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

The University of Illinois at Chicago is an Equal Opportunity Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.
1st Time Applicants/Returning Applicants (UIC Employees):

- Click **Employee Login**.
  - Enter the appropriate NetID and Password. Click **Log In**.
• 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 last day an applicant can apply to that particular position. Please note: all postings close at 6:00pm CDT on the posting close date.

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

Click this button to move on to the next section!

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

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

(Career Site profile example)
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