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 Self-Service. To do this, click MYUSF at the top of any USF website. By entering through GEMS Self-Service, 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 Self-Service, reviewers are alerted that you are an internal candidate.

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 SELF-SERVICE.

Once in GEMS Self-Service, navigate to Main Menu > Self Service > Recruiting > Careers.

Careers Home displays the latest job postings. Sort the listing by clicking a column header or filter the list by location or job families. Click on a job title to view the description. Click Apply Now on the description page or click Save Job to save and apply later.
Guided Navigation: At the top of each page, note the steps that indicate your progress.

Step 2 – Add cover letter/resume

Add your cover letter/resume as one document. Choose copy/paste or attach and click Continue to add. If you have previously added a cover letter/resume, you may select it.

Step 3 – Complete Application

- Click Add… in each section.
- Choose your highest education level and add degree information in the Add Degree section.
- Answer the questions in the questionnaire at the bottom, typing an * for questions that are not pertinent.

Step 4 – Review & Submit

Review your application for completeness and accuracy.

The pencil icons in each section allow you to make edits. For example, click the pencil icon in the first section to add a home address.

Agree to the terms and conditions and click Submit Application.