

University of Missouri-St. Louis Online Application Quick Tips


Getting Started

To get started, point your browser to <http://www.umsl.edu/> and click on **EMPLOYMENT**.

1. **External Applicants** - Click on the **External Applicants** link if you are a new or returning external applicant. Clicking this link will take you directly to the **Careers Home** page. To search for jobs, click on the **Advanced Search** link in the Basic Job Search box.
 - a. If you are a new user and wish to establish a username and password click on the **Register** link. A user name and password only needs to be established once you are ready to apply for a job.
 - b. If you are a returning user, enter you username and password into the **Login** box.
 - c. When establishing a login for use with this system, please use your valid e-mail address as your user name.
 - d. If you do not remember your user name or your password, click the **Login Help** link in the Login box.
2. **Employees of the University** - Click on the **Internal Applicants** link, which will bring users to the Self Service sign in page where you can log on using your SSOID and password. At this time, the online internal application is only being used to recruit for staff positions.
 - a. To access the Careers site, click on the following links. **Self Service > Careers**. This will automatically sign you in to the Careers Home page. To search for jobs, click on the **Job Search** link at the top of the page or click on the **Advanced Search** link in the Basic Job Search box.

NOTE: While navigating through the online application, **DO NOT** use the browser's "back," "refresh," or "forward" buttons, this will cause the system to time out and result in the loss of any data you have entered to that point.

Job Search

1. From the main entry page, click **Search** to view ALL open jobs.
2. To search for a specific job, click **Advanced Search** and set your job search criteria by using any of the following provided fields:
 - **Keywords** – This field is not case-sensitive. Enter a word or phrase to match the job description.
 - **Job Family** – At this time, UMSL does not list positions by this search criteria, so please do not select this criterion when using the advanced search function.
 - **Full-Time/Part-Time:** Full time hours are 35+ hrs/week. Part Time is anything less than 35 hrs/week
 - **Regular/Temporary** – UMSL does not list temporary jobs on our website, so be certain to select *Regular* or leave this field blank.
 - **Desired Pay** – Enter the desired pay amount and select the currency type (USD is standard) from the drop down selection box.
 - **Job Opening ID** – Enter the numeric identifier to search for a specific job opening. *Note: If you enter a number in this search criterion, it is not necessary to enter other search criteria.*
 - **Recruiter** – It is not necessary to use this field when applying for jobs at UMSL.
 - **Recruiter** – Enter the name of a specific hiring manager if you are aware of one attached to a specific job.
 - **Find Jobs Posted Within** – Select a time duration to search for jobs posted within a specified period.
 - **Display Results Sorted By** – Select a criteria in order to have search results display in a specified order.
2. Once your search criteria are set, click on the **Search** button. When clicked, the search criteria box will collapse and a list of matching jobs will be returned in the Search Results.
3. If you would like to change search criteria, select the  icon on the tan bar titled **Click icon to View Advance Search Criteria**. This will expand the search criteria box. To clear search criteria, click on the **Clear** button to the right of the Search button.

How to Apply for Jobs

1. From the Search Results screen, click the **Job Title** link to view the job opening description.
2. If the job opening description does not match your interests, click on the **Return to Previous Page** link to return to the Search Results page.
3. If the job opening descriptions were a match for your interests and you would like to apply click on the **Apply Now** button and follow the steps below through the application process:


STEP ONE: Choose a Resume

- **Attach a Resume** – Select this option if you have a resume saved on your computer that you would like to attach to your application. On the upload page, click the **Browse** button to select your resume file from your local computer. Once the file is selected, click the **Upload** button. You will be asked to give your resume a unique title name (TIP: use a name related to the position you are applying for). Next, click **Continue** to proceed to the Online Application.
- **Copy and Paste a Resume** – Select this option if you have a resume saved on your computer and would like to paste the information into a provided text box. This option will prompt you to paste your resume text when you click on the **Continue** button.
- **Apply Without Using a Resume** – Select this option if you do not have a resume to upload or paste and would like to proceed with filling out the online application manually.
- **Use an Existing Resume** – Select this option if you have applied for jobs in the past using this system and would like to use a resume that is associated with a previous application. *Note: This option will only be seen if you already have resume attachments in the system.*


NOTE: Even if you attach or paste a resume, you must still fill out the Education and Work Experience page in order to be considered for the position. Persons completing the application in the HR office **WILL NOT** be able to attach a resume to their application.

STEP TWO: Education and Work Experience Page


1. Work Experience

- Click on the **Add Work Experience** link to add Employment History information.
 - a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
 - b. Leave the **Last Day Worked** box empty if you are still employed with the job, you are adding and do not have an end date.
 - c. In the **Job Details** text box, you have the option to enter a brief description explaining your JOB responsibilities.
 - d. Click on **Save & Return** button to go back to the Education and Work Experience page.
- Click on the corresponding **Employer** link on the Education and Work Experience page to edit or view existing work experience information.
- If you wish to delete work experience detail, click on the **trash can**  icon to the right of the Work Experience item you wish to delete.


2. Educational History – Primary or Secondary Education (for entering High School or GED information)

- Click on the **Primary or Secondary Education History** link to add High School or GED information
 - a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
 - b. Select and enter Education data from the drop down boxes and type in the school name.
 - c. Click on **Save & Return** button to save changes and go back to the Education and Work Experience page.
- Click on the corresponding **Degree** link on the Education and Work Experience page to view or edit existing post-secondary education information.
- If you wish to delete post-secondary education detail, click on the **trash can**  icon to the right of the Degree you wish to delete.


3. Educational History – Post-Secondary Education (for entering College or University information, skip to STEP THREE if not applicable)

- Click on the **Add Post-Secondary Education History** link to add College/University information.
 - a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
 - b. Select and enter Education data from the drop down boxes and type in the school name.
 - c. Click on **Save & Return** button to save changes and go back to the Education and Work Experience page.
- Click on the corresponding **Degree** link on the Education and Work Experience page to view or edit existing post-secondary education information.
- If you wish to delete post-secondary education detail, click on the **trash can**  icon to the right of the Degree you wish to delete.

4. License/Certificate (skip to STEP THREE if not applicable)

- Click on the **Add License/Certificate Education History** link to add License or Certificate information.
 - a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
 - b. If your License/Certificate is not listed in the drop down, enter the appropriate name in the **Issued By** text box.
 - c. Click on **Save & Return** button to save changes and go back to the Education and Work Experience page
- Click on the corresponding **License/Certificate** link on the Education and Work Experience page to view or edit existing License or Certificate information.
- If you wish to delete a License or Certificate, click on the **trash can**  icon to the right of the License/Certificate you wish to delete.

STEP THREE: Applicant References

- Click on the **Add Reference** link to add reference information.
 - a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
 - b. Click on **Save & Return** button to save changes and go back to the Education and Work Experience page
- Click on the corresponding **Reference Name** link on the Applicant References page to view or edit existing Reference Information
- If you wish to delete a Reference, click on the **trash can**  icon to the right of the right of the Reference name you wish to delete.

NOTE: You must add at least **THREE** references in order to submit your application

STEP FOUR: Referral Information

- Select the appropriate referral source in the **How did you find out about the job?** drop down.
- Indicate in the **Specific Referral Source** the name of the referral source or the name of an employee if you were referred by a specific person.
- If you have worked at the University of Missouri-St. Louis previously (for External Applicants only), select the “Yes” option and list your approximate Last Day Worked.

NOTE: You must enter a Referral Source in order to submit your application

STEP FIVE: Application Questionnaire

Answer all of the questions listed in order to continue completion of the application.

NOTE: You must answer all questions before you submit your application, otherwise it may not be considered.

STEP SIX: Save your Application (For Future Use)

- If you are not yet ready to **Submit** your application and would like to access the application at a later time, click the **Save** button located next to the **Submit** button before exiting out of the system.
- To access your saved application, please refer to the directions located under the **My Applications** section of this document.

STEP SEVEN: Submit your Application

- When you have completed filling out all pages to your application, click on the **Submit** button.
 - a. If you have not filled out any required information, a red error message will appear telling you which sections are required.
- If you are NOT ready to **Submit**, click on the **Save** button. You may access the application at any time through the **My Applications** page.
- If you are ready to Submit, click on the **Submit** button to complete your application. Following submission, the browser will redirect to the **My Applications** page and state that you have successfully submitted your job application. You will also receive an email confirming your application was submitted successfully.

NOTE: *Once you have submitted your application, you will not be able to modify it in regards to the position for which you have applied. Please be sure your information is correct before choosing to submit an application.*

STEP EIGHT: Self Identification (External Applicants Only)

After selecting to **Submit** your application, a page will appear which asks for self-identification information.

- Select the appropriate race and gender or check the box, which reads: **I decline to provide my self-identification details.**
- Select either the **I agree to these terms** or the **I do not agree to these terms** radio button. Applicants which select **I do not agree to these terms** will not be allowed to submit an application for review.
- Click on the **Submit** button to complete the application.

My Saved Searches

This feature allows you to save your search criteria so you can come back and run the same job search later. This feature also allows you to set up a Job Search Agent if you would like an email sent to you every week with the results of your saved search.

1. Enter your search criteria on the **Job Search page**.
2. Click on the **Save Search** button at the bottom of the search criteria section. When clicked, the **Save Search** page appears.
 - **Name Your Search** – Enter a name that describes your search criteria (For example: Admin Asst Search)
 - **Use as Job Agent** – Check this box if you want us to email search results to you on a weekly basis.
 - **Send Job Agent Notification To** – If you checked the **Use as Job Agent** box, enter an email address to where you want your search results sent.
3. Click on the **Save Search** button. When clicked, the **My Saved Searches** page appears.
4. To run your saved search criteria again, click on the **Run Search** button.
5. To modify your saved search criteria or to change your Job Agent properties, click on the **Edit** link.
 - If you would like to **disable Job Search Agent** so emails will no longer be sent for this search, uncheck the **Use as Job Agent** check box.
6. To delete your saved search criteria, click on the **Delete** link.

My Saved Jobs

Similar to a Job Basket, this feature allows you to save any jobs of interest so you can come back and apply later. Saving jobs is also helpful if you would like to apply to multiple jobs at once using the same application.

1. From the Search Results page, click the check box to the left of each job you would like to save.
2. Click on the **Save Jobs** button. You will be directed to the **My Saved Jobs** page where you will see the jobs you selected.
3. There is no limit to the number of jobs you can save. The system does not automatically remove closed, cancelled, or on-hold jobs from your saved jobs so you must manually delete saved job openings if you see that they are in any of these statuses.
4. To apply for a job from this page, check the check box to the left of each job you would like to apply for and click the **Apply Now** button.

My Applications

This feature allows you to view submitted or saved applications as well as uploaded resumes .

- **Login** to the Careers site and click on the **My Applications** link at the top of the page.
- The page will show by default all applications in order of the most recent application date. To view applications in a different time range use the drop down box titled **Display applications from**.
- To view previously submitted applications, click on the job title link next to each job opening with a description of **Applied**. *You will not be able to change any previous information for an application that has already been submitted.*
- To view or edit saved applications, click on the job title link next to each job opening with a description of **Not Applied**.

How to Change your Password or Contact Information – FOR EXTERNAL APPLICANTS

1. Sign in to the Careers site and click on the **My Applications** link at the top of the page.
2. Under your name, click the **Edit Profile** link.
3. On your Profile page, either change your contact information or click on the **Change Password** link.
4. Click the **Save** button to continue.

One Final Note

Be sure to click **Sign Out** when you have finished your application.