

BOLD IDEAS. BIG OPPORTUNITIES.

Use Careers@USF to Apply Online in Three Easy Steps

- Step 1.** Search for Job Openings at Employment.usf.edu
- Step 2.** Create Application and Apply
- Step 3.** Stay Connected

Items to Gather Before Beginning Your Application

1. Educational history information
2. Work history, including salary, dates and contact information
3. Resume, cover letter and Curriculum Vitae, if required

Helpful Hints

- The system will log you out if it detects no activity for 60 minutes.
- Select a user name and password you can easily remember.
- If you must close the browser before completing your application, log in again and select **Manage Applications**, then **Edit Application**.

Step 1. Search for Job Openings

From Employment.usf.edu, click **Search Postings** at the left or click one of the Job Categories (Faculty, Staff, etc.). A listing of job openings in that category will open. To see details about a job, click the **View** link under the job title.

Data Entry Clerk
[View](#)

After viewing the job description, click **Apply For This Posting** to create an application.

Step 2. Create Application and Apply

Creating an application is a two step process:

1. Create an application by clicking **Create Application** on the left and following the instructions. New applicants, set up a profile by clicking **Fill Out a New Application**, then complete the application following the prompts on each page.
2. Once you've completed all the sections, attach your application to an open position and answer any supplemental questions. You'll be able to view the status of your application online.

Step 3. Stay Connected

Click **Login** and enter your previously created user name and password to:

- Edit your existing application(s)
- Apply for new jobs
- Review the status of positions for which you have applied.

Final Reminders

Protect the security of your data by logging out if you leave the computer. You can login again at any time.

If you have questions about specific positions or the application process, e-mail USFCareersHelp@admin.usf.edu.

