

## 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.



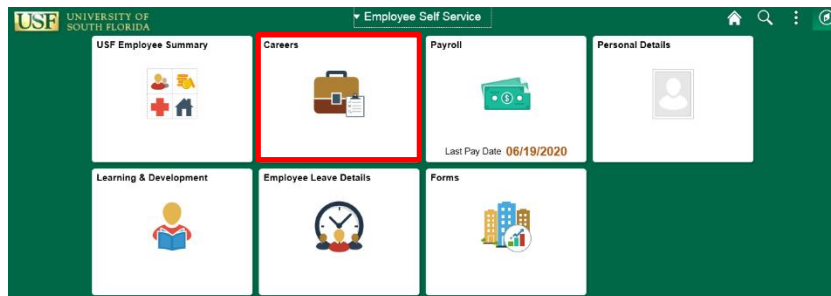
**USF NetID Single-SignOn**



Sign In

Log in using your Net ID and Net ID password. If you need help with this, contact the IT HelpDesk at [help@usf.edu](mailto:help@usf.edu).

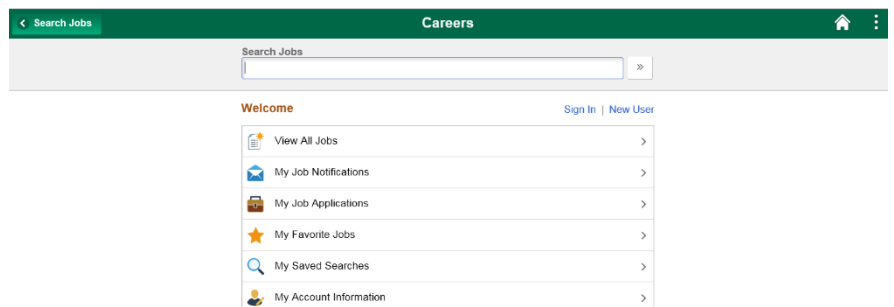
Once in the MYUSF portal, click **Business Systems**. In the drop-down menu, select **GEMS**.



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- **My Job Applications** – All job applications, which include applications in Draft, Submitted or Withdrawn statuses.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.

1 Start  
In Progress

2 Resume  
Not Started

3 Complete Application  
Not Started

4 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

Step 2 of 4: Resume

Resume Attachment

You have not provided a resume.

Attach Cover Letter & Res Use Existing Letter & Res

**NOTE: Add your cover letter and resume as one document.**

## 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 3 of 4: Complete Application

Education History

Highest Education Level Baccalaureate

Work Experience

You have not added any work experience.

Add Work Experience

Click "Add Work Experience" button

Job Training

Course Title	School Name	Start Date
EHS Fire Safety		05/28/2019

## 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**.

Apply for Job

Review your application and make any changes before submitting.

Step 4 of 4: Review and Submit

My Contact Information

Email Example@uff.edu Address

Phone (613) 223-4567 Contact Method

Modify

Resume Attachment

Cover Letter Attachment

Education History

Work Experience

Job Training

Degrees