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.

3. Apply for a job

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

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).

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.

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.

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

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.

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.

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 <u>not</u> used to consider employment and is <u>not</u> 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   Click here
selections please
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 <u>not</u> be able to edit it.

To make changes, click the edit icon <u>or</u> 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.

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