Navigating the Candidate Gateway in Talent Acquisition Manager (TAM)

The Candidate Gateway has six tabs you can navigate from in the task bar: Job Search, My Notifications, My Activities, My Favorite Jobs, My Saved Searches, and My Account Information.

Job Search Page

Job Search My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Account Information

When you log in, you will be taken to the **Job Search** page.

Job Search	Job Search My Notifications My Activities My Favorite Jobs My Saved Searches My Contact Information	Signed In as Vanessa				
Filter by Recruiting Location Oakland (4)	3 Keywords Search Tips Search Reset Search More Options					
Department LOCAL HR SRVCS (2) INNOVATIVE LEARNING TECH(1) TEMPORARY OP STAFF(TOPS) (1)	4 matches found Sort By Posted D Search Results First HR GEN3-DR-4-28-2020 - 4680 Department: LOCAL HR SRVCS Location: Oakland Posted Date: 04/28/2020	ate 🔻				
Job Family Human Resources (2) Call Center (1) Finance (1)	Sr Recruiter-Delta 2:26:2020 - 4439 4 Department: LOCAL HR SRVCS Location: Cakland Posted Date: 04/23/2020 4 RET CSR 1-Delta-33-2020 - 4479 5 Department: TEMPORARY OF STAFFING (TOPS) Location: Cakland Posted Date: 04/15/2020 4					
Job Function Customer Service (1) Employment (1)	PMO Test - Financial Analyst Manager - 4434 Department: INNOVATIVE LEARNING TECH INITI Location: Oakland Posted Date: 02/20/2020 Apoly for Selected Jobs Refer a Friend	\swarrow				
Financial Analysis (1) HR Generalist (1)	Apply Without Selecting a Job @					
Job Posted In 2020/04 (3) 2020/02 (1)						

- 1. **Navigation Bar**: Use the options at the top or bottom of the page to navigate within the site.
- 2. **Search Filters**: The Job Search page defaults to the last search conducted. Use the filters to narrow down the search.
- 3. Search Bar: Use this area to search, save searches, and expand your search criteria.
- 4. **Job Results**: Click on the link to view the job and apply. Select the radio box to apply to the job without viewing. Select the **Star** icon on the far right to **Favorite** the job.

My Notifications

Job Search (My Notifications) | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

The **My Notifications** page is where you will track notifications linked to jobs you applied to.

You will see a red number in the task bar when you have new notifications.

Job Offers							
View Offer	Job Title	Job ID	Status	Location	Offer Date	Expiration Date	
View Offer	RET CUSTOMER SVC REPR 1	4479	Accepted	Oakland	03/08/2020	03/19/2020	
Notifications							
Subject			Stati	81	Received	Delete	
Please add your re	ferences		Viev	ved	03/11/2020 3:18PM	Û	
Please add your re	ferences		Viev	ved	03/24/2020 9:34AM	Û	
You have a job offe	er: RET CUSTOMER SVC REPR 1 (Job ID 4479)		Viev	ved	03/08/2020 4:03PM	Û	

Please note, you will also receive emails to the email address associated with your application.

My Activities

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Job Search | My Notifications (My Activities) My Favorite Jobs | My Saved Searches | My Contact Information
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The **My Activities** page tracks your application history, uploaded resumes, and other attachments. You can upload attachments such as cover letters, certifications, and more here.

				Di	splay applications from All App	plications v
Applications						
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Sr RecruiterDelta 2-26-2020	4439	UCOP - Franklin Buildi	ng Application Received	05/06/2020 11:50AM	05/06/2020 11:50AM	Withdraw
Resumes						[7
Resume		Job II	D	Attached File	Date Created	l i i i i i i i i i i i i i i i i i i i
Vanessa_Cavallaro_1993170.pdf		4439		Vanessa_Cavallaro_1993170.pdf	05/06/2020 1	11:48AM
My Cover Letters and Attachments						
Attachment		Job ID	Attachment Title	Attachment Type	Uploaded	Edit Delete
VCavallaro_Cover_Letter.pdf		All	Cover Letter 2020	Cover Letters	05/06/2020 11:57AN	A 🖉 î
Add Attachment						

- 1. In the Applications section, track your application history and the **Status** of your application. If you have a saved and incomplete application, you will resume it from here by clicking the **Job Link**. You can also **Withdraw** your application.
- 2. Select the Add Attachment button to add any attachments in addition to a resume to your profile.

My Cover Letters and Attachi	ments
*Attachment Type	Ŧ
*Attachment Title	Cover Letters
	Personal References
	Professional References
	References
* Required Information	Transcripts
Save Cance	I

3. Select the **Edit** button to edit the title of the attachment. Click the **Delete** button to delete the attachment and upload a new one.

My Favorite Jobs

Job Search | My Notifications | My Activities (My Favorite Jobs) My Saved Searches | My Contact Information

The **My Favorite Jobs** page tracks the jobs you "starred" on the Job Search Page. You can apply to jobs from this page, as well as refer friends to jobs.

My Favorite Jobs		Job Search My	Notifications My Activities My	y Favorite Jobs My	Saved Searches My	Contact Information
Select Job Title to review the job deta	ils. You can app	y for multiple jobs by ch	ecking each job and selecting the Ap	ply for Selected Jobs but	ton.	
Favorite Jobs						
Job Title	Job ID	Location	Status	Job Family	Posted Date	Saved Date
HR GEN3DR4-28-2020	4680	Oakland	Open		04/28/2020	05/06/2020
Sr RecruiterDelta 2-26-2020) 4439	Oakland	Open		04/23/2020	05/06/2020
Apply for Selected Jobs	R	emove Selected Jobs	Refer a Frie	nd		

My Saved Searches

Job Search | My Notifications | My Activities | My Favorite Jobs Wy Saved Searches | My Contact Information

The **My Saved Searches** page is where you can manage your saved searches from the **Job Search** page.

S Job Se	arch My Notifications My Activities M	My Favorite Jobs My S	aved S	Searches	My Contact Information
he search and shows your resu	Its on the Job Search page.				
Created On	Notifications Email	Notification Expires On	Edit	Delete	Search
05/06/2020	vanessa.cavallaro@ucop.edu	06/05/2020	0	Î	Search
	ne search and shows your resu Created On	The search and shows your results on the Job Search page.	The search and shows your results on the Job Search page. Created On Notifications Email On	The search and shows your results on the Job Search page. Created On Notifications Email On Expires Edit	The search and shows your results on the Job Search page. Created On Notifications Email On Created On Created On

You can **Edit** or **Delete** your saved searches here. You can also launch the saved search from this page using the **Search** button.

My Contact Information

Job Search My Notifications My Activities My Favorite Jobs My Saved Searches My	Contact Information	'n
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Internal Applicants cannot edit contact details on this page. All edits to this page need to be submitted through your UCPC Dashboard.

You can edit your preferred contact method for your applications on this page.

Preferred Contact Method						
Preferred Contact Method	T					
	Email					
Name	Mail					
Name Prefix	Not Specified Phone					