

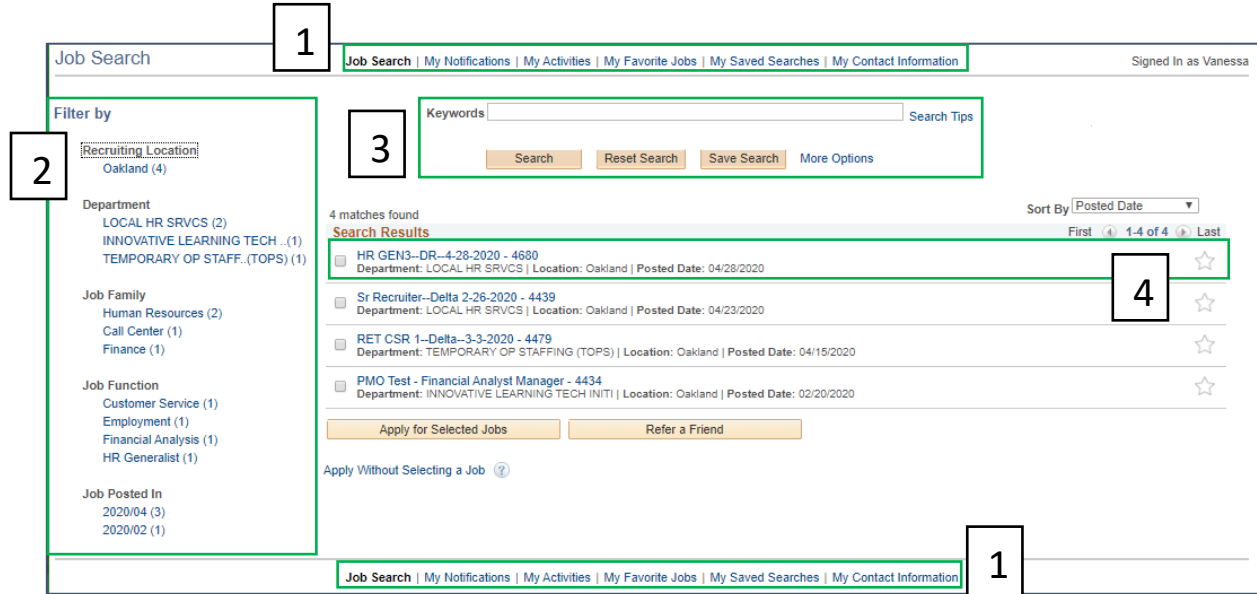
Navigating the Candidate Gateway in Talent Acquisition Manager (TAM)

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



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



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



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.

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

My Activities

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.

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.

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.

Job Title	Job ID	Location	Status	Job Family	Posted Date	Saved Date
<input type="checkbox"/> HR GEN3--DR--4-28-2020	4680	Oakland	Open		04/28/2020	05/06/2020
<input type="checkbox"/> Sr Recruiter--Delta 2-26-2020	4439	Oakland	Open		04/23/2020	05/06/2020

My Saved Searches

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | **[My Saved Searches](#)** | [My Contact Information](#)

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

Search Name	Created On	Notifications Email	Notification Expires On	Edit	Delete	Search
HR JOBS	05/06/2020	vanessa.cavallaro@ucop.edu	06/05/2020			<input type="button" value="Search"/>

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](#)**

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	
Name	
Name Prefix	