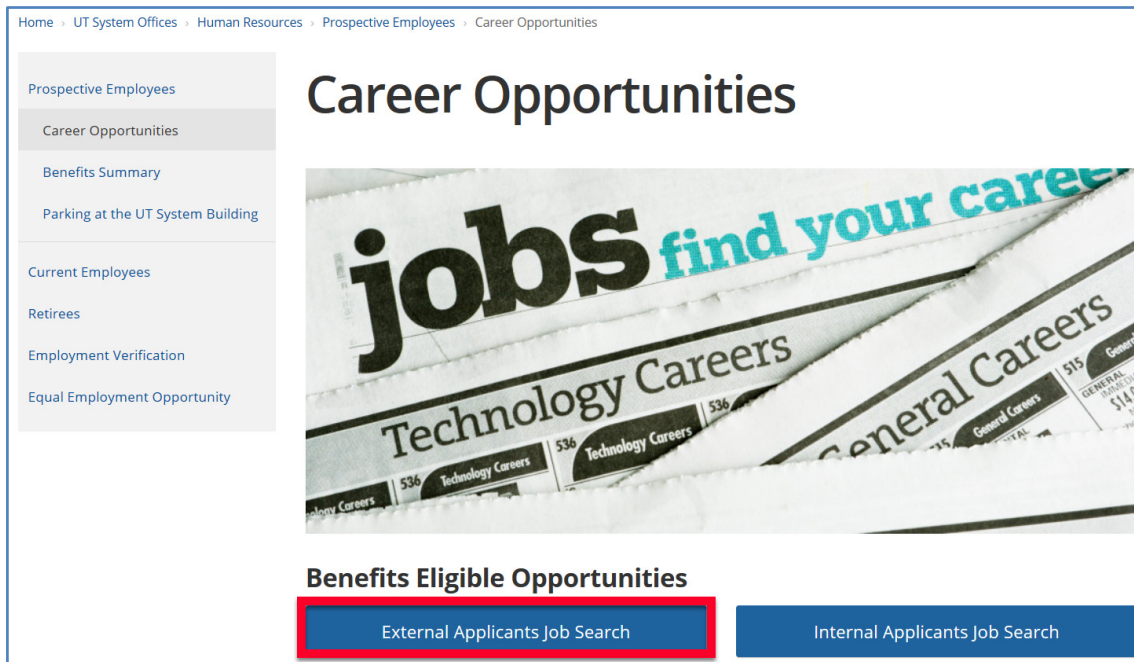


Application Instructions - External Applicants

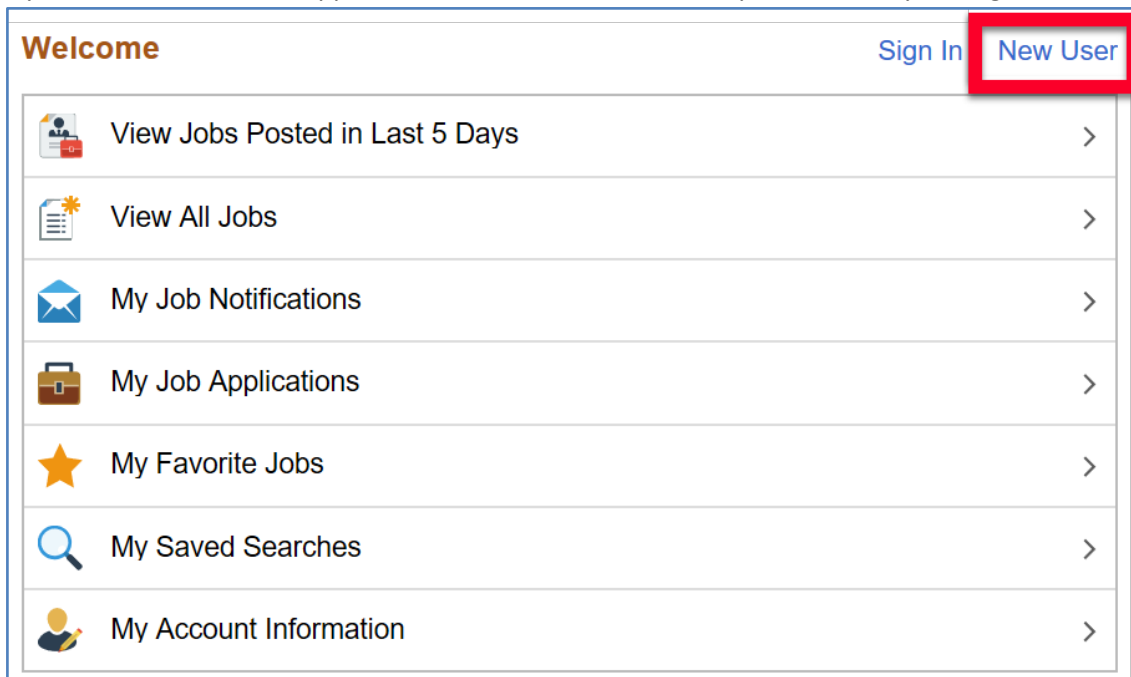


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1. Go to <https://www.utsystem.edu/offices/human-resources/prospective-employees/career-opportunities>
2. Click the **External Applicants Job Search** button.

A screenshot of the 'Career Opportunities' page. The breadcrumb trail at the top reads: Home > UT System Offices > Human Resources > Prospective Employees > Career Opportunities. On the left is a navigation menu with items: Prospective Employees, Career Opportunities, Benefits Summary, Parking at the UT System Building, Current Employees, Retirees, Employment Verification, and Equal Employment Opportunity. The main heading is 'Career Opportunities'. Below it is a large image of a newspaper with the headline 'jobs find your career' and sections for 'Technology Careers' and 'General Careers'. Under the image, there is a section titled 'Benefits Eligible Opportunities' with two buttons: 'External Applicants Job Search' (highlighted with a red box) and 'Internal Applicants Job Search'.

3. If you are a new external applicant, click the **New User** link to proceed with your registration.

A screenshot of the 'Welcome' page. At the top left is the word 'Welcome'. At the top right are links for 'Sign In' and 'New User' (highlighted with a red box). Below these is a list of user actions, each with an icon and a right-pointing chevron: 'View Jobs Posted in Last 5 Days', 'View All Jobs', 'My Job Notifications', 'My Job Applications', 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'.

Application Instructions - External Applicants



4. Complete your profile by filling in your personal data in the 'Account Information' and 'Address Information' sections (items marked with an asterisk are required), click checkbox next to "I agree to terms and conditions", and then click the **Register** button.

A screenshot of a registration form. At the top right, there is a link "Already Registered? Sign In Now" and a green "Register" button highlighted with a red box. The form is divided into two sections: "Account Information" and "Address Information".
Account Information
*User Name
*Password
*Confirm Password
*First Name
*Last Name
*Email Address
Phone
Address Information
Country: United States (dropdown menu)
Address 1

5. Click the **View All Jobs** option to display all available job positions.

A screenshot of a user dashboard. At the top left, there is a "Welcome" heading. Below it is a list of menu items, each with an icon and a right-pointing chevron. The "View All Jobs" item is highlighted with a red box.

- View Jobs Posted in Last 5 Days >
- View All Jobs** >
- My Job Notifications >
- My Job Applications >
- My Favorite Jobs >
- My Saved Searches >
- My Account Information >

Application Instructions - External Applicants



6. Click the **Right Arrow**  to open and review the position details.

Location

- Austin, TX (8)
- Irving, TX (8)
- Houston, TX (2)
- Midland, TX (2)

Department

- Shared Information Services (8)
- University Lands (5)
- Controller (1)
- Employee Benefits (1)
- Governmental Relations (1)
- Information Security Office (1)
- Inst for Transformtl Learning (1)
- Strategic Initiatives (1)
- Tech Infor Services (1)

Search Jobs

Search by job title, location, or keyword

Clear Search Save Search

20 jobs found.

Network Engineer

Job ID 4296
Location Irving, TX
Department Shared Information Services
Job Family Information Technology
Posted Date 04/04/2019
Close Date Open Until Filled

Accounting Assoc-10039978

Job ID 4292
Location Austin, TX
Department Controller
Job Family Finance/Accounting

7. Once you have reviewed the position you would like to apply for, click **Apply for Job**.

Previous Job **Network Engineer** Next Job

Job ID 4296 Full/Part Time Full-Time
Location Irving, TX Regular/Temporary Regular

☆ Add to Favorite Jobs

FLSA Status
Exempt

Earliest Start Date
Immediately

Salary
Salary commensurate with experience

Hours per Week
40.00 Standard from 8:00 AM to 5:00 PM

Apply for Job

8. Read the **Terms and Conditions**, then check the box to agree.

Exit Apply for Job Next >

Administrative Assoc.-10039971

1 Start
In Progress

2 Resume
Not Started

3 Qualifications
Not Started

4 Referrals
Not Started

5 Self-Identify
Not Started

6 Review and Submit
Not Started

Step 1 of 6: Start

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

Application Instructions - External Applicants



9. Click **Next** to upload your Resume.

Administrative Assoc., -10039971

Step 1 of 6: Start
This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

Progress bar: 1 Start (In Progress), 2 Resume (Not Started), 3 Qualifications (Not Started), 4 Referrals (Not Started), 5 Self-Identify (Not Started), 6 Review and Submit (Not Started)

10. Click **Attach Resume** to search your computer documents and locate your resume.

Network Engineer

Step 2 of 6: Resume

Resume Attachment (Required)
You have not provided a resume.
Attach Resume

Cover Letter Attachment
You have not provided a cover letter.
Attach Cover Letter

Progress bar: 1 Start (Complete), 2 Resume (In Progress), 3 Qualifications (Not Started), 4 Referrals (Not Started), 5 Self-Identify (Not Started), 6 Review and Submit (Not Started)

11. Click **My Device** to browse your computer for your resume.

File Attachment

Choose From

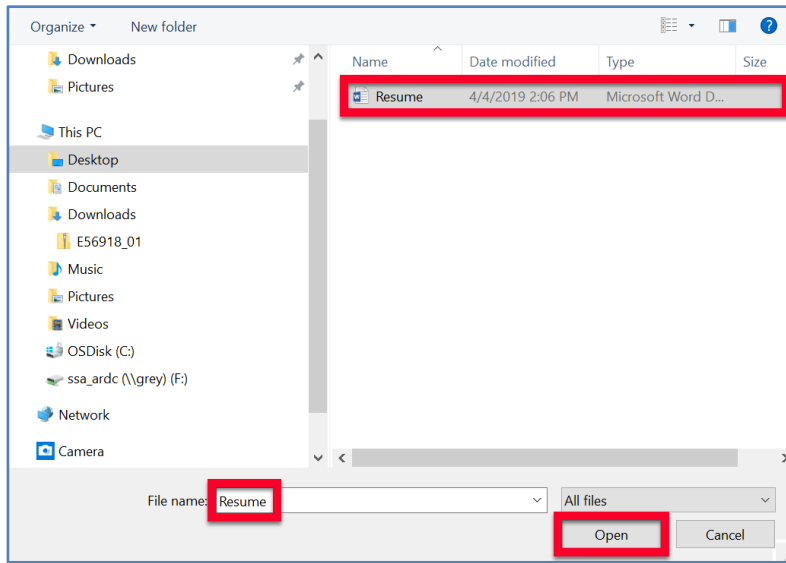
My Device

Below the 'My Device' option is a dashed rectangular box for file selection.

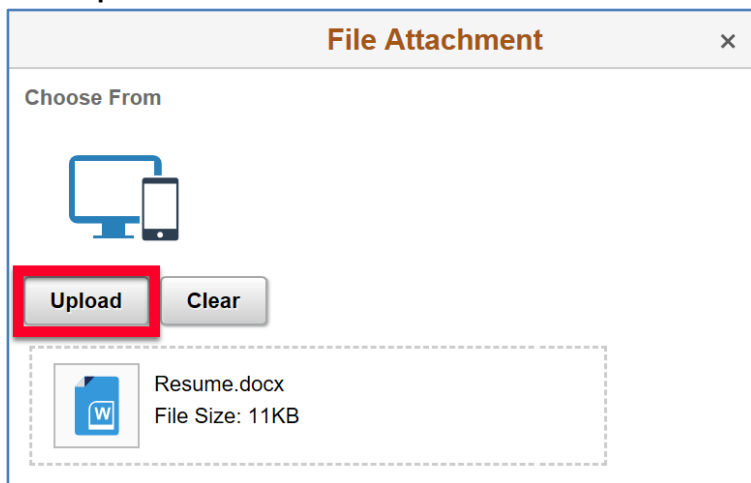
Application Instructions - External Applicants



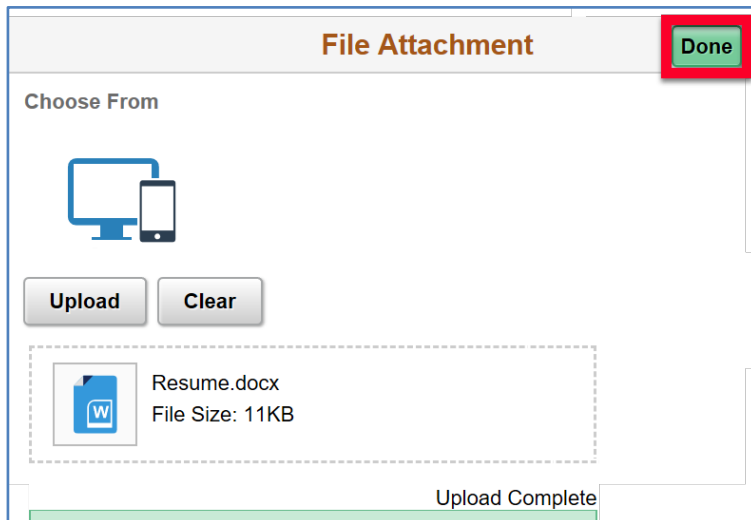
12. Select your resume, make sure the **File Name** box reads the name of your file. Then click **Open**.



13. Click **Upload**.



14. Once the upload is completed, click **Done**.



Application Instructions - External Applicants



15. Click **Attach Cover Letter**, and repeat steps 11-14 to upload your Cover Letter.

Administrative Assoc.-10039971

1 Start Complete

2 Resume In Progress

3 Qualifications Not Started

4 Referrals Not Started

5 Self-Identify Not Started

6 Review and Submit Not Started

Step 2 of 6: Resume

Resume Attachment (Required)

*Resume Title Resume.docx

Attached File Resume.docx

Change Resume

Cover Letter Attachment

You have not provided a cover letter.

Attach Cover Letter

16. Click the **Next** button to upload your **Qualifications**.

Administrative Assoc.-10039971

1 Start Complete

2 Resume In Progress

3 Qualifications Not Started

4 Referrals Not Started

5 Self-Identify Not Started

6 Review and Submit Not Started

Step 2 of 6: Resume

Resume Attachment (Required)

*Resume Title Resume.docx

Attached File Resume.docx

Change Resume

Cover Letter Attachment

*Cover Letter Title Cover_Letter.docx

Attached File Cover_Letter.docx

Change Cover Letter

Next >

17. Click **Add Attachment** to upload additional information relevant to the job posting. Repeat steps 11-14 to upload your additional attachment.

Administrative Assoc.-10039971

1 Start Complete

2 Resume Complete

3 Qualifications In Progress

4 Referrals Not Started

Step 3 of 6: Qualifications - Attached File (use Upload Attachment)

Please refer to the job description for the types of documents we require.

Attachments

You have not added any attachments.

Add Attachment

Attached File (use Upload Attachment) In Progress

Education and Work Experience Not Started

Add Reference Not Started

Application Instructions - External Applicants



18. Click **Next** to add a degree to your application.

19. Click **Add Degree** to enter your degree information.

20. Add your degree by clicking the **Search** icon. 

Application Instructions - External Applicants



21. Find and select your degree.

Cancel Lookup

Search for: Degree

Search Criteria

Search Results

Content Item ID	Description
A	Advanced Level
AA	Associate of Arts
AAS	Associate of Applied Science
ABA	Associate of Business Admin
AE	Associate of Engineering
AS	Associate of Science
BA	Bachelor of Arts

22. Fill in the information for the institution you obtained your degree. Use the Search icon if necessary, click Done.

Cancel Add Degrees Done

*Degree BA

Country United States

State Texas

School Code

School Description Austin Business College

Field of Study Code

Field of Study Description Accounting

Graduated Yes

Year Acquired 2018

23. If you need to add another degree use the Add icon. To modify your degree information click the Right Arrow icon.

Exit Apply for Job Previous Next

Administrative Assoc.-10039971

2 Resume Complete

3 Qualifications In Progress

Attached File (use Upload Attachment) Complete

Education and Work Experience In Progress

Add Reference Not Started

4 Referrals Not Started

Degrees

+ Degree

Bachelor of Arts

Application Instructions - External Applicants



24. Next add references by clicking **Add Reference**.

Wellness Program Manager

Step 3 of 5: Please complete each section of the application below fully and completely.

Degrees
You have not added any degrees.
Add Degrees

References
You have not added any references.
Add Reference

Questionnaire (Required)

1. Are you at least 18 years of age?
 Yes
 No


2. Upon employment, can you provide document(s) to establish your identity and eligibility to work in the United States?
 Yes
 No

3. Would your employment eligibility be contingent on University of Texas sponsoring or transferring your work visa?
 YES. (Enter the date your visa expires in the text box at the end of this application questionnaire section.)

25. Use the **Down Arrow** icon to select your reference type. Then complete the reference and address information. Click **Done**.

Cancel **Add Reference** **Done**

Reference Information

*Reference Type 

*Reference Name


*Title

Employer

Phone

Email Address

Address

Country 

Address 1

Address 2

Address 3

City

26. If you need to add another reference, use the **Add** icon, and repeat steps 24-25 to complete the **Reference Information**. If you need to modify your reference information click the **Right Arrow** icon.

Application Instructions - External Applicants



27. Complete the Required Questionnaire.

Wellness Program Manager

Step 3 of 5: Please complete each section of the application below fully and completely.

Degrees
You have not added any degrees.
[Add Degrees](#)

References
You have not added any references.
[Add Reference](#)

Questionnaire (Required)

1. Are you at least 18 years of age?
 Yes
 No

2. Upon employment, can you provide document(s) to establish your identity and eligibility to work in the United States?
 Yes
 No

3. Would your employment eligibility be contingent on University of Texas sponsoring or transferring your work visa?
 YES. (Enter the date your visa expires in the text box at the end of this application questionnaire section.)
 No

4. Are you related by kinship or marriage to any current employee or any member of the Board of Regents to The University of Texas system?
 YES. (Please provide the Employee Name, Relationship to the Applicant, and the Employee department in the text box at the end of the application questionnaire section.)
 No

28. Click Next to continue.

Wellness Program Manager

Step 3 of 5: Please complete each section of the application below fully and completely.

Degrees
+
Degree
Associate of Arts >

References
+
Reference Title Employer
Gina Arevalo HR Service Partner UT System Administration >

Questionnaire (Required)

1. Are you at least 18 years of age?
 Yes
 No

29. Complete the Self-Identify - Disability questionnaire. Once done, click the Next button.

Administrative Assoc.-10039971

Step 5 of 6: Self-Identify - Disability

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

Why are you being asked to complete this form?
Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?
You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please select one of the options below:

YES, I HAVE A DISABILITY (or previously had a disability)
 NO, I DON'T HAVE A DISABILITY
 I DON'T WISH TO ANSWER

Application Instructions - External Applicants



30. Complete the Self-Identify - Veteran questionnaire. Click the Next button when complete.

Administrative Assoc.-10039971

1 Start Complete

2 Resume Complete

3 Qualifications Complete

4 Referrals Complete

5 Self-Identify In Progress

Disability Complete

Veteran In Progress

Diversity Not Started

6 Review and Submit Not Started

Step 5 of 6: Self-Identify - Veteran

Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), 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
 - A person who was discharged or released from active duty because of a service connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at [1-866-4-USA-DOL](tel:1-866-4-USA-DOL).

Self-Identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I identify as one or more of the classifications of protected veteran listed
 - Disabled Veteran
 - Recently Separated Veteran
 - Active Duty Wartime or Campaign Badge Veteran
 - Armed Forces Service Medal Veteran
- I am a protected veteran, but I choose not to self-identify the classification to which I belong
- I am not a protected veteran
- I am not a veteran

Military Discharge Date

31. Complete the Self-Identify - Diversity questionnaire. Once done, click the Next button.

Administrative Assoc.-10039971

1 Start Complete

2 Resume Complete

3 Qualifications Complete

4 Referrals Complete

5 Self-Identify In Progress

Disability Complete

Veteran Complete

Diversity In Progress

6 Review and Submit Not Started

Step 5 of 6: Self-Identify - Diversity

You are invited to provide the information requested regarding diversity.

Diversity

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self-identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender

What is your gender?

- Female
- Male
- I decline to answer

Ethnicity and Race Identification

Are you Hispanic or Latino? [Definition](#)

- Yes, I am Hispanic or Latino.
- No, I am not Hispanic or Latino.

What is your race? Select one or more. [Definition](#)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White
- I decline to answer

32. Complete a final review of your contact information. If you need to make changes, click the Modify link.

Application Instructions - External Applicants



33. Complete a final review of your application by clicking the **Right Arrow** icons to open and review each section.

Administrative Assoc.-10039971

1 Start Complete

2 Resume Complete

3 Qualifications Complete

4 Referrals Complete

5 Self-Identify Complete

6 Review and Submit In Progress

Step 6 of 6: Review and Submit

My Contact Information

Email [Redacted] Address [Redacted]
 Phone [Redacted] Contact Method [Redacted]

Modify

- ▶ Resume Attachment
- ▶ Cover Letter Attachment
- ▶ Attachments
- ▶ Degrees
- ▶ References
- ▶ Referrals
- ▶ Disability
- ▶ Veteran
- ▶ Diversity

34. If needed, make the necessary modifications before submitting your application.

Administrative Assoc.-10039971

1 Start Complete

2 Resume Complete

3 Qualifications Complete

4 Referrals Complete

5 Self-Identify Complete

6 Review and Submit In Progress

Review your application and make any changes before submitting.

Step 6 of 6: Review and Submit

My Contact Information

Email [Redacted] Address [Redacted]
 Phone [Redacted] Contact Method [Redacted]

Modify

Resume Attachment

Resume Title Resume.docx
 Attached File Resume.docx

Modify

Cover Letter Attachment

Cover Letter Title Cover_Letter.docx
 Attached File Cover_Letter.docx

Modify

35. Click **Submit**.

Administrative Assoc.-10039971

1 Start Complete

2 Resume Complete

3 Qualifications Complete

4 Referrals Complete

5 Self-Identify Complete

6 Review and Submit In Progress

You have not added any attachments.

Modify

Degrees

Degree

Bachelor of Arts >

References

Reference	Title	Employer
Paige Buechley	Director Process Imp	UT System >
Jenny Murphy	Director Acct Servic	UT System >
Sue Fischer	Admin Coord	UT System >

Submit

Application Instructions - External Applicants



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Office of Talent & Innovation
512-499-4587

36. Once you submit your application, a message of confirmation will display success.

The screenshot shows a web interface for "Application Confirmation". At the top, there is a dark blue header with the title "Application Confirmation" and navigation icons (home, search, flag, menu, share). Below the header is a green banner with the text "You have successfully submitted your job application". Underneath, there is a section titled "Jobs Applied For" which contains a table of application details. At the bottom left, there are two links: "Careers" and "View Submitted Application".

Jobs Applied For	
Job Title	Network Engineer
Job ID	4296
Location	Irving, TX
Posting Date	04/04/2019
Application Date	04/09/2019

[Careers](#)
[View Submitted Application](#)