Step 1 – Log in to GEMS Self Service and find the job you want

Current USF Faculty, Staff & Administration employees should access the Careers@USF system through GEMS. To do this, click **MyUSF** at the top of any USF website. By entering through GEMS, the system automatically recognizes you so you do not have to create a new user account to access the system or apply for positions. In addition, by applying through GEMS, reviewers are alerted that you are an internal applicant.
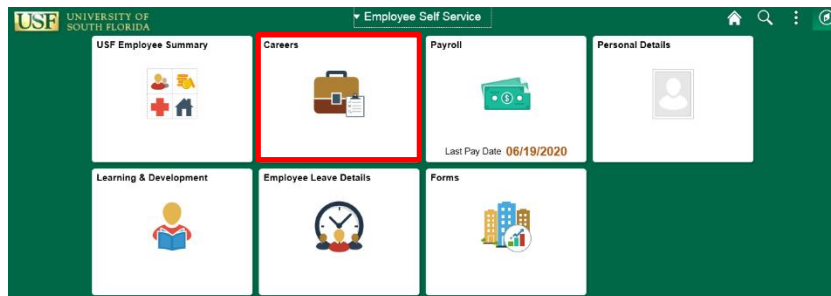
Log in using your Net ID and Net ID password. If you need help with this, contact the IT HelpDesk at help@usf.edu.

Once in the MYUSF portal, click **Business Systems**. In the drop-down menu, select **GEMS**.

Once in GEMS, click on the Careers tile.

Careers@USF Home will display the following options:

- **View All Jobs** – View all external job openings posted throughout the University of South Florida.
- **My Job Notifications** – Applicants can receive several types of notifications regarding but not limited to: (automated job searches, scheduling of a job interview, adding of references to your application, receiving an invite to apply for a job or to fill out questionnaires.)
- **My Job Applications** – All job applications, which include applications in Draft, Submitted or Withdrawn statuses.
- **My Favorite Jobs** – Applicants can mark jobs as favorites to keep track of jobs that they are interested in.
- **My Saved Searches** –A list of job openings that meet the applicant's prior saved search criteria
- **My Account Information** – Internal applicants can view and update their name, preferred contact method, address, email, and phone numbers(s).
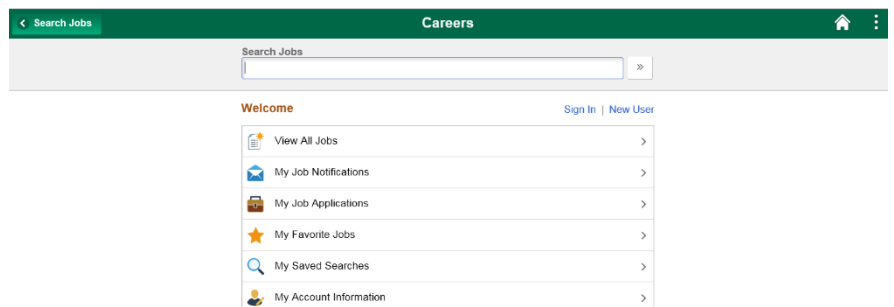
Guided Navigation: At the top of each page, note the steps that indicate your progress.

Step 2 – Add cover letter/resume

Click **Attach Cover Letter & Res** to upload your *cover letter and resume* as one document. After the document is uploaded click **Next**.

Step 3 – Complete application

- Your education history, job trainings, degree(s), and references will auto-populate.

- Click the **Add Work Experience** button to add relevant work experience to your application.

- Answer questions in the questionnaire at the bottom, typing **NA** for questions left blank.

Step 4 – Review & Submit

Review your application for completeness and accuracy.

The **Modify** links in each section allow you to make edits.

Once you have reviewed your application, click **Submit**.