

1. Access The University of Akron job postings at <http://www.uakron.edu/jobs>
2. To apply for **one** job at a time: Click on a Job Title to review the posting. Click **Apply Now** from the job description.
3. 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.

<b>Basic Job Search</b> Keywords: <input type="text"/> Posted: Last Month <input type="button" value="v"/> <input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a>	<b>Login</b> User Name: <input type="text"/> Password: <input type="text"/> <input type="button" value="Login"/> <a href="#">Login Help</a> <a href="#">Register Now</a>
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Select	Date	Job Title	Job ID	Job Type	Location
<input type="checkbox"/>	09/12/2011	<a href="#">Academic Adviser II</a>	700193	Contr Prof	Student Athlete Academic Svcs
<input type="checkbox"/>	08/22/2011	<a href="#">Assistant Professor, Nursing</a>	700165	Faculty	Nursing - Instruction
<input type="checkbox"/>	08/18/2011	<a href="#">Assistant Professor, Nursing</a>	700151	Faculty	Nursing - Instruction
<input type="checkbox"/>	08/16/2011	<a href="#">HR USE ONLY</a>	700177		Human Resources
<input type="checkbox"/>	08/10/2011	<a href="#">Assistant Professor, Nursing</a>	700168	Faculty	Nursing - Instruction
<input type="checkbox"/>	08/10/2011	<a href="#">Assistant Professor, Nursing</a>	700150	Faculty	Nursing - Instruction
<input type="checkbox"/>	08/02/2011	<a href="#">Assistant Professor, Nursing</a>	700159	Faculty	Nursing - Instruction
<input type="checkbox"/>	07/25/2011	<a href="#">Assistant Professor, Nursing</a>	700153	Faculty	Nursing - Instruction
<input type="checkbox"/>	07/20/2011	<a href="#">Assistant Professor, Nursing</a>	700143	Faculty	Nursing - Instruction
<input type="checkbox"/>	07/19/2011	<a href="#">Assistant Professor, Nursing</a>	700139	Faculty	Nursing - Instruction
<input type="checkbox"/>	07/11/2011	<a href="#">Coord Events</a>	700115	Staff	Music
<input type="checkbox"/>	03/07/2011	<a href="#">Secretary</a>	6570	Staff	Acad Achievement Programs
<input type="checkbox"/>	03/07/2011	<a href="#">Secretary for Pushing the Papers</a>	6572	Staff	Acad Achievement Programs
<input type="checkbox"/>	03/03/2011	<a href="#">Administrative Assistant</a>	6568	Staff	Student Academic Success
<input type="checkbox"/>	05/12/2010	<a href="#">Assoc Athl Dir Development</a>	6128	Contr Prof	Athletics Office
<input type="checkbox"/>	05/06/2010	<a href="#">Assoc Prof, Polymer Engr</a>	6105	Faculty	Polymer Engineering

[Select All](#) [Deselect All](#)



4. If you already have a User Name and password, enter the information in the fields provided and click **Login**. Otherwise, to create an account, click either **Register Now** or **Click Here to Register**.
5. Enter a user name and password. You will need to enter the password twice to confirm. Click **Register**.
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 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.

Enter the requested information. Any fields with an asterisk (\*) are **required**. Click **Save**.

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
<a href="#">Nurses Unlimited</a>	Nurse Supervisor	09/01/2005	09/20/2011 
<a href="#">General Hospital</a>	Nurse	09/04/2000	08/31/2005 


[+ Add Work Experience](#)

10. Enter Education History. Select the highest education level from the drop-down.

11. If you have pursued any education beyond the high school level, 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:   
 Description:  Akron

[Basic Lookup](#)

d. 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.**

e. **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.

f. 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.**

g. **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.**

h. Enter the number of year completed and select the checkbox if you graduated from the specified institution. When finished, 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.

12. 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**.
13. Complete the remaining questions on the page.
14. If you have entered all the information, click the **Submit** button to finalize and submit your application.
15. 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.
16. If you selected **Submit**, you will be requested to enter gender and ethnic group information. This information is **optional**. If you decline to answer these questions, select the checkbox "I decline to provide my self-identification details."
17. 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.

My Applications

Display applications from:  Refresh

First Previous Next Last

Application	Status	Application Date
<a href="#">Assistant Professor, Nursing</a>	Applied	09/26/2011 8:27AM
<a href="#">Assistant Professor, Nursing</a>	Applied	09/26/2011 8:27AM

19. If an email address was specified, a confirmation email will be sent.

**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.**