

## **Internal Applicants: Apply for Job**

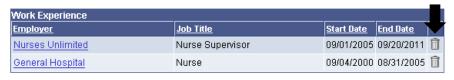
- 1. Log in to ZipLine with your UANetID and password.
- 2. Click the Faculty/Staff tab.
- 3. Click the link <u>Search/Apply for Jobs</u> located under the "Employee Services" heading.
- A list of job postings displays. To apply for one job at time: Click on a Job Title to review the posting. Click Apply Now from the job description.
- To apply for multiple jobs: Use the Select column to select multiple job titles and click Apply Now to apply for all the selected jobs.



- 6. Select the resume options either Upload a new resume, Use an existing resume (to use a previously uploaded resume), or Apply without a resume. Click the Continue button. If uploading a resume, browse to locate and select the file and then click Upload. NOTE: The uploaded file name cannot exceed 64 characters.
- 7. If uploading a resume, you will be returned to the uploaded resume title. Click **Continue**.

**Note**: If you **Submit** the application without uploading a resume you will **not** be able to go back in later and upload a resume. You would need to re-apply for the position and complete all the information again.

- 8. Click the <u>Add Work Experience</u> link to add any work experience. Enter the information related to your work experience. When finished, click Save and Return to move to the next section or select Save and Add More to add additional work experience.
- 9. Use the trash can icon to delete an entry.



+ Add Work Experience



## **Internal Applicants: Apply for Job**

- 10. The Education History will default from your Employee Profile. Verify the highest education level is correct.
- 11. Verify the post-secondary education is accurate. To update information for a degree, click the Degree link. If a degree is listed in error and should be removed, click the Trash can icon to delete the item. To add a degree, click the <a href="#">Add</a>
  Post-Secondary Education History link.
  - a. For Country, enter **USA** for the United States.
  - b. Select the **State** from the drop-down list.
  - c. School Lookup: Click the magnifying glass icon to lookup the name of the school. Click Advanced

    Lookup. Click the drop-down for Description and select contains. Enter part of the name for the University or College. For example, type "Akron" for The University of Akron. Click the Look Up button.



- a. Select the appropriate school from the list by clicking on the school name. The name will be automatically entered in the School field. If your school is not listed, enter the school name in the **Other** field. **School is a required field.**
- b. **Major** Code Lookup: Click the magnifying glass icon to lookup the major code. Click **Advanced**<u>Lookup</u>. Click the drop-down for **Description** and select **contains**. Enter a portion of the major, for example, Nursing. Click the **Look Up** button.
- c. Select the appropriate Major from the list by clicking on the major description. The name will be automatically entered in the Major field. If your major is not listed, enter the major in the **Other** field. **Major** is a required field.
- d. **Degree** Lookup: Click the magnifying glass icon to lookup the degree code. Click the Lookup button. Scroll through the list and select the appropriate Degree by clicking on the Degree name. The name will be automatically entered in the Degree field. **Degree is a required field.**
- e. Enter the number of years completed and select the checkbox if you graduated from the specified institution.

High School data will default in this area. In order to save any updates, enter "N/A" for Major (in the "Other" field). Degree should be "High School Graduate."





- 12. If you have additional post-secondary educational information to enter, click **Save and Add More**. Otherwise, click **Save and Return** to continue to the next section.
- 13. Click Add Reference. Add reference information. Any fields with an asterisk are required. To enter additional references, click Save and Add More. To advance to the next section, click Save and Return.
- 14. Complete the remaining questions on the page. These questions are REQUIRED.
- 15. If you have entered all the information, click the **Submit** button to finalize and submit your application.
- 16. If you are unable to fully complete the application at this time, click Save to save the data you have just entered. When you are ready, log back in to the system and retrieve and complete your application. Your application is NOT submitted until you click the Submit button.
- 17. Read the Terms and Agreements. Select **Yes** to agree to the terms and agreements. Click **Submit**.
- 18. You should receive a message that you have successfully submitted your application(s). The jobs for which you have applied will be listed with the status of "**Applied**".



- 19. A confirmation email will be sent to indicate you have applied for the job.
- 20. Should you wish to upload additional documents, such as a cover letter, refer to the job aid, "Upload an Attachment."

Note: Once you upload your resume and submit the application you will not be able to make any changes to the resume or any of the application data.

You will be timed out after 30 minutes of inactivity.

The time out will result in a loss of any data not saved.