



# **Candidate Gateway Tutorial**

## **External Applicants**

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UC Berkeley,  
Employment Services

Berkeley **HR**

- This presentation will take approximately 10-15 minutes
- To go to the next slide, please click the right arrow image 
  - To return to the previous page, please click the left arrow image 

Let's get started!

- After this tutorial, you will be able to:
- Find and view UC Berkeley job postings
  - Create a Profile in Candidate Gateway
  - Upload a resume and cover letter to your application
  - Apply for an open position at UC Berkeley



# Before you Begin

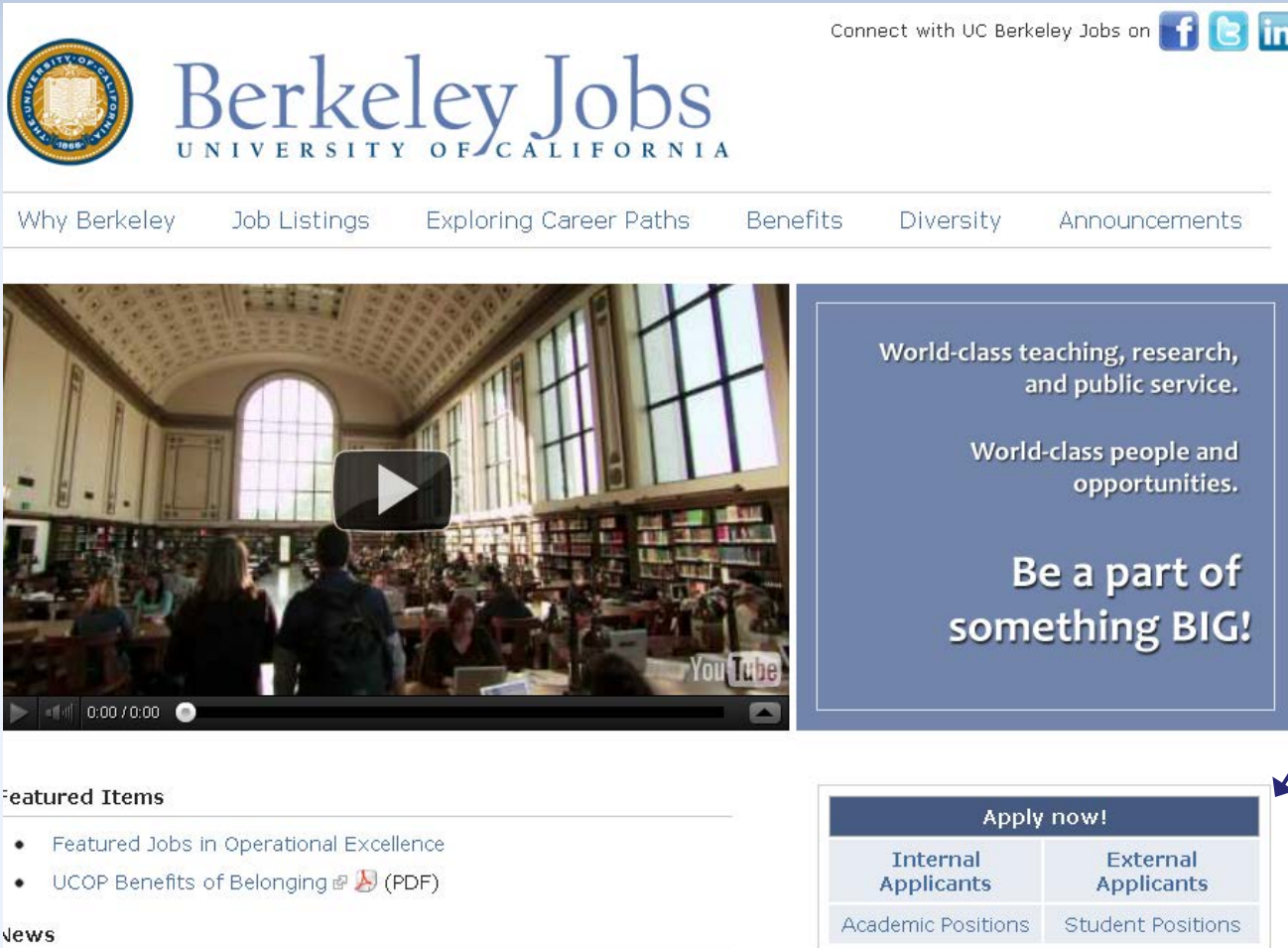
## ➤ Items to gather before you begin

- Your complete job history, educational background information, and reference contact information
- An electronic copy of your resume and cover letter – only if you're planning to copy and paste or upload the information

## ➤ Things to remember

- Include your up-to-date contact information
- The system only allows you to upload one document, if you want to include a resume and cover letter, they need to be combined into ONE document
- You must complete the Referral Source section of the application and agree to the terms and agreements for it to be submitted





Connect with UC Berkeley Jobs on [f](#) [t](#) [in](#)

**Berkeley Jobs**  
UNIVERSITY OF CALIFORNIA

[Why Berkeley](#) [Job Listings](#) [Exploring Career Paths](#) [Benefits](#) [Diversity](#) [Announcements](#)

World-class teaching, research, and public service.

World-class people and opportunities.

Be a part of something BIG!

**Featured Items**

- Featured Jobs in Operational Excellence
- UCOP Benefits of Belonging (PDF)

**views**

**Apply now!**

| Internal Applicants | External Applicants |
|---------------------|---------------------|
| Academic Positions  | Student Positions   |

■ Go to <http://jobs.berkeley.edu>  
The UC Berkeley Jobs Main Page appears

■ Click the **Apply Now! External Applicants** Link. You will then be taken to the Careers Home Page



## Careers

Existing Employees need to apply through the Internal Applicant Link on the Jobs at Berkeley website [click here to Register](#) or through Blu.

External Applicants please enter your user name and password or Register Now.

**Basic Job Search**

Keywords:

Posted:

[Search](#) [Advanced Search](#) [Search Tips](#)

**Login**

User Name:

Password:

[Login](#) [Login Help](#) [Register Now](#)

[Review Status of Job Openings](#)

Review listing of Job Openings that are currently open or that have been closed in the last ninety (90) days.

| Latest Job Postings  |            |   |        |                      |
|--|------------|---|--------|----------------------|
| <a href="#">First</a> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Last</a> |            |   |        |                      |
| Select   | Date       | Job Title   | Job ID | Location             |
| <input type="checkbox"/>   | 08/18/2011 | <a href="#">HR/Payroll Generalist II #12776</a>                       | 12776  | Main Campus-Berkeley |
| <input type="checkbox"/>   | 08/18/2011 | <a href="#">Food Service Worker, Sr (Catering), #12788</a>            | 12788  | Main Campus-Berkeley |
| <input type="checkbox"/>   | 08/18/2011 | <a href="#">Grievance Officer/Complaint Resolution Officer #12774</a> | 12774  | Main Campus-Berkeley |
| <input type="checkbox"/>   | 08/18/2011 | <a href="#">Cook, Asst (Temporary - Immediate), # 12786</a>           | 12786  | Main Campus-Berkeley |

Click the **Register Now** link in the Login box in the top right corner



# Register for an Account

## Register

Enter your new user name and password.

### Enter Registration Information

\*User Name

\*Password

\*Confirm Password

[Return to Previous Page](#)

- Click in the **User Name** field
- Select a user name that you will be able to remember
- This User Name is only used to log into this site and will not be seen by the hiring departments. This field is **not** case sensitive



# Register for an Account, cont.

## Register

Enter your new user name and password.

### Enter Registration Information

|                   |  |
|-------------------|--|
| *User Name        | <input type="text" value="UCB Applicant"/> |
| *Password         | <input type="password" value="••••••••"/>  |
| *Confirm Password | <input type="password" value="••••••••"/>  |

[Register](#) [Return to Previous Page](#)

- Enter a password that you will remember
- Do not use personal information as your password, such as your birthday or social security number
- This field **is** case sensitive
- Re-enter the same password in the **Confirm Password** field

▪ Click the *Register* button






Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

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**Careers Home**  
**Welcome**

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**Basic Job Search**  
Keywords:   
Posted:    
[Search](#) [Advanced Search](#) [Search Tips](#)





**My Career Tools**  
[0 Applications and Drafts](#)  
[0 Saved Resumes](#)  
[My Profile](#)

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**Status of Job Openings**  
Review listing of Job Openings that are currently open or that have been closed in the last ninety (90) days.

**Notifications**  
You do not have any notifications.

---

**Latest Job Postings**  
 [First](#)  [Previous](#) [Next](#)  [Last](#) 

| <u>Select</u>            | <u>Date</u> | <u>Job Title</u>  | <u>Job ID</u> | <u>Location</u>      |
|--------------------------|-------------|---|---------------|----------------------|
| <input type="checkbox"/> | 03/17/2010  | <a href="#">Payroll Assistant III #10758</a>              | 10758         | Main Campus-Berkeley |
| <input type="checkbox"/> | 03/16/2010  | <a href="#">Research Administrator 2 #10753</a>           | 10753         | Off Campus-Berkeley  |
| <input type="checkbox"/> | 03/16/2010  | <a href="#">Packard Foundation Program Analyst #10756</a> | 10756         | Main Campus-Berkeley |
| <input type="checkbox"/> | 03/16/2010  | <a href="#">Systems Administrator 2</a>                   | 10513         | Main Campus-Berkeley |

- To search for jobs based on key words or job number, click here
- To create a profile, click here
- To review newly posted jobs, scroll down here



- When you click the *My Profile* link, the **My Profile** page appears, allowing you to enter your contact information
- You must provide a first name, last name, zip code, and email address
- The rest of the contact fields are optional, but it is helpful to provide multiple contact methods
- Click Save when you are finished

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

## My Profile

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Save

[Return to Previous Page](#)

### Member Information

User Name: ucb applicant

Password: [Change Password](#)

Preferred Method of contact:

### Name

Name Format:

Name Prefix:

\*First Name:

Middle Name:



# Finding a Position

### Basic Job Search

Keywords:

Posted:

[Search](#) [Advanced Search](#) [Search Tips](#)

### My Career Tools

[0 Applications and Drafts](#)

[0 Saved Resumes](#)

[My Profile](#)

## Status of Job Openings

Review listing of Job Openings that are currently open or that have been closed in the last ninety (90) days.

### Notifications

You do not have any notifications.

### Latest Job Postings

[First](#)
[Previous](#)
[Next](#)
[Last](#)

| Select                   | Date       | Job Title   | Job ID | Location             |
|--------------------------|------------|---|--------|----------------------|
| <input type="checkbox"/> | 03/17/2010 | <a href="#">Associate Director (Financial Aid Manager 2) #10757</a> | 10757  | Main Campus-Berkeley |
| <input type="checkbox"/> | 03/17/2010 | <a href="#">Payroll Assistant III #10758</a>                        | 10758  | Main Campus-Berkeley |
| <input type="checkbox"/> | 03/16/2010 | <a href="#">Research Administrator 2 #10753</a>                     | 10753  | Off Campus-Berkeley  |
| <input type="checkbox"/> | 03/16/2010 | <a href="#">Packard Foundation Program Analyst #10756</a>           | 10756  | Main Campus-Berkeley |
| <input type="checkbox"/> | 03/16/2010 | <a href="#">Systems Administrator 2</a>                             | 10513  | Main Campus-Berkeley |

■ If you know the position you are looking for, type the title or the job number into the **Keywords** section

■ If not, you can scroll through the list of jobs by clicking **Next** and **Previous**

■ Click the job title to view the job description



# Applying for a Position

## Job Description

Job Title: Cal Youth & Outdoor Programs Assist. Camp Coordinator #10742  
Job ID: 10742  
Location: Main Campus-Berkeley

Regular/Temporary: Regular Department Recreational Sports

[Email to Friend](#)[Save Job](#)[Apply Now](#)[Return to Previous Page](#)

### Departmental Overview

The Strawberry Canyon and Cal Adventures programs offer sports and recreation, adventure and environmental education, and leadership opportunities to hundreds of children, ages 5 - 16. Our programs, taught by enthusiastic, caring and well trained staff, offer a wide range of sports and recreation activities designed to provide kids with opportunities to learn, make friends, build confidence, and have fun.

### Responsibilities

Assist Camp Coordinator with youth camps in such areas as staff supervision, training, evaluation and instruction. Assist with staff/participant assignments and program logistics, including daily check-in/check-out, class locations, movement of participants, equipment set-up/take-down, and inventory, supervised lunch, and extended care. Maintain accurate records, including attendance, release forms, activity assignments, and accident reports. Interact with participants and parents. Assist with first aid stations and emergency response.

■ Once you've reviewed the job description, you can apply for the job by clicking ***Apply Now***



# Submitting your Information

Apply Now

## Choose Resume/Cover Letter

### Resume Options

How would you like to proceed?

- ☐ Upload new resume/cover letter
- ☐ Paste resume/cover letter
- ☐ Apply without using a resume

Continue

[Return to Previous Page](#)

- The system will then provide you with 3 or 4 options
- Select **one** of the choices and provide the appropriate information as prompted



# Submitting your Information: Uploading your resume

- To upload a resume and cover letter, click the corresponding box, then click **Continue**

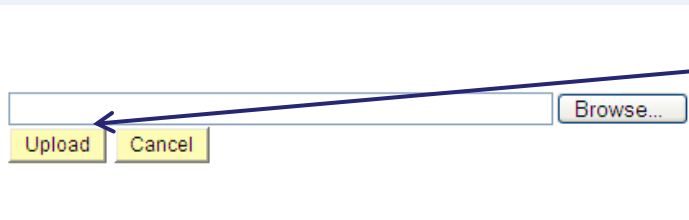
[Apply Now](#)

## Choose Resume/Cover Letter

### Resume Options

How would you like to proceed?

- ☒ Upload new resume/cover letter  
☐ Paste resume/cover letter  
☐ Apply without using a resume

[Continue](#)[Return to Previous Page](#)

- Find the document you want to attach, then click **Upload**

### Notes:

- You can only attach ONE document to your application. If you want to include a resume **and** cover letter, they need to be combined into ONE document.
- The easiest way for departments to see the attachment is if it is in a MS Word document
- Please keep your document's title shorter than 30 characters; if you get a "parsing" error, it means the title of your attachment is too long.



# Submitting your Information: Pasting your resume

HUMAN RESOURCES

UNIVERSITY OF CALIFORNIA, BERKELEY

- To paste or type your resume/cover letter, click the corresponding option, then click **Continue**

Apply Now  
Resume/Cover Letter Info

Attach Resume

Title:

Language: English

Resume:

[Return to Previous Page](#)

Apply Now  
Choose Resume/Cover Letter

Resume Options

How would you like to proceed?

- ☐ Upload new resume/cover letter
- ☒ Paste resume/cover letter
- ☐ Apply without using a resume

[Return to Previous Page](#)

- Give your resume a title
- Type in all the relevant information that you wish to include
- Click **Continue** when you're done



# Submitting your Information: Applying without a resume

- If you would like to apply without pasting or uploading a resume, choose the corresponding box, then click ***Continue***
- You will be able to enter Work Experience and Education History information within the application

[Apply Now](#)**Choose Resume/Cover Letter****Resume Options**

How would you like to proceed?

- ☐ Upload new resume/cover letter
- ☐ Paste resume/cover letter
- ☒ Apply without using a resume

[Continue](#)[Return to Previous Page](#)



# Submitting your Application:

## Page 1- Referral Information

**Referral Information - REQUIRED**

How did you find out about the job?

SubSource

Specific Referral Source:

Are you a former employee? ☐ Yes ☒ No

- Please answer the question “How did you find out about the job?” by selecting the appropriate dropdown option. If you were referred by a specific person or venue other than those listed, you can type it in the “Specific Referral Source” field
- Select the appropriate answer for “Are you a former employee?” and scroll down to the Criminal Conviction History section



# Submitting your Application: Page 2 – Education and Work Experience

HUMAN RESOURCES

UNIVERSITY OF CALIFORNIA, BERKELEY

- To add your work experience, click the corresponding link
- To add additional jobs click **Save & Add More**
- When you are finished adding your work and education history you can move to the third page of the application, the References page

[Referral/Questions](#) [Education and Work Experience](#) [References](#)

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If you have already included a resume with your application you may skip the Work Experience and Education History sections. The Referral Information is a required section.

**Work Experience**

You have not added any employment information to your new application.

[+ Add Work Experience](#)

**Education History**

Highest Education Level:

**Post-Secondary Education**

You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)

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[Referral/Questions](#) [Education and Work Experience](#) [References](#)

[Previous](#) [Save as Draft](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)



# Submitting your Application: Page 3 – References

- To add your references, click the “Add Reference” link
- To add additional ones, click **Save & Add More**
- *Please note:* This is not mandatory to submit your application

The screenshot shows the 'References' section of the BerkeleyHR application. At the top, there are navigation buttons: 'Previous', 'Save as Draft', 'Submit', 'Close Application', 'Careers Home', and 'Next'. Below these are links for 'Referral/Questions', 'Education and Work Experience', and 'References'. The 'References' section has a header 'References' and a message: 'You have not added any references to your application.' Below this is a '+ Add Reference' link. The 'Add Reference' form is shown below, with navigation buttons 'Previous', 'Save as Draft', and 'Submit'. The form has links for 'Referral/Questions', 'Education and Work Ex', 'Save & Return', 'Save & Add More', 'Cancel', and 'Return to Previous Page'. The 'Enter Reference Details' section includes fields for 'Reference Type' (dropdown), 'Reference Name', 'Title', 'Employer', and 'Telephone'. The 'Address' section includes fields for 'Country' (dropdown), 'Address 1', 'Address 2', 'Address 3', 'City', 'State' (dropdown), 'Postal', and 'County'.



# Submitting your Application

Click Submit when you are finished with your application.

[Careers Home](#)

- Review your submission carefully before proceeding
- You will **not** be able to edit your application after submitting it and you can only apply once to a job opening
- When you are satisfied with your application, click the ***SUBMIT*** button
- **NOTE:** clicking ***SAVE*** will **not** submit your application. It saves your information as a draft



# Submitting your Application – Self Identification Details

- Once you hit **Submit**, the system will ask you to self-identify your ethnicity and gender
- This information is not seen by the hiring committee and is only used by the Equal Employment Office to track the diversity of our applicant pool
- You may decline to provide the data by checking the corresponding box

## Submit Online Application

### Self Identification Details

We ask for gender and ethnicity information so that UC Berkeley can meet federal reporting requirements. It also helps us monitor our employment process to ensure equal opportunity for all applicants.

Completing this page is voluntary and will not affect your employment opportunities at the University in any way. Information you give us about gender and ethnicity is CONFIDENTIAL. It will not be available to anyone involved in the selection process.

\*Gender:

Ethnic Group

[Find](#)

First

1 of 1

Last

☐ Primary

[Add Ethnic Group](#)

☐ I decline to provide my self identification details.



# Submitting your Application – Terms & Agreements

- Below the self-identification section is the **Terms and Agreements** section
- Please read this carefully. If you agree to these terms, click the button by the statement "I agree to these terms"
- If you do not agree to the terms you can not apply for this job
- Click the ***SUBMIT*** button
- Only after you agree to the terms of the site and click on this last submit button have you actually successfully applied for the job

**Terms and Agreements**

I understand that by clicking "Submit," I am certifying that the information I have provided here is true and complete to the best of my knowledge. I understand that upon hire I must furnish proof of identity and employment eligibility in accordance with federal law. I further understand that the Berkeley campus may make any necessary investigations into my personal history as it relates to my employment (as noted on the job description), through any investigative means of the Campus' choice. I authorize the University of California to verify the information on any materials that I have submitted as part of the application process, and to contact my references if I become a final candidate for the position. By submitting this form electronically, I am certifying that the information I have submitted is subject to verification, and that if I am hired, any misrepresentations, falsifications, or omission may be grounds for termination of my employment with the University.

☒ I agree to these terms   ☐ I do not agree to these terms

     [Return to Previous Page](#)



# Once You've Applied

- Once you hit the last **Submit** button, you will see a confirmation message stating "You have successfully submitted your job application"
- Below that message is your application history (shown from oldest to most recent)
- You may need to use the arrow keys to scroll or change the display option to see the job

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

## My Applications

✓ You have successfully submitted your job application.

My Applications

Display applications from:

Refresh

« First ◀ Previous | Next ▶ Last »

| <u>Application</u>   | <u>Status</u> | <u>Application Date</u> | <u>JobOpeningID</u> |
|--|---------------|-------------------------|---------------------|
| <a href="#">Cal Youth &amp; Outdoor Programs Assist. Camp Coordinator #10742</a> | Submitted     | 03/18/2010 2:25PM       | 10742               |

- You will also receive an email confirmation of your application



# End of Presentation

Thank you for viewing this presentation!



If you have any additional questions, please email  
[hrmshelp@berkeley.edu](mailto:hrmshelp@berkeley.edu) or call 510/642-4621

