

September 17, 2008 (12:09 PM)

**From: HRB Implementation Team**

**Subject: Staffing Update from the HRB Implementation Team**

**TO: HRB Staff**

Colleagues:

This week's HRB staffing update includes the announcement of a Brown Bag session with Mike Baptista; a reminder about the application deadline for MSP positions; information about HRB staff hired for the Business Resources Center; and five tips for applying for UCOP jobs using CATS.

**Thursday, September 18: Learn about Quality Assurance and Compliance Unit at Brown Bag**

Mike Baptista, newly appointed Executive Director of the Quality Assurance and Compliance unit, will hold a brown bag meeting at noon on Thursday, September 18 in Kaiser 512 to outline his vision for the Quality Assurance and Compliance unit and to answer your questions about this new unit. Bring your lunch and learn about the work of the Quality Assurance and Compliance unit.

**Friday, September 19: MSP Jobs Close**

Friday, September 19, is the closing date for many of HRB's MSP level jobs currently listed on CATS. Applications should be submitted by 5 p.m. Remember your resume and a cover letter will be required.

**BRC Hires HRB Staff**

Five HRB employees have recently been hired into the OP Business Resources Center (BRC).

- Sharon Perry of HRB Customer Service, is a Pod Team Lead;
- Marianne Lindquist of Health & Welfare Policy and Program design, will be an Accountability Assistant;
- Henry Vu of UC HR and Frances Li of Financial Services, will be Payroll Assistants;
- Lorrelie Esteban, will be a BRC Assistant.

Congratulations to you all!

## **Five Tips for Using CATS**

Having trouble with CATS? Here are five tips for navigating the UCOP jobs website:

### **Tip #1 – Before you Begin**

- Search the postings. Write down the requisition number of postings you wish to apply for and note the closing date.
- Give yourself some time. Don't wait until the closing date to begin the application process. If you have questions or run into problems, there will be no one in the office to assist you if it's after hours.
- Go through the Online Employment System Applicant Tutorial, particularly if this is the first time you've used CATS to apply for a position.
- Gather information before beginning your application: details with regard to your educational and employment history and references (e.g., dates, duties, salaries, contact information), and any documents (resume, cover letter, writing samples, etc) that you plan to attach.
- Keep a record of your login and password as you create them so you can re-enter your account.

### **Tip #2 – The Application**

- Applying for a position is a two-part process: (1) completing an application for employment and (2) applying for specific position(s), which includes attaching additional documents such as cover letter and resume.
- Your best bet is to keep the application generic so that you can use it over and over again. After you've created your application with the basics in terms of employment and educational history, you can apply to different jobs, attaching a tailored cover letter and resume specific to the position(s) you are applying for.

### **Tip #3 - Applying for Specific Positions**

- After you've completed your generic application, search postings for each position you wish to apply for by using the requisition number(s) as search criteria.
- When you see your position on the Search Results screen, click "VIEW" to see the Position Details and then click "APPLY FOR THIS POSITION"
- Answer the supplemental questions. Scroll down to the bottom of the screen to click the required (your electronic "signature") and then the button that "SUBMITS ANSWERS TO SUPPLEMENTAL QUESTIONS WITH MY APPLICATION" which saves your application to this position.

#### **Tip #4 – Attaching your Documents**

- The Attaching Documents screen now appears. Many positions require a cover letter and resume in addition to the application.
- To attach your documents for this specific posting, click “Attach” next to the appropriate document type and upload the document from your computer. Choose one of two boxes – to attach the most recently attached document or attach a new document. Confirm your attachment by clicking “Attach” and “Confirm Attaching Documents.” Do the same thing for each applicable document type.
- When you’ve finished attaching your documents, click “View” on the far right column for each attachment to make sure you have attached the appropriate document. **This is an important step!**
- Click Finished Attaching Documents. Write the Confirmation number down for future reference.

#### **Tip #5 – Next Steps**

- Applying for Another Position – Re-enter from the Login link. If you’ve kept your application generic, you can use it again. You move on to the next position you wish to apply for by searching for the next posting using the requisition number you wrote down earlier (Start with Tip #3).
- Manage Applications Link – Allows you to see the status of your applications and review your application to each position on the screen.

If you have questions about any of the items above, please submit them via the [HRB Restructuring website](#).

The HRB Restructuring Implementation Team

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