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# Find the job you want and log in or register

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	Search Jobs		
	Welcome	Sign In   New User	
	View All Jobs	>	
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	My Job Applications	>	
	★ My Favorite Jobs	>	
	Q My Saved Searches	>	
	My Account Information	>	

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- **My Job Applications** All job applications, which include applications in Draft, Submitted or Withdrawn statuses.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** External applicants can view and update their name, preferred contact method, address, email, and phone numbers(s).

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**Register or Sign in:** After clicking "Apply", returning users log in with user name and password. Once logged in, follow the prompts on each page before clicking next. New users click **Register Now**.

**First Time Applicant?** Clicking **Register Now** on the sign in page opens the profile page. Complete all fields, click "I agree..." and then click Register.

n page		'User Name	1			
		*Password				
			Sign In			
			Forgot User Na	me   Forgot Password	ł	
	Are you	a new user?	Register Now			
count Information						
	^User Name	usemame				
	*Password	•••••	•••••			
	*Confirm Password		•••••			
	'First Name	Sample				
	'Last Name	Applicant				
	*Email Address	emai@email.com	n			
	*Phone	813/123-4567				
dress Information						
"Country	United States	•				
*Address 1	123 Anywhere Dr					
Address 2						
Address 3						
°City	Tampa			"Stat	Florida	V
*Postal	33620			Count	ty Hillsborough	
			View Terms and	Conditions		
		R.	I agree to the Terms	and Conditions		

Sign In ×



### DIVISION OF HUMAN RESOURCES

CAREERS@USF - APPLICANT QUICK GUIDE

## Step 1 – Start Application

Guided Navigation: Note the steps that show your progress at the side of each page.

	Start In Progress
2	Resume Not Started
3	Complete Application Not Started
4	Self-Identify Vot Started
5	Review and Submit Not Started

# 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.

Apply for Job			Next >
Step 2 of 5: Resume Resume Attachment You have not provided a resume.	NOTE: Add your cover letter and resume as one document.		
Attach Cover Letter & Res			

If you need to add more than one document, see the *Need to add an attachment* section at the end of this guide.

## Step 3 – Complete application

- Click Add... button in each section.
- Add education information in the Add Degree section.
- Answer questions in the questionnaire at the bottom, typing **NA** for questions left blank.

1 Start Complete	Step 3 of 5: Complete Application Education History	
2 Resume Complete	Highest Education Leve	el High School Diploma
3 Complete Application	Work Experience	
In Progress	You have not added any work experience.	
4 Self-Identify Not Started	✓ Add Work Experience	
5 Review and Submit	Job Training	
Not Started	You have not added any training information.	
	Add Job Training	Click "Add"
	Degrees	buttons
	You have not added any degrees	1
	Add Degrees	

# Step 4 – Self-Identify

Federal law requires USF to allow applicants to self-identify for disability, veteran and diversity status.

These questions are optional.

# Self-identify In Progress Disability In Progress Veteran Not Started Diversity Not Started

## Step 5 – Review & Submit

Review your application for completeness and accuracy.

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

Click Submit Application.

X Ext	Apply for Job	< Previous	Submit
1 Start Complete	Review your application and make any changes before submitting. Step 5 of 5: Review and Submit		
2 Resume Complete	My Contact Information		
3 Complete Application	Resume Attachment		
Complete	Cover Letter Attachment		
4 Self-Identify Complete	Education History		
	Work Experience		
6 In Progress	> Job Training		
	> Degrees		
	Licenses and Certifications		
	> References		
	Referrals		
	> Disability		
	➤ Veteran		
	► Diversity		



# Need to add an attachment?

Click the vertical ellipsis, then the **My Job Applications** link at the top of any page. Click **Add Attachments** to add attachments as needed.

< Job Description My Job Applications				â			
My Job Applica	tions						Careers
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Appl	
							Search Jobs
							My Job Notifications
My Resumes							My Job Applications
You have not p	rovided any resum	les					
							My Favorite Jobs
My Cover Letters	and Attachments	s					My Saved Searches
Add Attach	ment	ener of Anachment					My Account Information
							Sign Out
							Sign Out

NOTE: The Add Attachment page requires you to select an "attachment type" from a drop-down list. Use the "Attachment Title" field to clarify what you are attaching – for example, DD214.

Cancel	Add Attachment	Continue
*Attachment Type		<b>&gt;</b>
*Attachment Title		

\*User Name

\*Password

Are you a new user? Register Now

Sign In

Forgot User Name | Forgot Password

Sign In

# How to Accept a Job Offer

## Step 1 – Log in to Careers@USF

Once notified by phone or email of a job offer, log in to Careers to accept the offer. At the top of the careers home page, click **Sign In**, add your user name and password and click **Sign In**.

# Step 2 – Accept or reject the job offer

Click the **My Job Notifications** link in the notifications section at the top right of the page.

On the My Job Offer section, click the job title to view the job offer.

My Job Offers		
Job Title	Job ID Status	Location
Sr. Human Resources Analyst	23721 New	Tampa, FL

My Job Notifications

My Job Applications

Welcome

Review the offer attachments by clicking each icon in the "View" column. If the attachments do not open, turn off your browser's pop-up blockers. If you need help with this, call the HelpDesk at (813) 974-1222.

>

1 >

>



To accept or reject the offer, click the acknowledgement checkbox, and then choose Accept or Reject.

	We'd like to hire you for the following position:		
Job Title	Offer Date		
Job ID	Expiration Date		
Here's what you need to do: Review the job offer. 2. Either accept or reject the offer. 3. Return any documents to your recruiter.			
Step 1: Review Offer			
You do not have any Attachments for this Job Offer			
Comments			
I acknowledge that I have reviewed and understand the job offer details	for the position listed.		
Accept Reject			

A pop-up box will appear to confirm your acceptance of the job offer. Click **OK**.

You have elected to accept the job offer. Select OK to submit or Cancel to return to the job offer page.

04	Canaal
Un	Cancel

A message will appear at the top of the page congratulating you for accepting the offer.

Congratulations! We are delighted that you have accepted this offer of employment.