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 Apply on the Careers Home page.

Register or Sign in: After clicking “Apply”, returning users log in with user name and password. Once logged in, follow the prompts on each page before clicking next. New users click Register Now.

First Time Applicant? Clicking Register Now on the sign in page 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.

Step 1 – Start Application

Guided Navigation: Note the steps that show your progress at the top of each page.
Step 2 – Add cover letter/resume

Add your cover letter and resume as one document. Choose copy/paste or attach and click Continue.

If you need to add more than one document, see the Need to add an attachment section at the end of this guide.

Step 3 – Complete application

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

Step 4 – Self-Identify

Federal law requires USF to allow applicants to self-identify for disability, veteran and diversity status.

These questions are optional.

Step 5 – Review & Submit

Review your application for completeness and accuracy.

The pencil icons in each section allow you to make edits.

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 attachments as needed.

**NOTE:** The Add Attachment page requires you to select an “attachment type” from a drop-down list. The type you select is unimportant; just use the “attachment purpose” field to identify what you are attaching – for example, a DD214.
How to Accept a Job Offer

Step 1 – Log in to Careers@USF

Once notified by phone or email of a job offer, log in to Careers to accept the offer. At the top of the careers home page, click Sign In, add your user name and password and click Sign In.

Step 2 – Accept or reject the job offer

Click the job offer link in the notifications section at the top right of the page.

On the My Notifications page, click the View Offer link.

Review the offer attachments by clicking each icon in the “View” column. If the attachments do not open, turn off your browser’s pop-up blockers. If you need help with this, call the HelpDesk at (813) 974-1222.

To accept or reject the offer, click the acknowledgement checkbox, and then choose Accept or Reject.

If you accept the job, a page will open requesting information.

1. If you were a previous employee or a student, add your USF ID number if you know it. **NOTE: It is okay to skip this field.**
2. Enter your date of birth.
3. Enter your Social Security number or the date you applied for it.

Click OK. A message will open telling you the response was received.