

How to Apply for a Job: External Candidates

This guide provides step by step instructions to apply for a job at UC Berkeley as an External candidate.

1. Navigation

From the **External Applicants** page (<https://jobs.berkeley.edu/job-listings/external-applicants>), click the **External Applicants Apply Here** button.

If this is your first time visiting the site, click **New User** to Register and create a profile. Once your profile is created, you can follow this job aid to apply.

If you are a returning user please click the **Sign In** link in the upper right corner.

Important Note: If you previously used our system and this is your first time logging in after Sept. 3, 2019, your login was changed to the email address you previously provided. You will now use that email address as your login.

You will be required to reset your password.

If you have been active within the last year your previous profile was moved into our new system. If you cannot find your profile you will need to register again as a new user.

2. Review postings

Begin a job search by browsing through open job postings (use the arrow keys to navigate to other pages to see all postings), or use the **Keywords** search.

Click the **More Options** link for a more targeted search for specific criteria (e.g. only Career postings).

Note: You may wish to review the "How to Create a Saved Search with Notifications" job aid on how to save searches that will automatically email job openings you may be interested in.

The screenshot displays the 'Job Search' interface. At the top, there are navigation links: 'Job Search', 'My Notifications', 'My Activities', 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'. On the right, it shows 'Signed In as Oski' and a 'Sign Out' link. Below the navigation is a 'Filter by' section with a 'Keywords' search box and a 'Search Tips' link. There are four buttons: 'Search', 'Reset Search', 'Save Search', and 'More Options' (highlighted with a red box). The main content area shows '14 matches found' and a 'Sort By' dropdown set to 'Posted Date'. Below this is a 'Search Results' section with a pagination control showing '1-14 of 14' (with a red box around the right arrow) and 'First' and 'Last' links. The results list includes job titles, departments, job codes, locations, job functions, and business units, with a star icon next to each entry.

Filter by	Keywords	Search Tips
Recruiting Location Main Campus-Berkeley (14)		
Department Architect Platform Integ..(1) Art Mus & Pacific Film Ar..(1) Bioengineering (1) Cal Performances (1) Col of Environmental Desi..(1) More...	14 matches found	Sort By Posted Date
Job Family Gen Admstn (5) IT (2) Comm (1) External Affairs (1) Gen Svc (1) More...	Search Results	First 1-14 of 14 Last
Job Function Clerical (5) IT Architecture (2)	Fantastic Financial Assistant - 1219 Department: Mathematics Job Code: 004723 - BLANK AST 2 Location: Main Campus-Berkeley Job Function: Clerical Business Unit: UC Berkeley Campus Posted Date: 08/01/2019	☆
	Payroll Processor - 1208 Department: Art Mus & Pacific Film Archive Job Code: 004722 - BLANK AST 3 Location: Main Campus-Berkeley Job Function: Clerical Business Unit: UC Berkeley Campus Posted Date: 07/24/2019	☆
	Compelling Clerical Calling - 1201 Department: University Extension Job Code: 004722 - BLANK AST 3 Location: Main Campus-Berkeley Job Function: Clerical Business Unit: UC Berkeley Campus Posted Date: 07/12/2019	☆
	Payroll Coordinator - 1196 Department: YHSPH Ag Extension Program Job Code: 004722 - BLANK AST 3 Location: Main Campus-Berkeley Job Function: Clerical Business Unit: UC Berkeley Campus Posted Date: 07/10/2019	☆
	College Relations & Development Associate - 1177 Department: School of Info Research Job Code: 004722 - BLANK AST 3 Location: Main Campus-Berkeley Job Function: Clerical Business Unit: UC Berkeley Campus Posted Date: 06/28/2019	☆

3. Apply for a job

If you see a posting you would like to review, click on it to see the **Job Description** page.

Job Description [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

[◀ Previous Job](#) [Next Job ▶](#)

Job Details

Job Title Payroll Coordinator	Job ID 1196
Location Main Campus-Berkeley	

Favorite Job ☆

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

To apply, click **Apply** at the bottom of the page to begin. If you are not interested, click the **Return to Previous page** link at the bottom of the page (or the **Next Job** link at the top if you are scrolling through a list of jobs).

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf
For the complete University of California nondiscrimination and affirmative action policy see:
<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

[Return to Previous Page](#) [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

4. Applying: Terms & Conditions (step 1)

Read the Application Terms and Agreements. Click the box indicating that you have read and agree to the terms. Click **Next** to continue.

Start - Step 1 of 6

Applying for: Payroll Coordinator

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

Agreements

Application Terms & Agreements

I understand 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 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 clarifying 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 have read and agree to the above terms and agreements

5. Applying - Resume/Work Experience & Cover Letter (step 2)

Please provide us with your work experience.

You can upload a **Resume** using the "Attach Resume" button. Please note that only Word, PDF, and Text forms such as .txt .rtf and .odt are allowed.

Use the "Copy & Paste Resume" button if you would like to copy in the text of your resume or if you do not have a resume, please add your Work Experience information in this area.

When you return to apply for other jobs, a 3rd option to "Use Existing Resume" will show, so that you do not need to add it every time.

Adding a **Cover Letter** is optional.

Resume - Step 2 of 6

Applying for: Payroll Coordinator

Please provide us with your resume.

Resume

Copy and paste your resume

Provide us with your resume

Please provide us with your cover letter.

Cover Letter

Provide us with your cover letter

After providing the information you wish to, click **Next** to continue.

Resume - Step 2 of 6
Applying for: Payroll Coordinator

Resume	Resume Title	Language
OskisResume.docx	OskisResume.docx	English

Use Different Resume

Cover Letter	*Cover Letter Title
COV_LET_Oski.docx	COV_LET_Oski.docx

Use Different Cover Letter

Exit | Save as Draft | < Previous | **Next >**

6. Applying - Referrals (step 3)

Please indicate where you heard about the job.

Answering the 'former UC Berkeley employee' question is optional, that information will be requested further with more detail.

Click **Next** to continue.

Referrals: Referrals - Step 3 of 6
Applying for: Payroll Coordinator

Referrals

How did you learn of the job? UC Berkeley Careers Page

Specific Referral Source

Are you a former employee? No

Exit | Save as Draft | < Previous | **Next >**

7. Applying - References (step 4)

Adding references during the application process is optional.

Applicants selected for interviews, may be asked for references later in the recruitment. (If adding references, include Name, Title & contact info such as email and/or phone)

Click **Next** to continue.

References - Step 4 of 6

Applying for: Payroll Coordinator

References

You have not added any references to your application.

Add Reference

Exit Save as Draft Previous **Next**

8. Applying: Self Identification pages (step 5): UC Affiliation

Select the appropriate options to answer the questions. Some are conditional, meaning if you answer yes, additional fields may open to request more information. See below for information about each question.

Start Resume Referrals References **Self-Identify** Review/Submit

UC Affiliation | Disability | Veteran | Diversity | Gender Identity and Sexual Orientation

Exit Save as Draft Previous Next

Self-Identify: UC Affiliation - Step 5 of 6

Applying for: Payroll Coordinator

Have you been a member of CalPERS within 180 days of this application?

A Yes No

Are you a current University of California Employee?

B Yes No

Are you a former employee of the University of California (but did not retire)?

C Yes No

Are you:

D retired from the University of California receiving monthly payment
 retired from the University of California and received a lump sum payment
 a participant in the Vocational Training Program
 a participant in a layoff with rehire privileges
 none of the Above

Do you have any relatives currently working at the University of California?

E Yes No

Exit Save as Draft Previous Next

- A. Select **Yes** if you have been a member of CalPers within the last 180 days. Choose **No** if you have not. That means either you were not a member of CalPERS, or, were a member more than 180 days prior.
- B. Select **Yes** if you are a current UC employee at any UC location. (you will then be asked to enter your current location). Choose **No** if you are not a current employee at any UC location.
- C. Select **Yes** if you are a former employee of the UC system (but have not retired from UC). If you answer Yes the system will ask you to indicate which campus(es) and if remembered, the last date of employment (optional). Choose **No** if you are a not a former employee of the UC system OR if you are, but you have retired.
- D. There are several options, however, only one answer is accepted.

- If you have **Retired** from any UC, please specify if you are receiving *either* a monthly payment, *or* have previously received a lump sum payout.
- Do not select the **Vocational Training** program option unless you have been counseled to do so by an appropriate UC Berkeley staff managing this process.
- Do not select the **Layoff with Rehire privileges** unless you've met with the SPC Coordinator and are aware of the duration & terms of invoking your Preferential rehire status. Not all laid off employees are eligible for this. (If you are a Preferential Rehire AND retired, select this option instead of the earlier retiree option).
- If none of these apply to you, please select **None of the Above**.

E. Please indicate if you have any near relatives who are currently working at *UC Berkeley*. A near relative is defined as a spouse, domestic partner, child (including child of a domestic partner, sibling, in-law or step-relative. You do not need to indicate relatives working at other UC locations.

9: Applying: Self Identification - Disability

Indicate if you have a disability (or select "I don't wish to answer").

This information is not shared with Hiring Managers or Recruiters. Click the **Next** button when you are done.

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

10: Applying: Self Identification - Veterans

Indicate if you have a veteran status. Read the Definitions for more information. Click **Next** when done.

This information is not shared with Hiring Managers or Recruiters.

▼ Definitions

The University of California invites all employees to voluntarily self-identify their veteran status. As a federal contractor the University is subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; 4) Armed Forces service medal veterans; and (5) Vietnam Era Veterans. These classifications are defined below and are hereafter referred to all together as "protected veterans". If you believe you belong to any of the categories of protected veterans, please self-identify your status as a protected veteran by checking the appropriate box(es) below. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - A person who was discharged or released from active duty because of a service connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Self-Identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I identify as one or more of the classifications of protected veteran listed

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classification to which I belong

I am not a protected veteran

I am not a veteran

Military Discharge Date

11. Applying: Self Identification - Diversity

Providing this information is optional. This information is not used to consider employment and is not shared with the Recruiter, Hiring Supervisor or anyone else participating in the recruitment. This information is used for general statistics for reporting on the equity of recruitments or consideration for developing programs to support diversity initiatives.

VOLUNTARY SELF IDENTIFICATION OF RACE AND ETHNICITY

The employer is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

For additional descriptions of these Race and Ethnicity selections please [Click here](#)

Are you Hispanic or Latino?

- NO, I AM NOT HISPANIC OR LATINO
- YES, I AM HISPANIC OR LATINO
 - Mexican/Mexican American
 - Latin American/Latino
 - Other Spanish/Spanish American

In addition, select one or more of the following racial categories to describe yourself if applicable.

- American Indian or Alaska Native

Asian

- Chinese/Chinese American
- Filipino/Filipino American/Pilipino/Pilipino American
- Japanese/Japanese American
- Korean/Korean American
- Pakistani/Pakistani American/Indian/Indian American
- Vietnamese/Vietnamese American
- Other Asian/Asian American

- Black or African American
- Native Hawaiian or other Pacific Islander

WHITE

- European
- Middle Eastern
- North African
- White (Not Specified)

I CHOOSE NOT TO PROVIDE THIS INFORMATION

12. Applying: Self Identification - Gender Identity & Sexual Orientation

Please indicate a response or “Decline to State”. This information is not shared with Hiring Managers or Recruiters. Click the **Next** button when you are done.

The University of California strives to create an inclusive environment for all constituents. As part of this effort, it is important for us to understand the demographic profile of the entire UC Community. Towards that end, the next questions are voluntary, but sharing this information will provide important and meaningful data regarding the diversity of our applicants and employees. Your responses will be kept confidential.

a. What is your current gender identity (Please select only one)

- Male
- Female
- Trans Male/Trans Man
- Trans Female/Trans Woman
- Nonbinary
- Different Identity
- Decline to State

b. Do you consider yourself to be: (Please select only one)

- Heterosexual or Straight
- Gay or Lesbian
- Bisexual
- Not listed above
- Decline to State

13. Applying: Review & Submit (step 6)

Review the information, because once an application is submitted, you will not be able to edit it. To make changes, click the edit icon or the **Previous** button to return to earlier pages. You can **Save as Draft**, but remember to return later to **My Activities** to finish it. When satisfied, click **Submit Application** to apply.

Exit | Save as Draft | ← Previous | Submit Application

Review/Submit - Step 6 of 6
Applying for: Payroll Coordinator

Review your application and make any changes before submitting.

My Contact Information

Email oskirulz@berkeley.edu

Home Phone 510/642-0000

Address

Preferred Contact Method Not Specified

Resume

Resume	Resume Title	Edit
OskisResume.docx	OskisResume.docx	

Cover Letter

Cover Letter	Cover Letter Title	Edit
COV_LET_Oski.docx	COV_LET_Oski.docx	

References

You have not added any references to your application.

Referrals

How did you learn of the job? UC Berkeley Careers Page

Specific Referral Source

Are you a former employee No

Disability

Option I DONT WISH TO ANSWER

Your Name Oski the Bear

Today's Date 08/11/2019

Veteran

Option I am not a veteran

Diversity

Ethnicity You have declined to provide your Ethnicity

Race You have declined to provide your Race

14. Confirmation

After submission you'll see a confirmation and also receive an email confirmation. Use the links at the bottom to **Return to Job Search** or **View Submitted Application**.

Application Confirmation

 Your job application has been successfully submitted.

You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Location	Job Posting Date	Application Date
Payroll Coordinator	1196	Main Campus-Berkeley	07/10/2019	08/11/2019

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search](#)

[View Submitted Application](#)