

# Talent Applicant Guide

Future UArizona Employees

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## INTRODUCTION

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This guide directs future University of Arizona employees on how to apply for a position using the University of Arizona’s applicant portal.

## 1. ACCESSING THE APPLICANT PORTAL

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To access the University of Arizona applicant portal, copy and paste the following URL into your browser (or click on the URL).

[talent.arizona.edu](https://talent.arizona.edu)

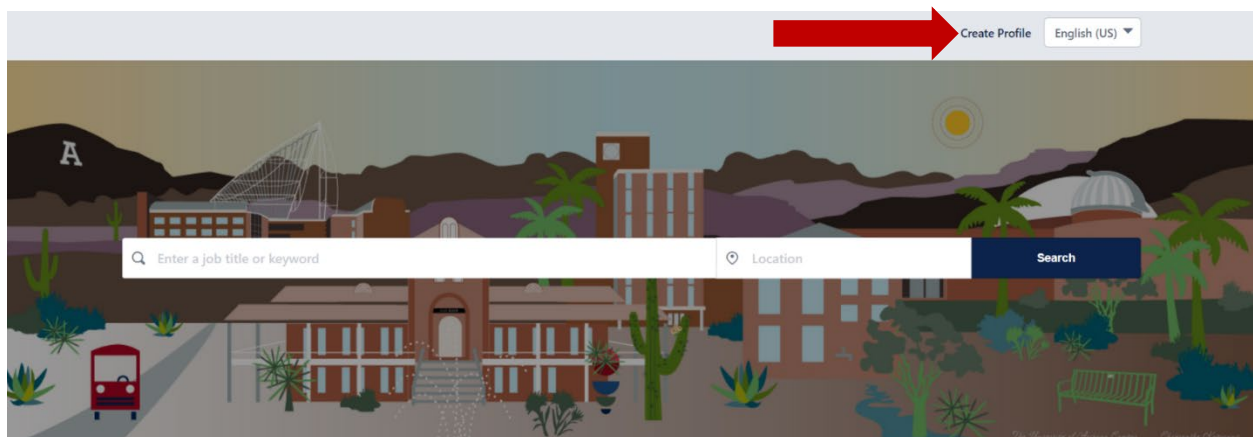
## 2. CREATING AN APPLICANT PROFILE

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As an applicant, you will have the ability to create a profile on the University of Arizona’s applicant portal. By creating an applicant profile on the University of Arizona’s applicant portal, you will be able to save applications, receive status updates and interview information, save your information for future applications, and much more!

**Note:** *Creating an account on the University of Arizona’s applicant portal is optional. For more information on applying as a guest, see Section 2.2 of this guide.*

To create an applicant profile in the University of Arizona’s applicant portal, click **Create Profile** on the upper right hand side.



Once you have clicked on **Create Profile**, you will be prompted to complete a basic information form.

Any field marked with a red asterisk (\*) are required fields. You will not be able to proceed until all required fields are completed.

### Create a Profile

All fields marked \* are required.

- Passwords cannot have leading or trailing spaces.
- Passwords cannot be the same as email.
- Passwords must contain both upper and lower case letters.
- Passwords must contain alpha and numeric characters.
- Passwords must contain at least one special character.
- Passwords must be 8 - 20 characters.

\* First Name

\* Last Name

\* Email


\* Confirm Email

\* Phone

\* Password

\* Confirm password

Language

I'm not a robot   
reCAPTCHA  
Privacy - Terms

By checking this box you agree to our [Terms of Service](#)

**Create Profile**

<< **Back**

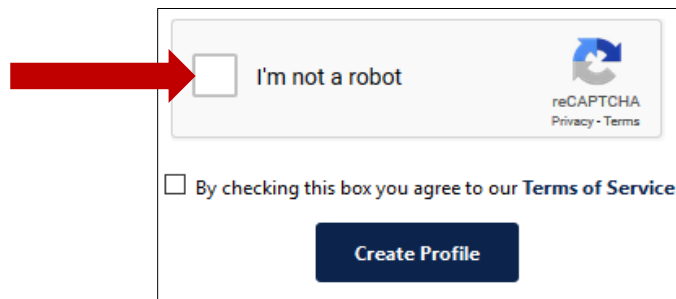
As you create your password, the following requirements must be met. The system will not allow you to proceed if the password inputted does not meet the following requirements.

**Create a Profile**

All fields marked \* are required.

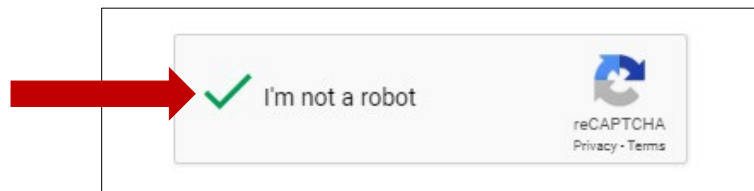
- Passwords cannot have leading or trailing spaces.
- Passwords cannot be the same as email.
- Passwords must contain both upper and lower case letters.
- Passwords must contain alpha and numeric characters.
- Passwords must contain at least one special character.
- Passwords must be 8 - 20 characters.

Complete all the required fields marked by a red astrick (\*) and create a valid password, check the **I'm not a robot** box.



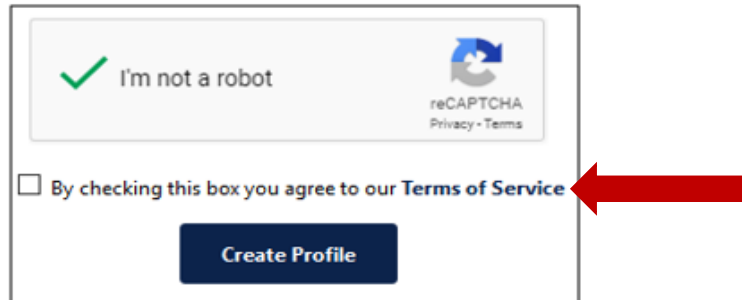
The screenshot shows a form section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. A red arrow points to the checkbox. Below it is another checkbox with the text "By checking this box you agree to our Terms of Service". A "Create Profile" button is at the bottom.

A green check mark will appear.



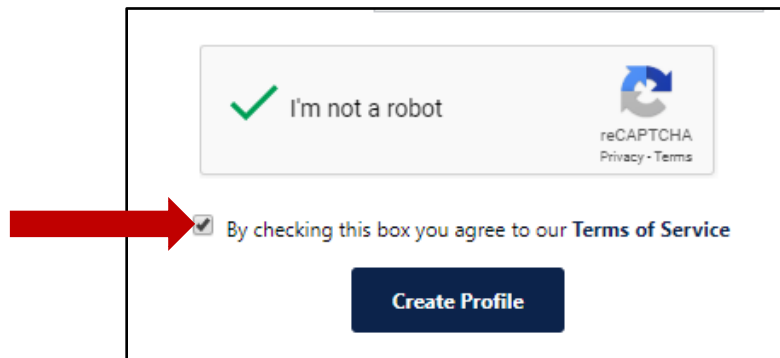
The screenshot shows the same form section as above, but the checkbox is now checked with a green checkmark. A red arrow points to the checkmark.

Next, read and agree to the system's Terms of Service. You are able to open the Terms of Service by clicking **Terms of Service**.



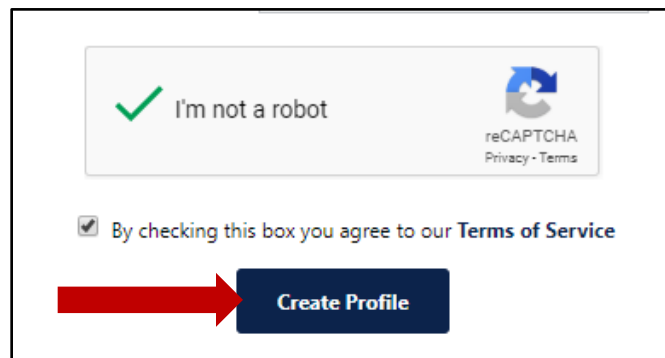
The screenshot shows a reCAPTCHA interface. At the top left, there is a green checkmark and the text "I'm not a robot". To the right is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". Below this is a checkbox that is currently unchecked, followed by the text "By checking this box you agree to our Terms of Service". A red arrow points from the right towards this checkbox. At the bottom center is a dark blue button labeled "Create Profile".

Once you have read the system's Terms of Service, if you agree, check the **By checking this box you agree to our Terms of Service** box.



This screenshot is identical to the previous one, but the checkbox next to "By checking this box you agree to our Terms of Service" is now checked. A red arrow points from the left towards the checked checkbox.

Next, click **Create Profile**.

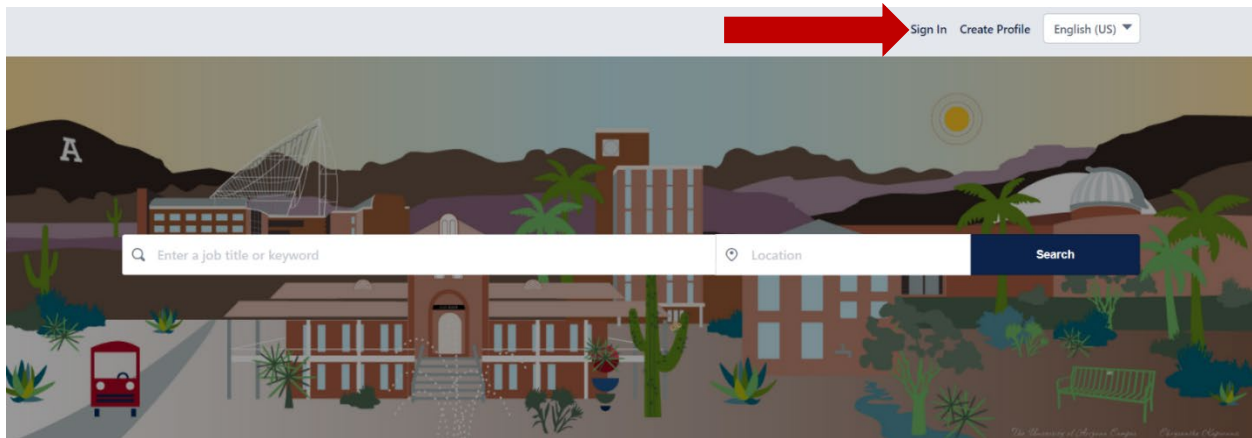


This screenshot is identical to the previous one, but a red arrow points from the left towards the "Create Profile" button.

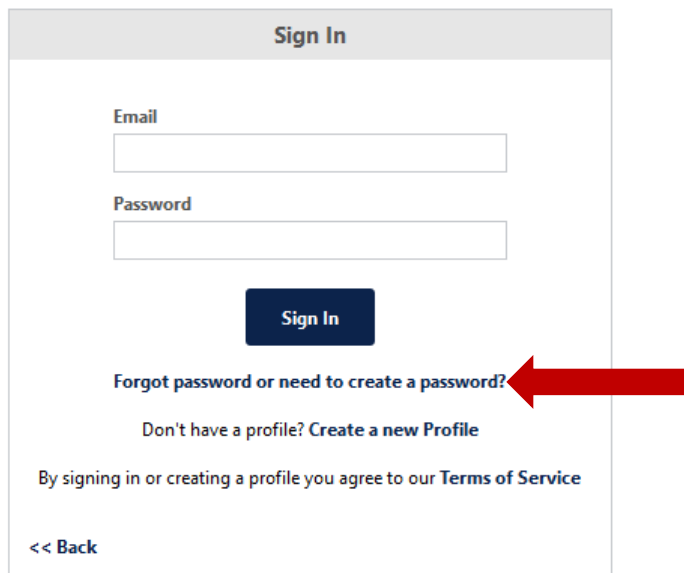
**Note:** Do not create a new account if you already created an account, but forgot your password. Instead, proceed to Section 2.1 of this guide for information on how to reset your password.

## 2.1 PASSWORD RESET

To reset your password, click on **Sign In** on the upper right hand corner.

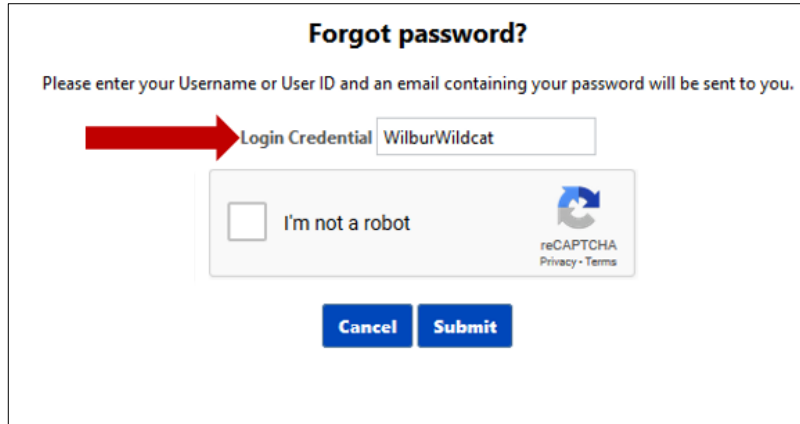


Next, click of **Forgot password or need to create a password?**



The image shows a "Sign In" form. It has a title "Sign In" at the top. Below the title are two input fields: "Email" and "Password". Below the input fields is a dark blue "Sign In" button. Below the button is a link that says "Forgot password or need to create a password?". A red arrow points to this link. Below the link is another link that says "Don't have a profile? Create a new Profile". Below that is a line of text: "By signing in or creating a profile you agree to our Terms of Service". At the bottom left of the form is a "<< Back" link.


Input your **username** under the **Login Credential** field.



**Forgot password?**

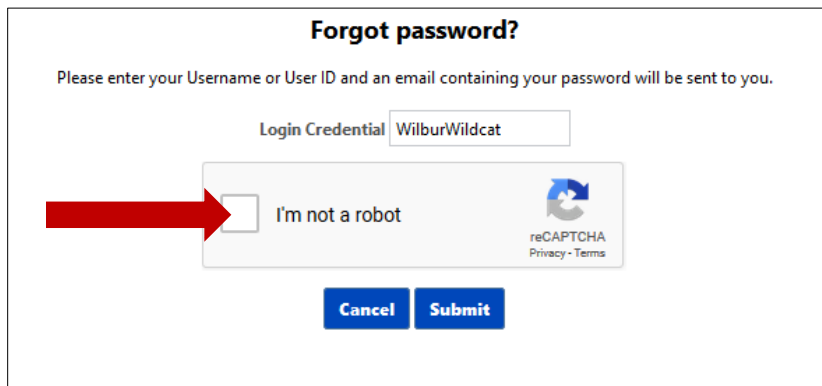
Please enter your Username or User ID and an email containing your password will be sent to you.

**Login Credential**

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Cancel** **Submit**


Next, check the **I'm not a robot** box.



**Forgot password?**

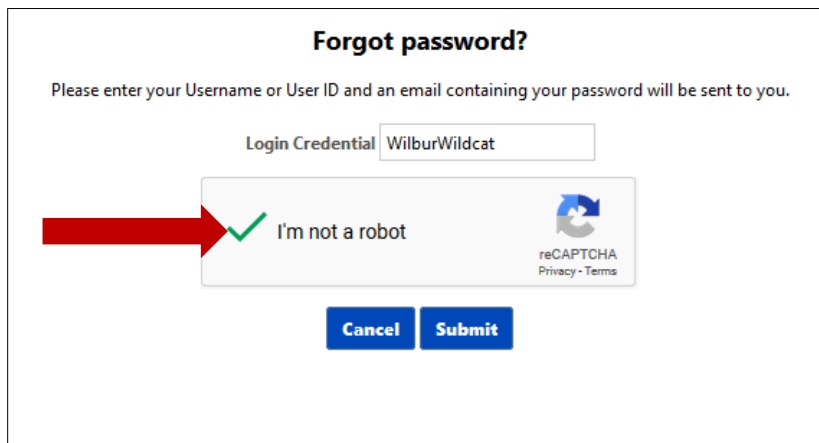
Please enter your Username or User ID and an email containing your password will be sent to you.

**Login Credential**

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Cancel** **Submit**


A **green check mark** will appear.



**Forgot password?**

Please enter your Username or User ID and an email containing your password will be sent to you.

**Login Credential**

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Cancel** **Submit**




Click **Submit**.


### Forgot password?

Please enter your Username or User ID and an email containing your password will be sent to you.

Login Credential

✓ I'm not a robot 

reCAPTCHA  
Privacy - Terms

 **Submit**

You will then receive an email from [talent@email.arizona.edu](mailto:talent@email.arizona.edu) that will provide a link to reset your password.

## 2.2 APPLYING AS A GUEST

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Applicants have the option to apply as a guest user on the University of Arizona’s applicant portal. This means that you can apply to positions without creating an applicant profile.

After you apply as a guest, you will receive a confirmation email from [talent@email.arizona.edu](mailto:talent@email.arizona.edu) containing key information related to your application.

For your convenience, below is an example of the email you would receive.

Dear Wilbur Wildcat

Thank you for your recent application to our Assistant Professor position, Req 123. Should you be selected for an interview, the hiring department will contact you directly. If you have any questions about the status of this search, please contact the Athletics Department for additional information. For your convenience, we’ve included this job posting’s contact below:

Wilma Wildcat, [wilmawildcat@email.arizona.edu](mailto:wilmawildcat@email.arizona.edu)

We encourage you to create a profile in order to track the status of your application. You may use the following link to get started: <https://arizona.csod.com/ux/ats/careersite/4/home?c=arizona>

*Note: You must use the same email address you used in your application to create your profile.*

Thank you,

Division of Human Resources, Recruitment

THE UNIVERSITY OF ARIZONA

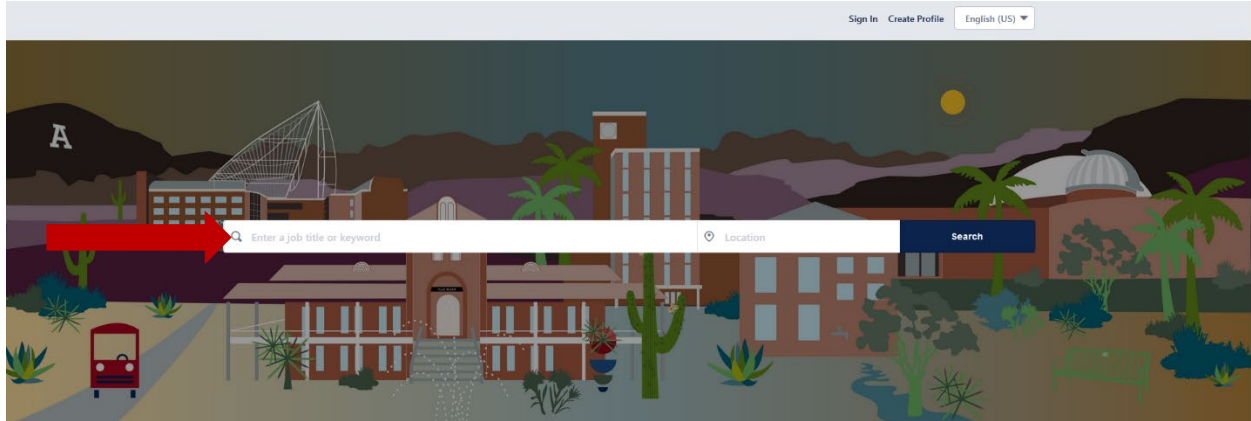
[talent@email.arizona.edu](mailto:talent@email.arizona.edu)

(520) 621-7704

### 3. SEARCHING FOR AVAILABLE POSITIONS

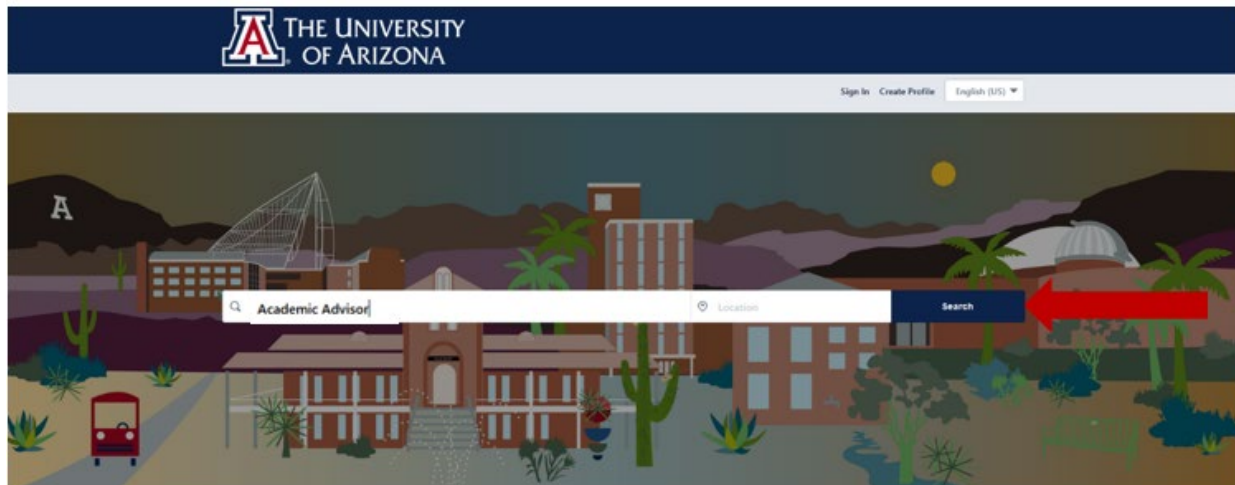
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The University of Arizona’s applicant portal allows you to search for all available positions at the University of Arizona through the primary search engine.



The primary search engine allows you to search for positions by job title, keywords and/or locations.

After you have entered your value(s) into the primary search engine, click **Search** to retrieve all available positions that meet your criteria.



### **Example of Searching for Positions by Job Title**

The primary search engine can be used to search for specific job titles. For example, you can search for the job title of “Academic Advisor”.



Then click **Search** to retrieve all available positions that meet your criteria.

### **Example of Searching for Positions by Location**

The primary search engine can also be used to search for positions by specific location. Within the primary search engine, you can enter the desired location in either the left or right field.

For example, you can search for “Phoenix, AZ, USA” using the field on the left:



OR

You can use the field on the right:



Then click **Search** to retrieve all available positions that meet your criteria.

### **Example of Searching for Full Time/Part Time Positions**

The primary search engine can also be used to search for part time or full time positions. To filter by “part time” or “full time” positions, you can enter either “part time” or “full time” in your search box.



Then click **Search** to retrieve all available positions that meet your criteria.

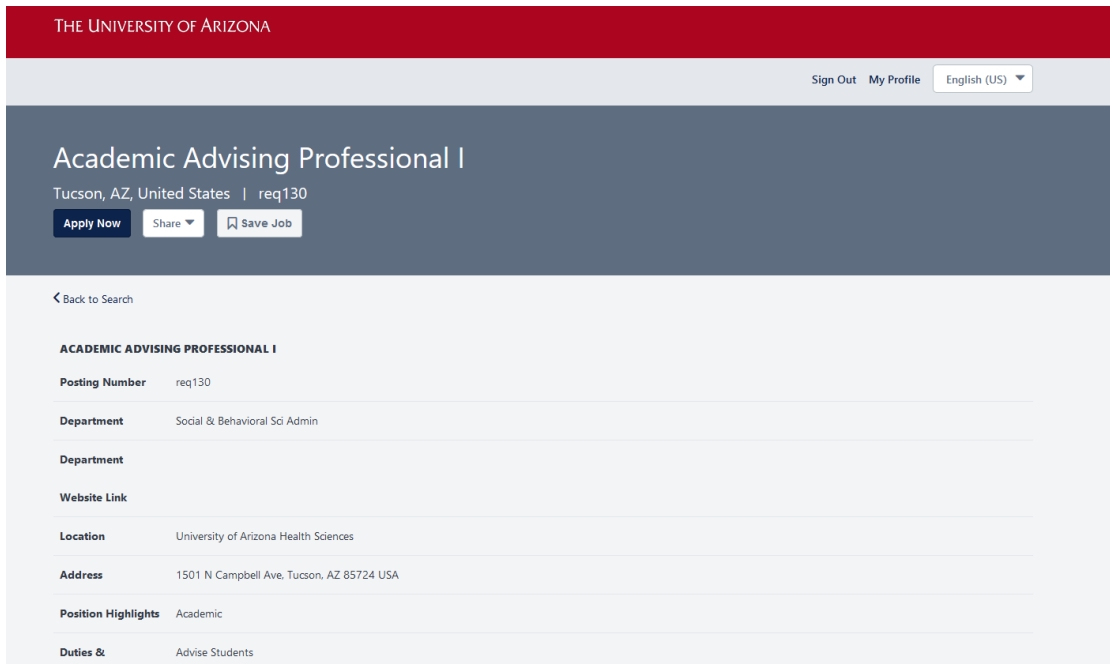
### 3.1 SAVING & SHARING POSITIONS

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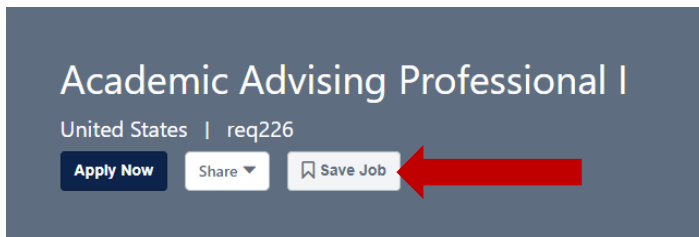
When logged into your University of Arizona applicant portal profile, you can save a position and return to complete the application at a later time.

#### *How to Save a Position*

To save a position, find a position you are interested in and click on the **job title** of the job posting. The website will redirect you to the position details.



Click the **Save Job** button at the top:

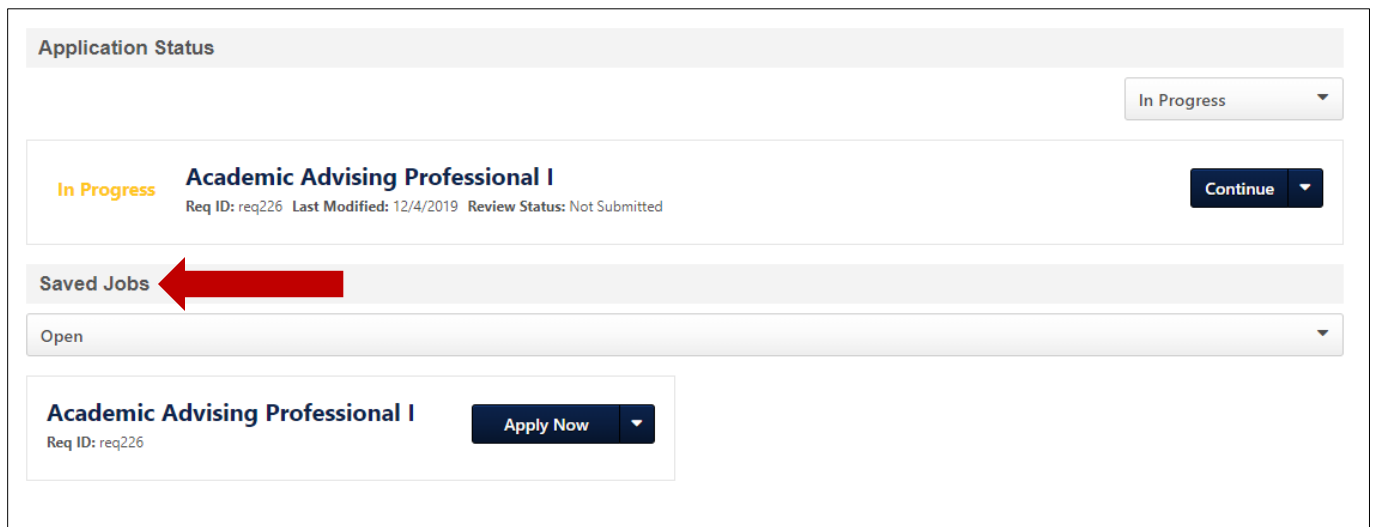


### Accessing Saved Positions

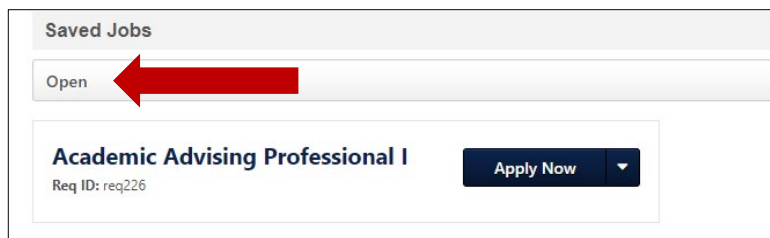
All saved positions may be found under your profile. To access your profile, click **My Profile** which is located on the top right corner of the website.



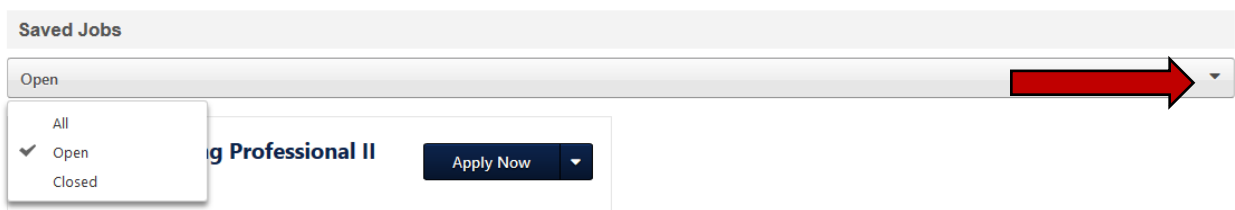
The website will redirect you to your profile. Locate the section titled **Saved Jobs**. Your saved positions will appear below.



By default, the website will show you any saved positions that are still open and accepting applications.

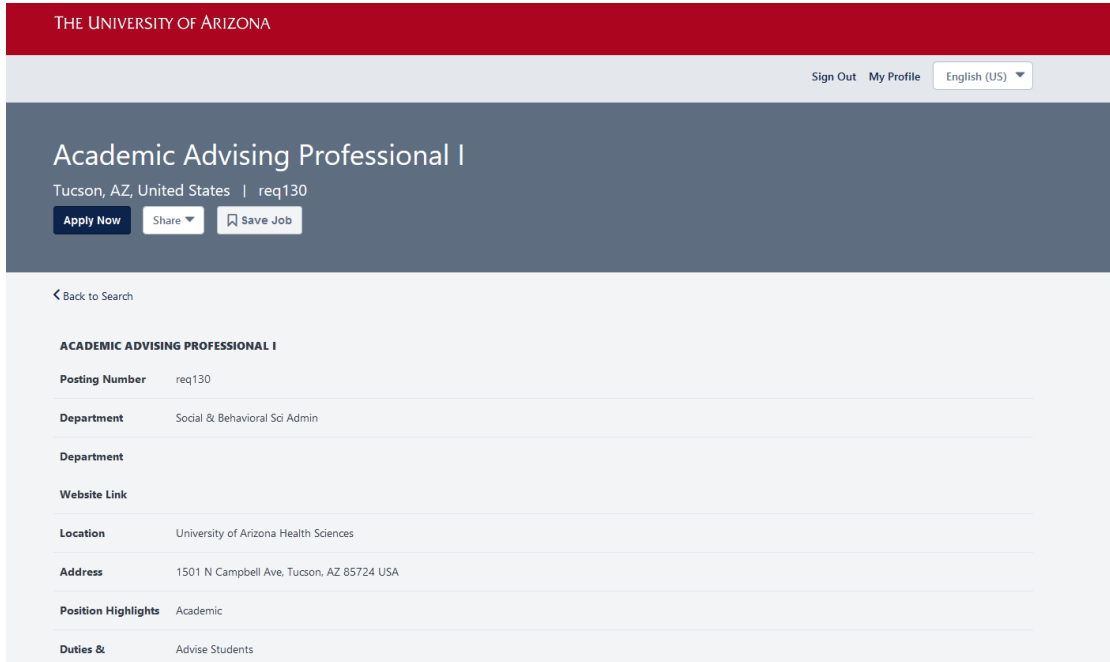


You may use the **status dropdown** to change your view to either “all” saved jobs or “closed” saved jobs.

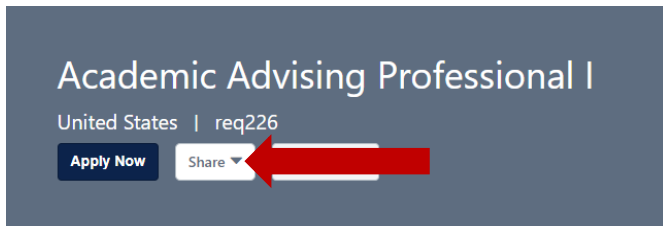


### How to Share a Position

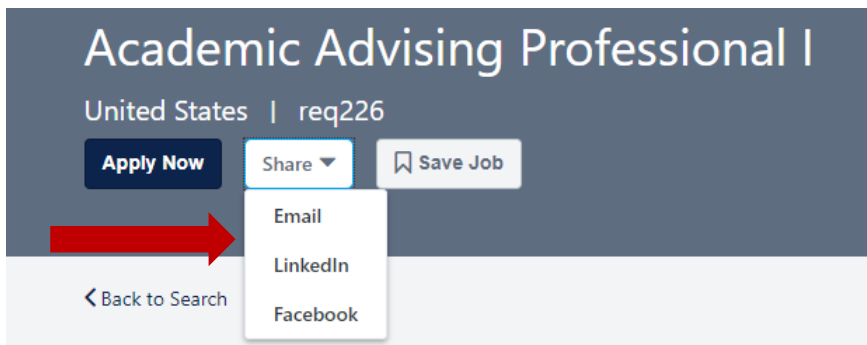
To share a position with others, find a position you are interested in sharing and click on the **job title** of the job posting. Once clicked, the website will redirect you to the position details.



Click the **Share** button at the top of the page:



Available positions can be shared via email, LinkedIn and/or through Facebook. Click on the **desired sharing mechanism** from the dropdown and follow the system prompts.



### 3.2 POSITION DETAIL’S TERMINOLOGY

The following table includes common terminology used within the position details along with their definitions.

Terminology:	Definition:
<b>Posting Number</b>	A <b>Posting Number</b> (i.e., requisition number) is a unique number that is assigned to each job posting.
<b>Position Highlights</b>	The <b>Position Highlights</b> field provides a brief general summary of the position.
<b>Duties &amp; Responsibilities Field</b>	The <b>Duties &amp; Responsibilities</b> field provides a more detailed outline of the position and what duties it encompasses.
<b>Minimum Qualifications</b>	The <b>Minimum Qualifications</b> field reflects the qualifications that need to be met by an applicant in order to be considered for the position.
<b>Preferred Qualifications</b>	The <b>Preferred Qualifications</b> field reflects the qualifications a hiring department prefers that an applicant possess. These qualifications are not required to be considered for the position.
<b>Benefits Eligible</b>	The <b>Benefits Eligible</b> field provides information on the type of benefit package that the position offers. For more information about benefits packages, please <a href="#">click here</a> . You may also contact our HR Solutions team via email at <a href="mailto:hrsolutions@email.arizona.edu">hrsolutions@email.arizona.edu</a> or via phone 520-621-3660.
<b>Posted Rate of Pay</b>	The <b>Posted Rate of Pay</b> field reflects the pay the hiring department is offering for the position.
<b>Contact Information for Candidates</b>	The <b>Contact Information for Candidates</b> field provides a direct contact to the hiring department. This contact can provide more detailed information about the position and your application status.
<b>Special Instructions to Applicant</b>	The <b>Special Instructions to Applicant</b> field contains important instructions from the department related to the application process that



	the applicant should be aware of. It is important to review any information in this field before clicking the <b>Apply</b> button.
<b>FLSA (Fair Labor Standards Act)</b>	This field displays exempt, nonexempt, agricultural exemption, or to be determined. Exempt status is used for salaried positions while nonexempt/agricultural exemption is used for hourly positions.
<b>Work Calendar</b>	The <b>Work Calendar</b> field will display whether the position is fiscal or academic. A fiscal employee works on a 12-month calendar schedule while an academic employee works on a 9-month calendar schedule.
<b>Tenure</b>	The <b>Tenure</b> field explains the type of tenure offered by the position.
<b>Job Family</b>	The <b>Job Family</b> field displays the position's job family. <a href="#">Click here</a> to learn more about job families.
<b>Job Function</b>	The <b>Job Function</b> field displays the position's job function. <a href="#">Click here</a> to learn more about job functions.
<b>Career Stream &amp; Level</b>	This field provides information about the position's career stream and level. To learn more about career streams and levels, <a href="#">click here</a> .

## 4. APPLYING FOR POSITION

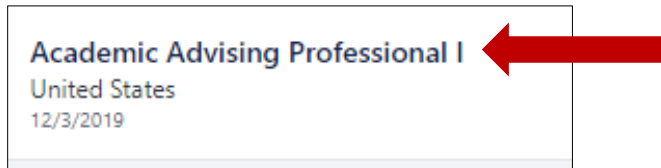
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When you apply to a position through the University of Arizona’s applicant portal, you will be directly submitting your application materials to the hiring department. This section will guide you through completing an application.

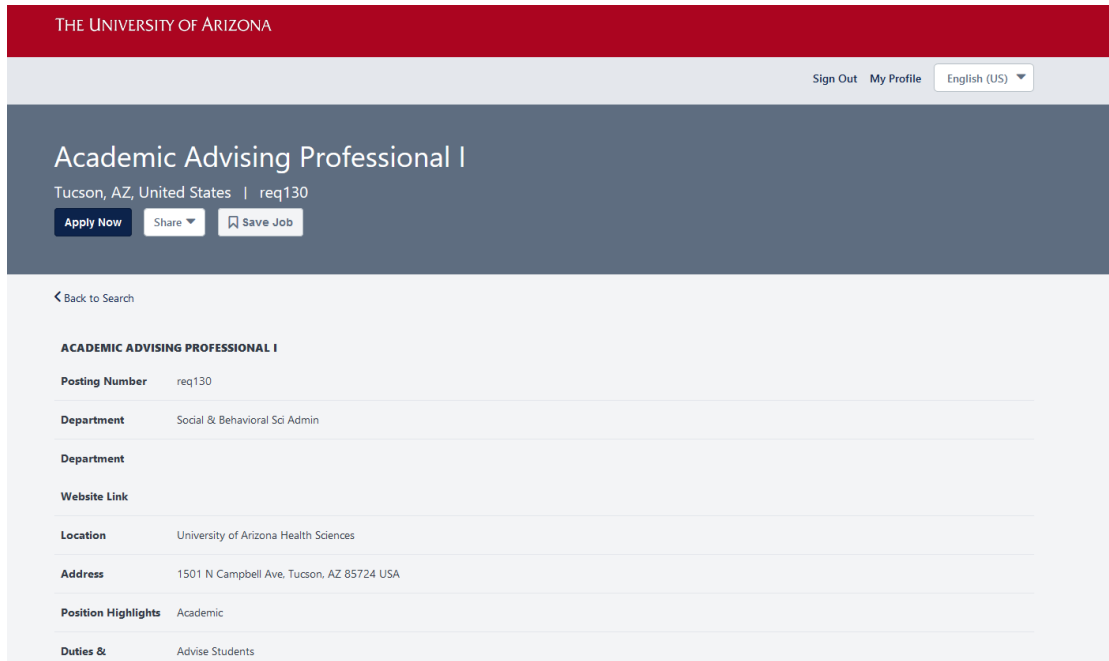
### 4.1 STARTING THE APPLICATION PROCESS

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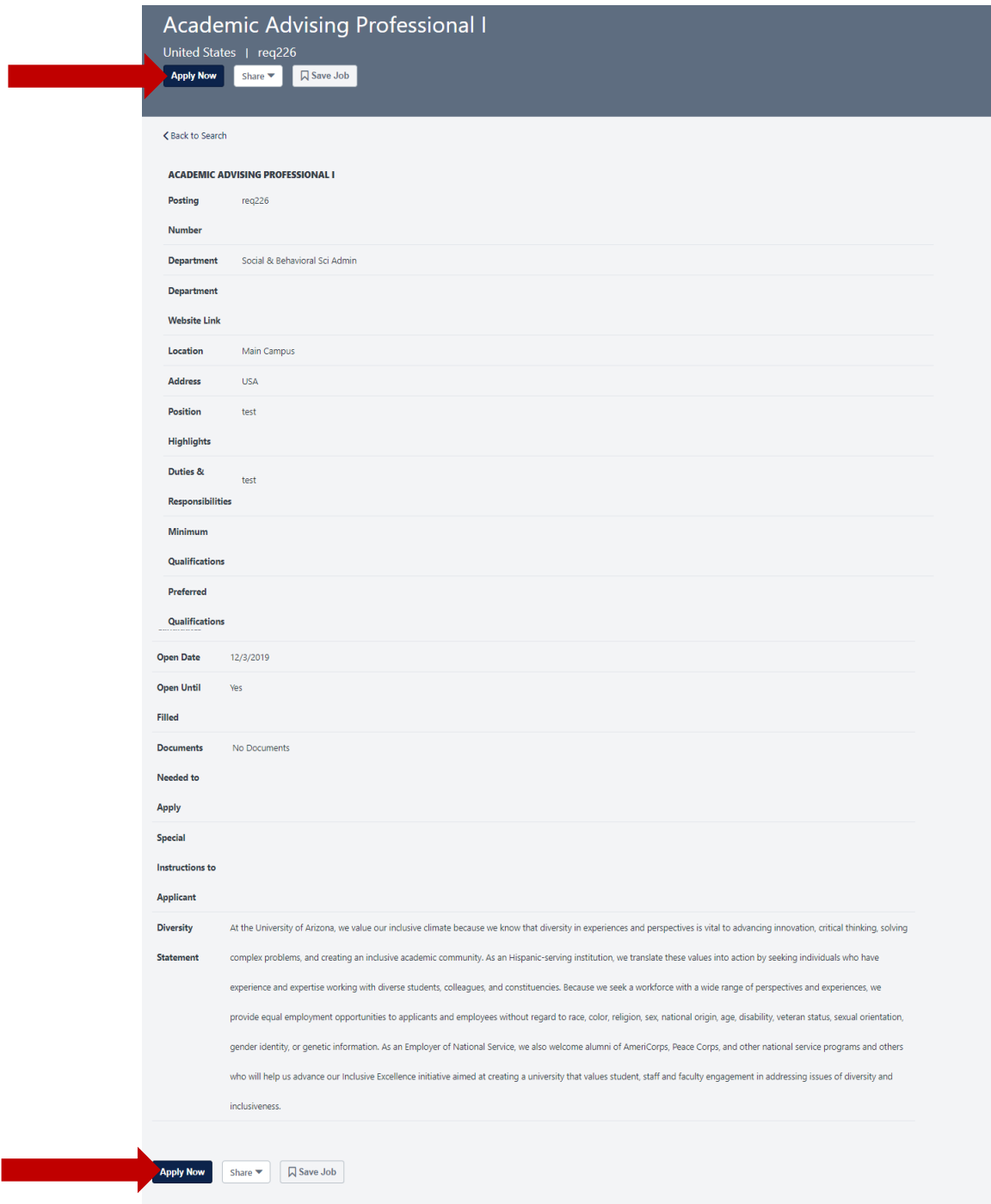
**Step One:** Find a position that you are interested in. Next, click on the position’s **job title**.



The website will redirect you to the position details:



**Step Two:** Review the position details. If the position details align with your interest as well as qualifications, click **Apply Now** at the top or bottom of the page.



The screenshot shows a job posting page for 'Academic Advising Professional I' at the University of Arizona. The page includes a header with the job title and location, followed by an 'Apply Now' button and a 'Share' dropdown menu. Below this is a 'Back to Search' link and a list of job details including Posting Number, Department, Location, Address, Position, Highlights, Duties & Responsibilities, Minimum Qualifications, Preferred Qualifications, Open Date, Open Until, Filled status, Documents, Needed to Apply, Special Instructions to Applicant, and a Diversity Statement. At the bottom of the page, there is another 'Apply Now' button and a 'Share' dropdown menu. Red arrows point to the 'Apply Now' buttons at the top and bottom of the page.

By clicking **Apply Now**, you will begin the application process for the selected position.

## 4.2 GENERAL APPLICATION SECTIONS

In order to submit your application, you will need to complete all the required fields. Any field marked with a red asterisk (\*) are required fields. You will not be able to proceed until all required fields are completed.

**Note:** If you are logged in to your University of Arizona applicant portal profile, the system will prepopulate your information based on your last application. We recommend reviewing the prepopulated data and updating any information as needed.

### Contact Information Section

Within the application, the **Contact Information** section will require you to enter your first name, last name and email address.

Contact Information


First Name*	Last Name*
<input type="text"/>	<input type="text"/>
* First Name is required	* Last Name is required
Email*	
<input type="text"/>	
* Email is required	

### Upload Attachments Section

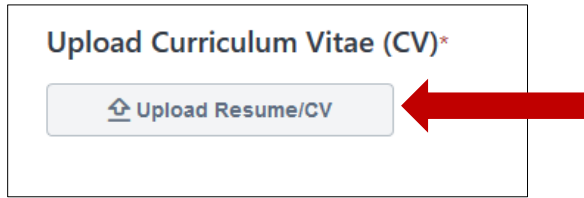
The **Upload Attachments** section will allow you to attach different documents based on the hiring department's job posting settings. For instance, you may be required to attach a Resume, Curriculum Vitae, and/or Cover Letter.

Upload Attachments\*

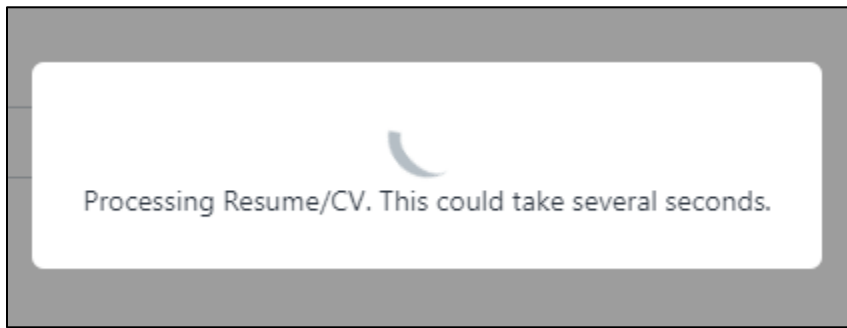
The **Upload Attachments** section naming convention may vary based on the type of document the hiring department is requesting (either a resume, curriculum vitae, or either).

Upload Curriculum Vitae (CV)\* 

To upload your resume or curriculum vitae, click **Upload Resume/CV** and follow the system prompts to browse and select your document.



Once you select your document, the following image will appear. The image will disappear automatically after the attachment has fully uploaded.



### Contact Details Section

Within the **Contact Details** section, you will have the option to enter your address. You will also be required to enter your phone number.

Contact Details	
Address Line 1	Address Line 2
<input type="text"/>	<input type="text"/>
City	State
<input type="text"/>	<input type="text"/>
Country	Zip Code
<input type="text" value="Please Select"/>	<input type="text"/>
Phone*	
<input type="text"/>	
* Phone Number is required	

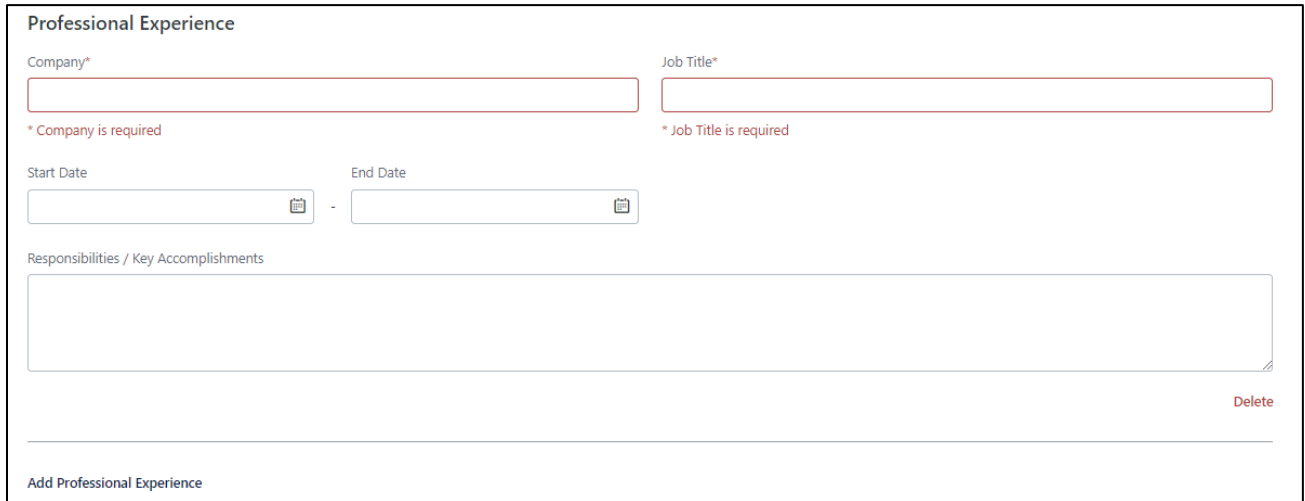
### Professional Experience Section

Next, you will have an opportunity to enter your professional experience in the **Professional Experience** section. The **Professional Experience** section is not required; however, it is recommended that you complete this section.

To add a professional experience entry, click **Add Professional Experience**.



A professional experience box will appear. Enter your past and/or current professional experience. The only system required fields for each professional experience entry are **Company** and **Job Title**.



**Professional Experience**

Company\*  Job Title\*

\* Company is required \* Job Title is required

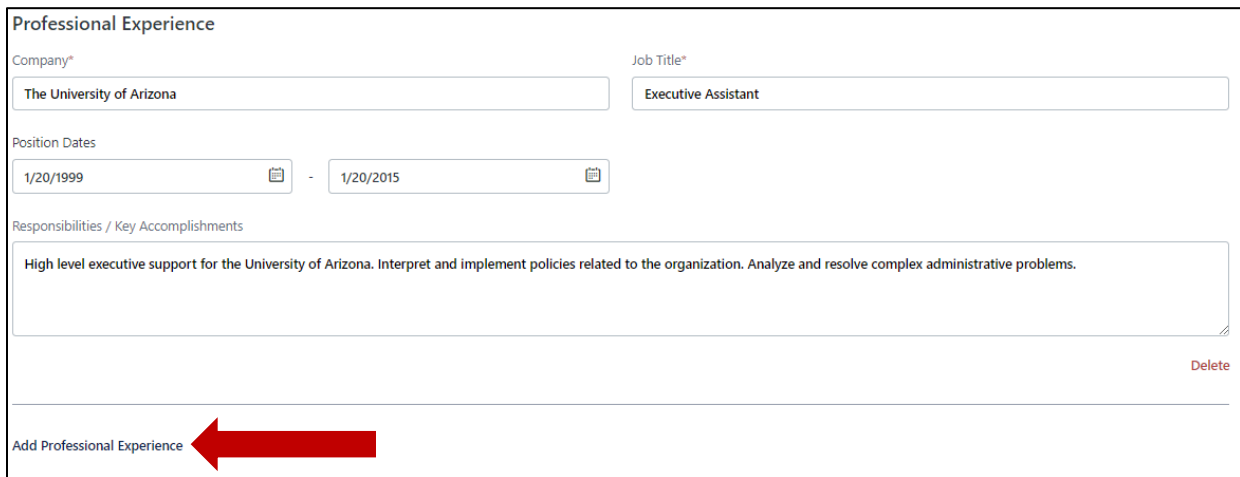
Start Date  - End Date

Responsibilities / Key Accomplishments

Delete

Add Professional Experience

To add an additional professional experience entry, click **Add Professional Experience**. This option is located on the bottom left corner of your last professional experience entry.



**Professional Experience**

Company\*  Job Title\*

Position Dates  -

Responsibilities / Key Accomplishments

Delete

Add Professional Experience


To delete a professional experience entry, click **Delete**. This option is located on the bottom right corner of each professional experience entry.

**Professional Experience**

Company\*  Job Title\*

Position Dates  -

Responsibilities / Key Accomplishments

 [Delete](#)

---

[Add Professional Experience](#)

### Education Section

Next, you will have an opportunity to enter your education in the **Education** section. The **Education** section is not required; however, it is recommended that you complete this section.

To add an education entry, click **Add Education**.

**Education**

[Add Education](#) 

An education box will appear. Enter your education information using the fields provided. The only system required fields are **Institution**, **Degree Level** and **Area of Study**.

**Education**

Institution\*  Degree Level\*

\* Institution is required

Degree in Progress

Highest Degree

Area of Study\*

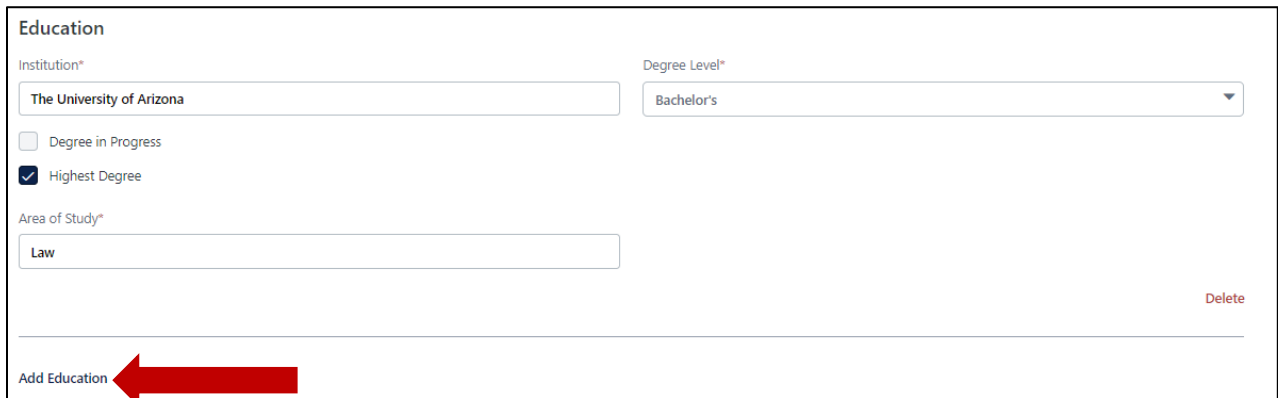
\* Area of Study is required

[Delete](#)

---

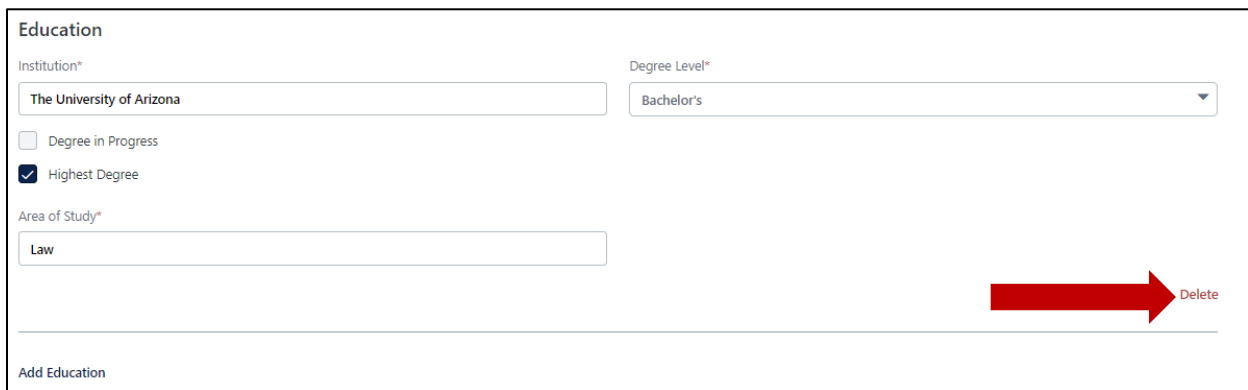
[Add Education](#)

To add an additional education entry, click **Add Education**. This option is located on the bottom left corner of your last education entry.



The screenshot shows the 'Education' form with the following fields: 'Institution\*' (The University of Arizona), 'Degree Level\*' (Bachelor's), 'Degree in Progress' (unchecked), 'Highest Degree' (checked), and 'Area of Study\*' (Law). A red arrow points to the 'Add Education' button at the bottom left.

To delete an education entry, click **Delete**. This option is located on the bottom right corner of each education entry.



The screenshot shows the 'Education' form with the same fields as above. A red arrow points to the 'Delete' button at the bottom right.

### ***Skills/ Certifications/ Licenses Section***

Next, you will have an opportunity to enter your skills, certifications, and/or licenses information in the **Skills/ Certifications/ Licenses** section. The **Skills/ Certifications/ Licenses** section is not required; however, it is recommended that you complete this section.

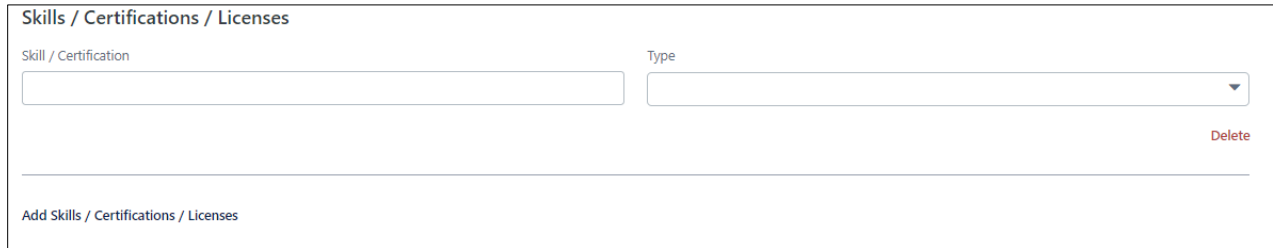
To add a skills, certifications, and/or licenses entry, click **Add Skill / Certifications/ Licenses**.



The screenshot shows the 'Skills / Certifications / Licenses' section with a red arrow pointing to the 'Add Skills / Certifications / Licenses' button.

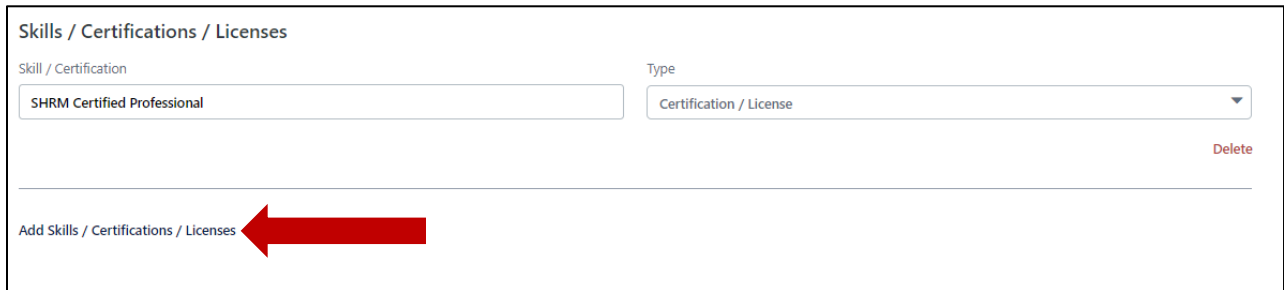


A skills, certifications, and/or licenses box will appear. Enter your skills, certifications, and/or licenses information using the fields provided. None of the fields in this section are system required fields.



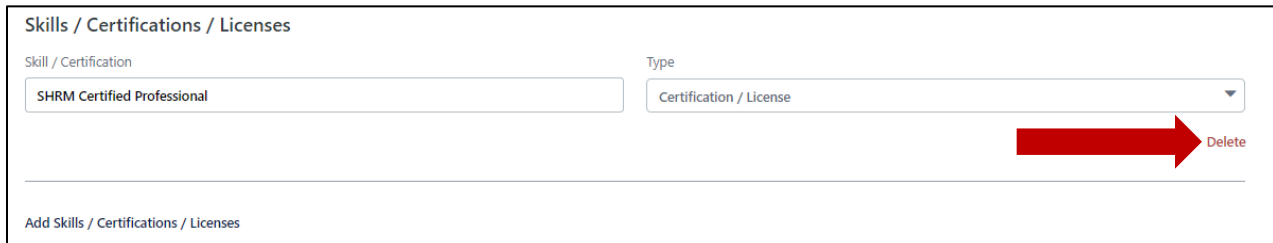
The screenshot shows a form titled "Skills / Certifications / Licenses". It contains two input fields: "Skill / Certification" and "Type". The "Skill / Certification" field is empty. The "Type" field is a dropdown menu, also empty. A "Delete" link is visible in the bottom right corner. At the bottom left, there is a link that says "Add Skills / Certifications / Licenses".

To add an additional skills, certifications, and/or licenses entry, click **Add Skills/Certifications/Licenses**. This option is located on the bottom left corner of your last skills, certifications, and/or licenses entry.



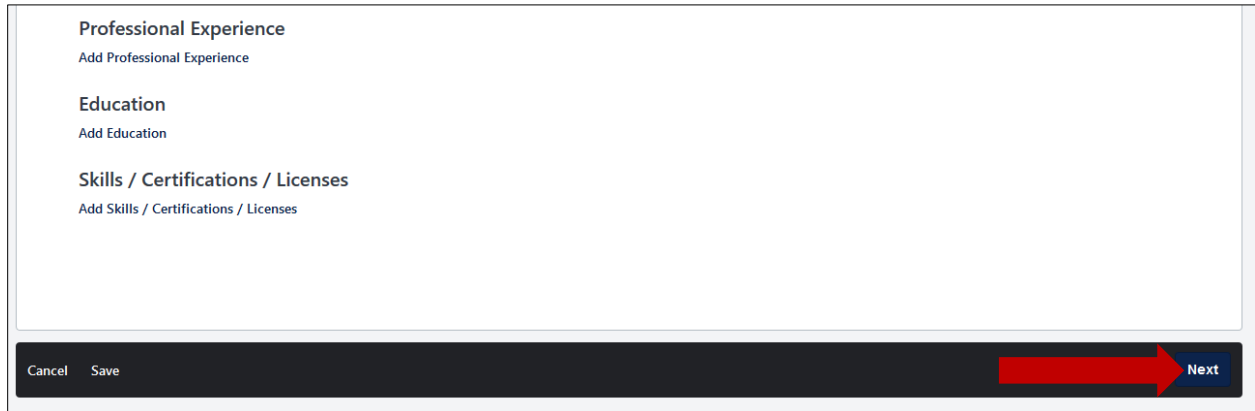
The screenshot shows the same form as above, but now the "Skill / Certification" field contains the text "SHRM Certified Professional" and the "Type" dropdown menu is set to "Certification / License". A red arrow points from the right towards the "Add Skills / Certifications / Licenses" link at the bottom left.

To delete a skills, certifications, and/or licenses entry, click **Delete**. This option is located on the bottom right corner of each skills, certifications, and/or licenses entry.



The screenshot shows the same form as above, but now a red arrow points from the left towards the "Delete" link in the bottom right corner.

Once you have entered all the necessary information under each section, click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.

A screenshot of a web application form. The form is divided into three sections: 'Professional Experience' with a sub-link 'Add Professional Experience', 'Education' with a sub-link 'Add Education', and 'Skills / Certifications / Licenses' with a sub-link 'Add Skills / Certifications / Licenses'. At the bottom of the form, there is a dark grey bar containing three buttons: 'Cancel', 'Save', and 'Next'. A red arrow points to the 'Next' button, which is highlighted in blue.

**Tip:** If you started an application and need to come back to complete the application at a later time, click **Save**. The **Save** button is located on the bottom left corner of the application. You will need to create a profile to save your progress. After you save your application, the application will be available under **My Profile**.

### 4.3 SUPPLEMENTAL QUESTIONS

---

All applications will require you to answer a series of supplemental questions. Some supplemental questions may require additional information based on your response. The images below provide an example of the supplemental questions you may be asked.

Where did you first learn about this position?\*

- Arizona Daily Star
- Arizona Republic
- ArizonaDiversity.com
- Careerbuilder.com
- Chronicle of Higher Education
- Department of Economic Security (DES)
- Diverse Issues in Higher Education
- HigherEdsJobs.com
- Hispanic Outlook in Higher Education
- Indeed.com
- InsideHigherEd.com
- Jobing.Com
- Linkages
- LinkedIn

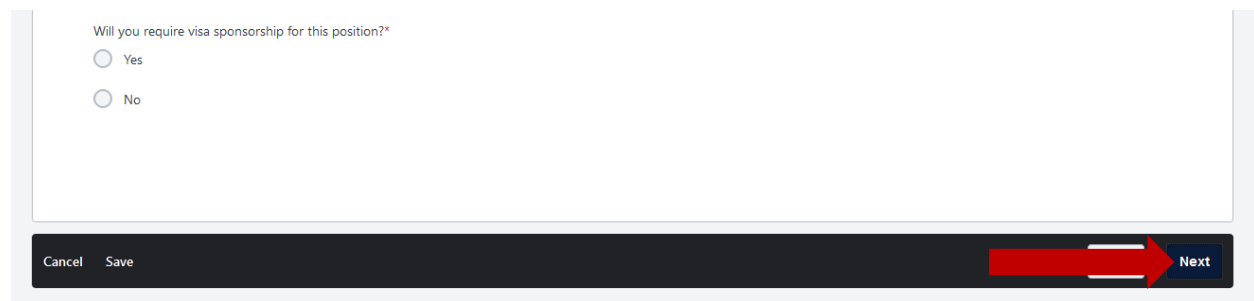
Do you have relatives employed in this University of Arizona department?\*

- Yes
- No

Do you meet the minimum qualifications listed for this position?\*

- Yes
- No

Once you have answered all the supplemental questions, click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.



Will you require visa sponsorship for this position?\*

- Yes
- No

Cancel Save **Next**

## 4.4 VOLUNTARY DEMOGRAPHIC & SELF-IDENTIFICATION QUESTIONS

The **Voluntary Demographic & Self-Identification Questions** page is completely voluntary. As part of our commitment to equal employment opportunity efforts, our institution conducts a survey of all job applicants. Submission of this information is entirely voluntary, and its contents are confidential to Human Resources. We do, however, appreciate your assistance and ask that you complete the following section.

If you do not wish to disclose the information requested, you may respond accordingly under each question.

**Voluntary Demographic & Self Identification Questions**

As part of our commitment to equal employment opportunity efforts, our institution conducts a survey of all job applicants. Submission of this information is entirely voluntary, and its contents are confidential to Human Resources. We do, however, appreciate your assistance and ask that you complete the following section.

**Voluntary Self-Identification of Disability**

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020

Why are you being asked to complete this form?

[Show More](#)

Please select a response\*

Please select your Veteran Status (VETS-4212):

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

A "disabled veteran" is one of the following:

- A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or

[Show More](#)

Please select a response\*

Gender\*

Ethnicity\*

Once you have answered the voluntary demographic & self-identification questions, click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.

• A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or

Show More

Please select a response\*


Please Select

Gender\*

Please Select

Ethnicity\*

Please Select

Cancel Save  Next

#### 4.5 JOB APPLICANT PRIVACY NOTICE

All applications will require you to read and acknowledge to our Job Applicant Privacy Notice in order to submit your application. This notice will share key information related to how your information is collected, used and protected.

**Job Applicant Privacy Notice**

*(Effective Date: 1/1/2020)*

This Job Applicant Privacy Notice ("**Privacy Notice**") applies to job applicants and tells you how the University of Arizona (UA) processes the personal data you submit as part of the application and selection process. It also describes your data protection rights. More information about your rights, and how to exercise these rights, is set out in the Your Rights Section of this notice.

**WHAT PERSONAL DATA WE COLLECT**


UA collects and processes the following types of personal data about you in connection with your job application.

- Contact details: such as your name, home address, email address, phone number;
- Information relating to your career: such as job history, academic background, qualifications, professional and personal competencies and skills; Information relating to your employment references (ensure you have obtained consent from your references prior to providing us the information);
- Information collected as part of the hiring process such as assessments and interview performance;
- Identification information, as part of the pre-hiring process, such as copies of transcripts, work samples, and information concerning your gender, race, ethnicity, veteran and

After you have read the Job Applicant Privacy Notice, select the **Yes** radio button to acknowledge that you have read and understand the information defined in the privacy notice.

**CONTACT US**  
The data controller for your personal data will be the UA to whom you are applying for a job. If you have questions about this Privacy Notice or wish to contact us for any reason in relation to our personal data processing, please contact [careers@email.arizona.edu](mailto:careers@email.arizona.edu).

I acknowledge that I have read and understand the information defined in this privacy notice.

Yes 


No

Click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.

I acknowledge that I have read and understand the information defined in this privacy notice.

Yes

No

Cancel Save  **Next**


## 4.6 CERTIFICATION & E-VERIFY INFORMATION

All applications will also require you to read and agree to our Applicant Certification. After reading the contents of the certification and the E-Verify information below the certification, click on the **I agree** box in order to proceed with your application.

**Certification**

I certify the statements made by me in this application are true and complete to the best of my knowledge. I understand that this application and all attachments will become part of the University's applicant file for this position. I authorize the University of Arizona or any of its agents to make reference checks relating to my employment and I also authorize all prior employers to provide full details concerning my past employment.

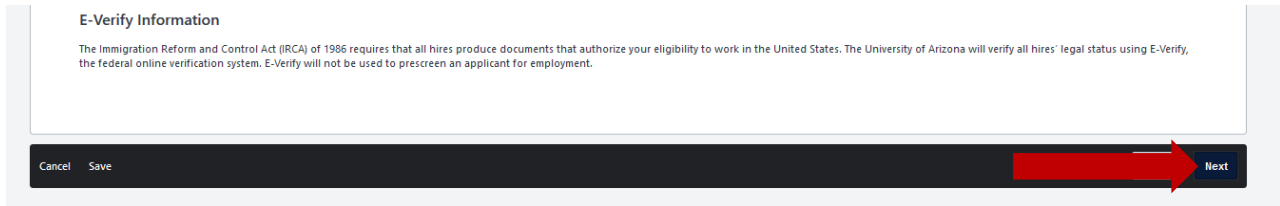
I understand that employment in certain positions may be conditional upon a background verification including but not limited to criminal records. I understand that any material misrepresentation or omission on this application may be grounds for rejection of my application or termination of any subsequent employment with the University. I certify that I am or will be legally authorized to work in the United States at the time of hire. I agree that the University may retain copies of, and use for any purpose, any feedback, input, or work product provided to the University during the application and interview process.

I agree 

**E-Verify Information**

The Immigration Reform and Control Act (IRCA) of 1986 requires that all hires produce documents that authorize your eligibility to work in the United States. The University of Arizona will verify all hires' legal status using E-Verify, the federal online verification system. E-Verify will not be used to prescreen an applicant for employment.

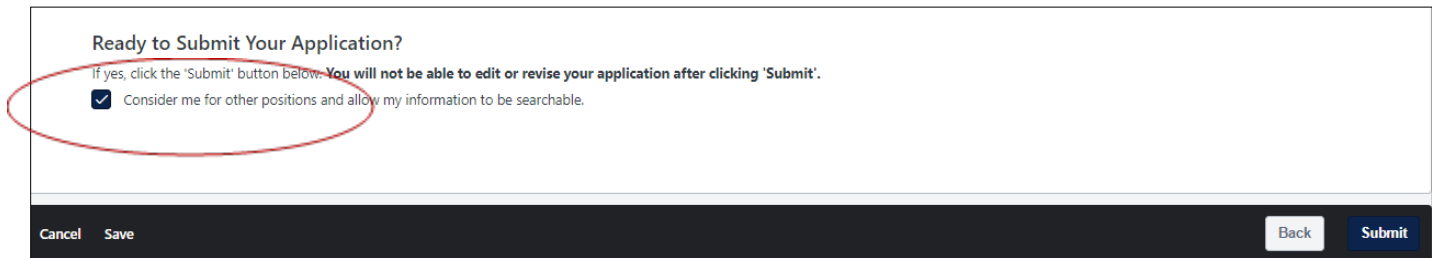
Click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.



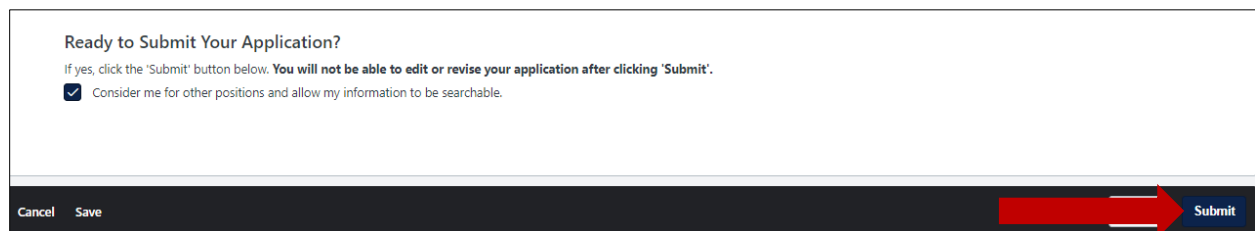
#### 4.7 Submitting Your Application

The final step of the application process is submitting your application. Before clicking **Submit**, take a moment to re-review your application. You will not be able to edit your application after submitting.

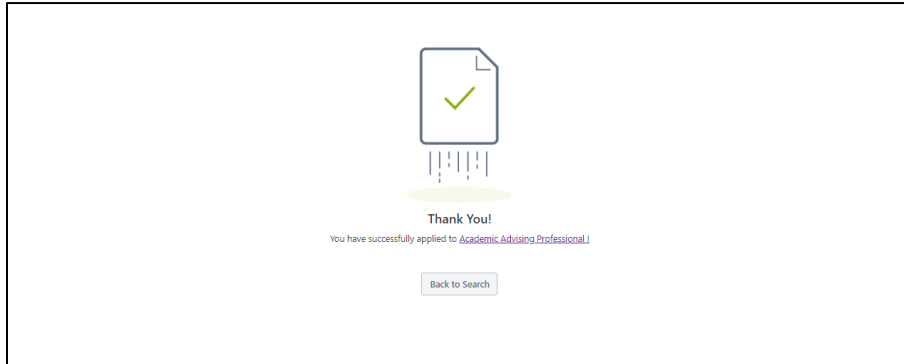
Prior to clicking **Submit**, you will also be asked whether you would like your information to be searchable by all hiring departments at the University of Arizona. If you check the **Consider me for other positions and allow my information to be searchable** box, hiring departments across the University of Arizona will be able to search for you and invite you to apply to other positions. Checking this box is optional.



Once you have reviewed your application content and are ready to submit, click **Submit**.



You will be redirected to a confirmation page.

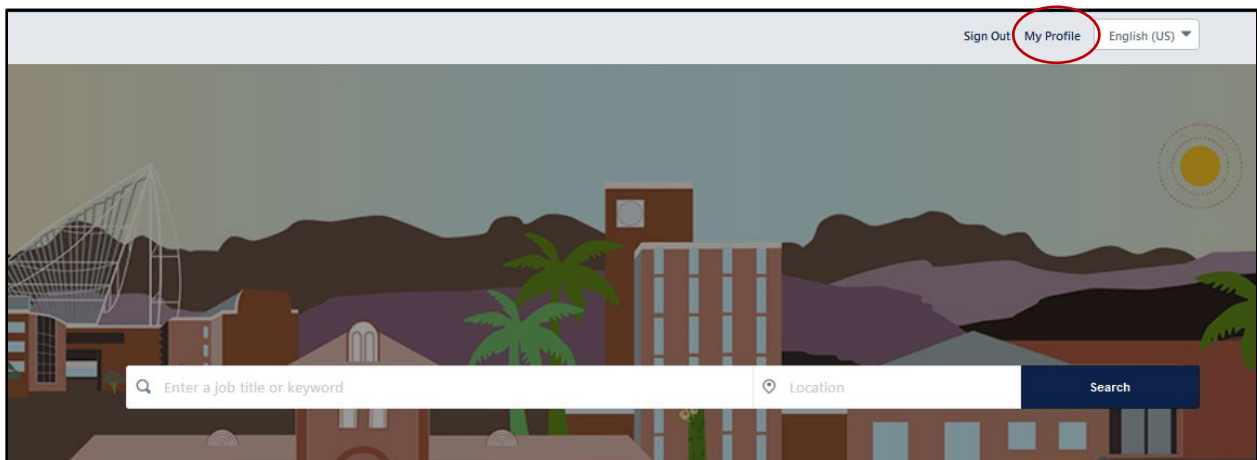


You will also receive a confirmation email from [talent@email.arizona.edu](mailto:talent@email.arizona.edu).

## 5. CHECKING YOUR APPLICATION STATUS

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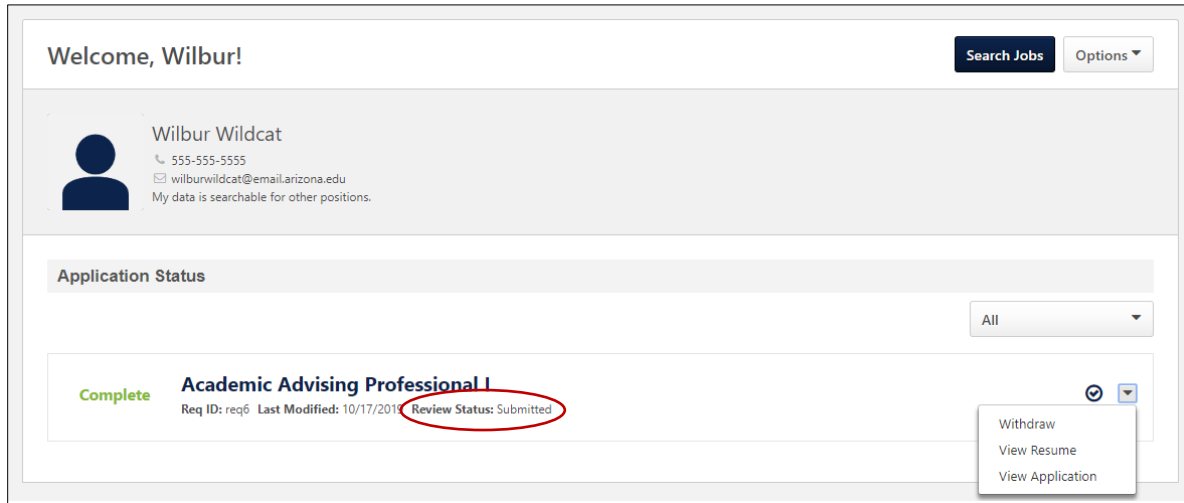
To check the status of your application, click on **My Profile** on the top right hand corner of the home page.



You will be redirected to your **Applicant Dashboard**. Your **Applicant Dashboard** contains your personal information, key notifications, action items, and more!



The status of your application will be listed under the **Application Status** section of the dashboard. Each application will have a **Review Status** field which reflects the specific application’s status.



### 5.1 APPLICATION STATUS TABLE

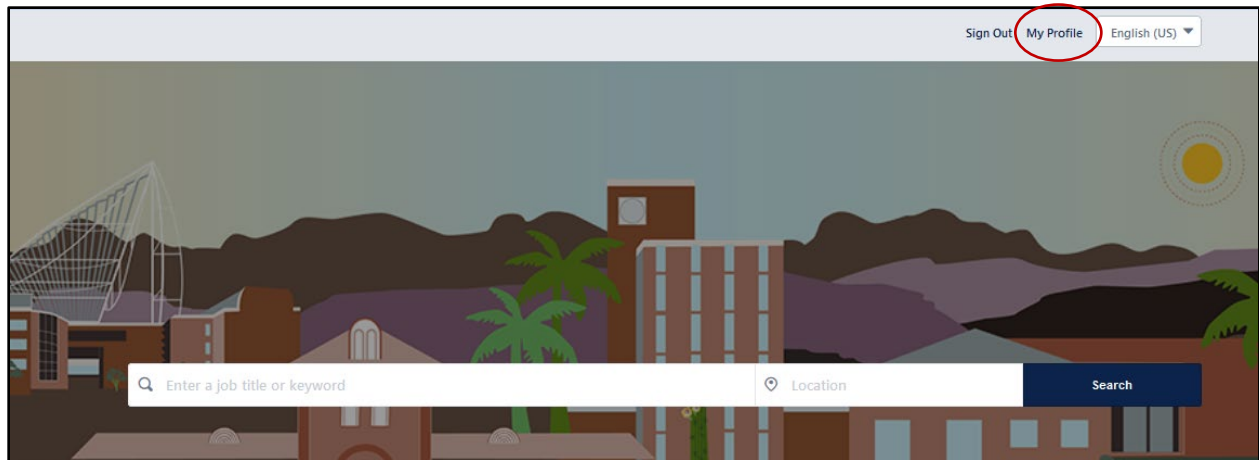
The table below describes and defines the different statuses available for applications.

Status	Definition
Submitted	The <b>Submitted</b> status means that your application materials have been successfully submitted to the hiring department.
Phone Screening	The <b>Phone Screening</b> status means that you have been invited or will be invited to a phone interview.
Interview	The <b>Interview</b> status means that you have been invited or will be invited to an in person interview.
Reference Check	The <b>Reference Check</b> status means that the hiring department is in the process of collecting your references.

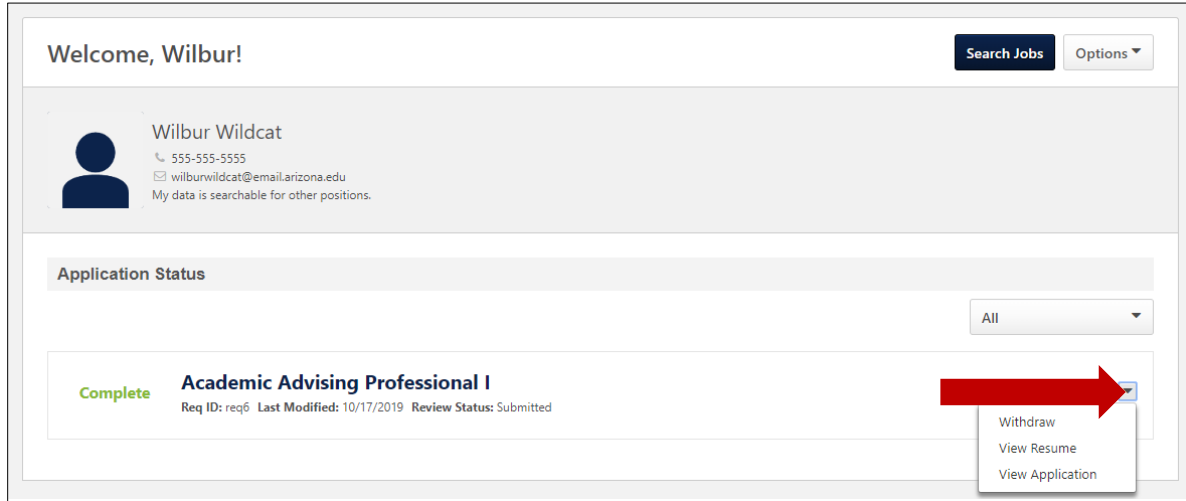
Offer letter	The <b>Offer Letter</b> status means that the hiring department has extended you an offer of employment.
Closed	The <b>Closed</b> status means that the hiring department is no longer considering your application for the position.
Hired	The <b>Hired</b> status means that you have accepted an offer of employment and have been hired for the position.

## 6. WITHDRAWING YOUR APPLICATION

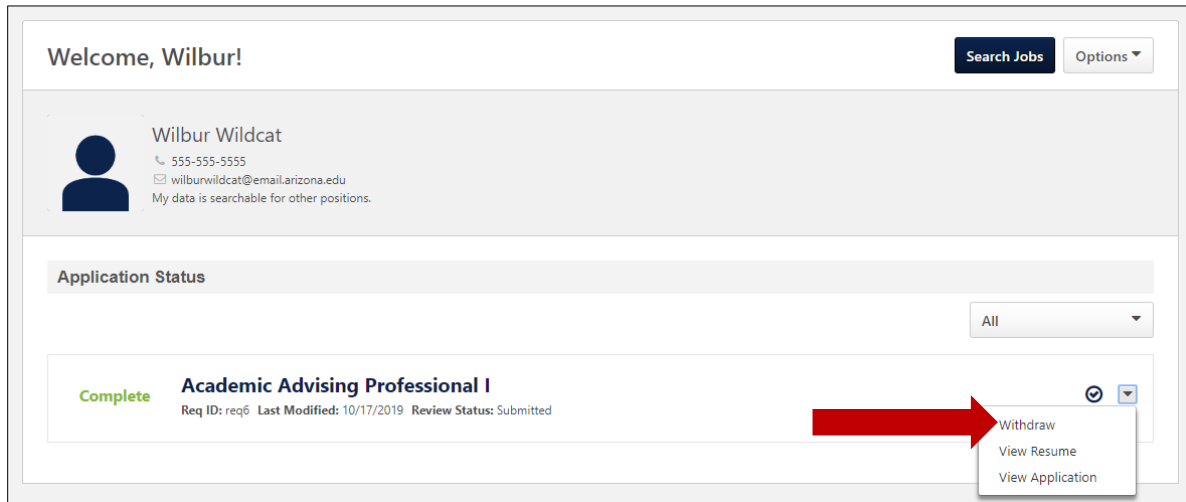
If you no longer wish to be considered for a position, you may withdraw your application. To withdraw your application, click on **My Profile** on the top right hand corner of the home page.



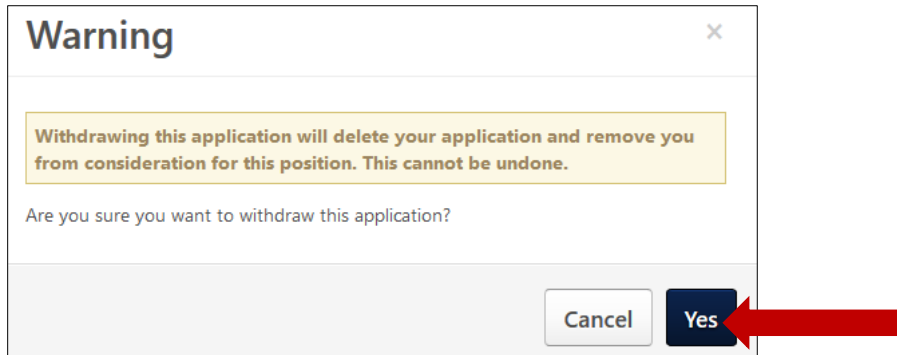
You will be redirected to your **Applicant Dashboard**. Find your application under the **Application Status** section of the dashboard and click on the dropdown arrow corresponding to the application to open a menu.



Next, click **Withdraw**.



You will receive a **Warning** pop-up. Click **Yes**.



You will also receive a confirmation email from [talent@email.arizona.edu](mailto:talent@email.arizona.edu).

## 7. TAKING ACTION ON A JOB OFFER

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Once the hiring committee selects a candidate that they wish to extend an offer to, the hiring department will request that they accept and sign an offer letter. The hiring committee will ask the candidate to take action on the job offer either via email or through the University of Arizona’s applicant portal.

If the hiring department decides to extend an offer letter via email, the email will be formatted to look like the sample below. If you receive such an email, follow the instructions contained within the email to complete your task.

**Subject:** University of Arizona - Employment Offer - JOB.TITLE (JOB.REQUISITION.ID)

**Body:**

Hello PROFILE.USER.NAME.FIRST,

**Congratulations!** We are happy to extend you an offer of employment with the University of Arizona for the position of JOB.TITLE.

Please take a moment to review the enclosed offer letter. To accept our offer of employment, please respond to this email with your signed offer letter by the deadline described on the first page. The offer letter also contains a contact should you have any questions related to the terms of this offer.

OFFER.SEND.INSTRUCTIONS

We look forward to your response.

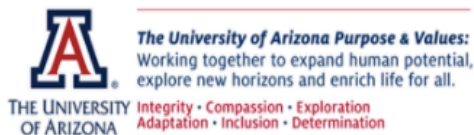
Thank you,

**Division of Human Resources, Recruitment**

THE UNIVERSITY OF ARIZONA

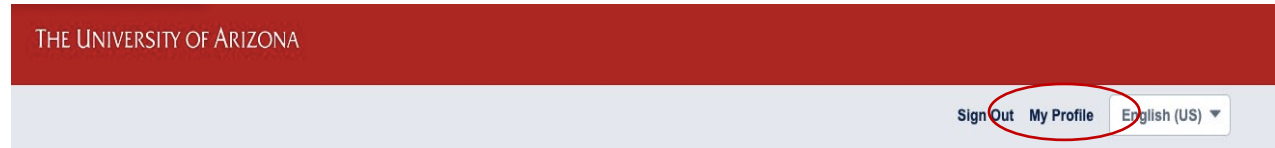
Office: 520-621-7704

Talent@email.arizona.edu

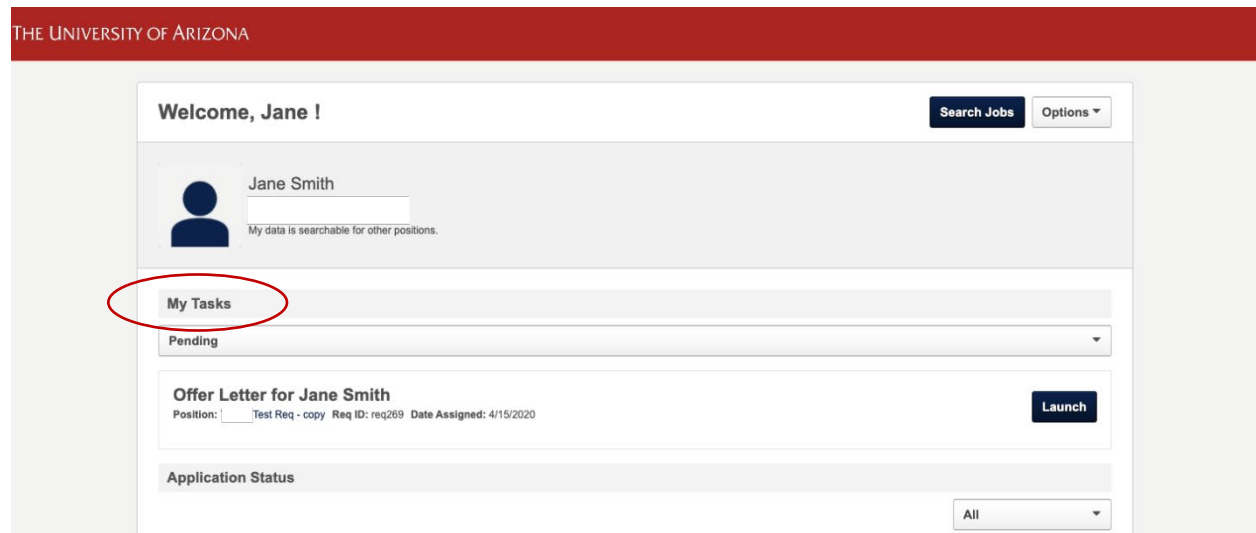


If the hiring committee decides to extend the offer letter via the University of Arizona’s applicant portal, continue using the instructions in this section of the guide to familiarize yourself with the portal and complete the task. This section of the guide will show you how to locate your pending offer and accept/decline the pending offer using the University of Arizona’s applicant portal.

To access your offer, you will first want to log in to the University of Arizona’s applicant portal. Once logged in, you can locate any offers pending your acceptance by clicking on the **My Profile** option located on the top right-hand corner, above the search job engines.



Once the site has redirected you to the **My Profile** page, refer to the **My Tasks** section.

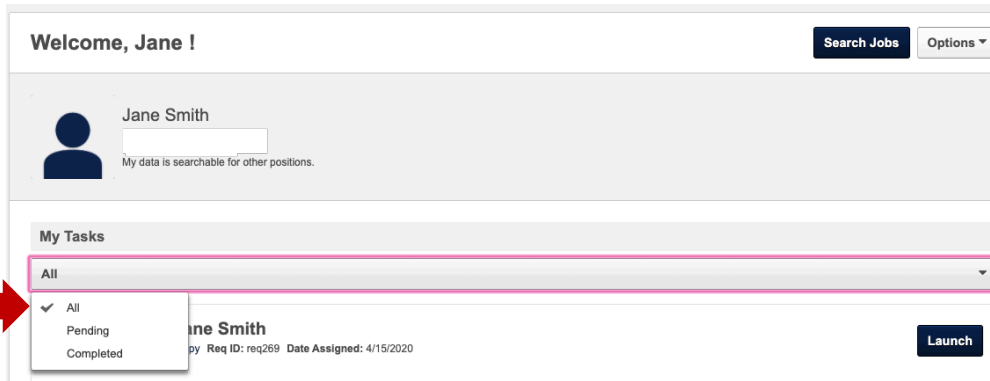


## 7.1 USING THE MY TASKS SECTION

The **My Task** section can be filtered by three options: **All**, **Pending** and **Completed**. You can use **My Tasks** to find all offer letter tasks that have been assigned to you.

### All Filter

To view all your tasks, select the **All** filter. By selecting **All**, you ensure every task is listed, both completed and pending.



>Welcome, Jane ! Search Jobs Options

Jane Smith  
My data is searchable for other positions.

My Tasks

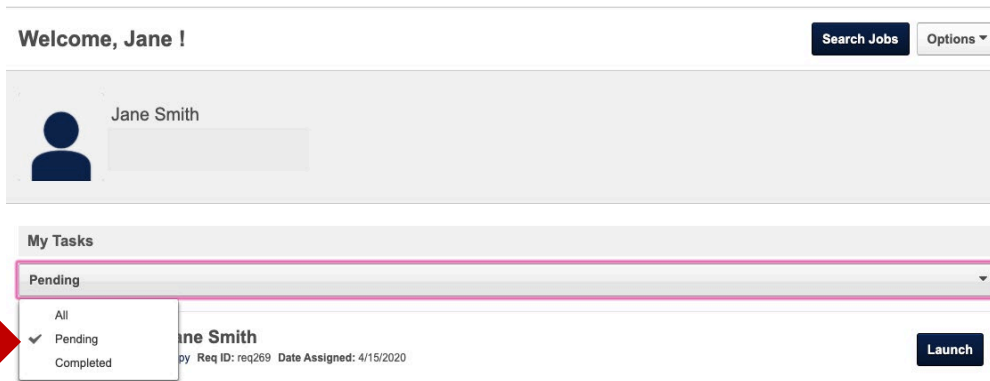
All

- ✓ All
- Pending
- Completed

Jane Smith  
by Req ID: req269 Date Assigned: 4/15/2020 Launch

### Pending Filter

To view all pending tasks, select the **Pending** filter. By selecting **Pending**, you will only view tasks that are requiring action.



>Welcome, Jane ! Search Jobs Options

Jane Smith

My Tasks

Pending

- All
- ✓ Pending
- Completed

Jane Smith  
by Req ID: req269 Date Assigned: 4/15/2020 Launch

## Completed Filter

To view all completed, select the **Completed** filter. By selecting Completed, you will only view tasks that you have already taken action on.

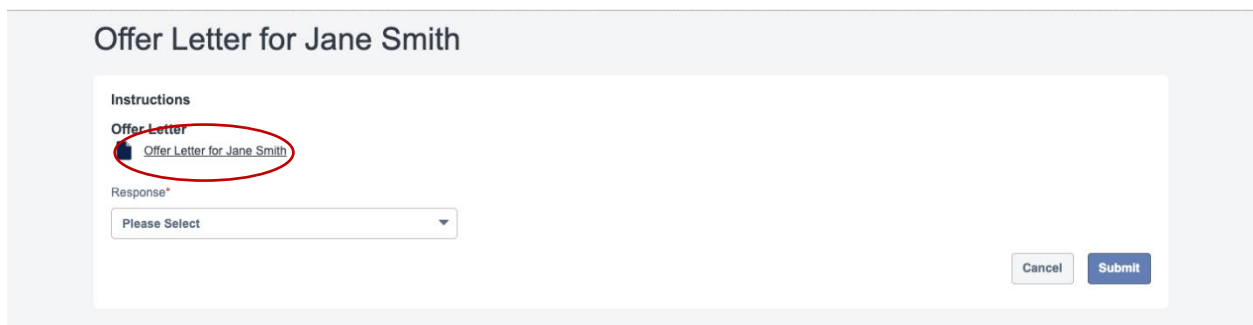


Once you see an offer you wish to take action on, click **Launch**.



Once **Launch** has been selected, the University of Arizona's applicant portal will redirect you to view the offer letter being extended by the hiring department and provide you with an opportunity to record your response.

To review the terms and conditions of the offer letter, click on the following hyperlink:

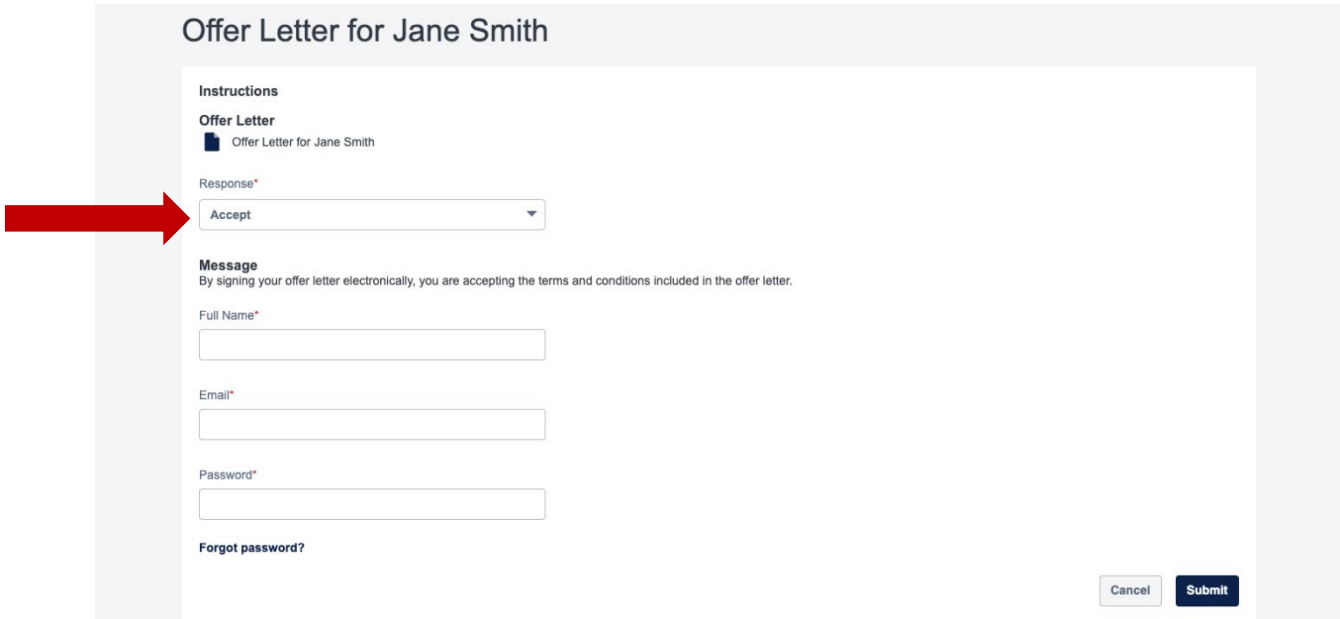




Once the hyperlink is selected, the offer letter will automatically download and become available on your device.

## 7.2 TO ACCEPT VIA THE UNIVERSITY OF ARIZONA'S APPLICANT PORTAL

If after reviewing the offer letter you wish to accept the offer, you can proceed by using the dropdown within the **Response** field. Select **Accept** as depicted below.



The screenshot shows a web form titled "Offer Letter for Jane Smith". The form is divided into several sections:


- Instructions**: Contains the text "Offer Letter" and a document icon labeled "Offer Letter for Jane Smith".
- Response\***: A dropdown menu with "Accept" selected. A red arrow points to this dropdown.
- Message**: A paragraph stating "By signing your offer letter electronically, you are accepting the terms and conditions included in the offer letter."
- Full Name\***: A text input field.
- Email\***: A text input field.
- Password\***: A text input field.
- Forgot password?**: A link.
- Buttons**: "Cancel" and "Submit" buttons at the bottom right.

Once you have selected **Accept**, the following required fields will appear. Complete the required fields displayed below in order to complete the electronic signature process.

**Offer Letter for Jane Smith**

**Instructions**

**Offer Letter**

 Offer Letter for Jane Smith

Response\*

Accept

**Message**

By signing your offer letter electronically, you are accepting the terms and conditions included in the offer letter.

Full Name\*

Email\*

Password\*


[Forgot password?](#)

The **Full Name** field will ask you to enter your first and last name (i.e., the name you would like to appear as your signature).

**Offer Letter for Jane Smith**

**Instructions**

**Offer Letter**

 Offer Letter for Jane Smith

Response\*

Accept

**Message**

By signing your offer letter electronically, you are accepting the terms and conditions included in the offer letter.

Full Name\*

Email\*

Password\*


[Forgot password?](#)

The **Email** field will ask you to enter the email address affiliated with your University of Arizona portal account.

### Offer Letter for Jane Smith

**Instructions**

**Offer Letter**

 Offer Letter for Jane Smith

Response\*

Accept

**Message**

By signing your offer letter electronically, you are accepting the terms and conditions included in the offer letter.


Full Name\*

Email\*

Password\*

[Forgot password?](#)

Cancel Submit




The **Password** field will require you to enter the password affiliated with your University of Arizona account.

### Offer Letter for Jane Smith

**Instructions**

**Offer Letter**

 Offer Letter for Jane Smith

Response\*

Accept

**Message**

By signing your offer letter electronically, you are accepting the terms and conditions included in the offer letter.


Full Name\*

Email\*

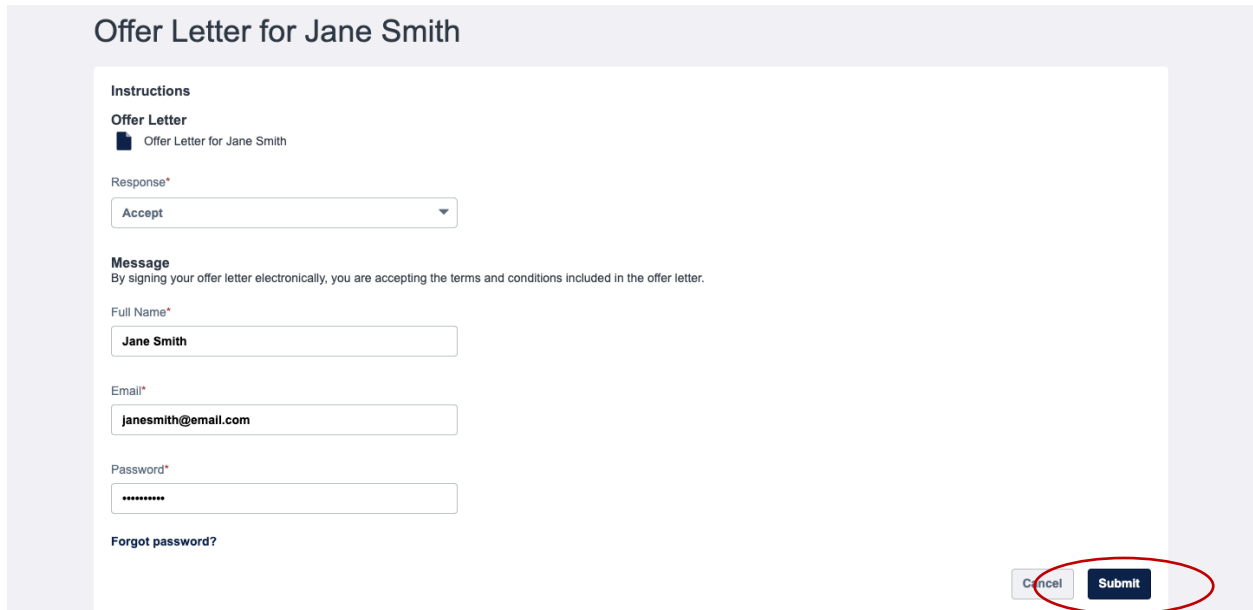
Password\*

[Forgot password?](#)

Cancel Submit



Once all the required fields have been completed, click **Submit**.

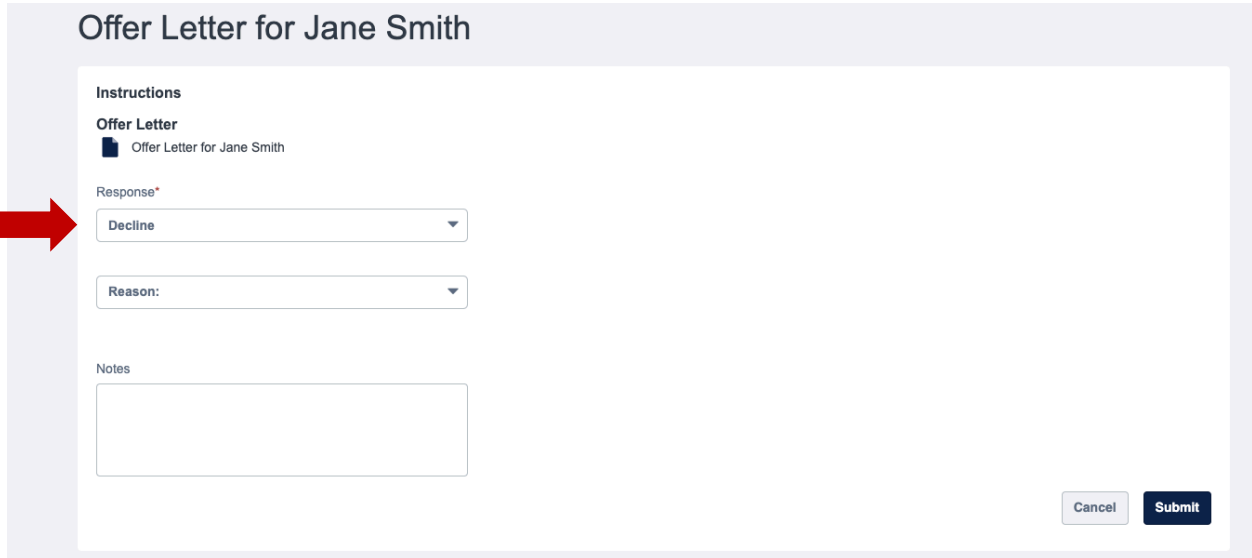


Once you click **Submit**, your response will be sent to the hiring department directly. From there, the hiring department will connect with you regarding any applicable next steps.

**Note:** *If technical difficulties arise in accepting the offer letter, please do not hesitate to contact the University of Arizona’s HR Recruitment and Outreach team for support. Recruitment and Outreach can be reached via email at [talent@arizona.edu](mailto:talent@arizona.edu) or via phone (520) 621-7704. Our hours of operation are Monday through Friday 9:00 A.M.- 4:00 P.M. Arizona Time.*

### 7.3 TO DECLINE VIA THE UNIVERSITY OF ARIZONA'S APPLICANT PORTAL

If after reviewing the offer letter you wish to decline the offer, you can proceed by using the dropdown within the **Response** field. Select **Decline** as depicted below.



Offer Letter for Jane Smith

**Instructions**

**Offer Letter**

 Offer Letter for Jane Smith

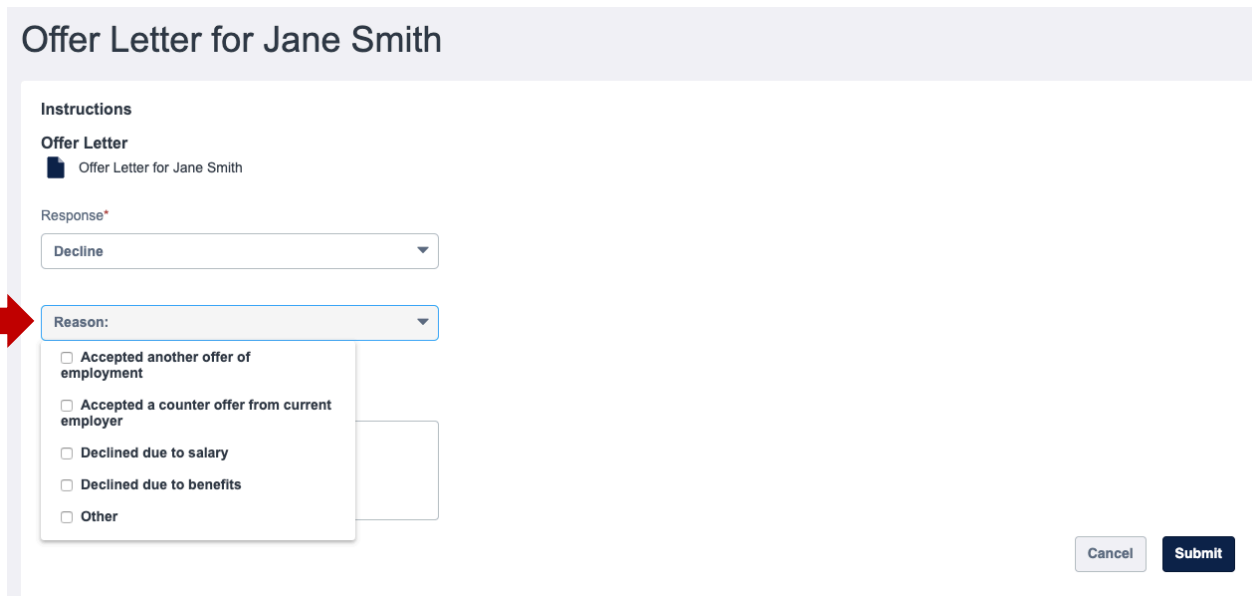
Response\*

Decline

Reason:

Notes


After you have clicked **Decline**, the system will give you an opportunity to share the reason for declining under the **Reason** field, as seen below. Selecting a reason is optional.



Offer Letter for Jane Smith

**Instructions**

**Offer Letter**

 Offer Letter for Jane Smith

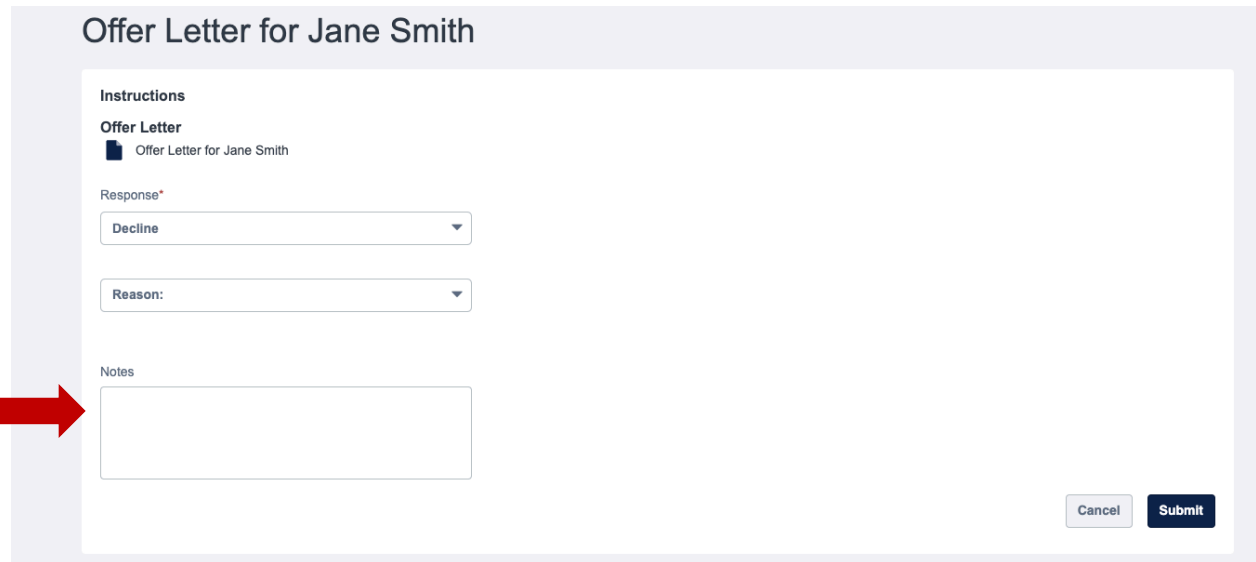
Response\*

Decline

Reason:

- Accepted another offer of employment
- Accepted a counter offer from current employer
- Declined due to salary
- Declined due to benefits
- Other

The **Notes** field will also allow you to elaborate on why you chose to decline the offer or include any other notes that you wish to share with the hiring department. This field is also optional.



Once you are ready to submit your response, click **Submit** which is located on the bottom right-hand corner of the page.



Once you click **Submit**, your response will be sent to the hiring department directly.

**Note:** *If technical difficulties arise in declining the offer letter, please do not hesitate to contact the University of Arizona’s HR Recruitment and Outreach team for support. Recruitment and Outreach can be reached via email [talent@arizona.edu](mailto:talent@arizona.edu) or via phone (520) 621-7704. Our hours of operation are Monday through Friday 9:00 A.M.- 4:00 P.M. Arizona Time.*