How to apply for jobs:

www.uaf.edu/uafhr

By choosing “Apply for Jobs” This takes you to the Careers at UA page or you can access this page direct: www.alaska.edu/jobs

You can either search for current job openings (Explore Jobs at UA)

OR

If you have already applied for a job you may login and manage/view your application status.

Please note: you are unable to search for jobs from the login page, you must be on the Careers at UA page to search for current openings.
The Pool Positions listed below (Expression of Interest) simply collects your data for possibility of temporary positions. To be considered for a specific job you must apply to that posting under (Current opportunities). You may use the Refine Search to narrow the openings you wish to see.

If you have been given a specific job number, you may enter that in the Job Search Field and press enter. This will bring you directly to the posting and the ability to apply. Be sure there are no selected filters; this may prevent the posting from opening. Use filters when searching for jobs in specific locations and/or types (i.e., temporary, student, staff).

As you scroll through the listing, you will see job titles and a quick summary of the department/unit where the job opening resides.

For further information click on the job title. Please read the entire document as specifics about applying are included. You may use your back arrow to return to the listing of open positions.

There are several options at the bottom of the posting to share with yourself and/or others. If you wish to print a copy, please choose more and you will be presented with several icons including the option to print.

Once you find an open position you wish to be considered for, choose the Apply Now Button.

The remainder of this document is a step by step pictorial of the application process; if you would prefer there is a video tutorial located: https://www.youtube.com/watch?v=swwTbphah68&feature=youtu.be
Once you choose the Apply Now button a separate window opens*. Enter your email address, if you have previously developed a profile it will request your password associated with this email address. If this is the first time you have applied for a UA position you will be asked to complete the registration process.

*CAUTION: If you navigate away from this page. You may feel you lost your screen; hover over your browser icon from navigation bar to ‘find’ the screen(s) in the background.

Example using Google Chrome – you can see that your screen is still open, just click on it from here:

There is no need to choose the button again.

Please note: throughout the process indication that system is working appears in lower left hand corner:
If this is the first time you have applied for a job using the Careers at UA, you will be presented with the option to pre-populate data from another source (i.e., resume). If you choose the continue button you will be allowed to manually complete application.
If you choose to upload a document or link you will be notified if importing was successful. Please review all forms to be sure required information is entered, for instance you will need to be sure that mandatory drop downs are chosen. (i.e. Title, State, Employment status and creation of a password.)

Please note this menu allows you to choose each specific section of the application. It is recommended if this is your first application to use the buttons on the bottom of each page.

Save and continue button will bring you to the next page of the application. Save and exit will end your application process but you will be reminded that you have only saved a draft.

If Save and exit:

**You have saved a draft of your application**

Please remember you need to return and submit your form.

When you log in again you will see under your Incomplete applications, you are given an opportunity to complete application or Withdraw. Be cognizant of close and/or review dates. If you do not complete and submit your application prior to this date, regardless if you have started the process you may not be considered for this opening.

**Incomplete applications**
You may choose to work on specific sections of your application packet by choosing from the menu at the top of each page:

**CAUTION:** If you choose to set up your Job Alert during the application process – it will open a new window once complete just close the window and you should be returned to your Document Uploads page.
Remember to complete all questions marked with an *

University of Alaska System

Personal Information

Are you authorized for unrestricted employment in the United States? 

Definitions of Immediate Family Member*: 

- Yes 
- No 
- Don't know

Are you an immediate family member of a current University of Alaska employee? 

Are you currently a University of Alaska employee? 

- Yes 
- No

Are you currently a University of Alaska student? 

- Yes 
- No

Are you currently providing any services to the University of Alaska, or have you previously provided services to the University of Alaska, for which you were or are paid as an independent contractor or vendor? 

- Yes 
- No

Please enter your UID Number. If you do not have one, enter None. Link is 8 digits long and begins with the number "9". You may obtain your UID by visiting UAOnline or calling 907-346-2700.*

Mandatory Information

Have you ever been convicted of a felony?*

Have you been convicted of a misdemeanor in the last 10 years?*

Do you presently have charges pending against you for a felony or misdemeanor?*

Continue | Save and exit
If you were successful in uploading your resume, much of this information on the Education and Work Experience forms should populate for you; please be sure to review for accuracy and additional information. **Remember drop down menus do NOT populate.**

Where you see a picture of a binocular; you must click on the binocular for a search option and choose from list. These search options utilize pop-up windows, be sure your browser allows pop-ups.

Be sure to scroll all the way to the bottom of Education page, the list of current certifications and additional licenses must be completed or N/A must be entered as this is a required field.
Watch for the required drop down at bottom of work experience page:

May we contact your above employers?* Yes
Although the following pages indicate Voluntary; be aware of several required (*) questions that must be answered in order for your application to be complete.
Pre-Offer Protected Veteran Self-Identification Form

This employer is a Government contractor subject to the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. § 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

1. A “disabled veteran” is one of the following: a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.
2. A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.
3. An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
4. An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12885.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor’s Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USAGOV.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below.

As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.*

- [ ] I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE
- [ ] I AM NOT A PROTECTED VETERAN
- [ ] I CHOOSE NOT TO SELF-IDENTIFY

* The above statement is required by law and must be made in good faith. This statement is required for all contractors with federal contracts in excess of $50,000. If you believe this requirement is not applicable to you, please contact the Office of Federal Contract Compliance Programs at 1-877-889-5825 or via email at OFCCP.INFO@DOL.GOV.
Three references must be entered.
Agreement

I certify that the application and/or resume submitted are a complete and accurate description of my work experience, education, and background. I further certify that the answers to the above questions are true and complete to the best of my knowledge.

Equal Opportunity/Affirmative Action: The University of Alaska is an equal opportunity/affirmative action employer and educational institution. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, veteran status, physical or mental disability or any other status protected by law. Applicants needing reasonable accommodation to participate in the application and screening process should contact the chief human resources officer.
When you have agreed and click continue you will see one of two things:

**OR** if there are any missing mandatory fields (*) you will be presented with a listing of the form(s) that has missing information. Please click on the form name – you will notice that any required information missing that text will appear in RED. You can either choose the continue button at the bottom of each page going back through the whole application or use the menu option on the top right to choose a specific form and/or submit.

You should receive an email from HR@alaska.edu titled Application received

**If you do not see the email; please review your status at Careers at UA** (instructions below) to be sure your application is complete.

Once your application has been successfully submitted you may continue to review the status of your application and/or withdraw your application by visiting [http://www.alaska.edu/jobs/](http://www.alaska.edu/jobs/)

Choose Login from upper right corner:
You will be presented with options for each application you have in process:

Incomplete applications
You have no incomplete applications.

Submitted applications
1. Position: Research Student Assistant - Maintenance and Auxiliary, & Contact Information (477-242)
   University of Alaska Fairbanks
   Application submitted 28-Dec-2016 at 12:24 PM
   Current status: application acknowledgment

View application: You will be able to see the application you submitted and how you answered questions. You can view that you attached documents by name, but are not able to download.

Update references/Update your application: You may update these documents before your application has been reviewed; once action has been taken (your application status has changed), you will no longer be able to update.

Withdraw: If you withdraw from a job posting, you will no longer see these in your Submitted applications listing; however if the position is still open you may reapply.

When action is taken on the recruitment for which you applied you will be notified via an email from “University of Alaska Careers” titled “Application outcome”. Please watch to be sure these emails are not caught by your spam filters!

Example of success email:

If you are the successful candidate read email carefully for further instructions on officially accepting the position. You must log in to the University of Alaska Careers website, or following link in the email.

Once logged in you will see the yellow bar indicating you have an Offer Awaiting. Click on the blue link “View Offer”.

Updated: 12/05/2016
You must download and review the contract letter before being presented with the accept/decline buttons.

Choose if you wish to accept or decline the offer.

Watch for status indicator at bottom left of your screen.

This will bring you back through each form, or you can choose which form(s) to access:
Please read all instructions closely as you must complete all documents in order for your offer to be moved forward:

<table>
<thead>
<tr>
<th>Personal details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Congratulations on your new position with the University of Alaska! We wish you a warm welcome.</td>
</tr>
<tr>
<td>To assist with the onboarding process we require you to provide us with some important information as outlined in this form. Please complete all mandatory information at the bottom.</td>
</tr>
<tr>
<td>First name (as on Social Security card)?</td>
</tr>
<tr>
<td>Last name (as on Social Security card)?</td>
</tr>
<tr>
<td>Middle name (as on Social Security card)?</td>
</tr>
<tr>
<td>Note: Enter your last, first, and middle names as they appear on your Social Security card. Failure to do so may result in an inquiry by the Internal Revenue Service (IRS) or other federal, state, or University entities. For verification purposes and required tax reporting, the University may request that you present a valid Social Security card upon hire.</td>
</tr>
<tr>
<td>Preferred name (if different from first name above)?</td>
</tr>
<tr>
<td>Please list any other names you have used at the University of Alaska</td>
</tr>
<tr>
<td>HR Mailing Address (mailing address you would like all HR communications to be sent, e.g. W-2 forms, pay checks, benefits documentation, etc.)</td>
</tr>
<tr>
<td>Street Address or P.O. Box?</td>
</tr>
<tr>
<td>City*</td>
</tr>
<tr>
<td>State*</td>
</tr>
<tr>
<td>Zip*</td>
</tr>
<tr>
<td>Country*</td>
</tr>
<tr>
<td>Personal email address*</td>
</tr>
<tr>
<td>Primary Phone*</td>
</tr>
</tbody>
</table>

Be sure to continue at the bottom of each page. If you choose to save and exit you will be reminded that you have to complete further information:

If you choose to Save and exit

You have saved a draft of your application

Please remember you need to return and submit your form.

Congratulations and welcome to our University. You can now access the Onboarding portal for important information relating to your new position. Go to employee portal

If you have logged out and need to return to finalize your hire paperwork, you can access the site directly: https://secure.dc4.pageuppeople.com/apply/751/aw/applicationForm/default.asp
When clicking on the links for reading in the Notification Acknowledgement, once you have read them simply close that window and you will be returned to the form for completion.

**Notification Acknowledgement**

- Statement of User Responsibility and Rules of Conduct
  - I have READ and fully UNDERSTAND the Statement of User Responsibility and Rules of Conduct printed on this form and shall comply with such statement and rules. This includes access to personal ID and/or operator number. I understand that violation of such may result in disciplinary action up to and including the termination of my employment and may also include prosecution under federal and state law.

- Drug-Free Schools & Communities Act Annual Notice to Employees
  - I acknowledge that I have read the Drug-free Workplace Act

- Statement Concerning Your Employment in a Job Not Covered by Social Security
  - I acknowledge that I have read and understand the Statement Concerning Your Employment in a Job Not Covered by Social Security

- Ethics Disclosure Memo

Upon accepting declaration you must continue before seeing the submit button.

**Employee Declaration**

PLEASE NOTE: Once you click ‘Submit’, you will not be able to edit your information. Please check all your information before submitting.

- I confirm all of the information I have supplied within this form is true and accurate.
  - Yes - the information I have supplied is true and accurate

- Election and Salary Convention Authorization: I authorize the University of Alaska to reduce my salary in an amount equal to the cost of the benefit options that I have selected above. I understand that this election and/or salary conversion is for the appropriate plan year, and election of the Flexible Spending Account(s) cannot be revoked or changed until the next open enrollment, unless there is a loss of eligibility or life event. Any change must be made within 30 days from the date of the life event. (Please contact your human resources office or refer to your Employee Benefits Handbook for life event definition.)
  - Yes - I authorize the reduction in my pay for the deductions I have selected

[Continue] [Save and exit]

Required paperwork for hire is not complete until you have chosen to Submit.

**Submit form**

To complete your form, press the ‘Submit’ button. By submitting this form, you are confirming that all information contained in this form is correct.

[Submit] [Save and exit]

Once submitted you will be presented with the OnBoarding website. Please review your Task List for additional items that must be completed to finalize your employment relationship.
It is a good idea to log in again to be sure your ‘form’ was successfully completed. 

- UAF Human Resources Student Assistant A, B, or C (497481)

University of Alaska Fairbanks

Application submitted 21 Oct 2016 at 2:54pm AKST.

Current status: Offer accepted, post-hire form complete

If you need additional assistance with the application process, please contact the UAF Office of Human Resources at (907) 474-7700.

If you see anything in this guide that needs to be updated, please send an email to the recruitment team (uaf-jobs@alaska.edu).