Welcome to the University of Virginia Jobs@UVa Applicant Tutorial
This tutorial will take approximately 20 minutes.

Click on your mouse to go to the next slide
OR click on the box at the bottom of each page.

To go back a slide,
click on the box.

This tutorial shows you how to complete an application for staff positions. The process to complete a Temp Application is the same as the process to complete a staff application. The process to complete a Candidate Profile for Faculty and Professional Research Staff positions is shorter as you will not have to enter information regarding your education, licenses and certifications, employment history, or professional references.
Section 1:

Getting Started

After reviewing this tutorial, you will be able to use the system to:

1) Learn about job opportunities at the University of Virginia
2) Complete an application for employment
3) Apply for specific position(s)
4) Attach a cover letter, resume, or other documents to your application for each position
5) Log in to the system to view your status for each position to which you have applied
Items To Gather Before Beginning Your Application:

- Employment history, education, and reference information
- An electronic (either Microsoft Word or PDF) copy of any document (such as a resume) you wish to attach to your application

Helpful Hints:

- Do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate through the system. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

- To protect the security of your data, the system will log you out if it detects no activity for 60 minutes. Please do not leave your computer for more than 60 minutes while completing your application for employment.

Now, You’re Ready To Begin The Tutorial!
Creating an Application

Click the “Create Application” link to begin the process to create an application.

Welcome to JOBS@UVA

U.Va. is in the heart of Charlottesville, Va., nestled in the Blue Ridge Mountains - providing a wealth of outdoor activities along with all the cultural amenities of a university town. In fact, Charlottesville is frequently ranked as one of the top places to live in the United States! I think you’ll find the University a wonderful place to work if you want more than just "a job"; it’s a place to build a career, a place to make a difference.

Please explore the University of Virginia’s Web site as well as our Human Resources pages and Jobs@UVA. If you have any questions about employment here, feel free to contact me at HRDept@virginia.edu. Thank you for your interest in career opportunities at U.Va.!

Susan Carkeek, Chief Human Resources Officer
University of Virginia

Instructions

New Users
Step 1: To apply for positions click Create Application from menu on left and create a new application for one of the following:
Creating an Application

Choose Application

Please select the application you wish to complete.

Create New Application

- **Staff Application**
  Staff Salaried and Staff Wage (hourly) positions

- **Temp Application**
  Temporary positions only

- **Candidate Profile**
  Teaching and Research Faculty, Professional Research Staff, Administrative and Professional Faculty

Select the type of application you want to complete and click on the “Go” Button.

GO >>

CANCEL
Create a User Name and Password that you will easily remember, as you will need them each time you log in to Jobs@UVa.

Create a User Name and Password:

- **Select User Name and Password:**
  - PIN Number:
    - This is used to identify your application during processing.
    - Instructions:
      - Enter the Month and Day of your birth and the last 5 digits of your Social Security Number. Example: 010299999. (For Months and Days that are less than 10, please add a zero in front. Example: type "01" for January and "02" for February.)
      - For international applicants without a Social Security Number, enter any nine digit number. Once hired, you will be required to provide/apply for a Social Security Number. (Required)
  - Select User Name:
    - Use between 6 and 20 letters or numbers.
  - Password:
    - Use between 6 and 20 letters or numbers.
  - Re-enter Password:

You will not need your PIN each time you sign in, but it is important that you follow the directions carefully when creating the PIN so that your application can be identified.

Create a password – you will type this word twice, but to protect your security, you will not see the word. It is helpful to write down your username and password to ensure that you have the correct number of characters and that you enter the same thing twice.

After entering your username and password, click here to go to the next page.
Creating Your Login ID (cont.)

Type a question to which you will easily remember the answer.

Type the answer here.

Click here to go to the next page.
Creating Your Application

On the first page you will enter Personal Information such as your name, address, and other similar information.

To scroll down the page, use your mouse and the “scroll bar” here or simply press the “Page Down” key on your keyboard.

Questions with asterisks next to them are required questions. You will get an error message if you do not answer a required question and you will not be able to continue to the next page until you enter the required information.
Error Messages

Create Staff Application

Personal Information: Page 1 of 8

⚠️ This page has errors that must be corrected before you may continue. Please correct these errors before proceeding.

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the Continue or Return button at the bottom of the screen every 60 minutes in order to avoid losing your data.

*Required information is denoted with an asterisk.

Personal Information

First Name:
* This is a required field. Please complete field before continuing.

Middle Name or Initial:

Last Name:
* This is a required field. Please complete field before continuing.

Suffix (e.g. Jr., Sr., III, etc.):

Preferred Name (Nickname):

If you do not enter information into a required field, you will get an error message at the top of the page.

The required fields that you need to complete on the page will be highlighted in yellow.
Voluntary Demographic Data

The information on this page is not available to hiring managers. If you would like to voluntarily submit this information, it will assist us with our planning and reporting requirements.

Create Staff Application

When you have completed the required information on each page, you have several options:

- **Save and Continue to Next** - Clicking on this button will take you to the next page of the application.
- **Save and Stay on This Page** - Clicking on this button will save the information you have entered up to this point.
- **Save and Return to Previous** - Clicking on this button will save your information and take you back to the previous page if you need to see or edit information you already entered.

You may quit the application process at any time by clicking on the “Exit” button.
On this page, you will begin entering information regarding your post high school education, including vocational school, college, and graduate school information.

Create Staff Application

Education: Page 3 of 8

Please enter post high school education history. Include Vocational School, College and Graduate School, if applicable.

To begin, click Add New Entry, when finished, click Save and Continue to Next.>>.

No Records Found

Click here to begin.
Creating Your Application - Education

To add a new entry, complete the following fields and then click Add Entry.

If you do not wish to add a new entry at this time, click Cancel.

* Required information is denoted with an asterisk.

<table>
<thead>
<tr>
<th>Name of College / University:</th>
<th>When you see a down arrow next to a box, there is a drop-down list from which you select your answer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Name of School is not in the above list, please enter here:</td>
<td></td>
</tr>
<tr>
<td>Major (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Did you graduate?</td>
<td></td>
</tr>
<tr>
<td>□ Yes □ No □ No Responce</td>
<td></td>
</tr>
<tr>
<td>Type of Degree (if applicable):</td>
<td></td>
</tr>
<tr>
<td>If no degree received, number of hours completed:</td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td></td>
</tr>
<tr>
<td>End Date (leave blank if still attending):</td>
<td></td>
</tr>
<tr>
<td>Graduation Date:</td>
<td></td>
</tr>
</tbody>
</table>

To add this information click here.
Create Staff Application

Education: Page 3 of 8

✓ The entry has been added.

Please enter post high school education history. Include Vocational School, College and Graduate School, if applicable.

To begin, click Add New Entry, when finished, click Save and Continue to Next >>.

Existing Entries

<table>
<thead>
<tr>
<th>Name of College / University</th>
<th>Major</th>
<th>Type of Degree</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Virginia</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You can view, edit, or delete an entry that has been added.

To add another school, click here.

<<< SAVE AND RETURN TO PREVIOUS  SAVE AND CONTINUE TO NEXT >>>

EXIT
Creating Your Application - Licenses and Certifications

On this page, you will begin entering information regarding any licenses (including driver’s license) and certifications you have.

Create Staff Application

Licenses and Certifications: Page 4 of 8

Enter license (including driver’s), certificate or other authorization to practice a trade or profession.

To begin, click Add New Entry, when finished, click Save and Continue to Next >>.

Existing Entries

No Records Found

Click here to begin. If you do not choose to enter any licenses or certifications, click on the “Save and Continue to Next” button.
Creating Your Application – Licenses and Certifications

On this page, you will enter the information regarding any licenses and certifications you have.

Create Staff Application

Licenses and Certifications: Page 4 of 8

Enter license (including driver’s), certificate or other authorization to practice a trade or profession.

To begin, click Add New Entry, when finished, click Save and Continue to Next >.

To add a new entry, complete the following fields and then click Add Entry.

If you do not wish to add a new entry at this time, click Cancel.

Existing Entries

No Records Found

Add New Entry

To add a new entry, complete the following fields and then click Add Entry.

If you do not wish to add a new entry at this time, click Cancel.

* Required information is denoted with an asterisk.

Name/Type of License or Certification:

License / Certificate Number:

Licensing / Certifying Agency:

Expiration Date: MM/DD/YYYY or MM-DD-YYYY

ADD ENTRY

Enter the information concerning the license or certification and click here.

CANCEL
Creating Your Application - Licenses and Certifications

Create Staff Application

Licenses and Certifications: Page 4 of 8

✓ The entry has been added.

Enter license (including driver's), certificate or other authorization to practice a trade or profession.

To begin, click Add New Entry, when finished, click Save and Continue to Next.>

Existing Entries

1 Record

<table>
<thead>
<tr>
<th>Name/Type of License/Certification</th>
<th>License / Certificate Number</th>
<th>Licensing / Certification Agency</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver's License</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You can view, edit, or delete an entry that has been added.

To add another license or certification click here.

<< SAVE AND RETURN TO PREVIOUS

SAVE AND CONTINUE TO NEXT >>

EXIT
On this page, you will begin entering information regarding employment history, starting with your most recent job.

To begin, click Add New Entry, when finished, click Save and Continue to Next >>.

Existing Entries
No Records Found

Click here to begin. If you do not have prior work experience, click on the “Save and Continue to Next” button.
Creating Your Application - Employment History

Fill in your job information details as completely as possible. Under “Work Performed” explain your skills, experience and accomplishments related to the position for which you are applying.

Enter your work experience information and click here.

Remember to start with your most recent job. Current employees must list all UVA experience.
To add another entry regarding work experience, click here. When you are finished click on the “Save and Continue to Next” button.

You can view, edit, or delete an entry that has been added.

Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate entries.

To begin, click Add New Entry, when finished, click Save and Continue to Next. 

Employment History: Page 5 of 8

<table>
<thead>
<tr>
<th>Employer</th>
<th>Duration</th>
<th>Job Title</th>
<th>Work Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Company</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You can view, edit, or delete an entry that has been added.

To add another entry regarding work experience, click here. When you are finished click on the “Save and Continue to Next” button.
Creating Your Application - Miscellaneous Information

You must answer these two questions concerning criminal convictions. If you answer “yes” to either question, please provide additional information in the space provided.

You can enter information here pertaining to training, seminars, achievements, and specialized skills.

Select an answer concerning your willingness to travel.
On this page, you will enter the names and contact information for professional references (individuals who know your qualifications) for the position to which you are applying.

### Create Staff Application

**Professional References: Page 7 of 8**

<table>
<thead>
<tr>
<th>Names</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>Professional Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*List name, phone number, email address and relationship of persons (at least 3 preferred) not related to you who know your qualifications.*

To begin, click Add New Entry, when finished, click Save and Continue to Next >>.

*Required information is denoted with an asterisk.*
On this page, you will answer questions concerning eligibility for employment in the United States, registration for Selective Service and Veteran’s Status.

### Create Staff Application

#### Additional Information: Page 8 of 8

Please answer the following questions and click **Save and Continue to Next Page** at the bottom of the screen.

*Required information is denoted with an asterisk.

<table>
<thead>
<tr>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For purposes of compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States?</strong></td>
</tr>
<tr>
<td><strong>Section 2-2-2906 of the Code of Virginia prohibits any board, commission, department, agency, institution, or instrumentality of the Commonwealth from employing a person who is required to present himself and submit to the federal Selective Service registration requirement and failed to do so. If you are/were required to register for the Selective Service, have you done so?</strong></td>
</tr>
<tr>
<td><strong>For purposes of compliance with Section 2-2-2906 of the Code of Virginia, are you a veteran who received an honorable discharge and has (i) provided more than 180 consecutive days of full-time active duty in the armed forces of the United States or reserve components thereof, including the National Guard, or (ii) has a service-connected disability rating fixed by the United States Veteran Affairs?</strong></td>
</tr>
<tr>
<td><strong>If yes, did you serve during the Vietnam Conflict, 2/19/61 to 5/17/75?</strong></td>
</tr>
</tbody>
</table>

*Required information is denoted with an asterisk.*
Certifying Your Application

On this page, you will certify your application.

Create Staff Application

*Required information is denoted with an asterisk.

Certify Application

I understand that employment requires proof of eligibility to work in the United States according to the Immigration Reform and Control Act of 1986 and I will be able to provide the needed documentation to show my identity and eligibility upon hire.

I certify that the information contained in my application materials (e.g. this form, my resume, curriculum vitae, etc.) are true and correct to the best of my knowledge and belief and, in this connection, understand and agree that any misrepresentation, omission, or falsification of information provided herein constitutes grounds for immediate dismissal and may disqualify me for future employment at the University of Virginia. I hereby authorize the University of Virginia to verify my past and present employment, education and such other activities as may be related to these application materials. I agree to cooperate in such inquiry and hereby release the University of Virginia from all responsibility or liability. I agree to submit to such employment tests as may be deemed necessary by the University of Virginia and I understand that successful completion of such tests is in accordance with standards established by the University. In consideration of my employment by the University of Virginia, I agree to conform to and abide by all of its rules, policies and regulations.

I hereby authorize my past and present employers, schools, institutions, and all individuals, partnerships, associations or corporations and any other references to provide any information they may have regarding me. I hereby release them and other organizations from all liability, claims and causes of action for issuing same.

I understand that if applicable, I must be registered with Selective Service.

This is your electronic “signature”. You must check this box to continue.

Please click the SAVE AND CONTINUE TO NEXT button to save your information. It may take up to 1 minute to process your information.

Once you click SAVE AND CONTINUE TO NEXT, please DO NOT click any links or buttons until you have exited the page, otherwise your application data may not save properly.

*Required information is denoted with an asterisk.
Saving Your Application

You should review your application before you save it to ensure the accuracy of the information you entered.

Welcome. You are logged in. Tuesday, July 24, 2007

View Staff Application Summary

Edit My Information

To edit your application click here.

Application Status

☐ Save Application

CANCEL  CONTINUE

When you are ready to save your application, click on the “Continue” button.

To view your application click here.
Saving Your Application

You must confirm that you want to save your application.

Confirm Change Application Status

Confirm edits.

Application Status

Save Application

Click here to confirm saving your application.
After you save your application you will be taken back to the home page where you can see your application status. This is the screen you will see when you log in to the system. You may choose to modify your application for each position for which you apply. However, you need to modify your application before applying to a posting.

You can edit your application or candidate profile by clicking on the "View/Edit Application" link.

Below is a list of positions that you have applied to. Click on blue View link to view details of the posting, click on blue link in Application column to view attached application (an application cannot be changed once it has been attached). To sort, click the arrow to the left of column name.

Important: If you need to edit your application information or candidate profile, click on the View/Edit Application from menu on left before applying to a posting. You will NOT be allowed to update your application or candidate profile after you have applied to a posting. Contact University Human Resources at UVAjobs@virginia.edu or call 434-924-4598, to update contact information ONLY, for applications or candidate profiles that have already been attached to a posting.

To remove your application from consideration click the blue Withdraw Application link in Status column (Warning: if application is withdrawn you will NOT be allowed to re-apply to that particular posting).

You have not applied to any positions. Please apply for a specific posting by clicking Search Postings, viewing the Job Details for a specific position, and applying for that position.
Section 2:

Applying for a Position

Step-by-step instructions on how to apply for positions

Now that you have completed your application, it’s time to begin applying for positions.
Search Postings

Click on “Search Postings” to look for available jobs.

Application Status

Login Successful!

Below is a list of positions that you have applied to. Click on blue View link to view details of the Posting, click on blue link in Application column to view attached application (an application cannot be changed once it has been attached). To sort, click the arrow to the left of column name.

Important: If you need to edit your application information or candidate profile, click on the View/Edit Application from menu on left before applying to a posting. You will NOT be allowed to update your application or candidate profile after you have applied to a posting. Contact University Human Resources at uvajobs@virginia.edu or call 434-924-4598, to update contact information ONLY, for applications or candidate profiles that have already been attached to a posting.

To remove your application from consideration click the blue Withdraw Application link in Status column (Warning: if application is withdrawn you will NOT be allowed to re-apply to that particular posting).

You have not applied to any positions. Please apply for a specific posting by clicking Search Postings, viewing the Job Details for a specific position, and applying for that position.
You can search for job openings by position type by simply clicking on the appropriate button.

Or, you can search for specific job openings by Pay Band, Job Title, Department, etc. Leave “any” in all of the applicable fields to bring up a list of all openings.

Click on the “Search” button after entering your search criteria above, or click on “Clear Results” to begin your search again.
View and Apply for Postings

You can edit your application before you apply to the posting. Once you have applied to a posting, you will not be able to edit your application attached to that particular posting. You may not reapply to the same posting.

Click here to apply for the posting.
Supplemental Questions

Some postings will require that you answer supplemental questions.

Supplemental Questions - Accountant

To complete applying for this posting, answer the supplemental question(s) below. The system will generate a confirmation number once applying to posting is complete.

The system allows up to 2MB of data for open ended questions.

When finished, check the Certification Statement box and click Submit Answers to Supplemental Questions with my Application>>.

*Required information is denoted with an asterisk.

Select the answer to the question. If it is a required question (denoted with a red asterisk) “No Response” will not be an acceptable answer.

Certify Application

I understand that employment requires proof of eligibility to work in the United States according to the Immigration Reform and Control Act of 1986 and I will be able to provide the needed documentation to show my identity and eligibility upon hire.

I certify that the information contained in my profile (e.g., this form, my resume, curriculum vitae, etc.) are true and correct to the best of my knowledge and belief and, in this connection, understand and agree that any misrepresentation, omission, or falsification of information provided herein constitutes grounds for immediate dismissal and may disqualify me for future employment at the University of Virginia. Upon becoming a finalist for a specific position, I hereby authorize the University of Virginia to verify my past and present employment, education, and other activities as are related to this profile. I agree to cooperate in such inquiry and hereby release the University of Virginia from all responsibility or liability. I agree to submit to such pre-employment tests as may be deemed necessary by the University of Virginia and I understand that successful completion of such tests is in accordance with standards established by the University. In consideration of my employment by the University of Virginia, I agree to conform to and abide by all of its rules, policies and regulations.

I hereby authorize my past and present employers, schools, institutions, and all individuals, partnerships, associations or corporations and any other references to provide any information they may have regarding me. I hereby release them and other organizations from all liability, claims and causes of action for arising same.

I understand that, if applicable, I must be registered with Selective Service.

BY CERTIFYING BELOW, I have read and agree with these statements.

In order for your application to be reviewed for this position, please answer the supplemental questions and check the certify statement above.

Submit your answers by clicking here.

Certify your answers to the questions by checking here.
To attach a document click “Attach” next to the relevant Document Type. If any documents are considered “required”, you will not be able to finish applying for the posting until you attach them.
Attach Documents

Attach Documents - Accountant
Attach CV / Resume

Return to Previous

To attach a document select one of the following methods from the regions below:
1. Select a previously saved document
2. Upload a new document
3. Paste a new document

If your document is a doc, xls or pdf format, please use the Upload Feature to attach your document. Otherwise, please use the Paste feature.

Upload a new CV / Resume:
To upload a Microsoft Word or PDF document, click Browse and click Open. Your document must be less than 2 MB in size. Click Attach when you are finished. Note: If your document is NOT in Microsoft Word or PDF format, please copy and paste the text of your document below.

File: Actiny resume.doc  Browse...

Attach

Paste a new CV / Resume:
Enter (or copy and paste) the text of the document in the area below. Click Attach when you are finished.

Text:

Attach

Return to Previous

Once you have found your document, attach it by clicking here.

You can upload a document that you have saved on your computer. The document will be converted to PDF format. Click on “Browse...” to find the document.

Or, you may copy and paste the document in this text box. However, note that using this Paste box will not preserve the formatting of your documents (fonts, etc.)
Click on the “Attach” button after entering the text.
Attach Documents - Accountant

Confirm

Return to Previous

To complete applying to this posting Confirm attachment of document. The system will generate a Confirmation Number once applying to posting is complete.

To permanently submit this document for this posting, click Confirm Attaching Documents.

To cancel attaching this document, click the blue Return to Previous link above.

Once you click Confirm Attaching Documents, you will NOT be able to attach any further documents to your application for this position.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Document Type</th>
<th>Date &amp; Time Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant</td>
<td>CV / Resume</td>
<td>25-07-13-58-07CT</td>
</tr>
</tbody>
</table>

Once you have attached your document click on the “Confirm Attaching Documents” button.
Attach Documents

To complete applying to this posting attach required documents specified below with an asterisk in the required column. The system will generate a Confirmation Number once applying to posting is complete.

To attach a document, click the blue Attach link next to the document type you are attaching. It is strongly recommended that you include your name on each document that you attach. These documents should be black and white only, should not include pictures, and should not be password-protected. The system allows up to 2MB of data and documents with file formats of .doc, .xls and .pdf. To remove a document from your application for this position, click the Remove link next to the document you wish to remove.

If you do not wish to attach required documents at this time, click Attach Additional Documents Later.

If you would like to attach documents later or are finished attaching documents, click Finished Attaching Documents.

NOTE: Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading.
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics.

Once you have attached your document, please click the View link to verify that it uploaded correctly. If your document appears to have formatting problems, please click the Remove link to remove the document, then adjust your document as needed by following the tips above and reattaching it.

<table>
<thead>
<tr>
<th>Required</th>
<th>Attach / Remove</th>
<th>Document Type</th>
<th>Attached Document</th>
<th>View Document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Remove</td>
<td>CV / Res</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attach</td>
<td>CV / Res</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FINISHED ATTACHING DOCUMENTS

CANCEL APPLYING TO THIS POSTING

Click here when you have finished attaching documents.

To attach additional documents, click another Attach link for the relevant document and follow the same step to attach the document.
Attach Documents

Welcome. You are logged in.  Wednesday, July 25, 2007

Confirm - Accountant

You have not completed applying for this position until you receive a confirmation number.

Once you finish attaching documents, you will not be allowed to attach more documents.

Are you sure you want to finish attaching documents for this Posting?

To confirm that you are finished attaching documents, click on the “Yes” button.
Confirmation

You will receive a message that your application is complete and submitted for review with a confirmation number. If your application meets the minimum qualifications for the position, you will receive a message indicating that our screening and selection process is underway.

If your application does not meet the minimum qualifications for a position, you will receive that message here instead.

Note your confirmation number, and click on the OK button.

Your application is complete and has been submitted for review.
Accountant

The following is your confirmation number. Please save this number for future reference: 554506

Thank you for your interest in this position. Our screening and selection process is currently underway and will continue until a successful candidate is chosen. Should our review of your qualifications result in a decision to pursue your candidacy, we will contact you in the near future.

Note: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
Managing your Positions

You will see a table with a list of positions to which you have applied. This is what you will see when you log in to Jobs@UVa each time.

You can view your application and/or attached documents by clicking on the relevant link.

If you decide to withdraw your application you can do so by clicking here, but note that you will not be able to reapply to the same posting.
Managing your Positions

To apply for additional positions, click Search Postings and follow the exact same process as before. You will NOT have to reenter your entire application information. You will only need to answer any questions associated with that position, and/or attach another document (resume, cover letter, etc.).
View or Edit Your Application

You can edit your application as often as you like. However, you may not edit an application that you have already attached to a posting.

Select “View/Edit Application” from the menu.

You can view your application by clicking here.

You can edit your application by clicking here.

You can also create either a Temp Application or Candidate Profile (for faculty and Professional Research Staff positions) by selecting here and clicking on the “Go>>” button.
Change Your Password

Select “Change Password” from the menu.

You will have to enter your current password and then your new password twice.

Click on the “Submit Password Change” button.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
Create a Job Interest Inventory

You can create a Job Interest Inventory which will allow the University’s Recruitment and Staffing division to contact you if there are openings that match your interests, skills, and abilities.

Select “Create (or Edit) Job Interest Inventory” from the menu.

Below is a list of positions that you have applied to. Click on blue View link to view details of the posting, click on blue link in Application column to view attached application (an application cannot be changed once it has been attached). To sort, click the arrow to the left of column name.

Important: If you need to edit your application information or candidate profile, click on the View/Edit Application from menu on left before applying to a posting. You will NOT be allowed to update your application or candidate profile after you have applied to a posting. Contact University Human Resources at UVAjobs@virginia.edu or call 434-924-4596, to update contact information ONLY, of applications or candidate profiles that have already been attached to a posting.

To remove your application from consideration click the blue Withdraw Application link in Status column (Warning: if application is withdrawn you will NOT be allowed to re-apply to that particular posting).

### Application Status

<table>
<thead>
<tr>
<th>Title</th>
<th>Confirmation Number</th>
<th>Posting Number</th>
<th>Application</th>
<th>Application Date</th>
<th>Status</th>
<th>Attached Documents</th>
<th>View Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant View</td>
<td>554505</td>
<td>0500550</td>
<td>View Staff Application</td>
<td>07-25-2007</td>
<td>Under Review Withdraw Application</td>
<td>Cover Letter CV / Resume</td>
<td>Cover Letter II CV / Resume</td>
</tr>
<tr>
<td>Accountant View</td>
<td>554506</td>
<td>0500558</td>
<td>View Staff Application</td>
<td>07-25-2007</td>
<td>Under Review Withdraw Application</td>
<td>Cover Letter CV / Resume</td>
<td>Cover Letter II CV / Resume</td>
</tr>
<tr>
<td>Accountant View</td>
<td>0500470</td>
<td></td>
<td>View Staff Application</td>
<td></td>
<td>Incomplete Records</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Create a Job Interest Inventory

In the Skills and Interest section of the Job Interest Inventory, you can select the Type of Work Desired, Availability, Education/Degree, Office Skills, Trades Skills, Technical Skills, and Other Knowledge, Skills, and Abilities.

View/Edit Job Interest Inventory

Please complete the contact information below, then select all skills and job interests that apply to you. When you are finished, click Continue to Next Page.

*Required information is denoted with an asterisk.

Email Notification Subscription

Would you like to receive a notification email when certain positions become posted on the website?

- No Response
- Yes
- No

Personal Information

First Name:
Middle Name or Initial:
Last Name:
Home Phone:
Email Address:

Skills and Interest

- Academic (Teaching)
- Accounting/Financial
- Building/Grounds
- Engineering

Answer the email notification question.
Enter personal contact information.
When you are finished working in Jobs@UVa it is important that you logout of the system and close your browser to protect your information.

Application Status

Select "Logout" from the menu to exit the system. Close your browser after you exit the system.

Important: If you need to edit your application information or candidate profile, click on the View/Edit Application from menu on left before applying to a posting. You will NOT be allowed to update your application or candidate profile after you have applied to a posting. Contact University Human Resources at vjobs@virginia.edu or call 434-924-4598, to update contact information ONLY, for applications or candidate profiles that have already been attached to a posting.

To remove your application from consideration click the blue Withdraw Application link in Status column (Warning: if application is withdrawn you will NOT be allowed to re-apply to that particular posting).
Logging Out/Logging In

When you are ready to login again, return to the Jobs@UVa website and select "Login" from the menu. Enter your User Name and Password. If you forgot your password, click here.

Enter your User Name and Password.

If you forgot your password, click here.
Thank you for viewing this tutorial.

If you have problems or questions when using Jobs@UVa or in using this tutorial, contact UHR Recruitment and Staffing at 434.924.4598.

Thank you for considering the University of Virginia as your next employer!