

1. Log in to ZipLine with your UANetID and password.
2. Click the **Faculty/Staff** tab.
3. Click the link **Search/Apply for Jobs** located under the “Employee Services” heading.
4. 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.
5. 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.

Test Job Postings

First Previous Next Last

Select	Date	Job Title	Job ID	Job Type	Location
<input type="checkbox"/>	09/12/2011	Academic Adviser II	700193	Contr Prof	Student Athlete Academic Svcs
<input type="checkbox"/>	08/22/2011	Assistant Professor, Nursing	700165	Faculty	Nursing - Instruction
<input type="checkbox"/>	08/18/2011	Assistant Professor, Nursing	700151	Faculty	Nursing - Instruction
<input type="checkbox"/>	08/16/2011	HR USE ONLY	700177		Human Resources
<input type="checkbox"/>	08/10/2011	Assistant Professor, Nursing	700168	Faculty	Nursing - Instruction
<input type="checkbox"/>	08/10/2011	Assistant Professor, Nursing	700150	Faculty	Nursing - Instruction
<input type="checkbox"/>	08/02/2011	Assistant Professor, Nursing	700159	Faculty	Nursing - Instruction
<input type="checkbox"/>	07/25/2011	Assistant Professor, Nursing	700153	Faculty	Nursing - Instruction
<input type="checkbox"/>	07/20/2011	Assistant Professor, Nursing	700143	Faculty	Nursing - Instruction
<input type="checkbox"/>	07/19/2011	Assistant Professor, Nursing	700139	Faculty	Nursing - Instruction
<input type="checkbox"/>	07/11/2011	Coord Events	700115	Staff	Music
<input type="checkbox"/>	03/07/2011	Secretary	6570	Staff	Acad Achievement Programs
<input type="checkbox"/>	03/07/2011	Secretary for Pushing the Papers	6572	Staff	Acad Achievement Programs
<input type="checkbox"/>	03/03/2011	Administrative Assistant	6568	Staff	Student Academic Success
<input type="checkbox"/>	05/12/2010	Assoc Athl Dir Development	6128	Contr Prof	Athletics Office
<input type="checkbox"/>	05/06/2010	Assoc Prof, Polymer Engr	6105	Faculty	Polymer Engineering

Select All Deselect All Save Jobs **Apply Now**



8. Click the **Add Work Experience** 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.

Work Experience

Employer	Job Title	Start Date	End Date	
Nurses Unlimited	Nurse Supervisor	09/01/2005	09/20/2011	
General Hospital	Nurse	09/04/2000	08/31/2005	

[+ Add Work Experience](#)

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 **Add 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.

Country: USA

State - Other: OH

School Code: begins with



Description: contains

[Basic Lookup](#)

Search Results

View 100 First  1 of 1  Last

School Code	Description
003123	The University of Akron

- 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 Lookup**. 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"**.

My Applications

You have successfully submitted your job application.

Application	Status	Application Date
Assistant Professor, Nursing	Applied	09/26/2011 8:27AM
Assistant Professor, Nursing	Applied	09/26/2011 8:27AM

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.