

## Applicant Checklist

Welcome and thank you for your interest in a job with the University of California, Davis. This guide provides a step-by-step overview of the application process and preparation tips that will help prepare you before beginning the online process. **NOTE: You may only apply for a posted job one time – so you do not want to make an avoidable application error that may result in disqualifying you for a job.**

### Pre-Application Preparation Tips

- Is your resume up-to-date? If not, take time to review and update your resume.
- Do you know where you have saved/stored your resume and other documents?  
When you are asked to attach your resume in the online process, you will browse to your computer, server or portable drive to select and attach your resume electronically.

### Step 1. Creating your Account

- Create your UC Davis Applicant Account  
On the Career Opportunities home page, select “Create Application”
- Enter a User Name and Password
  - User Name: \_\_\_\_\_ Password: \_\_\_\_\_
- If you are returning user, select “Login” on the Career Opportunities home page  
Note: Create **one** account. Your employment application history will be viewable when you log into your account. Creating multiple accounts will complicate your ability to view your application history and will not allow you to apply for a job more than once.

### Step 2. Creating your Application for Employment

- Create your application for employment  
Your employment application can be created at any time, saved in your account and be ready for use when you find a job that you would like to apply to.  
You can use the same employment application for each position you apply for, or edit your employment application as needed.
- Review your employment application
  - Did you fill out **all** of the requested information?
  - Did you include your last 5-years of Employment History?  
**NOTE: Do Not write see resume, cover letter, etc. in lieu of providing employment history or your application will be considered incomplete and you will be disqualified. You will be able to attach a resume to supplement the employment history when applying for a specific job.**

### Step 3. Applying for a Job

- Search the UC Davis Career Opportunities website for current jobs at:  
<http://employment.ucdavis.edu>
- Select “Apply for this Posting”  
You are given the option to use your existing Employment Application or you may edit your Employment Application.

### Step 4. Answering Supplemental Questions

- Answer all supplemental questions  
Each time that you apply for a job, you will be asked a set of standard Supplemental Questions, and possibly questions developed specifically for the job you are applying for.
- Review all of your answers to the Supplemental Questions

### **Step 5. Attaching your Resume, Cover Letter or Other Documents**

- Attach your resume, cover letter or others documents if requested  
If you know where you have stored these documents, you can quickly browse, select and attach your documents. NOTE: It is strongly recommended that your name be included on the top of each page of your documents.

### **Step 6. Submitting your Application Online**

- After your documents have been attached you are ready to submit your application materials
- Your Confirmation Number  
*When you submit your employment application you will receive a confirmation number.*

### **Step 7. The Process and the Wait**

Public employers, such as UC Davis, must adhere to many complex rules, laws and regulations in the hiring process. This adds time to the hiring process – it is not unusual for the process to take eight (8) weeks or more. As an applicant you may receive the following statuses as the hiring process proceeds:

- Not Qualified - *System disqualifies*
- HR Received - *Your application has been received in Human Resources*
- In Progress/In Process - *Position is still open and based on your skills/qualifications, you may or may not be contacted for an interview*
- Position Filled - *Another candidate has been hired*

Thank you for your interest in employment at UC Davis. We wish you the best of luck in your job search!