UIC Employment Opportunities –
Returning 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:
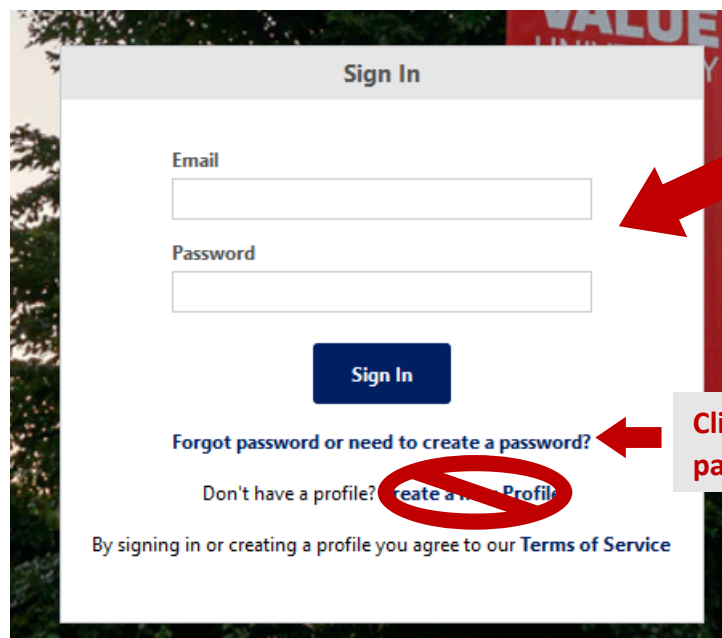**HR Help Desk**
Phone: (312) 413-4848
Email: uichrhelpdesk@uillinois.edu

Returning Applicants:

- Click **External Applicant Login**.
- **Log in** with the appropriate e-mail and password.

Forgot your password?

- *Click the **Forgot password or need to create a password** link and follow the instructions.*
- *Contact the* HR Help Desk *(312.413.4848 |* uichrhelpdesk@uillinois.edu*) to further assist in resetting your password.*
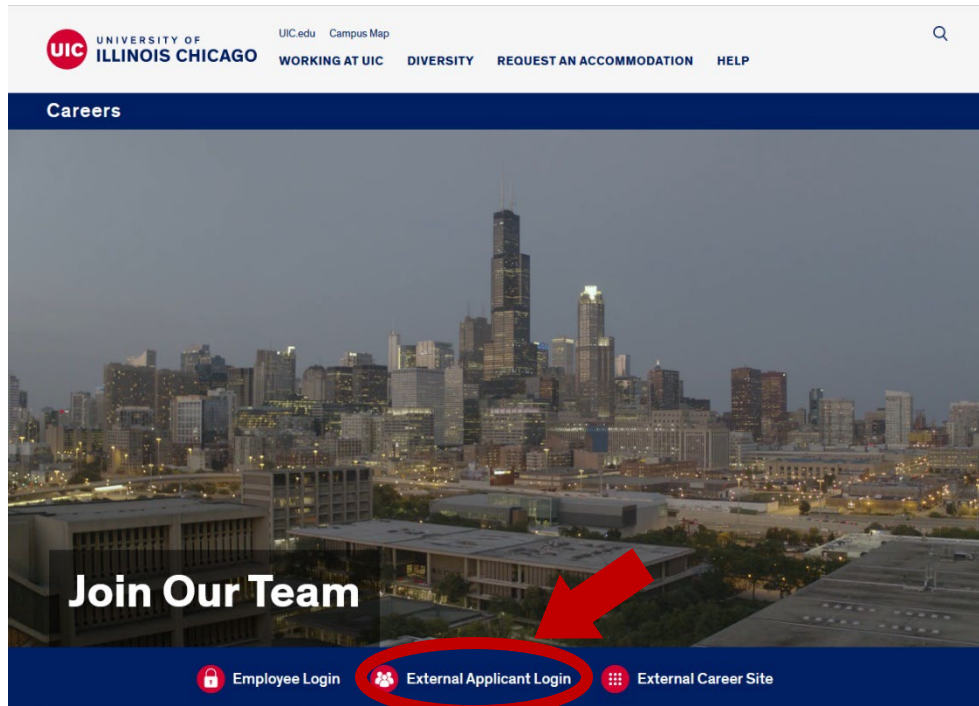
Enter E-mail and password and click the sign in button to access your profile and job opportunities!

Click here if forgot password!

- 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. All steps within the application must be completed and the application must be submitted in order for the position to be applied to correctly.*
- 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.

(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 if you need to save your work to continue for next time!

Click this button to move on to the next section!

- Once the application has been submitted, 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.

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

Access your profile to view completed application and other items

Continue to browse other job opportunities at UIC
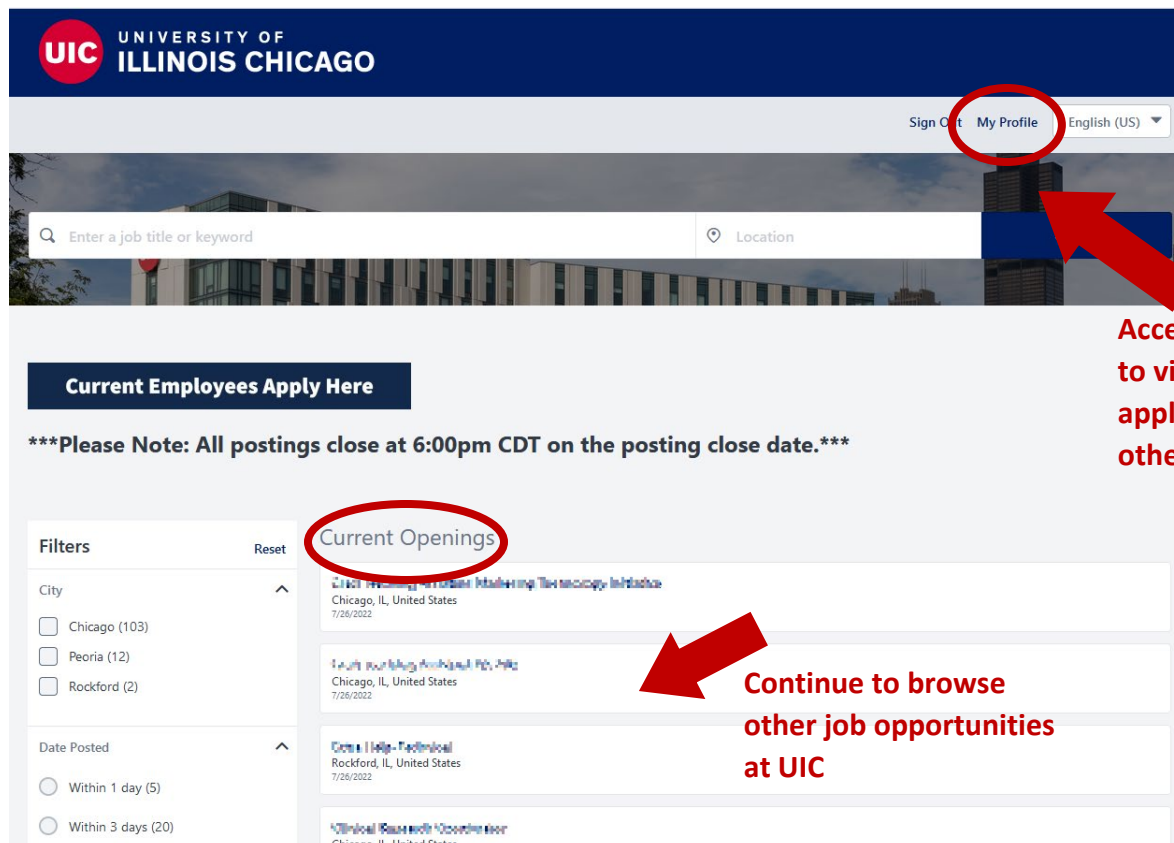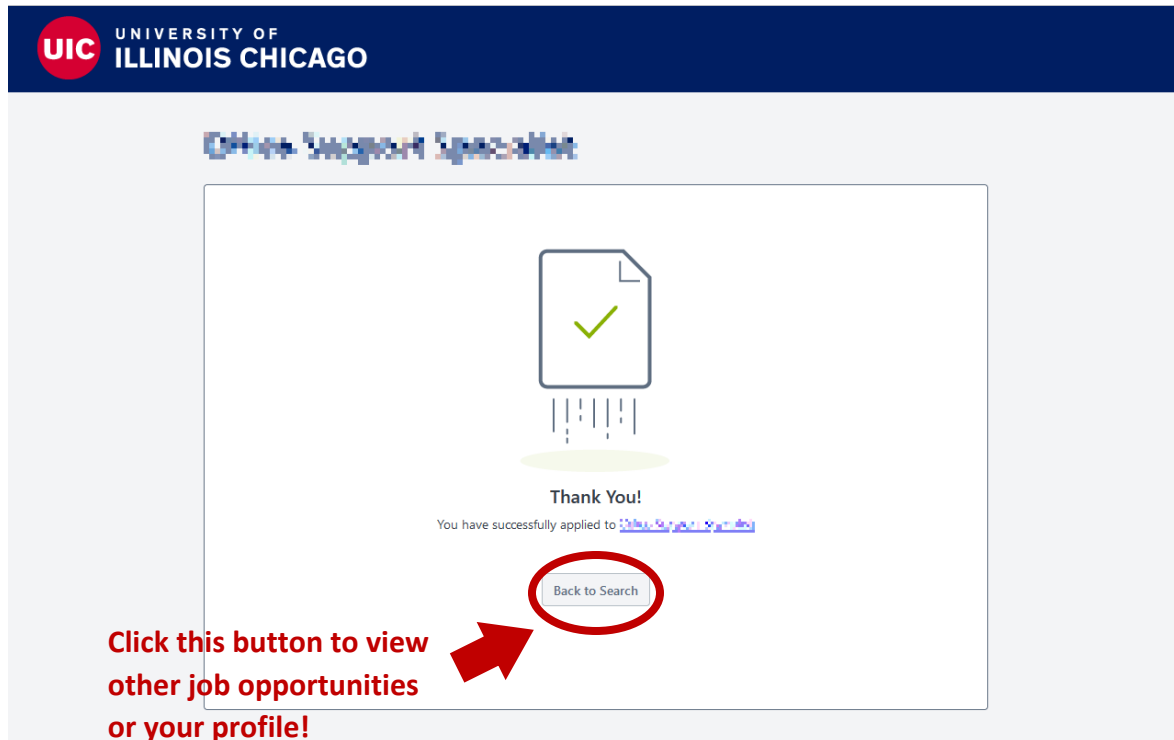
- Viewing your profile will allow you to see your completed application and all the details for the position (status of the position, last date you modified the application)

(Career Site profile example)

Is your application listed as complete <u>after</u> 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