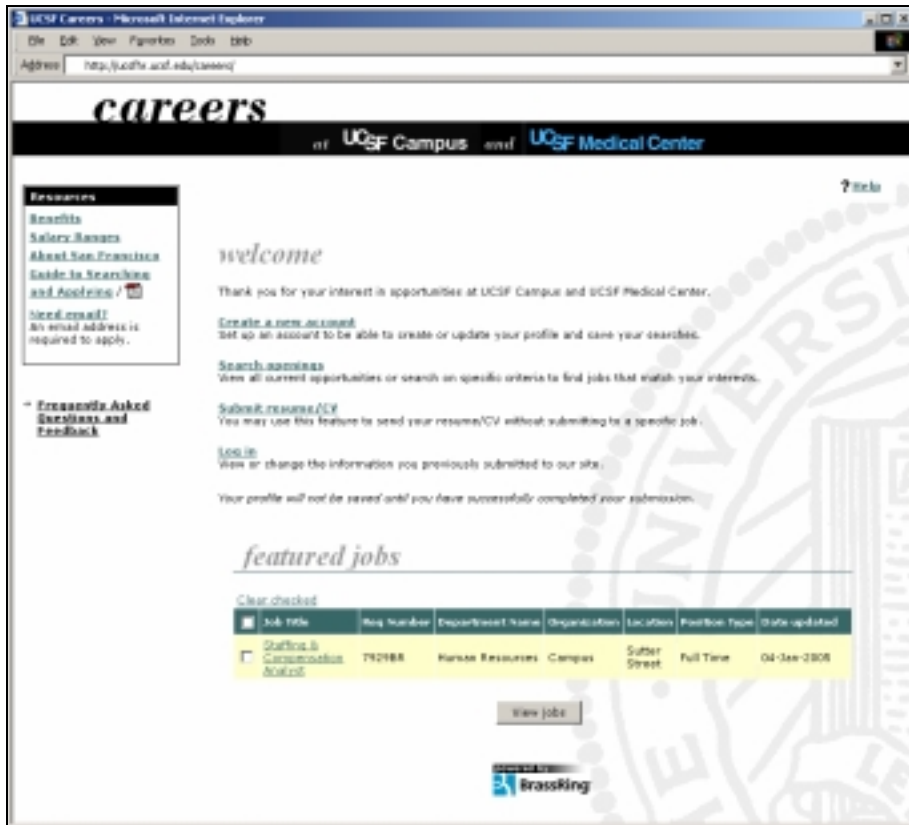

Guide to Searching and Applying

careers



A VISUAL GUIDE WITH ILLUSTRATIONS
FOR THE UCSF CAREERS SITE





UCSF Careers site home page

WELCOME

UCSF is pleased to provide job seekers with an online database of all open positions and the tools to apply for positions online. The Careers site is updated daily and includes all non-faculty positions, which includes both **UCSF Campus** and **UCSF Medical Center**. Career seekers can search the database by specific criteria and submit applications online.

UCSF also offers temporary jobs through another program. For more information, please ask about the **Temporary Employment Program (TEP)** or visit <http://ucsfhr.ucsf.edu/jobs/tep>.

The search page

SEARCH JOBS

The search tool allows you to view all current opportunities or search on specific criteria to find jobs that match your interests.

To search for current job openings, complete the following steps:

- Select your search criteria. Type any words that you think describe the job you are looking for in the **keyword** field.
- If you wish to change the criteria, then click **Clear**.
- Click **Search**.

SEARCH TIPS

Start with broad criteria and refine the criteria if too many results are returned.

The search engine will search on all of the criteria entered. Only jobs matching the search criteria are returned.

Use the [Ctrl] and [Shift] keys to select multiple options in one category.

USING [CTRL]

If the selections are not listed next to each other, then complete the following steps:

- Press and hold [Ctrl]. Click each choice to be included in the selection. *Each choice is selected.*
- Release both the mouse button and [Ctrl]. *Your choices are selected.*

USING [SHIFT]

If the selections are listed next to each other, then complete the following steps:

- Click the first choice in the list. Hold [Shift].
- Click the last choice.
- Release both the mouse button and [Shift]. *Your choices are selected.*

Home > Search openings ? Help

search openings
View all current opportunities or search on specific criteria to find jobs that match your interests.

Organization:
 Campus
 Medical Center

Job Category:
 Administrative Support
 Allied Health
 Executive Administration

Job Title:

Position Type:
 Full Time
 Part Time
 Per Diem

Req Number:

Shift:
 Days
 Evenings
 Nights

Keyword search: [Tips](#)
 This field supports Boolean operators like AND, OR and AND NOT.

Date posted: All posting dates
 Include all jobs updated after:

BOOLEAN SEARCHES

You may join multiple words and phrases together using Boolean operators in the keyword field.

OPERATORS

- **And**. Extracts jobs with both Unix and NT in any of the job listing text).
*Example: Unix **and** NT*
- **Or**. Extracts jobs with the words manager or supervisor in any of the job listing text.
*Example: Manager **or** supervisor*
- **And Not**. Extracts jobs with the word marketing but not supervisor in any of the job listing text.
*Example: Marketing **and not** supervisor*
- **Parentheses ()**. Extracts jobs with teacher, instructor or trainer in combination with the word documentation in any of the job listing text.
*Example: (teacher or instructor or trainer) **and** documentation*
- **Wildcard ***. Allows you to search for variations of a word using the asterisk (*). Extracts jobs with training, trainer, or trained in any of the job listing text.
*Example: train**

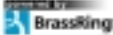
Home > Search openings > Search results ? Help

search results Your search: website | Refine search

Results 1-9 of 9
Page 1

[Clear checked](#)

<input type="checkbox"/>	Job Title	Req Number	Department Name	Organization	Location	Position Type	Date updated
<input type="checkbox"/>	Assistant Director for Educational Data	12324BR	S/M Dean's Office, Office of Educational Technology	Campus	Parnassus Campus	Full Time	06-Jan-2005
<input type="checkbox"/>	Data Associate	12361BR	Epidemiology & Biostatistics	Campus	New Parnassus Street	Full Time	06-Jan-2005
<input type="checkbox"/>	Senior Editor	12428BR	Neurosurgery	Campus	Parnassus Street	Full Time	06-Jan-2005
<input type="checkbox"/>	Police Officer or Trainers	8931BR	Police Department	Campus	Mission Center Building	Full Time	04-Jan-2005
<input type="checkbox"/>	Senior Director, Alumni Relations and School Development, MSP Grade 4	10301BR	University Development and Alumni Relations	Campus	Parnassus Street	Full Time	04-Jan-2005
<input type="checkbox"/>	Deputy Campus Counsel, MSP Grade 4	11579BR	Legal Affairs	Campus	Parnassus Street	Full Time	04-Jan-2005
<input type="checkbox"/>	Senior Staffing and Compensation Analyst	12072BR	Human Resources	Campus	Laurel Heights	Full Time	04-Jan-2005
<input type="checkbox"/>	Analyst I	11937BR	Medicine	Campus	VAMC	Full Time	03-Jan-2005
<input type="checkbox"/>	Project Analyst	12129BR	Medicine	Campus	Parnassus Street	Full Time	03-Jan-2005



Search results page

YOUR SEARCH RESULTS

After you click submit, your search results will appear. This list may be many pages long, where each page shows 50 listings.

- Click **Next >** at the top of the page to see the other pages.
- Click the **Job Title** hyperlink to view a job opening.

VIEW MULTIPLE

To view multiple job listings, complete the following steps:

- After running a search, select the checkboxes to the left of the job openings you want to view.
- Click **“View jobs”**.
- Click the **“Next Job”** link at the top.

REFINE SEARCH

You may narrow or broaden a search that you have just completed. To refine a search, complete the following steps:

- Click Refine Search.
- The search tool will appear with the criteria you selected for the last search and any with keywords you entered in the keyword field.

APPLYING AFTER SEARCH

After running a search, click the checkboxes to the left of the jobs for which you wish to apply. Note: You may select multiple checkboxes.

- Click the **“Submit to job(s)”** button.
- The following process will submit your application for ALL of the jobs you selected.

Home > Search openings > Search results > Job detail ? Help

job detail

Job 1 of 1

Req Number	79296R
Job Title	Staffing & Compensation Analyst
Job Code and Payroll Title	7649: HR ANALYST IV
Organization	Campus
Location	Sutter Street
Department Name	Human Resources
Work Days	M-F
Shift	Days
Shift Length	8 Hours
Job Summary	As a member of the Client Services Center team and reporting to the Staffing Manager, the incumbent will provide comprehensive professional services related to classification, recruitment, and compensation programs; develop recruitment and outreach strategies and administer job evaluation and salary programs; serve as consultant to client departments on organizational analysis and operational needs; provide related institutional training; review and make recommendations on campus-wide proposals; and perform other duties as assigned.
Required Qualifications	Bachelor's degree in Human Resources or a related field and four years of experience providing professional recruiting services for a diverse occupational pool, or experience with the development and administration of staff compensation programs, or an equivalent combination of both; strong verbal and written communication skills; demonstrated aptitude and ability to make public presentations; ability to develop and market programs related to staffing and compensation; ability to exercise initiative and to adapt readily to changes in work environment and assignments under daily deadlines; demonstrated orientation toward and affinity to customer service; ability to work collaboratively and independently under minimal supervision.
Preferred Qualifications	N/A
License/Certification	N/A
Position Type	Full Time
Percentage	100%

powered by


A view of a single job's details

APPLY NOW

To apply, complete the following steps:

- Click **“Submit to job”**.

Home > Log in [? Help](#)

Enter your e-mail address and password to view or change the information you previously submitted to our site.

If you are registering for the first time, please [create a new account](#).

E-mail address

Password

[Forgot your password?](#)

powered by 

The log in screen

LOG IN SCREEN

A log in screen will appear.

- If you have not created a profile, then you must create a profile.
- If you have created a profile, then enter your email address and password.

Home > Create login ? Help

create login

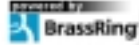
Step 1 Step 2 Step 3
Create login Save resume/CV and cover letter Create profile

Enter your e-mail address and choose a password, which enables you to access your information in the future. Your profile will not be saved until you have successfully completed your submission and received a confirmation.

E-mail address

Password

Re-enter your password



The form in the first step of creating a profile

CREATE A PROFILE

A profile is a compilation of your contact information, education and work history. The profile is generated from a resume and/or cover letter you have previously created.

To create a profile, complete the following steps:

Note: If you have a resume and/or cover letter, then open those documents before you proceed any further.

- Click **create a profile** at the log in screen.
- Enter your email address and press [Tab].
- Enter password and press [Tab].
- Enter password again to confirm.
- Click Continue.

Home > Save resume/CV and cover letter ? Help

save resume/cv and cover letter

Step 1 | **Step 2** | Step 3
 Create login | **Save resume/CV and cover letter** | Create profile


Choose one of the following options and click "continue" to complete your submission.

Upload

Click the Browse button below to locate a resume/CV on your computer:

Resume/CV location

Name this resume/CV



Build

Click on [Profile Builder](#) to provide resume/CV-type information such as your work experience, education history and contact information.

Type

Type or paste your resume/CV below:

Resume tips

Name this resume/CV

Cover letter

Type or paste a cover letter below:

ENTERING YOUR RESUME AND COVER LETTER

There are three options to input your resume.

- 1) The Upload option allows you to upload your entire resume formatting and all into your profile by browsing your computer hard drive for your resume.
- 2) The Build option allows you to type into the system your entire resume if you do not have it on your hard drive or on a disk.
- 3) The Type option allows you to copy and paste your resume into the system by following the below steps:
 - Switch to your open document that contains your resume.
 - Select the entire text of your resume.
 - From the menu bar, select **Edit...Copy**.
 - Switch back to the job site page displayed in your Internet browser.
 - Click in the **Paste Resume** area.
 - From the menu bar, select **Edit...Paste**.
 - In the **Cover Letter** area paste your cover letter.
 - Note: If have made a mistake and wish to start over, then click **Start Over**.
 - Click **Next Step**.

Home > Search openings > Search results > Job detail > Submit [? Help](#)

create profile

Step 1 Create login | Step 2 Save resume/CV and cover letter | Step 3 **Create profile**

Please complete the fields provided below. Fields with an * are required. Field data is used to search for candidate qualifications and experiences.

Contact information

*First name

Middle name

*Last name

Address line 1

Address line 2

City

Zip/Postal code

Country

State, Region, Province

*Home phone

Work phone

Other phone (i.e., mobile)

Fax

Web address

Your contact information

CREATING A PROFILE

After clicking **Next Step**, your profile page will be created and shown to you. From your resume much of the information has automatically been entered into many of the fields. However, you need to review it for accuracy to ensure the information was transferred appropriately. If not, make changes to your contact information.

CONTACT INFORMATION

Work experience

Position or Job title	Organization name	Responsibilities	Skills	Start year	End year
Material Manager	Employer 1			1992	2003
Material Manager	Employer 2			1990	1992
Assistant	Employer 3			1988	1990

Education

School or Educational institution	Major or Area of study	Degree	GPA	Start year	End year
California College	Mathematics	BACHELORS			1985

Your work experience and education

WORK EXPERIENCE

From your resume much of the information has automatically been entered. However, you need to review it for accuracy to ensure the information was transferred appropriately. If not, make changes to your Work Experience information.

EDUCATION

From your resume much of the information has automatically been entered. However, you need to review it for accuracy to ensure the information was transferred appropriately. If not, make changes to your Education information.

Please answer a few questions

*How did you hear about us?

Are you a current UCSF Campus
or UCSF Medical Center
employee? Yes
 No

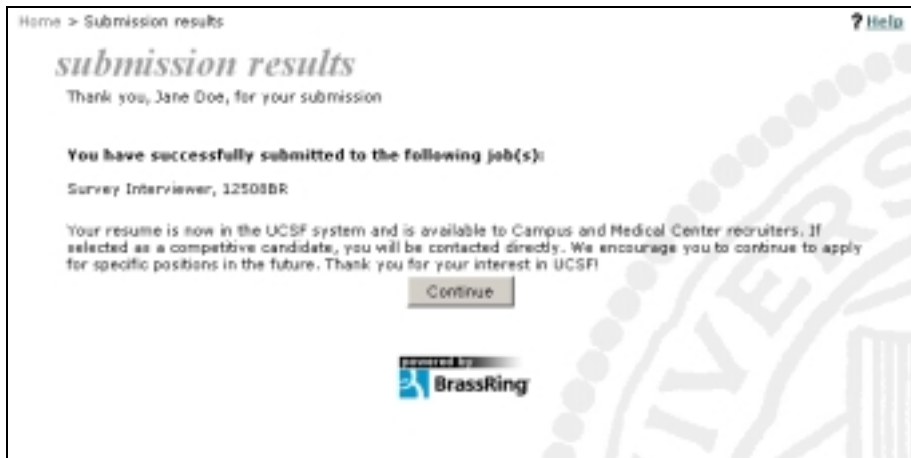
If you are responding to an Ad
that referenced a code, please
enter it here

UCSF is an equal opportunity/ affirmative action employer committed to a diverse workforce.

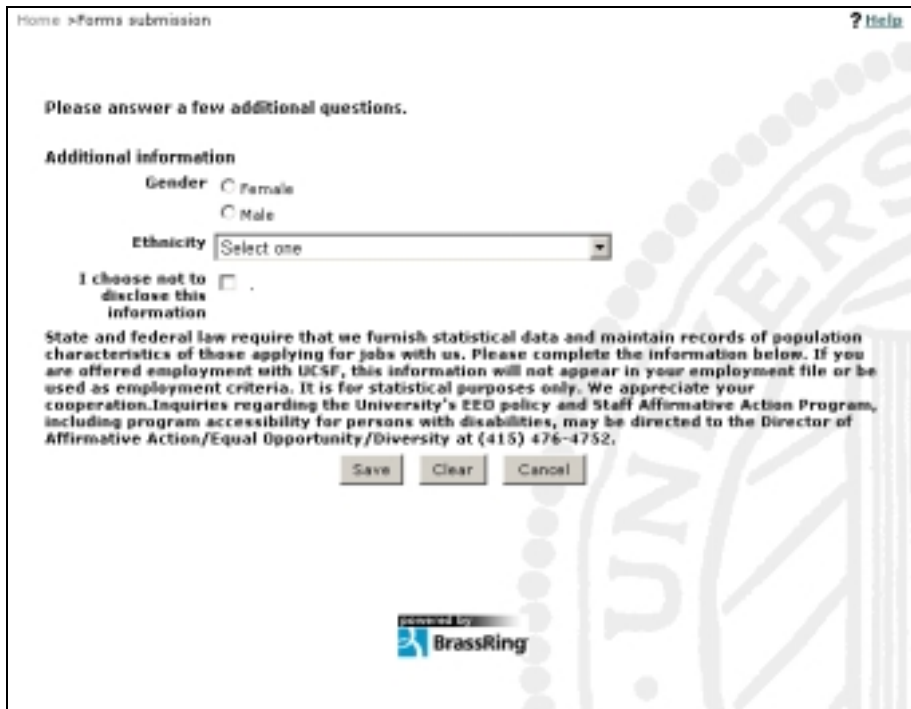
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ADDITIONAL QUESTIONS

Please answer these additional standard questions. There may be additional job related questions to answer for individual requisitions you apply to.



Confirmation page



The final required screen, EEO form

CONFIRMATION MESSAGE

A message showing the positions you just applied for will appear. In addition, you will receive an email confirmation showing the position for which you applied.

THE EQUAL EMPLOYMENT OPPORTUNITY (EEO) FORM

If you have not completed the Equal Employment Opportunity (EEO) Form before, you must do it now.

- Click **“Save”** to send the completed EEO Form

[? Help](#)

welcome, jane doe!

Thank you for your interest in opportunities at UCSF Campus and UCSF Medical Center.

[Search openings](#)

View all current opportunities or search on specific criteria to find jobs that match your interests.

[Edit your profile](#)

Please click here to update your profile.

[Resume/CV manager](#)

The Resume/CV manager can be used to store, edit or delete up to 5 versions of your resume/CV.

[Search agent manager](#)

Update or delete your previously saved searches.

[Job cart](#)

View or submit to previously selected jobs.

[Log out](#)

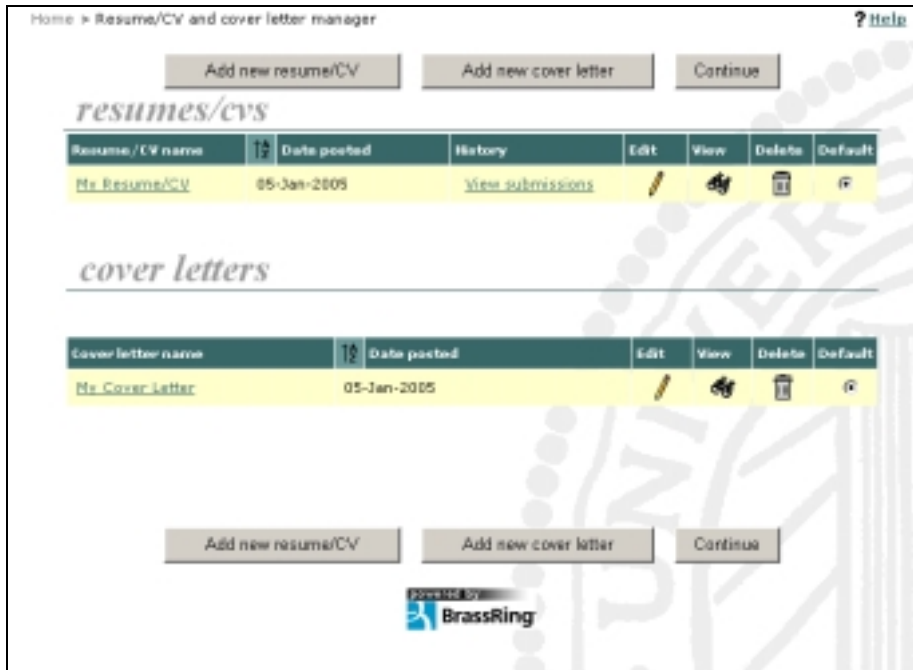


YOUR PROFILE

Your profile may be continually updated to reflect your current work history and/or education. Also, you may update your profile when applying for additional jobs. To update your current profile, complete the following steps:

- Click “**Log in**” at the opening page.
- Enter your **email address** and press [Tab].
- Enter **password** and press [Tab].
- Click **Log in**. *A window displays with the content of your current profile.*

The UCSF Careers Home Page, after logging in



The resume manager page

RESUME MANAGER

At any time you can go to the Resume Manager to update your saved resumes and cover letters.

Create search agent [? Help](#)

Please provide us with your e-mail address, and we will notify you when a new position opens that meets your search criteria.

Search criteria web developer

Search name
Name this search so that you will recognize it when you want to use it in the future.

Frequency
How often do you want to receive search results for this search via e-mail?

E-mail address

Job search agent creation screen

JOB SEARCH AGENT


After any search you may click the button to create a job search agent.

Home > Search agent manager ? Help

search agent manager

[Clear checked](#)

	↑↓	Search name	E-mail frequency	Run	Edit	Delete
<input type="checkbox"/>		Web Designer Job Search	Daily ▾	Run		
<input type="checkbox"/>		Web Developer Job Search	Daily ▾	Run		



EDITING JOB SEARCH AGENTS

At any time you can edit your job search agents.

Editing job search agents