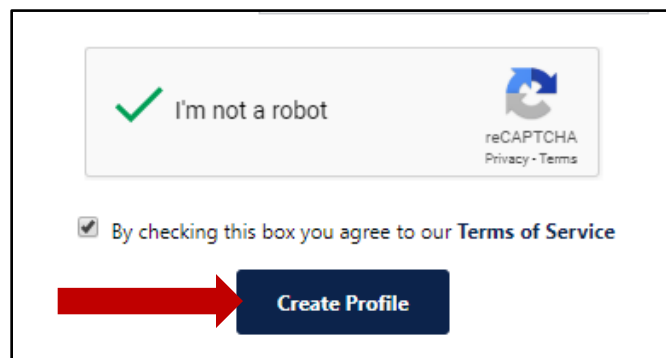Once you have read the system's Terms of Service, if you agree, check the **By checking this box you agree to our Terms of Service** box.

Next, click **Create Profile**.

Note: Do not create a new account if you already created an account, but forgot your password. Instead, proceed to Section 2.1 of this guide for information on how to reset your password.

2.1 PASSWORD RESET

To reset your passowrd, click on **Sign In** on the upper right hand corner.

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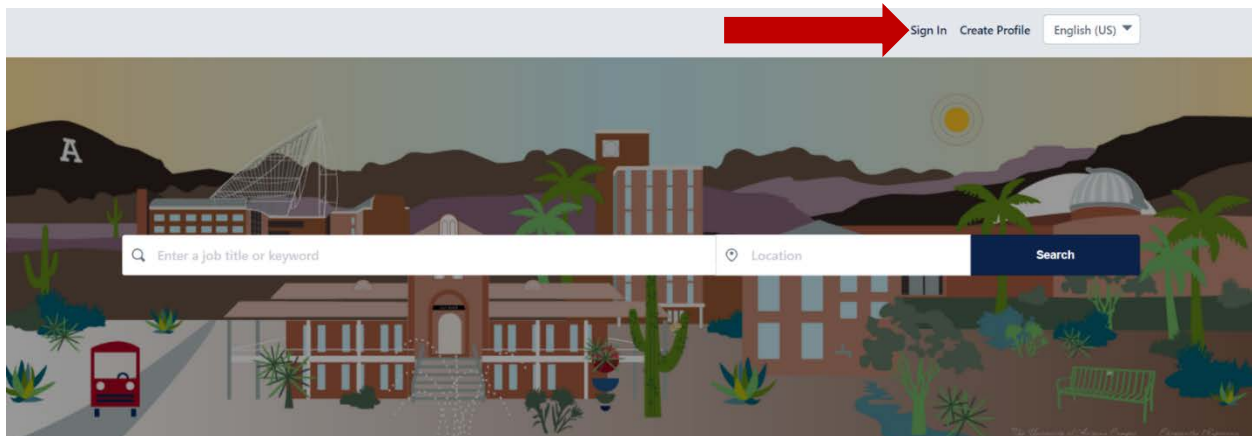
Next, click of **Forgot password or need to create a password?**

Input your **username** under the **Login Credential** field.

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Next, check the **I'm not a robot** box.

A **green check mark** will appear.

Click **Submit**.

You will then receive an email from talent@email.arizona.edu that will provide a link to reset your password.

2.2 APPLYING AS A GUEST

Applicants have the option to apply as a guest user on the University of Arizona's applicant portal. This means that you can apply to positions without creating an applicant profile.

After you apply as a guest, you will receive a confirmation email from talent@email.arizona.edu containing key information related to your application.

For your convenience, below is an example of the email you would receive.

Dear Wilbur Wildcat

Thank you for your recent application to our Assistant Professor position, Req 123. Should you be selected for an interview, the hiring department will contact you directly. If you have any questions about the status of this search, please contact the Athletics Department for additional information. For your convenience, we've included this job posting's contact below:

Wilma Wildcat, wilmawildcat@email.arizona.edu

We encourage you to create a profile in order to track the status of your application. You may use the following link to get started: https://arizona.csod.com/ux/ats/careersite/4/home?c=arizona

Note: You must use the same email address you used in your application to create your profile.

Thank you,

Division of Human Resources, Recruitment
THE UNIVERSITY OF ARIZONA
talent@email.arizona.edu
(520) 621-7704

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.
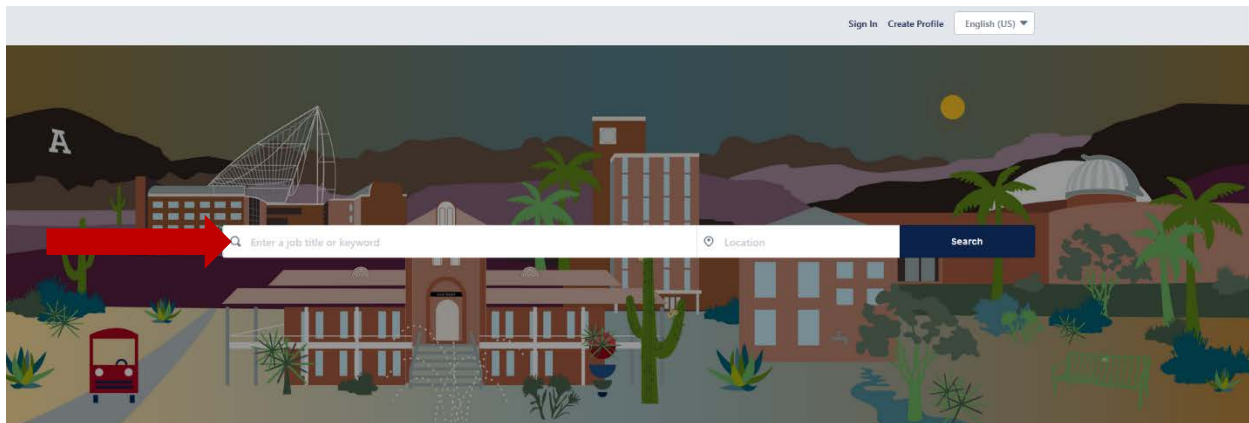
The primary search engine allows you to search for positions by job title, keywords and/or locations.

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

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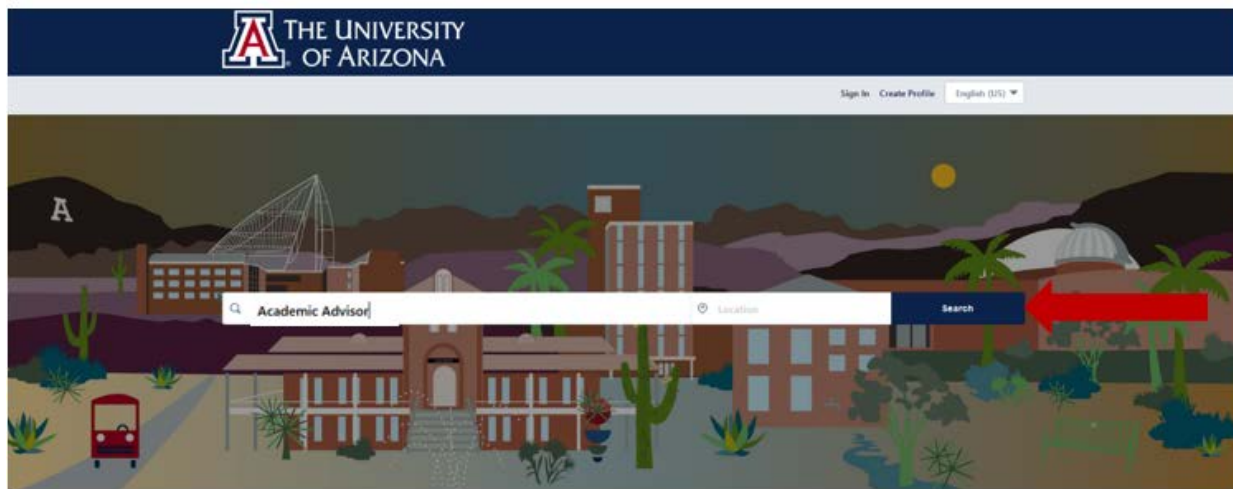
Example of Searching for Positions by Job Title

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".

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:

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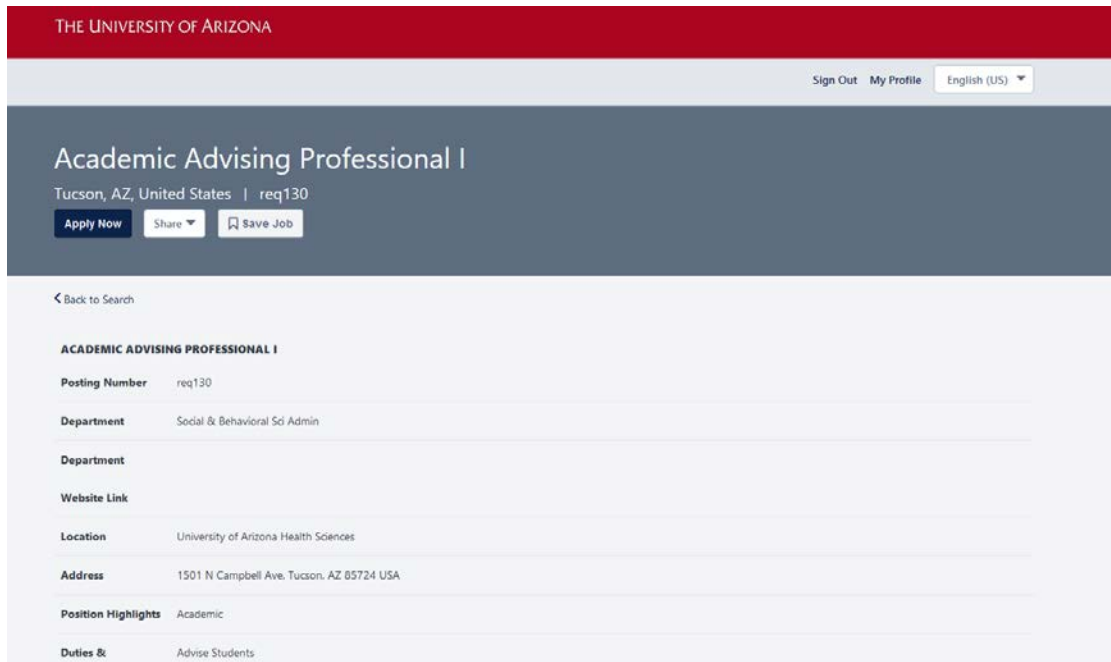
Then click **Search** to retrieve all available positions that meet your criteria.

3.1 SAVING & SHARING POSITIONS

When logged into your University of Arizona applicant portal profile, you can save a position and return to complete the application at a later time.

How to Save a Position

To save a position, find a position you are interested in and click on the **job title** of the job posting. The website will redirect you to the position details.

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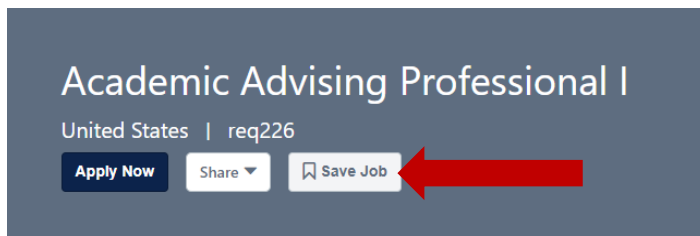
Click the **Save Job** button at the top:

Accessing Saved Positions

All saved positions may be found under your profile. To access your profile, click **My Profile** which is located on the top right corner of the website.

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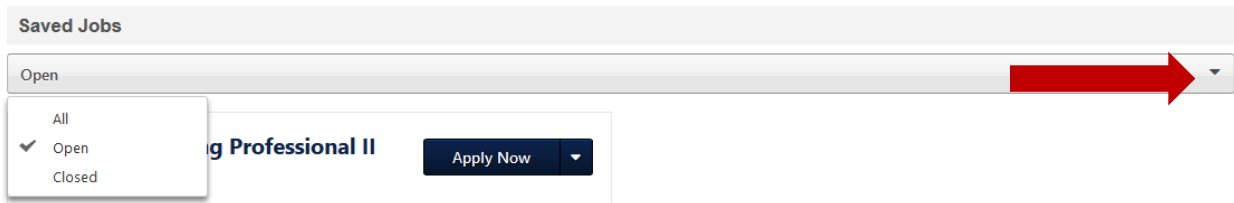
The website will redirect you to your profile. Locate the section titled **Saved Jobs**. Your saved positions will appear below.

By default, the website will show you any saved positions that are still open and accepting applications.

You may use the **status dropdown** to change your view to either "all" saved jobs or "closed" saved jobs.

How to Share a Position

To share a position with others, find a position you are interested in sharing and click on the **job title** of the job posting. Once clicked, the website will redirect you to the position details.
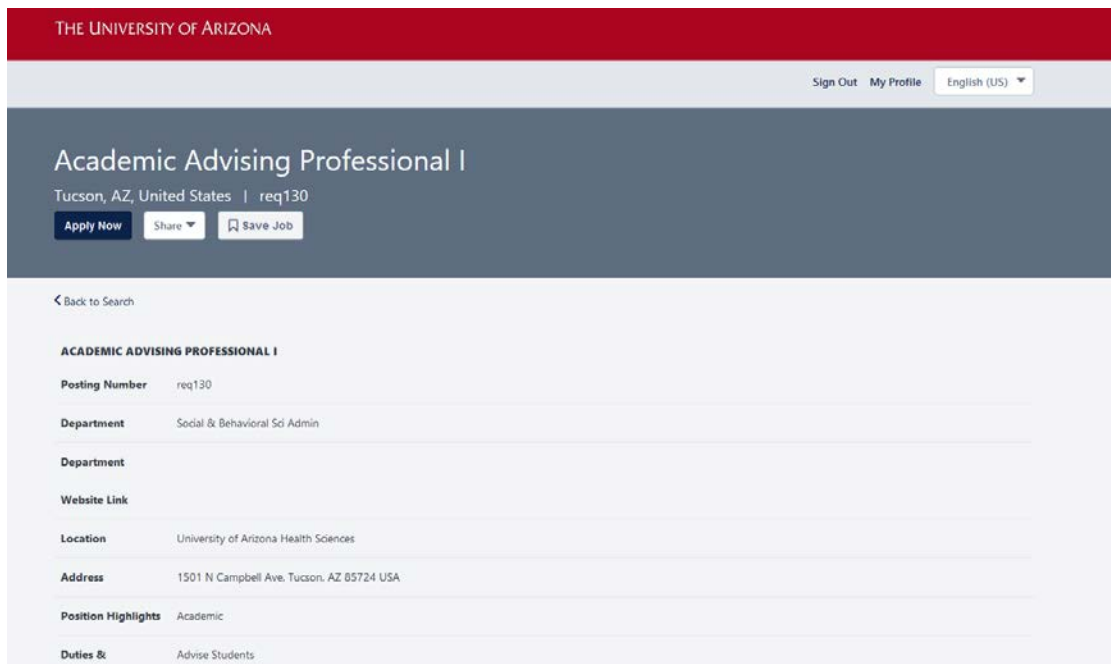
Click the **Share** button at the top of the page:
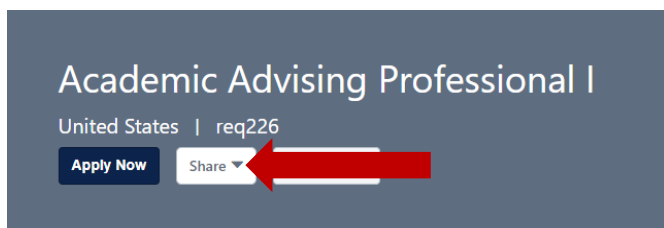
Available positions can be shared via email, LinkedIn and/or through Facebook. Click on the **desired sharing mechanism** from the dropdown and follow the system prompts.

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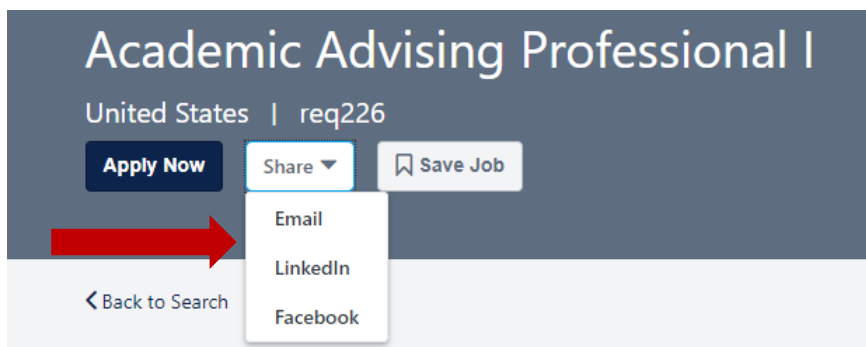
3.2 POSITION DETAIL'S TERMINOLOGY

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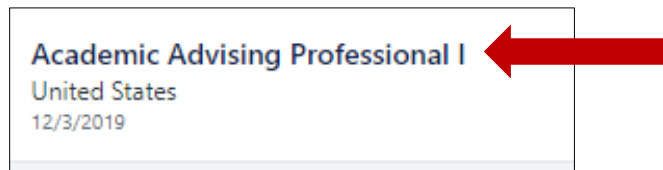
The website will redirect you to the position details:
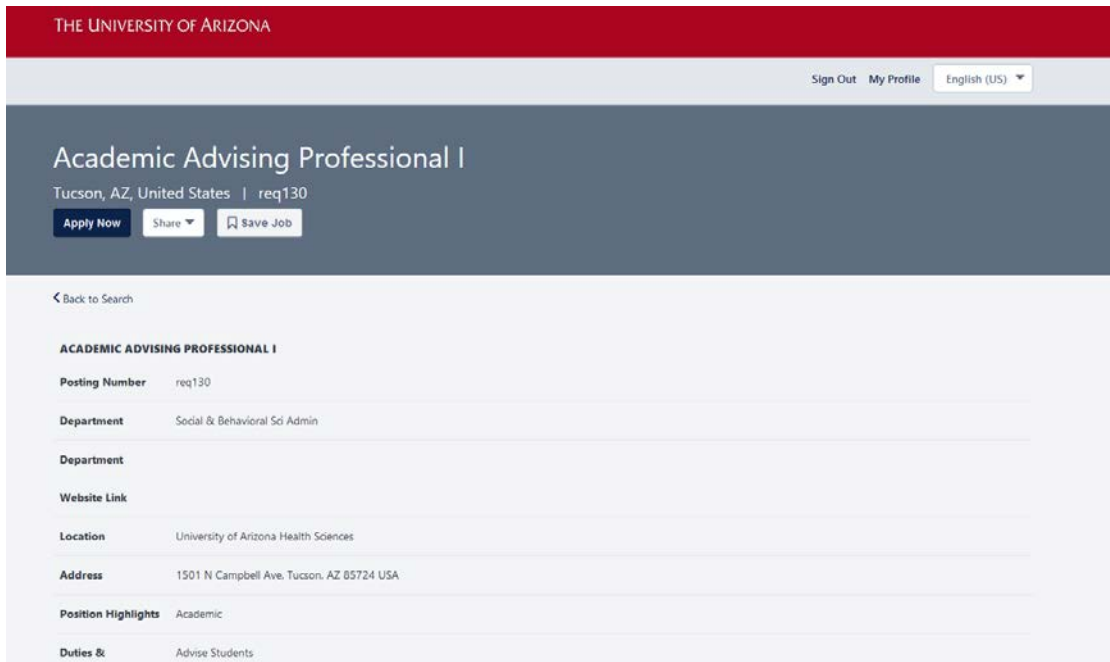
Step Two: Review the position details. If the position details align with your interest as well as qualifications, click **Apply Now** at the top or bottom of the page.

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Academic Advising Professional I

United States | req226

Apply Now   Share ▼   ⊓ Save Job

< 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   Share ▼   ⊓ Save Job

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

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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: If you are logged in to your University of Arizona applicant portal profile, the system will prepopulate your 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 will require you to enter your first name, last name and email address.

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.*
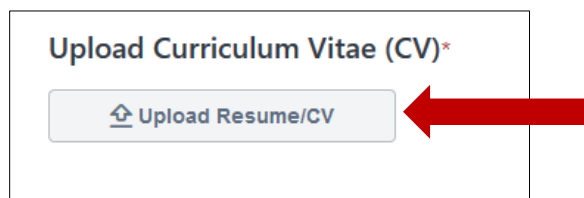
Upload Attachments*

⬆ 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)*
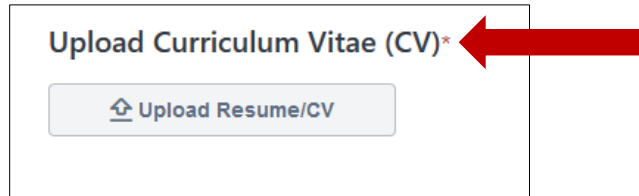
⬆ Upload Resume/CV

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.
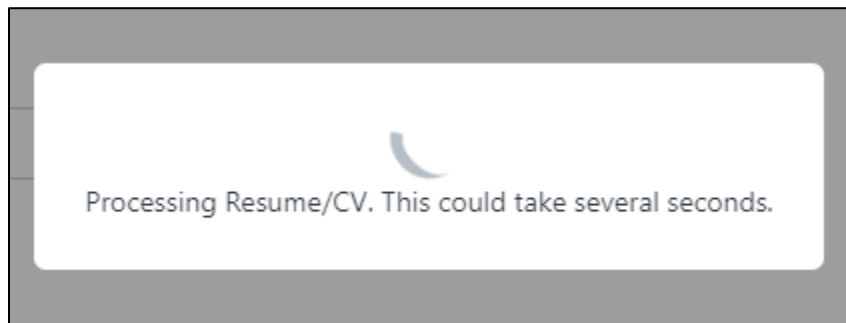
Contact Details Section

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

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Contact Details

Address Line 1

Address Line 2

City

State

Country

Please Select ▾

Zip Code

Phone*

* Phone Number is required

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**.

Professional Experience

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**.

Professional Experience

Company*

Job Title*

* Company is required

* Job Title is required

Start Date

End Date

Responsibilities / Key Accomplishments

Delete

Add Professional Experience

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.

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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.

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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.

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.

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![The University of Arizona Talent logo]

> **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

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

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.

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.

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.

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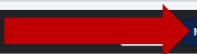
I acknowledge that I have read and understand the information defined in this privacy notice.

○ Yes
○ No

Cancel   Save   Next

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.

Certification

I certify the statements made by me in this application are true and complete to the best of my knowledge. I understand that this application and all attachments will become part of the University's applicant file for this position. I authorize the University of Arizona or any of its agents to make reference checks relating to my employment and I also authorize all prior employers to provide full details concerning my past employment.

I understand that employment in certain positions may be conditional upon a background verification including but not limited to criminal records. I understand that any material misrepresentation or omission on this application may be grounds for rejection of my application or termination of any subsequent employment with the University. I certify that I am or will be legally authorized to work in the United States at the time of hire. I agree that the University may retain copies of, and use for any purpose, any feedback, input, or work product provided to the University during the application and interview process.

☑ I agree

E-Verify Information

The Immigration Reform and Control Act (IRCA) of 1986 requires that all hires produce documents that authorize your eligibility to work in the United States. The University of Arizona will verify all hires' legal status using E-Verify, the federal online verification system. E-Verify will not be used to prescreen an applicant for employment.

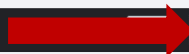Click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.
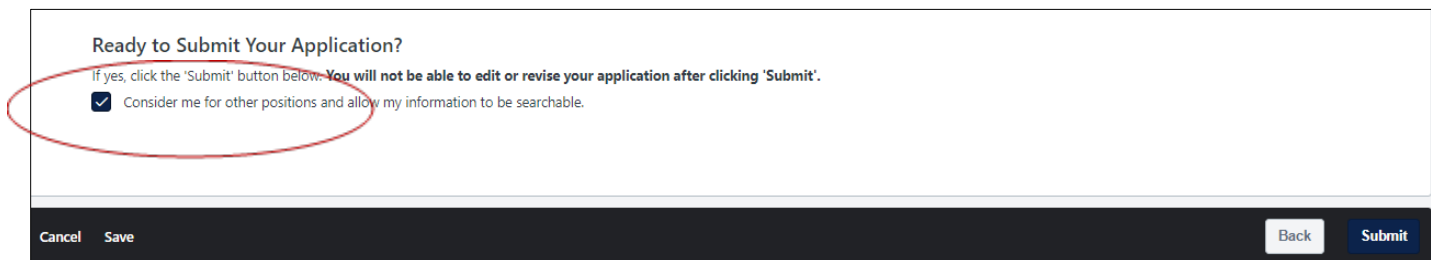
E-Verify Information

The Immigration Reform and Control Act (IRCA) of 1986 requires that all hires produce documents that authorize your eligibility to work in the United States. The University of Arizona will verify all hires' legal status using E-Verify, the federal online verification system. E-Verify will not be used to prescreen an applicant for employment.

Cancel   Save   Next

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.
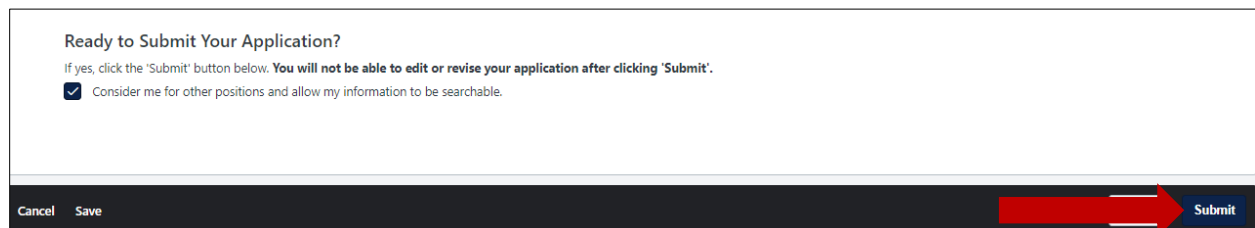

Once you have reviewed your application content and are ready to submit, click **Submit.**

You will be redirected to a confirmation page.

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

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5. CHECKING YOUR APPLICATION STATUS

To check the status of your application, click on **My Profile** on the top right hand corner of the home page.
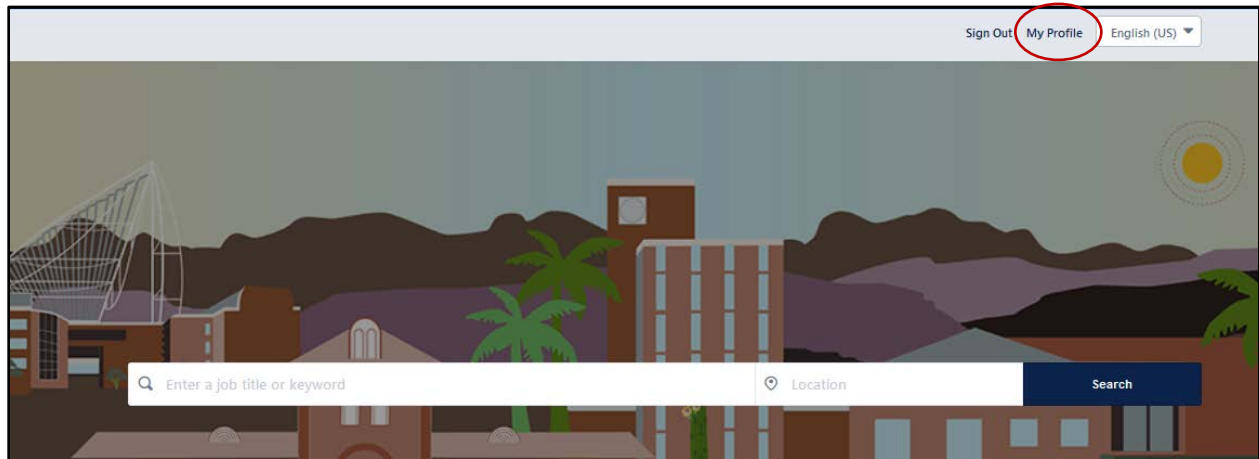
You will be redirected to your **Applicant Dashboard**. Your **Applicant Dashboard** contains your personal information, key notifications, action items, and more!

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**.**

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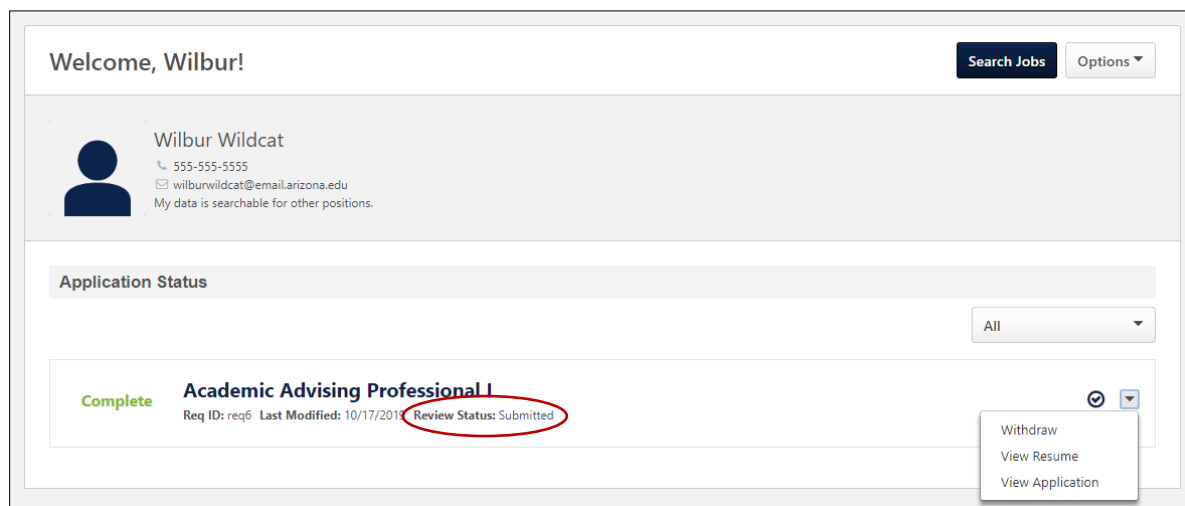
5.1 APPLICATION STATUS TABLE

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.

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** on the top right hand corner of the home page.
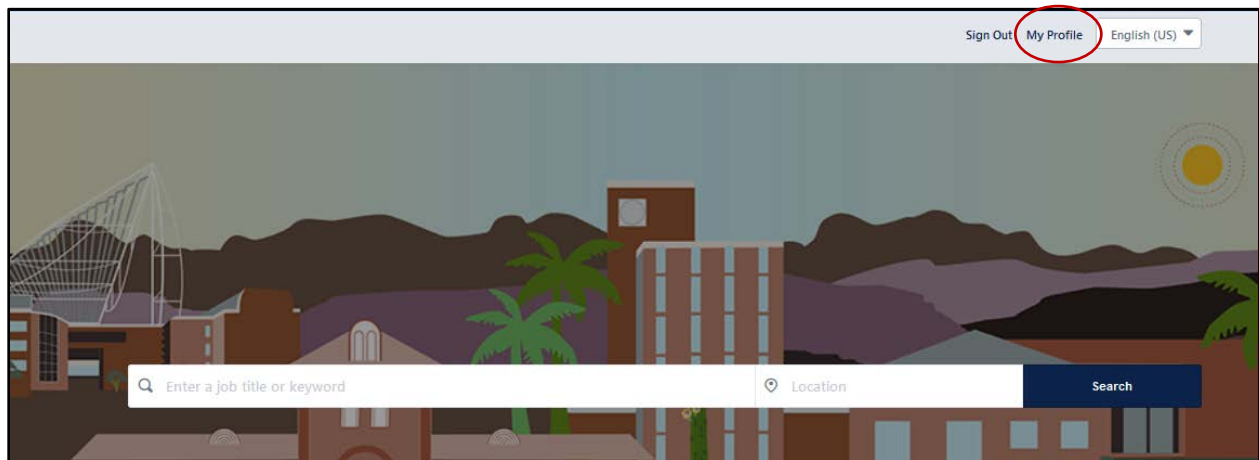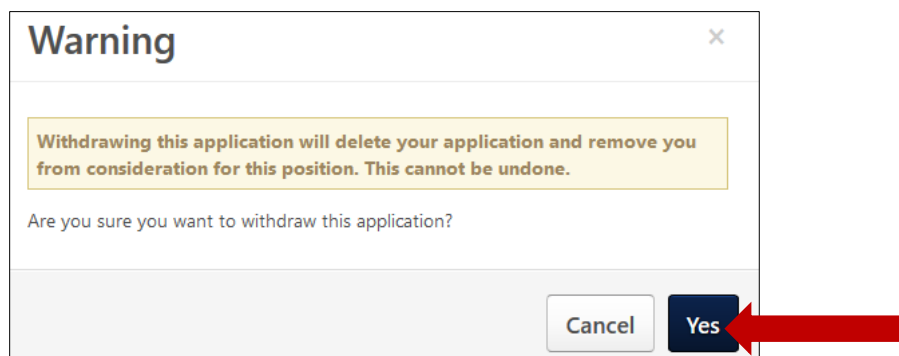

You will be redirected to your **Applicant Dashboard**. Find your application under the **Application Status** section of the dashboard and click on the dropdown arrow corresponding to the application to open a menu.
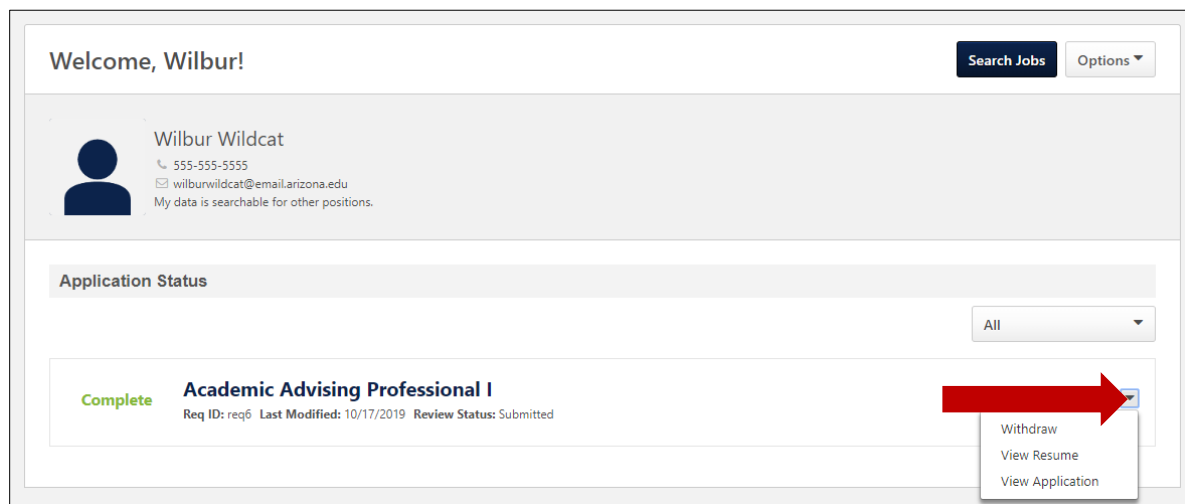
Next, click **Withdraw**.

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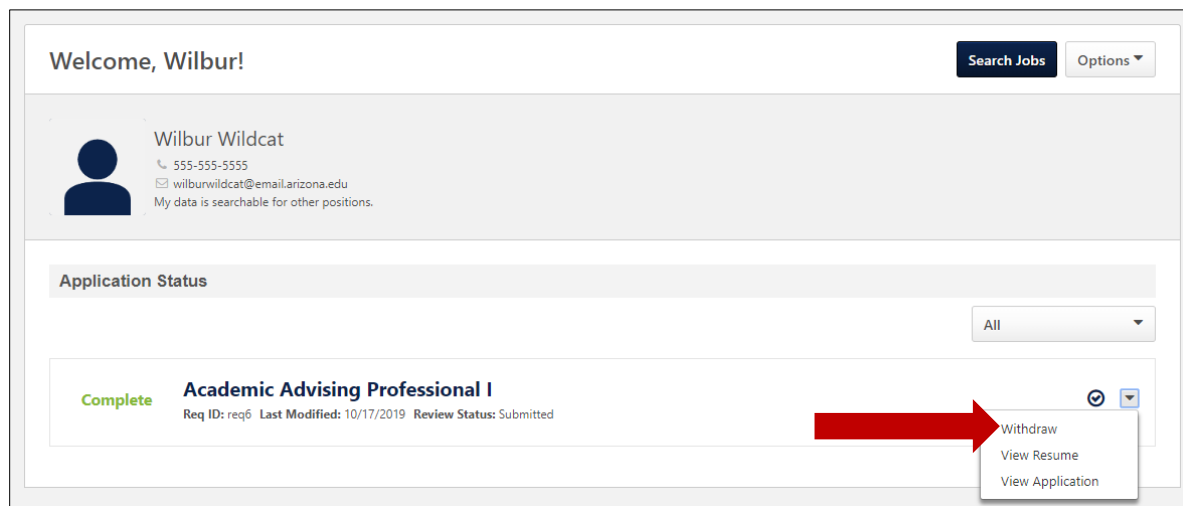
You will receive a **Warning** pop-up. Click **Yes**.

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

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