

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.

The screenshot shows the 'Job Search' page in the Talent Acquisition Manager (TAM) system. The page is titled 'Job Search' and includes a navigation bar at the top with links: 'Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information'. The user is signed in as 'Vanessa'. The page is divided into several sections:

- Filter by** (Callout 2): A sidebar on the left with filters for 'Recruiting Location' (Oakland (4)), 'Department' (LOCAL HR SRVCS (2), INNOVATIVE LEARNING TECH... (1), TEMPORARY OP STAFF...(TOPS) (1)), 'Job Family' (Human Resources (2), Call Center (1), Finance (1)), 'Job Function' (Customer Service (1), Employment (1), Financial Analysis (1), HR Generalist (1)), and 'Job Posted In' (2020/04 (3), 2020/02 (1)).
- Keywords** (Callout 3): A search bar with a 'Search Tips' link and buttons for 'Search', 'Reset Search', 'Save Search', and 'More Options'.
- Search Results** (Callout 4): A list of 4 matches found, sorted by 'Posted Date'. The results include job titles, departments, locations, and posted dates. Each result has a radio box for selection and a star icon for favoriting.
- Navigation Bar** (Callout 1): Located at the top and bottom of the page, containing links for 'Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information'.

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 screenshot shows two buttons: 'Apply' and 'Email to Friend'.

The application process will take you through six steps.

Start Page

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

The screenshot shows the 'Start' page of a multi-step application process. At the top, a progress bar includes icons for 'Start', 'Resume', 'Qualifications', 'Referrals', 'Self-Identify', and 'Review/Submit'. The 'Start' icon is highlighted. Below the progress bar, the text reads 'Start - Step 1 of 6' and 'Applying for: PMO Test - Financial Analyst Manager'. A paragraph explains the application process and the importance of reading the agreements. Below this, a section titled 'Agreements' contains a sub-section 'Application Terms & Agreements' with a warning about the legal nature of the application. At the bottom, there is a checkbox labeled 'I have read and agree to the above terms and agreements', which is currently unchecked. Navigation buttons 'Exit', 'Previous', and 'Next' are located at the top and bottom of the content area.

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.

The screenshot shows a dialog box titled 'Use Existing Resume'. It features a table with the heading 'My Resumes'. The table has three columns: 'Resume Title', 'File Name', and 'Created'. A single row is visible with a radio button in the first column, followed by the text 'Vanessa_Cavallaro_1993170.pdf' in the second column, and 'Vanessa_Cavallaro_1993170.pdf' in the third column, with a timestamp '05/06/2020 11:48AM' in the fourth column. Below the table are 'OK' and 'Cancel' buttons.

My Resumes			
	Resume Title	File Name	Created
<input type="radio"/>	Vanessa_Cavallaro_1993170.pdf	Vanessa_Cavallaro_1993170.pdf	05/06/2020 11:48AM

To copy and paste your resume text, select **Copy & Paste Resume**.

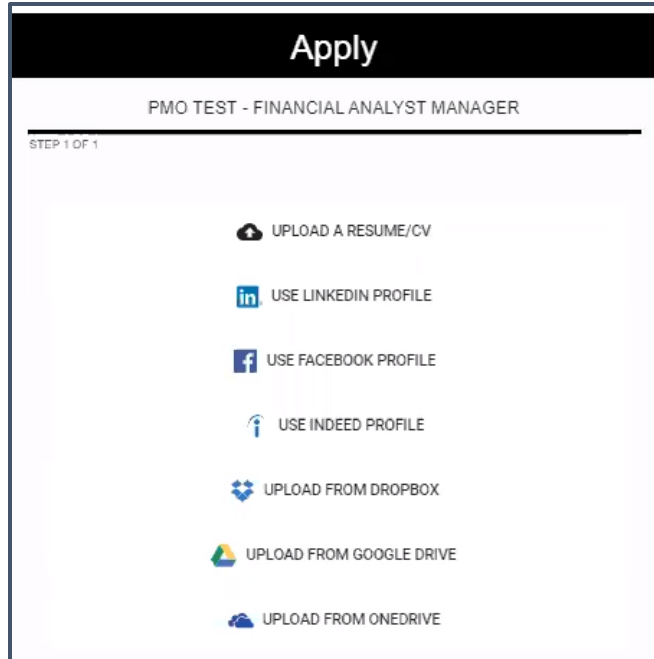
Enter the resume title and paste the text into the **Resume** text box.

The screenshot shows a 'Copy & Paste Resume' dialog box. It has a text input field for '*Title' and a dropdown menu for 'Language' set to 'English'. Below these is a large text area for '*Resume'. A rich text editor toolbar is visible above the text area, containing options for Format, Font, Size, Bold, Italic, Underline, and other text formatting tools. At the bottom, there are 'Save' and 'Cancel' buttons. A mouse cursor is pointing at the 'Cancel' button.

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](#).



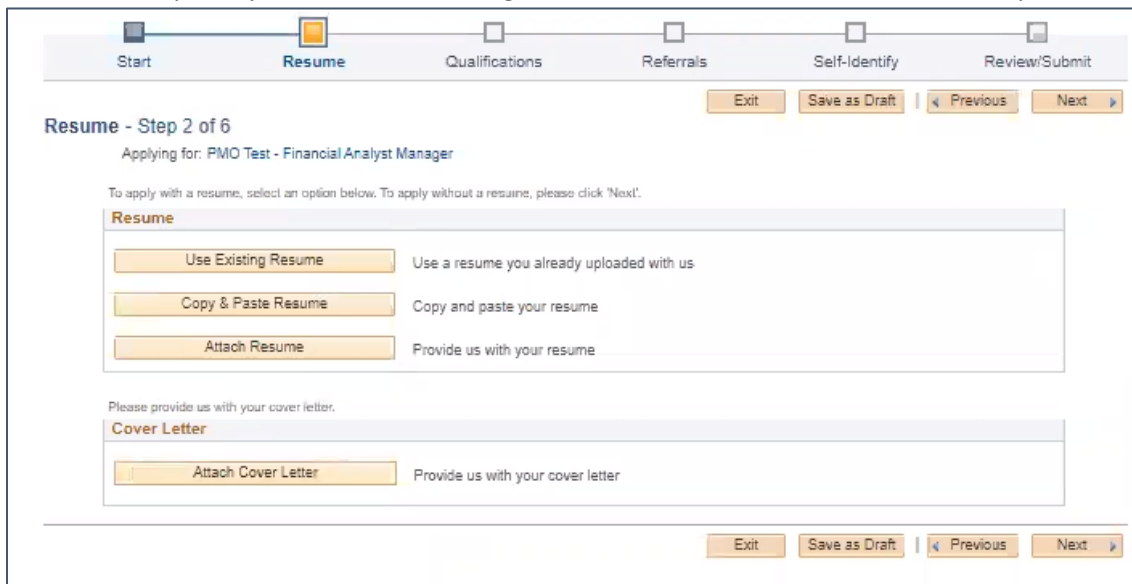
Apply

PMO TEST - FINANCIAL ANALYST MANAGER

STEP 1 OF 1

- UPLOAD A RESUME/CV
- USE LINKEDIN PROFILE
- USE FACEBOOK PROFILE
- USE INDEED PROFILE
- UPLOAD FROM DROPBOX
- UPLOAD FROM GOOGLE DRIVE
- UPLOAD FROM ONEDRIVE

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



Start Resume Qualifications Referrals Self-Identify Review/Submit

Exit Save as Draft Previous Next

Resume - Step 2 of 6

Applying for: PMO Test - Financial Analyst Manager

To apply with a resume, select an option below. To apply without a resume, please click 'Next'.

Resume

- Use Existing Resume Use a resume you already uploaded with us
- Copy & Paste Resume Copy and paste your resume
- Attach Resume Provide us with your resume

Please provide us with your cover letter.

Cover Letter

- Attach Cover Letter Provide us with your cover letter

Exit Save as Draft Previous Next

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

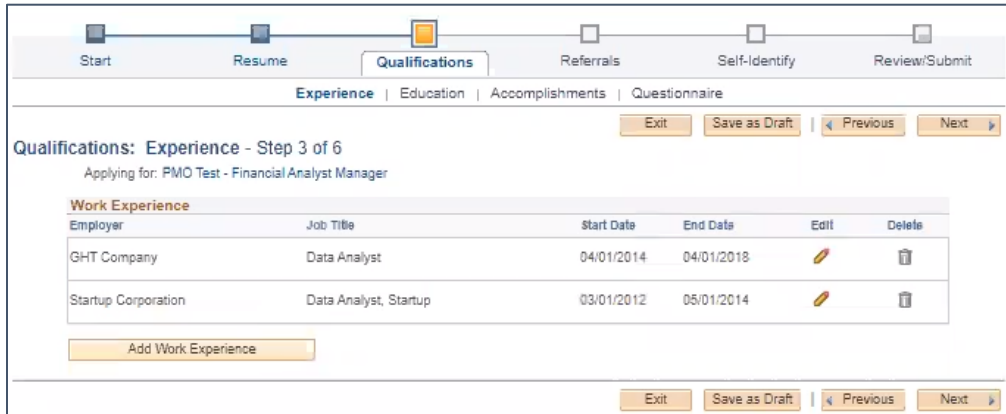
The Qualifications page has four tabs or steps within it.

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.







Start Resume **Qualifications** Referrals Self-Identify Review/Submit

Experience | Education | Accomplishments | Questionnaire

Exit Save as Draft Previous Next

Qualifications: Experience - Step 3 of 6
Applying for: PMO Test - Financial Analyst Manager

Work Experience

Employer	Job Title	Start Date	End Date	Edit	Delete
GHT Company	Data Analyst	04/01/2014	04/01/2018		
Startup Corporation	Data Analyst, Startup	03/01/2012	05/01/2014		

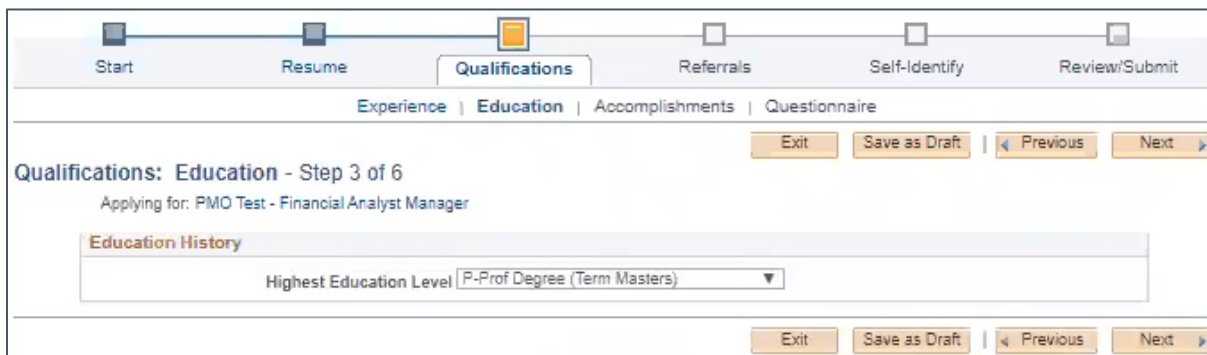
Add Work Experience

Exit Save as Draft Previous Next

Select the **Next** button to continue.

EDUCATION TAB

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



Start Resume **Qualifications** Referrals Self-Identify Review/Submit

Experience | **Education** | Accomplishments | Questionnaire

Exit Save as Draft Previous Next

Qualifications: Education - Step 3 of 6
Applying for: PMO Test - Financial Analyst Manager

Education History

Highest Education Level **P-Prof Degree (Term Masters)**

Exit Save as Draft Previous Next

Select the **Next** button to continue.

ACCOMPLISHMENTS TAB

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



Start Resume **Qualifications** Referrals Self-Identify Review/Submit

Experience | Education | **Accomplishments** | Questionnaire

Exit Save as Draft Previous Next

Qualifications: Accomplishments - Step 3 of 6
Applying for: PMO Test - Financial Analyst Manager

Licenses and Certifications

You have not added any licenses and certifications to your application.

Add Licenses and Certifications

Exit Save as Draft Previous Next

Select the **Next** button to continue.

QUESTIONNAIRE TAB

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

The screenshot shows the 'Questionnaire - Step 3 of 6' application form. At the top, there is a progress bar with tabs for Start, Resume, Qualifications, Referrals, Self-Identify, and Review/Submit. Below the progress bar, there are sub-tabs for Experience, Education, Accomplishments, and Questionnaire. The main content area is titled 'Qualifications: Questionnaire - Step 3 of 6' and 'Applying for: PMO Test - Financial Analyst Manager'. It contains two questions: '1. Are you 18 years or older?' with radio buttons for Yes and No, and '2. Upon hire, will you be able to provide proof of eligibility to work in the United States of America?' with radio buttons for Yes and No. Navigation buttons at the bottom include Exit, Save as Draft, Previous, and Next.

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.

The screenshot shows the 'Referrals - Step 4 of 6' application form. At the top, there is a progress bar with tabs for Start, Resume, Qualifications, Referrals, Self-Identify, and Review/Submit. Below the progress bar, there are sub-tabs for Experience, Education, Accomplishments, and Referrals. The main content area is titled 'Referrals - Step 4 of 6' and 'Applying for: PMO Test - Financial Analyst Manager'. It contains three questions: '*How did you learn of the job?' with a dropdown menu, 'Specific Referral Source' with a text input field, and 'Are you a former employee' with a dropdown menu showing 'No'. Navigation buttons at the bottom include Exit, Save as Draft, Previous, and Next.

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

Start Resume Qualifications Referrals **Self-Identify** Review/Submit

UC Affiliation | Disability | Veteran | Diversity | Gender Identity and Sexual Orientation

Exit Save as Draft Previous Next

Self-Identify: UC Affiliation - Step 5 of 6

Applying for: PMO Test - Financial Analyst Manager

- 1 Have you been a member of CalPERS within 180 days of this application?
☐ Yes
☒ No
- 2 Are you a current University of California Employee?
☐ Yes
☒ No
- 3 Are you a former employee of the University of California (but did not retire)?
☐ Yes
☒ No
- 4 Are you
☐ retired from the University of California receiving monthly payment
☐ retired from the University of California and received a lump sum payment
☐ a participant in the Vocational Training Program
☐ a participant in a layoff with rehire privileges
☒ none of the Above
- 5 Do you have any relatives currently working at the University of California?
☐ Yes
☒ No

Exit Save as Draft Previous Next

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 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

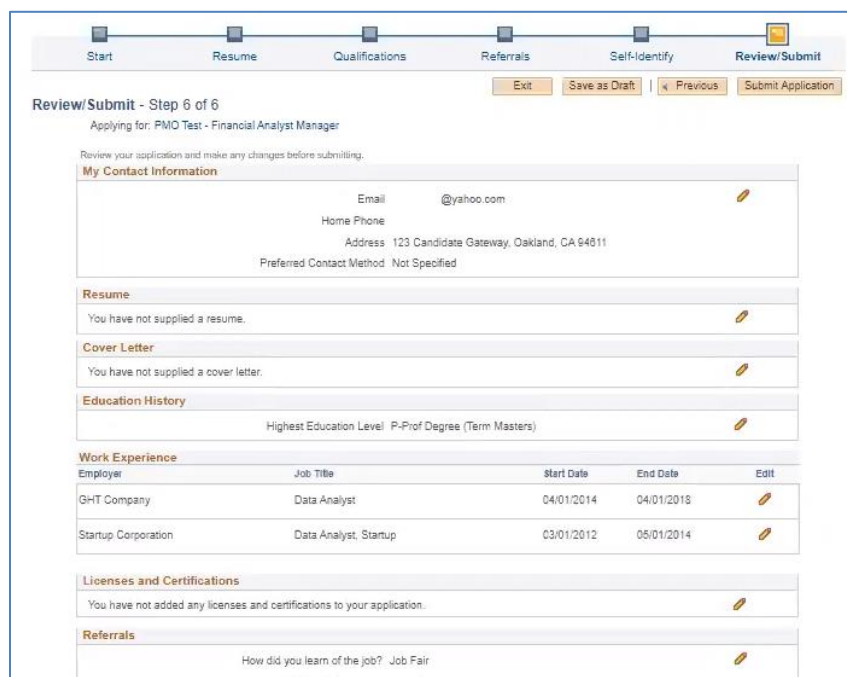
Please indicate a response or “Decline to State.” This information is not shared with Hiring Managers or Recruiters. Select the **Next** button to continue.

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.



The screenshot shows the 'Review/Submit' page for a job application. At the top, there is a navigation bar with tabs: Start, Resume, Qualifications, Referrals, Self-Identify, and Review/Submit. Below the navigation bar, there are buttons: Exit, Save as Draft, Previous, and Submit Application. The main content area is titled 'Review/Submit - Step 6 of 6' and 'Applying for: PMO Test - Financial Analyst Manager'. It includes a section 'Review your application and make any changes before submitting.' followed by several sections: 'My Contact Information' (Email: @yahoo.com, Home Phone, Address: 123 Candidate Gateway, Oakland, CA 94611, Preferred Contact Method: Not Specified), 'Resume' (You have not supplied a resume.), 'Cover Letter' (You have not supplied a cover letter.), 'Education History' (Highest Education Level: P-Prof Degree (Term Masters)), 'Work Experience' (a table with columns: Employer, Job Title, Start Date, End Date, Edit), 'Licenses and Certifications' (You have not added any licenses and certifications to your application.), and 'Referrals' (How did you learn of the job? Job Fair).

Employer	Job Title	Start Date	End Date	Edit
GHT Company	Data Analyst	04/01/2014	04/01/2018	
Startup Corporation	Data Analyst, Startup	03/01/2012	05/01/2014	