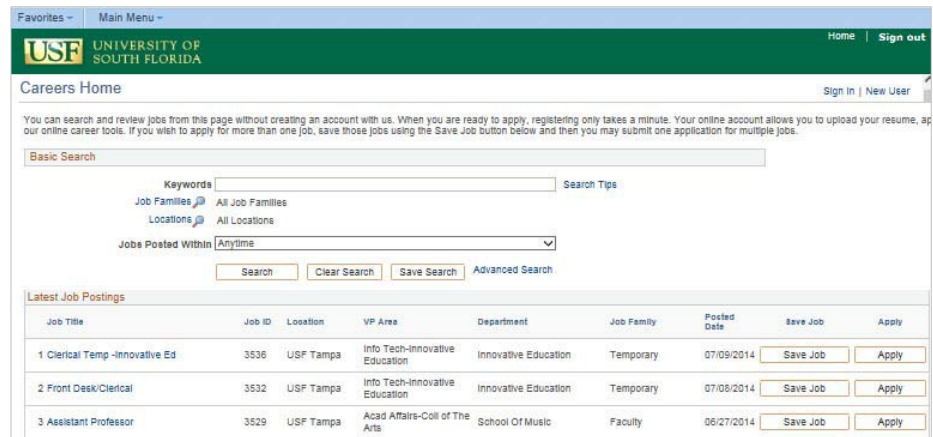


Step 1 – Find the job you want and log in or register

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 Now or Apply on the Careers Home page.

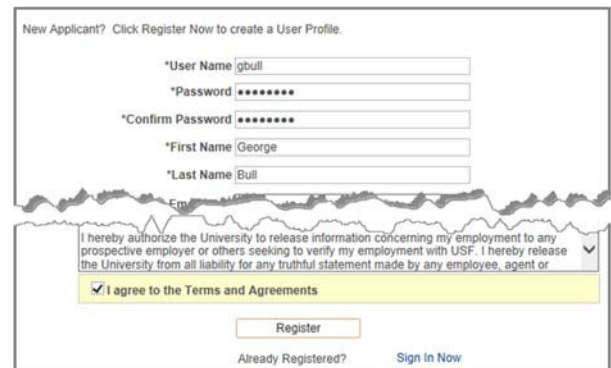


Job Title	Job ID	Location	VP Area	Department	Job Family	Posted Date	Save Job	Apply
1 Clerical Temp - Innovative Ed	3536	USF Tampa	Info Tech-Innovative Education	Innovative Education	Temporary	07/09/2014	Save Job	Apply
2 Front Desk/Clerical	3532	USF Tampa	Info Tech-Innovative Education	Innovative Education	Temporary	07/08/2014	Save Job	Apply
3 Assistant Professor	3529	USF Tampa	Acad Affairs-Coll of The Arts	School Of Music	Faculty	06/27/2014	Save Job	Apply

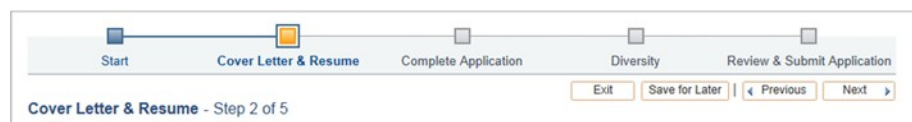
Register or Log in: First time users click **New User** and create a profile. Returning users click **Sign In** and log in with user name and password. Once logged in, follow the prompts on each page before clicking **Next**.



First Time Applicant? Clicking New User opens the profile page. Complete all fields, click "I agree..." and then click Register. Later, before submitting your application, you will have a chance to add your home address.

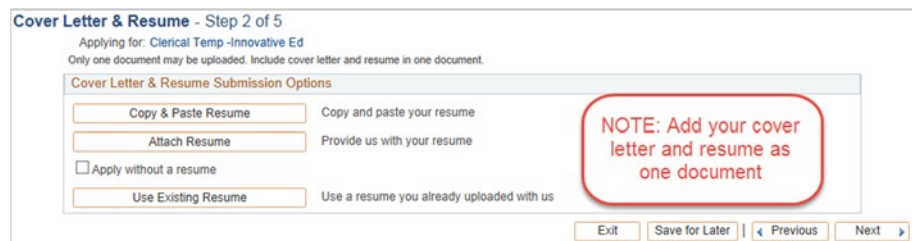


Guided Navigation: At the top of each page, note the steps that indicate your progress.



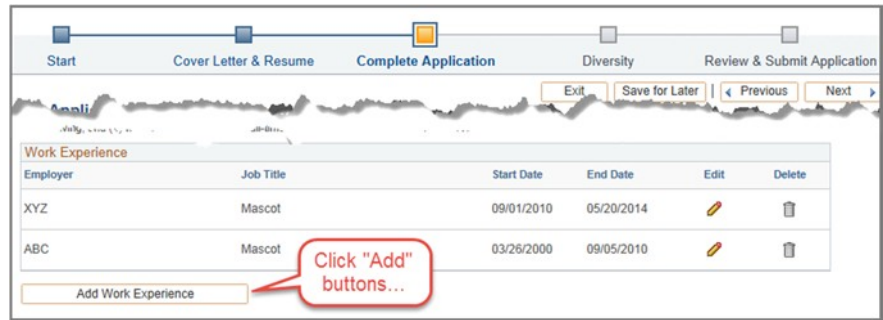
Step 2 – Add cover letter/resume

After creating a user name and password, add your cover letter/resume as one document. Choose copy/paste or attach and click **Continue** to add.



Step 3 – Complete application

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



Step 4 – Diversity

USF collects demographic information to ensure we are attracting a diverse applicant pool. Answer the questions or click I decline.

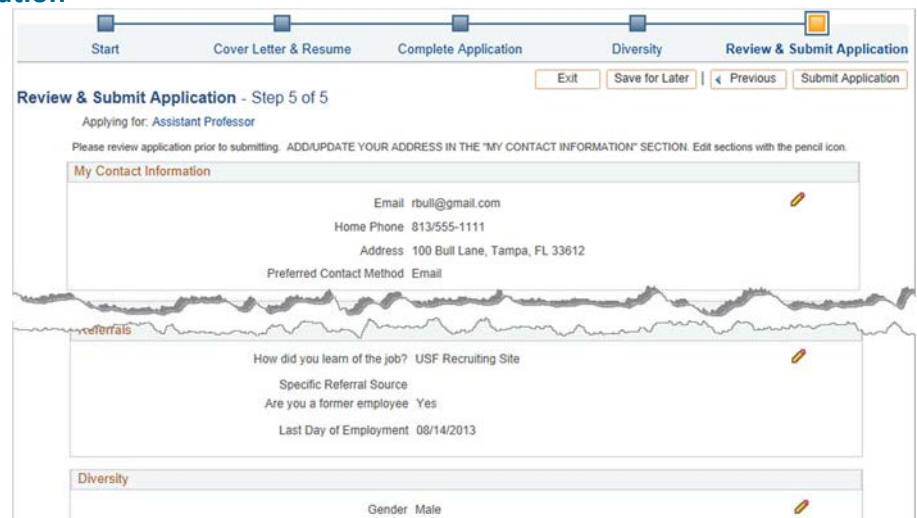


Step 5 – Review & submit application

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**.



Need to add an attachment?

Click the **My Activities** link at the top or bottom of any page. Click **Add Attachments** to add as many attachments as needed.

