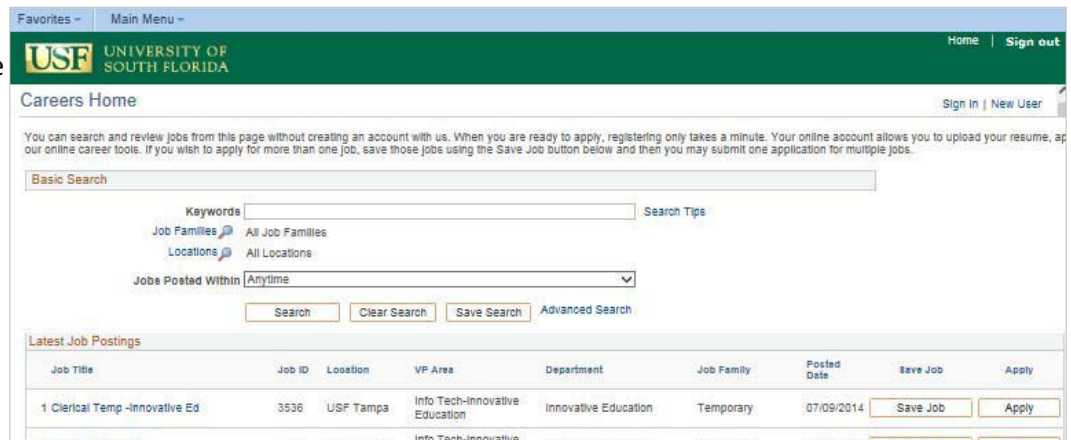


Contents

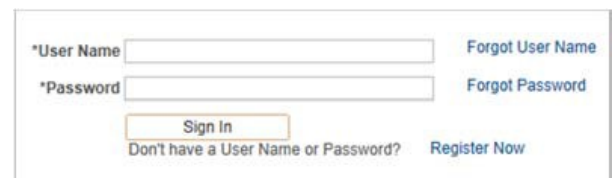
FIND THE JOB YOU WANT AND LOG IN OR REGISTER1
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Find the job you want and log in or register

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**.

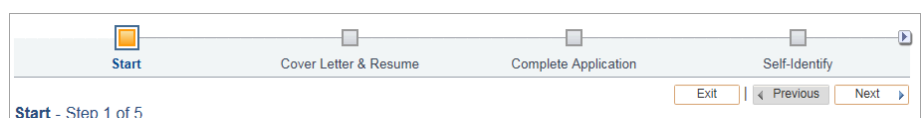


First Time Applicant? Clicking **Register Now** on the sign in page opens the profile page. Complete all fields, click “I agree...” and then click Register. Later, before submitting your application, you will have a chance to add your home address.



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.

Cover Letter & Resume - Step 2 of 5
Important: You must include your cover letter and resume as one document.

Cover Letter & Resume Submission Options

| | |
|---|-----------------------------|
| Copy/Paste Cover Letter & Res | Copy and paste your resume |
| Attach Cover Letter & Res | Provide us with your resume |
| <input type="checkbox"/> Apply w/out Cover Letter & Res | |

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

Exit | Save for Later | Previous | Next

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.

Complete Application - Step 3 of 5
 Applying for: Business Analyst

Education History

Highest Education Level: Masters

Work Experience

You have not added any work experience to your application.

Degrees

You have not added any degrees to your application.

Add Degrees

Click "Add..." buttons

Step 4 – Self-Identify

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

These questions are optional.

Self-Identify: Disability - Step 4 of 5
 Applying for: Business Analyst

Disability | Veteran | Diversity

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a

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**.

Review & Submit Application - Step 5 of 5
 Applying for: Business Analyst

Please review application prior to submitting. ADD/UPDATE YOUR ADDRESS IN THE "MY CONTACT INFORMATION" SECTION. Edit sections with the pencil icon.

My Contact Information

Email: bsr@usf.edu

Address: 4202 E Fowler Ave, Tampa, FL 33620

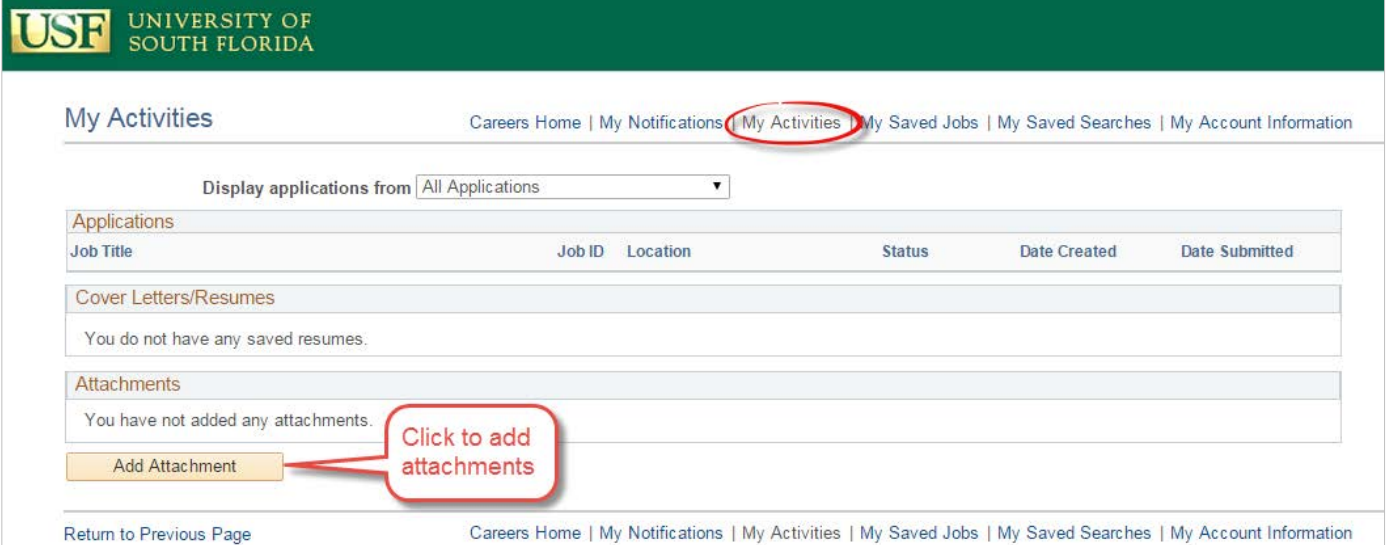
Resume

View Resume | Edit

Rocky Bull resume

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.



My Activities [Careers Home](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

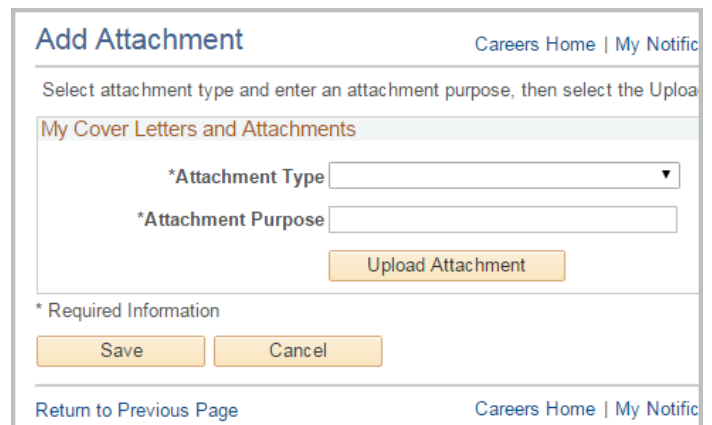
Display applications from

| Applications | Job Title | Job ID | Location | Status | Date Created | Date Submitted |
|-------------------------------------|-----------|--------|----------|--------|--------------|----------------|
| Cover Letters/Resumes | | | | | | |
| You do not have any saved resumes. | | | | | | |
| Attachments | | | | | | |
| You have not added any attachments. | | | | | | |
| Add Attachment | | | | | | |

[Click to add attachments](#)

[Return to Previous Page](#) [Careers Home](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

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.



Add Attachment [Careers Home](#) | [My Notific](#)

Select attachment type and enter an attachment purpose, then select the Upload

My Cover Letters and Attachments

*Attachment Type

*Attachment Purpose

[Upload Attachment](#)

* Required Information

[Save](#) [Cancel](#)

[Return to Previous Page](#) [Careers Home](#) | [My Notific](#)

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**.

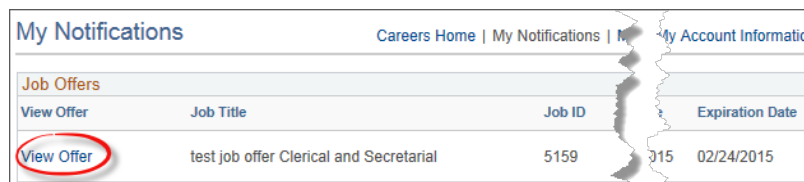


Step 2 – Accept or reject the job offer

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.



| Job Offers | Job Title | Job ID | Expiration Date |
|----------------------------|---|--------|-----------------|
| View Offer | test job offer Clerical and Secretarial | 5159 | 02/24/2015 |

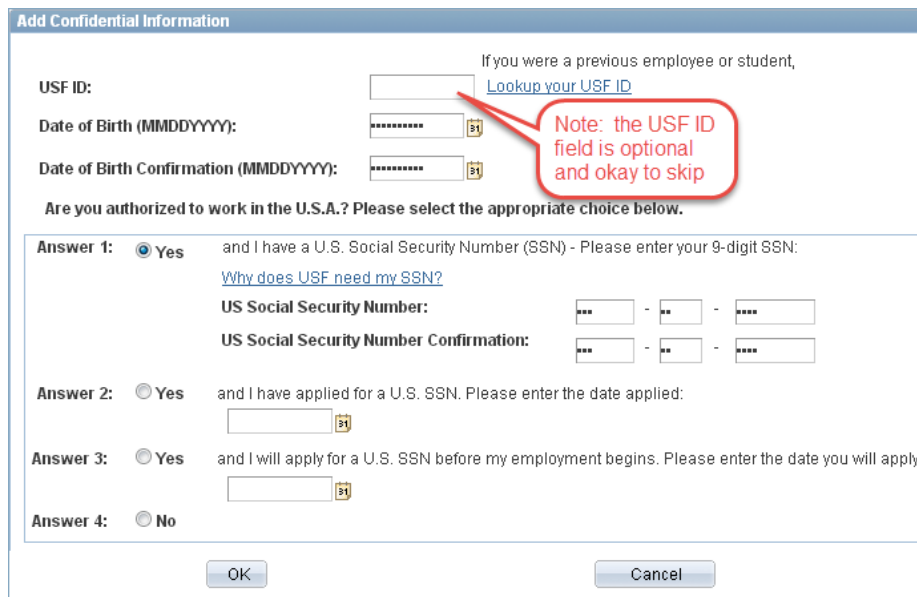
Review the offer attachments by clicking each icon in the “View” column. If the attachments do not open, turn off your browser’s pop-up blockers. If you need help with this, call the HelpDesk at (813) 974-1222.

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.



Add Confidential Information

If you were a previous employee or student, [Lookup your USF ID](#)

USF ID:

Date of Birth (MMDDYYYY):

Date of Birth Confirmation (MMDDYYYY):

Are you authorized to work in the U.S.A.? Please select the appropriate choice below.

Answer 1: Yes and I have a U.S. Social Security Number (SSN) - Please enter your 9-digit SSN:
[Why does USF need my SSN?](#)
 US Social Security Number: - -
 US Social Security Number Confirmation: - -

Answer 2: Yes and I have applied for a U.S. SSN. Please enter the date applied:

Answer 3: Yes and I will apply for a U.S. SSN before my employment begins. Please enter the date you will apply:

Answer 4: No

OK Cancel

Note: the USF ID field is optional and okay to skip