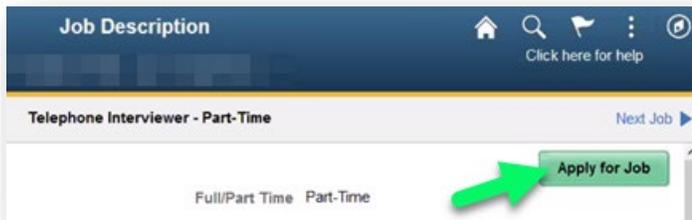
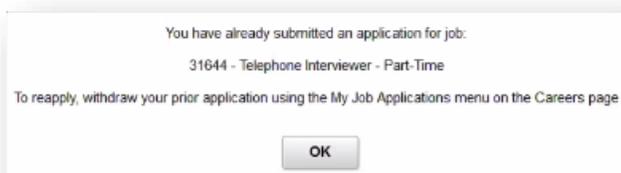


Applying for a Job

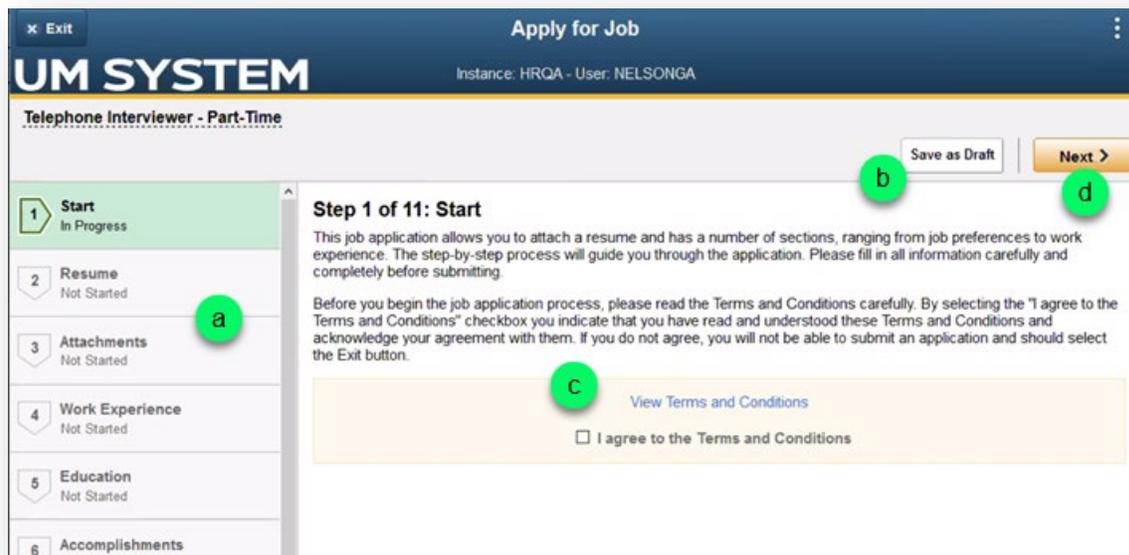
After signing in and viewing current job openings, you can apply for a job using the following steps. Identify the job you want to apply for on the **Search Jobs** page and choose that job listing from the list. Then, click the **Apply for Job** button.



Note: If you've already applied for a job and click **Apply for Job** again, an error message will appear. It states: To reapply, withdraw your prior application using the **My Job Applications** menu on the **Careers** page.



1. The **Apply for Job** page opens.



- Previously completed steps can be viewed and edited by selecting the step from the menu on the left side of the page. Steps cannot be selected before they have been completed.
- You may click the **Save as Draft** button to save progress if you're not finished with a page. (Note that clicking the **Next** button automatically saves your progress.)
- Click the **View Terms and Conditions** link to view the terms and conditions of the application. When you are done viewing, close the terms and check the **I agree to the Terms and Conditions** option.

Note: Agreeing to the terms and conditions is required. If you do not agree to the terms and conditions, the system will not allow you to apply for the position.

- d. Click the **Next** button.
2. The **Resume** step appears.

Note: For Academic positions, this step is required. Otherwise, it is not required unless specified in the job opening's description.

- a. To attach a resume, click the **Attach Resume** button and follow the prompts to attach the document from your computer.

*NOTE: Applicants who've already attached a resume will see a **Use Existing Resume** button, which you can click if you want to use an existing resume.*

- b. If the job requires or requests it, you can also attach a cover letter by clicking the **Attach Cover Letter** button and follow the prompts to attach the document from your computer.
- c. When you are finished attaching documents, click the **Next** button to continue; your progress is saved.

3. The **Attachments** step appears. This step is not required unless specified in the job opening’s description.

- To attach a document, click the **Add Attachment** button and follow the prompts to upload the document from your computer.
 - Click the **Next** button when you’re finished adding attachments.
4. The **Work Experience** step will display for **Staff positions only**. This step is required for Staff positions.

Note: If you have applied previously or are an Internal user, prior Work Experience will display. These can be edited or deleted by selecting the entry from the list.

To add work experience, click the **Add Work Experience** button. The **Add Work Experience** dialog window appears.

- Enter information in the form fields. Fields with an asterisk (*) are required.
- When you are finished, click the **Done** button.

- c. Click the **Next** button when the Work Experience page reappears.
5. The **Education** step will display for Staff positions only.

- a. Under **Education History**, select your **Highest Education Level** using the drop-down menu.

- b. Click the **Add Post-Secondary Education History** button.
The **Add Post-Secondary Education History** dialog window appears.

- i. Complete the fields. Required fields are marked with an asterisk (*).
- ii. Use the **Lookup** feature (magnifying glass icon) to complete the **Degree**, **Country**, and **State** fields. Type search criteria into the appropriate fields under the **Search Criteria** section of the

Lookup dialog window and then click **Search**. Make your choice by clicking the appropriate item in the **Search Results** that appear under the Search Criteria fields. The Lookup window will close, and your selection appear in the **Add Post-Secondary Education History**.

Cancel **Lookup**

Search for: Country

▼ Search Criteria Show Operators

Country (begins with)

Description (begins with) ←

▼ Search Results

3 rows

Country	Description
ARE	United Arab Emirates
GBR	United Kingdom
USA	United States

- iii. When you are finished completed the fields, click the **Done** button.
- c. Click the **Add High School Education History** button. The Add High School Education History dialog window appears.

Cancel **Add High School Education History** **Done**

This page contains fields that have fixed options from which you must select. Use the looking glass, or Look-up icon, located to the right of those fields to view the list of available options.

*Education Level

Country

State

School Type

School Description

Average Grade

Completed Yes

Complete the fields, using the **Lookup** feature to complete the **Education Level**, **Country**, **State**, and **School Type** fields. When you're finished, click the **Done** button to return to the Education step, and then click the **Next** button to save your progress and move onto the next step.

6. The **Accomplishments** step will display for Staff positions only. This step is not required to advance.

The screenshot shows the 'Apply for Job' interface for a 'HUMAN RESOURCES SPECIALIST I' position. The left sidebar contains a progress indicator for 10 steps: 1. Start (Complete), 2. Resume (Complete), 3. Attachments (Complete), 4. Work Experience (Complete), 5. Education (Complete), 6. Accomplishments (In Progress), 7. References (Not Started), 8. Referrals (Not Started), 9. Questionnaire (Not Started), and 10. Self-Identify (Not Started). The main content area is titled 'Step 6 of 11: Accomplishments' and is divided into two sections: 'Licenses and Certifications' and 'Language Skills'. Both sections indicate that no items have been added and provide a corresponding 'Add' button.

- a. If you want to add a license or certification to the application, click the **Add Licenses and Certifications** button.

This close-up screenshot focuses on the 'Add Licenses and Certifications' dialog box. The dialog is titled 'Step 6 of 11: Accomplishments' and contains two sections: 'Licenses and Certifications' and 'Language Skills'. The 'Add Licenses and Certifications' button is highlighted with a green circle labeled 'a', and the 'Add Language Skills' button is highlighted with a green circle labeled 'b'. A green circle labeled 'c' is also visible near the 'Next >' button in the top right corner of the application window.

The **Add Licenses and Certifications** dialog window appears. Enter the appropriate information in the fields; use the **Lookup** feature to complete the **License**, **Country** and **State** fields. Click the **Done** button

when you're finished. *Fields with an asterisk (*) are required.*

- b. If you want to add a language skill to the application, click the **Add Language Skills** button.

The **Add Language Skills** dialog window appears. Enter the appropriate information in the fields; use the **Lookup** feature to complete the **Language** field. Click the **Done** button when you're finished. *Fields with an asterisk (*) are required.*

- c. Click the **Next** button.

7. The **References** step will display for Staff positions only. This step is not required unless specified in the job opening's description.

- a. To add a reference, click the **Add Reference** button.
- b. The **Add Reference** dialog window appears.
- c. Enter the appropriate information into the fields and click the **Done** button. *Fields with an asterisk (*) are required.*
- d. When you are finished adding references, click the **Next** button.

8. The **Referrals** step will display. This step is required to advance.

The screenshot shows the 'Apply for Job' interface at Step 8 of 11: Referrals. The form contains the following elements:

- *How did you learn of the job?:** A dropdown menu with 'Other' selected, marked with a green circle 'a'.
- *Additional Information:** A dropdown menu with 'Job Fair' selected, marked with a green circle 'b'.
- Specific Referral Source:** A text input field containing 'Francis Ajax', marked with a green circle 'c'.
- Navigation:** A 'Next >' button in the top right corner, highlighted with a green circle 'd'.

- Use the drop-down menu to select an option for the **How did you learn of the job?** field.
 - Depending on which option is selected, the Additional Information field may appear. Make the appropriate selection.
 - If you want to list a specific source for your referral, enter the information in the **Specific Referral Source** field.
 - Click the **Next** button.
9. The **Questionnaire** step will display for Staff positions only. This step is required to advance.

The screenshot shows the 'Apply for Job' interface at Step 9 of 11: Questionnaire. The form contains the following elements:

- Questionnaire (Required):** A section with the following question:
 - Do you have a high school diploma or an equivalent combination of education and experience from which comparable knowledge, skills and abilities can be acquired?
 - Yes
 - No, marked with a green circle 'a'.
 - Not Sure
 - I understand that attaching a resume/CV is not an acceptable substitute for completion of the Education or Work Experience sections of the application. All relevant sections of the application must be completed in order to be considered for a position.
- Navigation:** A 'Next >' button in the top right corner, highlighted with a green circle 'b'.

- Answer each question by selecting the appropriate response.
 - When finished, click the **Next** button.
10. The **Self-Identify** step will display. This step is split into three sections and is not required to advance.
Note: This step will not display if you are an Internal user. For internal users, this information is available to view and edit by logging into myHR directly.

- a. Under **Self-Identify - Disability**, you can self-identify a disability status by selecting an option on this page and clicking the **Next** button.

Apply for Job < Previous Next >

Step 10 of 11: Self-Identify - Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020

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

- b. Under **Self-Identify – Veteran**, you can self-identify a veteran status by selecting an option on this page and clicking the **Next** button.

Apply for Job < Previous Next >

Step 10 of 11: Self-Identify - Veteran

Definitions

This employer is a Government contractor 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; and (4) Armed Forces service medal veterans. 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

- c. Under **Self-Identify – Diversity**, you can self-identify gender and ethnicity information by selecting the appropriate options on this page and clicking the **Next** button.

Apply for Job < Previous **Next >** ☰

Step 10 of 11: Self-Identify - Diversity

You are invited to provide the information requested regarding diversity.

Diversity

The University of Missouri is an equal access, equal opportunity, affirmative action employer that is fully committed to achieving a diverse faculty and staff. In order to fulfill our reporting obligations, we request your voluntary completion of the information below. This data will be used to monitor the University's Affirmative Action/Equal Employment Opportunity Programs as required by Federal and State laws. THE GENDER AND ETHNICITY INFORMATION YOU PROVIDE BELOW IS NOT PART OF YOUR APPLICATION FOR EMPLOYMENT. INFORMATION PROVIDED WILL BE USED ONLY IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS AND WILL BE KEPT CONFIDENTIAL.

NOTICE OF NONDISCRIMINATION: It is the policy of the University of Missouri, in support from the Board of Curators, to provide an educational and working environment that provides equal opportunities to members of the University community. In accordance with federal and state law and University policy, equal opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status.

We request your voluntary completion of the information below. Select all ethnic groups that apply:

Gender

What is your gender?

Female

Male

I decline to answer

Ethnicity and Race Identification

Are you Hispanic or Latino? [Definition](#)

Yes, I am Hispanic or Latino.

11. The **Review and Submit** step will display.

Apply for Job < Previous **Submit** ☰

Review your application and make any changes before submitting.

Step 11 of 11: Review and Submit

▼ **My Contact Information**

<p>a</p> <p>Email shoultsd@missouri.edu</p> <p>Phone 573/555-4866</p>	<p>Address 1234 Main St., Columbia, MO 65203</p> <p>Contact Method Not Specified</p> <p style="text-align: right;">b Modify</p>
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▶ **Resume Attachment**

▶ **Cover Letter Attachment**

▶ **Attachments**

▶ **Education History**

▶ **Work Experience**

- a. To review a step of the application, click to expand the Header for that section.
- b. Click the **Modify** link.

- c. When you are finished and ready to submit your application, click the **Submit** button.
- d. An **Application Confirmation** page will display. You can view the submitted application from this page, or return to the careers page. You should receive a confirmation email upon successfully applying; please check your junk or spam folder.

