UIC Employment Opportunities –
1st Time Applicants (Non UIC Employees)
jobs.uic.edu

Things to Know:

You will need your own personal e-mail account before you begin the online application process. *All application correspondence will be sent via e-mail.*

Make sure you have all necessary information and documents readily available to assist in the completion of your online application (work history, documents to upload, references, etc.).

Application Assistance is available:
UIC HR Welcome Center
Phone: (312) 996-0840
Email: uichrwelcomecenter@uic.edu
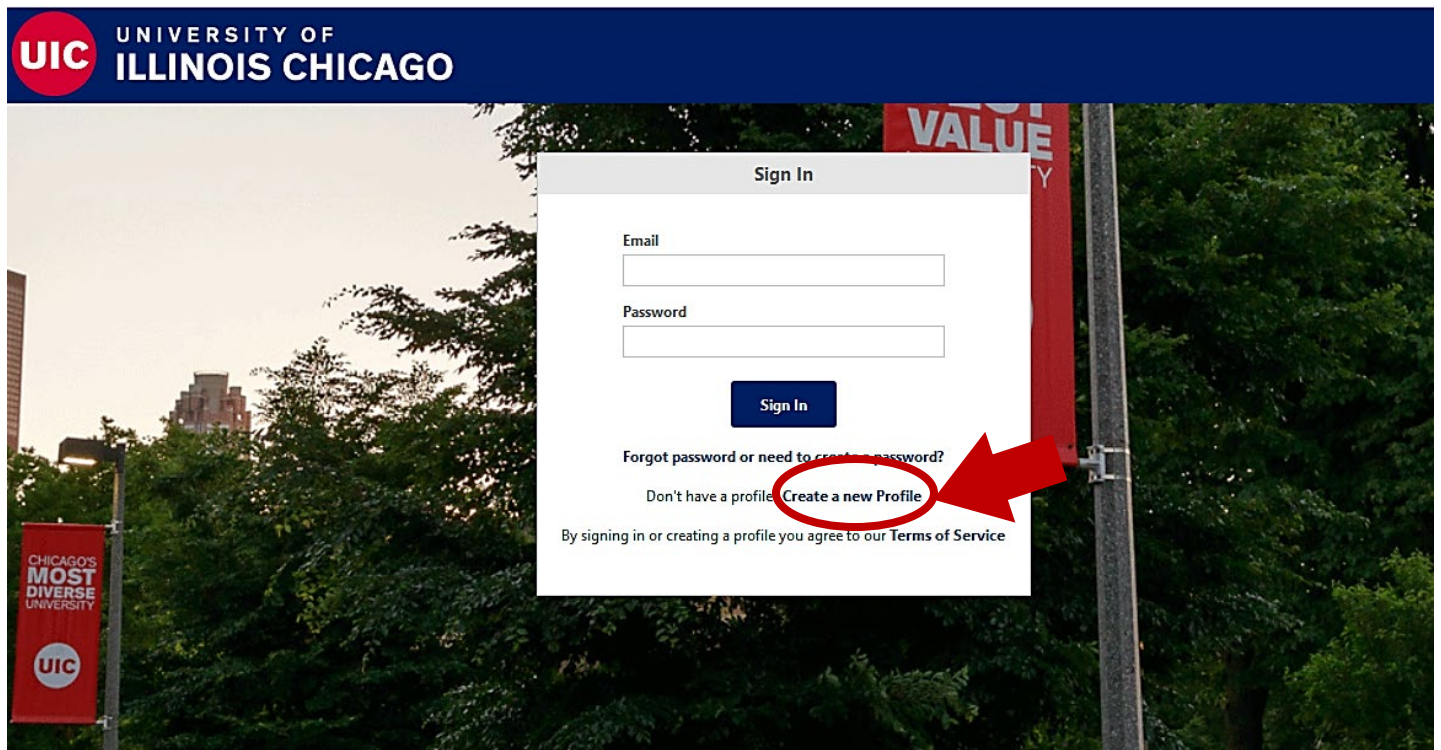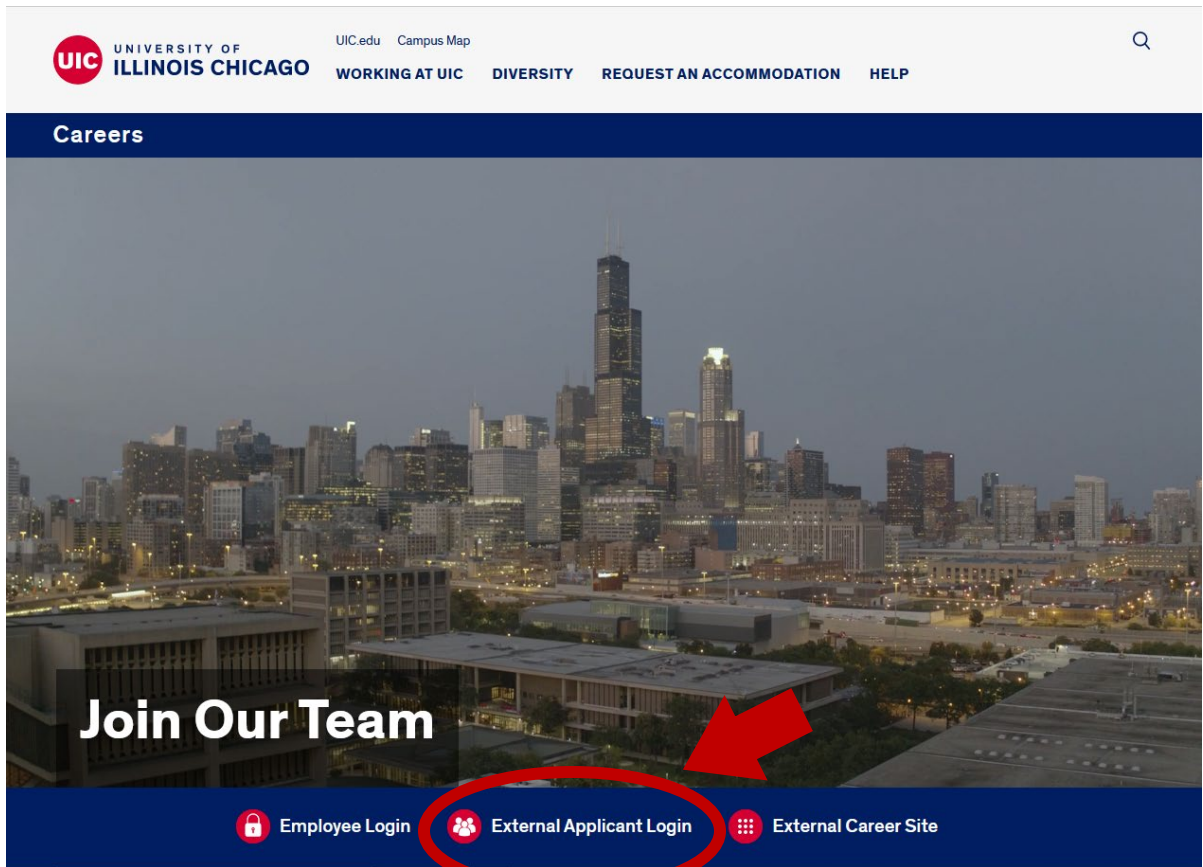
Technical Support:
HR Help Desk
Phone: (312) 413-4848
Email: uichrhelpdesk@uillinois.edu

1st Time Applicants:

- Click **External Applicant Login**.
  - Click **Create a new Profile**.

- Enter your information to create a profile.
  - *Please note, a valid e-mail address is required. All application correspondence will be sent via e-mail.*
- Once all your information is entered: **check** the "I'm not a robot" box (and follow instructions), **check** the box to agree to our "Terms of Service", and click on the **Create Profile** button at the bottom of the page.
  - *Please remember your e-mail and password. You will need this to return to our website and to access your account.*

- You are now ready to start applying for positions at UIC!
  - The page will automatically take you to the listing of all current employment opportunities.
- Browse through the listing of positions that are currently open.

- Find a position you are interested in and click on the job posting to see more details about the position.
  - *All job postings will include the minimum qualifications for the position. Pay close attention to what documents may need to be uploaded (i.e. transcripts).*
  - *Most job postings include a "posting close date", which is the <u>last day</u> an applicant can apply to that particular position. Please note: all postings close at 6:00pm CDT on the posting close date.*

(job posting example)

Note the close date!

Pay close attention to the minimum acceptable qualifications!

Interested in the position? Begin your application by clicking the "Apply Now" button!

- Once the **Apply Now** button is clicked on, you will be taken directly to the application to begin applying to the position.
  - *Make sure you have all the documents you need to complete the application.*
- Step 1 of the application process is about your contact information, experience/education skills, and any documents to upload.

(job application example)

Click this button to upload resume/cover letter!

- Pay special attention to the Professional Experience, Education, Professional Certification/Licenses, and Skills section.
  - When inputting this information, you must click the **Add Professional Experience**, **Add Education**, **Add Personal Certification/Licenses**, or **Add Skills** link. More options should appear for you to fill in your employment information. Repeat this process until you are finished adding all of your information.
- When ready to move on from this page, click the **Next** button on the bottom of the page.
  - *If you need to close the application for any reason, click the **Save** button to save all your work.*

(job application example)

Professional Experience

Add Professional Experience

Education

Add Education

Is all of your information added to the appropriate areas indicated by the arrows?

Professional Certification/Licenses

Add Professional Certification/Licenses

Skills

Add Skills

Cover Letter

⬆ Upload Cover Letter

or

✎ Type it manually

Upload Additional Attachments

Please refer to the job posting for required documents to upload. You can upload a maximum of 10 attachments. Attachments can be a maximum of 10 MB.

⬆ Upload Document

Click this button to upload any other necessary documents!

Cancel   Save   Next

Click this button to move on to the next section!

Click this button if you need to save your work to continue for next time!

- Step 2 of the application process continues to be about your personal information and includes a disclaimer about applying to UIC.

(job application example)

Are you legally authorized to work in the United States without sponsorship?*
○ Yes
○ No

Are you currently receiving or will you be receiving in the next year, an annuity (pension) from the State University Retirement System (SURS)?*
○ Yes
○ No

Are you or have you ever been employed by the University of Illinois?*
○ Yes
○ No

Employment of Relatives

Please refer to the Nepotism Policy for further explanation.

Do you have any relatives (related through blood or marriage) who work for the University of Illinois or any relatives who are on the Board of Trustees of the University of Illinois?*
○ Yes
○ No

Do you have a Language proficiency you want to add?
○ Yes
○ No

Military Information

If you declare that you have served in the military, you will need to provide a copy of your NGB Form 22 or DD214 showing honorable discharge from said branch of the military. Please attach your documentation to this application (on the first page of the application).

Do you have military information you would like to add?
○ Yes
○ No

If you have already tested for this classification, would you like to take a retest? Please note that you may retest however your current Register score will be used for onsideration of this position. To retake the test it must be at least 30 days since you last took the exam and you have not taken this exam 4 times within a 12 month period.
○ Yes
○ No

Disclaimer

I certify that to the best of my knowledge the information provided to the University of Illinois in my application and attached documentation is true and complete. I understand that false answers, statements or omissions of any information requested here shall be sufficient grounds for disqualification from employment or immediate termination of employment.

I give the University of Illinois permission to investigate my past educational record, criminal history background, employment history and related activities releasing persons, companies or agencies supplying such information from liability. Additionally, the University may verify whether I am prohibited from participation in federal or state health care programs due to fraud, abuse or misconduct. This participation extends to all mandated governmental exclusion listings. By submitting this application, I understand that my inclusion on a state or federal exclusion list may invalidate any offer of employment or require my immediate termination of employment.

Submitting this application to the University of Illinois, Chicago, does not obligate the University of Illinois, or any institution or agency served by it nor does it indicate that there are positions open.

☐ I agree

Cancel   Save   Back   Next

Note: if the box is not checked then applicants will not be able to proceed to the next step in the application process.

Click this button to move on to the next section!

- Step 3 of the application process is the Civil Service EEO form. Please read the information and follow the guidance it provides.
  - Once you have gone through the form, you can click the **Submit** button and submit the application.

(job application example)

Equal Opportunity Information Request

As a federal contractor, the University of Illinois at Chicago is required to request and maintain data on the racial, ethnic, and gender identity as well as on the disability and veteran status of all applicants for employment. This data enables the University and federal government to monitor compliance with equal opportunity laws and regulations.

This information will NOT be seen by the hiring units within the University.

Assurance: Submission of the information requested is voluntary, and will not affect your employment application. Furthermore, refusal to provide it will not subject you to discharge, disciplinary action, or unfair evaluations. Information obtained concerning your medical condition or history shall be kept confidential except that (i) supervisors and managers may be informed regarding restrictions on the work duties or disabled individuals, or disabled veterans and regarding accommodations, (ii) first aid and safety personnel may be informed, where appropriate, if the condition may require emergency treatment, (iii) government officials investigating compliance with the laws protecting persons with disabilities shall be provided relevant information upon request. Failure to come forward at this time does not preclude one from doing so in the future.

Please select your Veteran Status (Part 60-300):

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, which requires Government contractors to take affirmative action to employ and advance in

Show More

Please Select ▼

Please Select Gender

Please Select ▼

Please select Ethnicity

Please Select ▼

Please select Race

Please Select ▼

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 05/31/2023

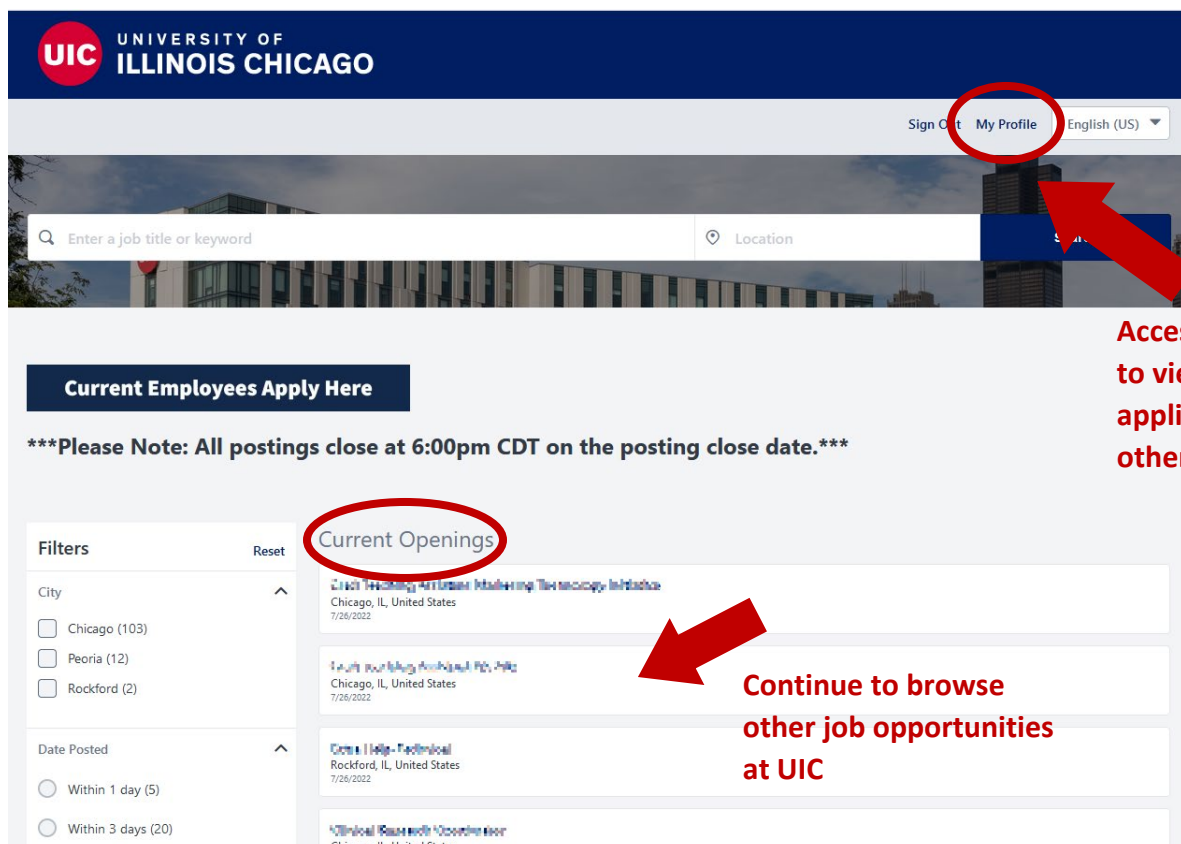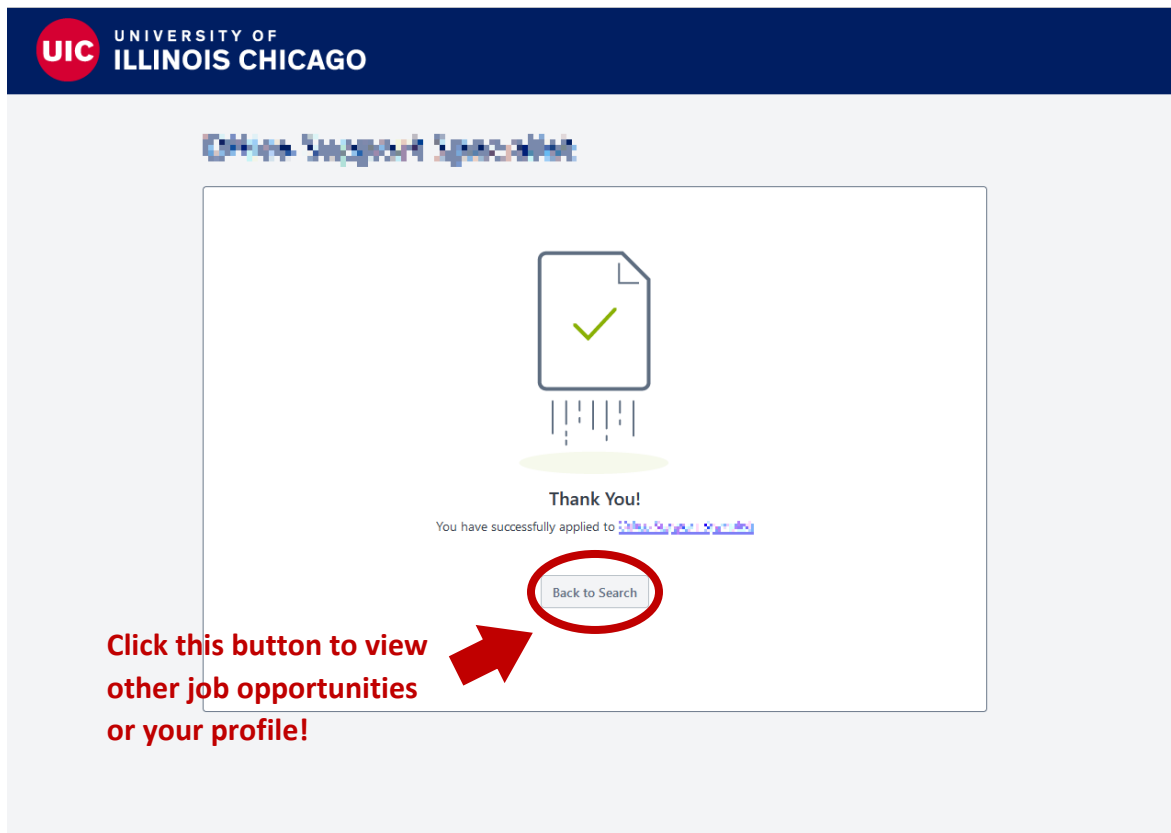Why are you being asked to complete this form?

Show More

Please Select ▼

Submit Application

Cancel   Save   Back   **Submit**

Click this button to submit your application!

- This will then bring up a "Thank You" page. You have completed your application for this particular title!
- Click the **Back to Search** button to view other job opportunities at UIC or to access your profile.

UIC UNIVERSITY OF
ILLINOIS CHICAGO

Office Support Specialist

Thank You!
You have successfully applied to Office Support Specialist

Back to Search

Click this button to view other job opportunities or your profile!

UIC UNIVERSITY OF
ILLINOIS CHICAGO

Sign Out   My Profile   English (US) ▼

🔍 Enter a job title or keyword   ⊙ Location

Access your profile to view completed application and other items

Current Employees Apply Here

Please Note: All postings close at 6:00pm CDT on the posting close date.

Filters	Reset
City	^

☐ Chicago (103)
☐ Peoria (12)
☐ Rockford (2)

Date Posted   ^
○ Within 1 day (5)
○ Within 3 days (20)

Current Openings

Chief Technology Officer Advanced Machining Technology Initiative
Chicago, IL, United States
7/26/2022

Youth Worker Assistant/Pt Jobs
Chicago, IL, United States
7/26/2022

Comp Help-Technical
Rockford, IL, United States
7/26/2022

Continue to browse other job opportunities at UIC

Clinical Research Coordinator
Chicago, IL, United States

- Viewing your profile will allow you to see your completed application and all the details for the position (status of the position, last date you modified the application)

(Career Site profile example)

Is your application listed as complete **after** you have finished your application?

Status of application

Feel free to continue to look on the Career Site for other employment opportunities. You can submit multiple applications in one day.

Don't forget to complete these steps to prepare to leave our station:

- Did you save anything to our computer?
  - If so, please delete the items (and delete the trash). We wouldn't want anyone to be able to access your documents.
- Did you log into any other websites besides our Job Board?
  - If so, please ensure that you logged out of those websites. We wouldn't want anyone to accidently be able to access your accounts.
- Please go ahead and log out of our UIC HR Career Site
  - Again, we would not want anyone to be able to access your account by staying logged into the website.

We hope to see you again soon!
Best Wishes,
UIC HR Welcome Center

UIC HUMAN RESOURCES