UNIVERSITY OF CALIFORNIA | Office of the President

Searching and Applying to Jobs in Talent Acquisition Manager (TAM)

Search for a Job

After you sign 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 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.

Apply for a Job

After you have done a job search and are ready to apply to one of the jobs that came up, select the **Apply** Button at the bottom of the job description.

The application process will take you through six steps.

Start Page

Agree to the terms and agreements and then select **Next**.

Resume Page

If you have a resume in the system you would like to use from previous jobs you have applied to, select **Use Existing Resume**.

Note: If this is the first time you are applying to a job in the system, you will not have an existing resume stored.

To copy and paste your resume text, select **Copy & Paste Resume**.
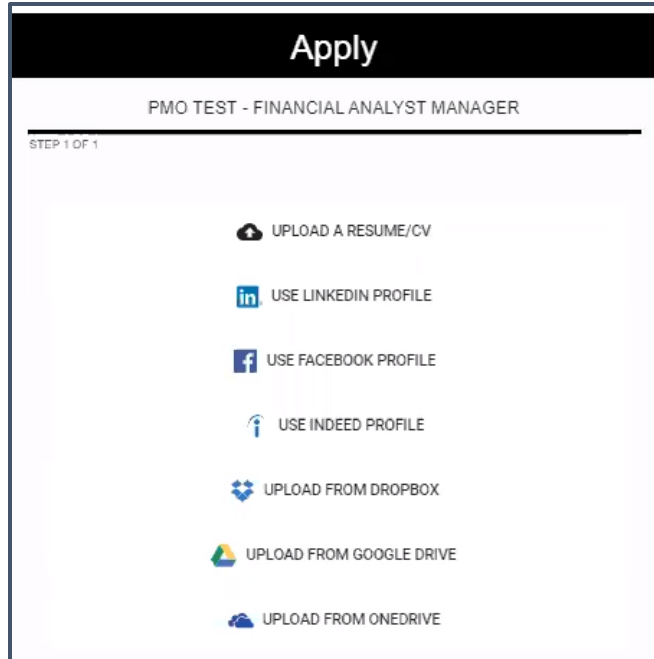
Enter the resume title and paste the text into the **Resume** text box.

To attach a resume document, select **Attach Resume**.

You can attach a resume from multiple sources using this selection.

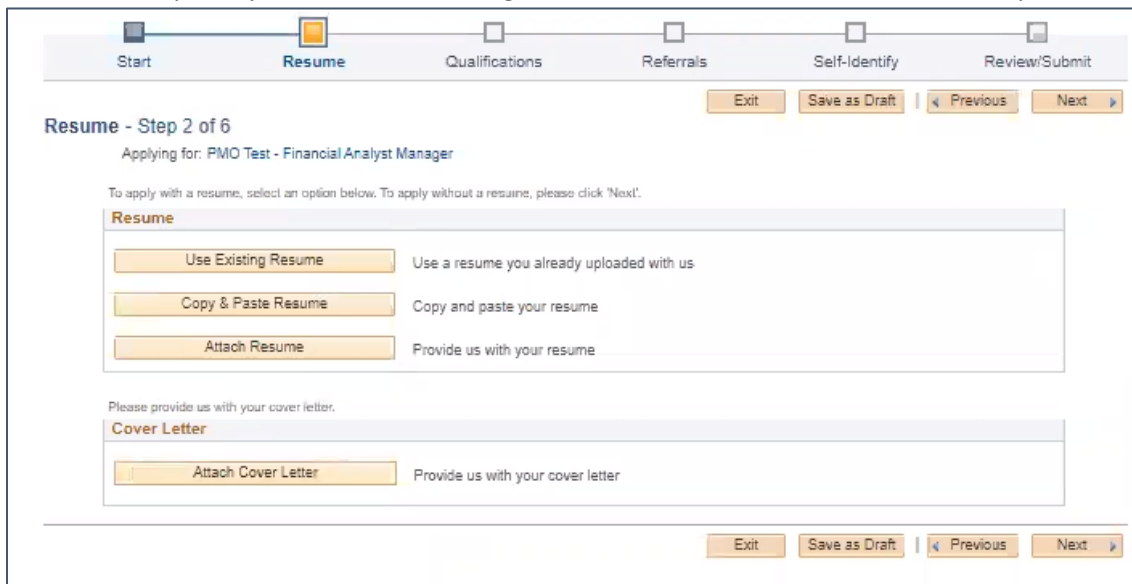If you experience trouble with uploading your resume, here are [Talemetry resume parsing guidelines](#).

You will also upload your cover letter using the **Attach Cover Letter** button at this step.

To exit the process, select the **Exit** button.
To save, select **Save as Draft**.
To move back a step, select **Previous**.
Select the **Next** button to continue.
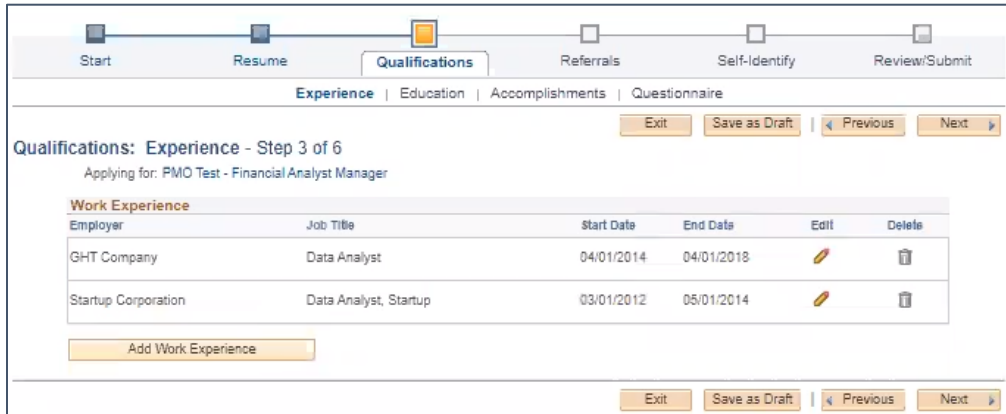
Qualifications Page
The Qualifications page has four tabs or steps within it.

EXPERIENCE TAB

The system will automatically input your qualifications from the resume you uploaded into the system.

Select the **Edit** icon 🖉 to edit any of the qualifications.

Select the **Delete** icon 🗑 to remove a qualification.
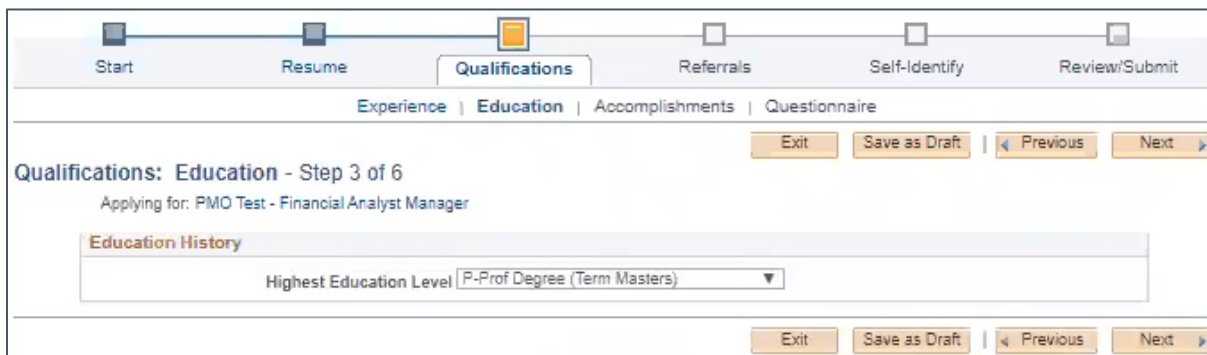
Select the **Next** button to continue.

EDUCATION TAB

Here you will select your **Highest Education Level**.

Select the **Next** button to continue.

ACCOMPLISHMENTS TAB

Here you will **Add Licenses and Certifications**.

Select the **Next** button to continue.

QUESTIONNAIRE TAB

Here you will answer the screening questions. You must complete these to submit your application.

Select the **Next** button to continue.

Referrals Page

Here you answer how you learned about the job. You must select an answer for "**How did you learn of the job?**" to proceed.

Select the **Next** button to continue.

Self-Identify Page

This will only be visible to External applicants, as Internal applicants will have this information in the system.

There are five tabs in this section: **UC Affiliation**, **Disability**, **Veteran**, **Diversity**, and **Gender Identity and Sexual Orientation**.

Read the information on these pages carefully and select your response.

You must answer these questions in order to move onto the next step.

UC AFFILIATION

1. Select **Yes** if you have been a member of CalPERS within the last 180 days. Choose **No** if you have not. That means either you were not a member of CalPERS, or, were a member more than 180 days prior.
2. Select **Yes** if you are a current UC employee at any UC location. (You will then be asked to enter your current location). Choose **No** if you are not a current employee at any UC location.
3. Select **Yes** if you are a former employee of the UC system (but have not retired from UC). If you answer Yes the system will ask you to indicate which campus(es) and if remembered, the last date of employment (optional).
   Choose **No** if you are a not a former employee of the UC system OR if you are, but you have retired.
4. There are several options, however, only one answer is accepted.
   - If you have Retired from any UC, please specify if you are receiving either a monthly payment, or have previously received a lump sum payout.
   - Do not select the Vocational Training program option unless you have been counseled to do so by an appropriate UCOP staff member managing this process.
   - Do not select the Layoff with Rehire privileges unless you've met with the SPC Coordinator and are aware of the duration & terms of invoking your Preferential rehire status. Not all laid off employees are eligible for this. (If you are a Preferential Rehire AND retired, select this option instead of the earlier retiree option).
   - If none of these apply to you, please select **None of the Above**.
5. Indicate if you have any near relatives who currently work at UCOP. A near relative is defined as a spouse, domestic partner, child (including child of a domestic partner), sibling, in-law or step-relative. You do not need to indicate relatives working at other UC locations.

Select the **Next** button to continue.

DISABILITY

Indicate if you have a disability or select "I don't wish to answer." This information is not shared with Hiring Managers or Recruiters. Select the **Next** button to continue.

VETERANS

Indicate if you have a veteran status. Read the Definitions for more information. This information is not shared with Hiring Managers or Recruiters. Select the **Next** button to continue.

DIVERSITY

Providing this information is optional. This information is not used to consider employment and is not shared with the Hiring Manager, Recruiter, or anyone else participating in the recruitment. This information is used for general statistics for reporting on the equity of recruitments or consideration for developing programs to support diversity initiatives. Select the **Next** button to continue.
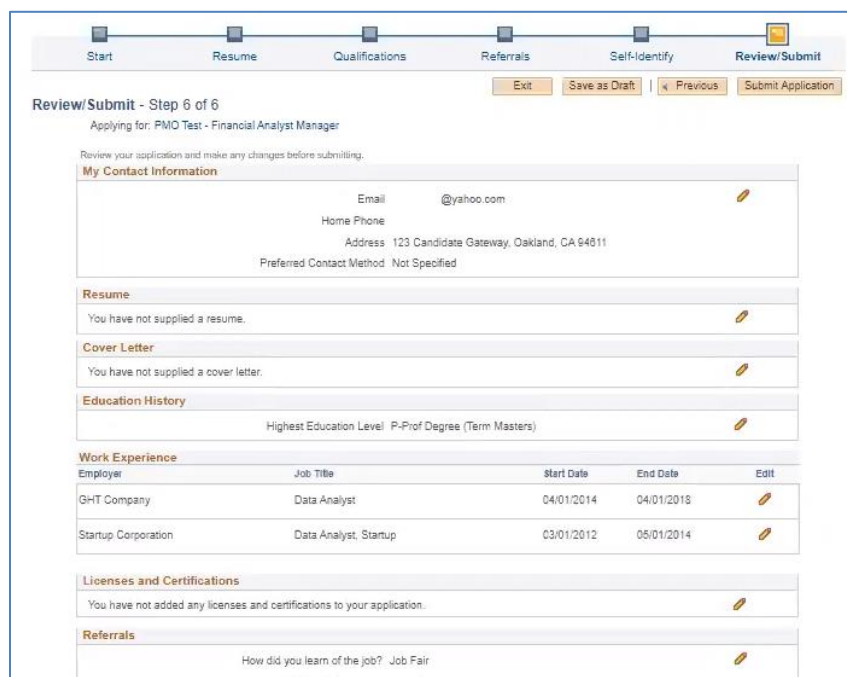
GENDER IDENTITY AND SEXUAL ORIENTATION

Please indicate a response or "Decline to State." This information is not shared with Hiring Managers or Recruiters. Select the **Next** button to continue.

Review/Submit Page

Review information. To make changes select the **Edit** icon 🖉 or use the **Previous** button to return to an earlier page.

If you **Save as Draft**, you can return to the **My Activities** page to complete.

Click the **Submit Application** button when you are ready to submit. You will receive a notification using the email you provided.