

Candidate Gateway Tutorial External Applicants

UC Berkeley,
Employment Services





Candidate Gateway

- This presentation will take approximately 10-15 minutes
 - To go to the next slide, please click the right arrow image 
 - To return to the previous page, please click the left arrow image 

Let's get started!





Objectives

- After this tutorial, you will be able to:
 - Find and view UC Berkeley job postings
 - Create a Profile in Candidate Gateway
 - Upload a resume and cover letter to your application
 - Apply for an open position at UC Berkeley





Before you Begin

- Items to gather before you begin
 - Your complete job history, educational background information, and reference contact information
 - An electronic copy of your resume and cover letter – only if you're planning to copy and paste or upload the information
- Things to remember
 - Include your up-to-date contact information
 - The system only allows you to upload one document, if you want to include a resume and cover letter, they need to be combined into ONE document
 - You must complete the Referral Source section of the application and agree to the terms and agreements for it to be submitted





UC Berkeley Jobs Page



Connect with UC Berkeley Jobs on   

Berkeley Jobs

UNIVERSITY OF CALIFORNIA

Why Berkeley Job Listings Exploring Career Paths Benefits Diversity Announcements



World-class teaching, research,
and public service.

World-class people and
opportunities.

Be a part of
something BIG!

- Featured Items
- Featured Jobs in Operational Excellence
 - UCOP Benefits of Belonging  (PDF)
- News

Apply now!	
Internal Applicants	External Applicants
Academic Positions	Student Positions

Go to <http://jobs.berkeley.edu>
The UC Berkeley Jobs Main Page appears

Click the **Apply Now! External Applicants** Link. You will then be taken to the Careers Home Page





Careers Home Page

Careers

Existing Employees need to apply through the Internal Applicant Link on the Jobs at Berkeley website [click here to Register](#) or through Blu.

External Applicants please enter your user name and password or Register Now.

Basic Job Search

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

Login

User Name:

Password:

[Login Help](#) [Register Now](#)

[Review Status of Job Openings](#)

Review listing of Job Openings that are currently open or that have been closed in the last ninety (90) days.

Latest Job Postings

◀◀ First ◀ Previous | [Next](#) ▶ Last ▶▶

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	08/18/2011	HR/Payroll Generalist II #12776	12776	Main Campus-Berkeley
<input type="checkbox"/>	08/18/2011	Food Service Worker Sr (Catering), #12788	12788	Main Campus-Berkeley
<input type="checkbox"/>	08/18/2011	Grievance Officer/Complaint Resolution Officer #12774	12774	Main Campus-Berkeley
<input type="checkbox"/>	08/18/2011	Cook Asst (Temporary - Immediate), # 12786	12786	Main Campus-Berkeley

Click the **Register Now** link in the Login box in the top right corner





Register for an Account

Register

Enter your new user name and password.

Enter Registration Information

*User Name	<input type="text" value="UCB Applicant"/>
*Password	<input type="password"/>
*Confirm Password	<input type="password"/>

[Return to Previous Page](#)

- Click in the **User Name** field
- Select a user name that you will be able to remember
- This User Name is only used to log into this site and will not be seen by the hiring departments. This field is **not** case sensitive





Register for an Account, cont.

Register

Enter your new user name and password.

Enter Registration Information

*User Name	<input type="text" value="UCB Applicant"/>
*Password	<input type="password" value="••••••••"/>
*Confirm Password	<input type="password" value="••••••••"/>

[Return to Previous Page](#)

- Enter a password that you will remember
- Do not use personal information as your password, such as your birthday or social security number
- This field **is** case sensitive
- Re-enter the same password in the **Confirm Password** field

▪ Click the *Register* button





Careers Home

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home
Welcome

Basic Job Search

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

My Career Tools

[0 Applications and Drafts](#)

[0 Saved Resumes](#)

[My Profile](#)

Status of Job Openings

Review listing of Job Openings that are currently open or that have been closed in the last ninety (90) days.

Notifications

You do not have any notifications.

Latest Job Postings

Navigation: [Next](#)

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	03/17/2010	Payroll Assistant III #10758	10758	Main Campus-Berkeley
<input type="checkbox"/>	03/16/2010	Research Administrator 2 #10753	10753	Off Campus-Berkeley
<input type="checkbox"/>	03/16/2010	Packard Foundation Program Analyst #10756	10756	Main Campus-Berkeley
<input type="checkbox"/>	03/16/2010	Systems Administrator 2	10513	Main Campus-Berkeley

- To search for jobs based on key words or job number, click here
- To create a profile, click here
- To review newly posted jobs, scroll down here





My Profile

- When you click the *My Profile* link, the **My Profile** page appears, allowing you to enter your contact information
- You must provide a first name, last name, zip code, and email address
- The rest of the contact fields are optional, but it is helpful to provide multiple contact methods
- Click Save when you are finished

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

My Profile

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Save

[Return to Previous Page](#)

Member Information

User Name: ucb applicant
Password: [Change Password](#)
Preferred Method of contact:

Name

Name Format:
Name Prefix:
*First Name:
Middle Name:





Finding a Position

Basic Job Search

Keywords: ←

Posted:

[Advanced Search](#) [Search Tips](#)

My Career Tools

- [0 Applications and Drafts](#)
- [0 Saved Resumes](#)
- [My Profile](#)

Status of Job Openings

Review listing of Job Openings that are currently open or that have been closed in the last ninety (90) days.

Notifications

You do not have any notifications.

Latest Job Postings

◀◀ First ◀ Previous | [Next](#) ▶ Last ▶▶

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	03/17/2010	Associate Director (Financial Aid Manager 2) #10757	10757	Main Campus-Berkeley
<input type="checkbox"/>	03/17/2010	Payroll Assistant III #10758	10758	Main Campus-Berkeley
<input type="checkbox"/>	03/16/2010	Research Administrator 2 #10753	10753	Off Campus-Berkeley
<input type="checkbox"/>	03/16/2010	Packard Foundation Program Analyst #10756 ←	10756	Main Campus-Berkeley
<input type="checkbox"/>	03/16/2010	Systems Administrator 2	10513	Main Campus-Berkeley

▪ If you know the position you are looking for, type the title or the job number into the **Keywords** section

▪ If not, you can scroll through the list of jobs by clicking **Next** and **Previous**

▪ Click the job title to view the job description





Applying for a Position

Job Description

Job Title: Cal Youth & Outdoor Programs Assist. Camp Coordinator #10742
Job ID: 10742
Location: Main Campus-Berkeley
Regular/Temporary: Regular Department: Recreational Sports

Email to Friend

Save Job

Apply Now

[Return to Previous Page](#)

Departmental Overview

The Strawberry Canyon and Cal Adventures programs offer sports and recreation, adventure and environmental education, and leadership opportunities to hundreds of children, ages 5 - 16. Our programs, taught by enthusiastic, caring and well trained staff, offer a wide range of sports and recreation activities designed to provide kids with opportunities to learn, make friends, build confidence, and have fun.

Responsibilities

Assist Camp Coordinator with youth camps in such areas as staff supervision, training, evaluation and instruction. Assist with staff/participant assignments and program logistics, including daily check-in/check-out, class locations, movement of participants, equipment set-up/take-down, and inventory, supervised lunch, and extended care. Maintain accurate records, including attendance, release forms, activity assignments, and accident reports. Interact with participants and parents. Assist with first aid stations and emergency response.

- Once you've reviewed the job description, you can apply for the job by clicking **Apply Now**





Submitting your Information

Apply Now

Choose Resume/Cover Letter

Resume Options

How would you like to proceed?

- Upload new resume/cover letter
- Paste resume/cover letter
- Apply without using a resume

Continue

[Return to Previous Page](#)

- The system will then provide you with 3 or 4 options
- Select **one** of the choices and provide the appropriate information as prompted





Submitting your Information: Uploading your resume

- To upload a resume and cover letter, click the corresponding box, then click **Continue**

Apply Now

Choose Resume/Cover Letter

Resume Options

How would you like to proceed?

Upload new resume/cover letter

Paste resume/cover letter

Apply without using a resume

Continue [Return to Previous Page](#)

Upload

- Find the document you want to attach, then click **Upload**

Notes:

- You can only attach ONE document to your application. If you want to include a resume **and** cover letter, they need to be combined into ONE document.
- The easiest way for departments to see the attachment is if it is in a MS Word document. However, MS Word 2007 and 2010 are NOT compatible. Please save your document in MS Word 2003 or earlier. PDF documents are also acceptable.
- Please keep your document's title shorter than 30 characters; if you get a "parsing" error, it means the title of your attachment is too long.





Submitting your Information: Pasting your resume

- To paste or type your resume/cover letter, click the corresponding option, then click **Continue**

Apply Now Resume/Cover Letter Info

Attach Resume

Title:

Language: English

Resume:

[Return to Previous Page](#)

Apply Now Choose Resume/Cover Letter

Resume Options

How would you like to proceed?

- Upload new resume/cover letter
- Paste resume/cover letter
- Apply without using a resume

[Return to Previous Page](#)

- Give your resume a title
- Type in all the relevant information that you wish to include
- Click **Continue** when you're done





Submitting your Information: Applying without a resume

- If you would like to apply without pasting or uploading a resume, choose the corresponding box, then click ***Continue***
- You will be able to enter Work Experience and Education History information within the application

Apply Now

Choose Resume/Cover Letter

Resume Options

How would you like to proceed?

- Upload new resume/cover letter
- Paste resume/cover letter
- Apply without using a resume

Continue

[Return to Previous Page](#)





Submitting your Application: Page 1- Referral Information

Referral Information - REQUIRED

How did you find out about the job?

SubSource

Specific Referral Source:

Are you a former employee? Yes No

- Please answer the question “How did you find out about the job?” by selecting the appropriate dropdown option. If you were referred by a specific person or venue other than those listed, you can type it in the “Specific Referral Source” field
- Select the appropriate answer for “Are you a former employee?” and scroll down to the Criminal Conviction History section





Submitting your Application: Page 1- Conviction History

- Once you've entered your referral source information, you must complete the **Criminal Conviction History** section
- Read the entire section very carefully and answer appropriately
- Once you have filled this information out, you may move on to the second page of the application: **Education and Work Experience**. Click the "Next" link, or directly on the Education and Work Experience link

Criminal Conviction History

*Have you ever been convicted of a felony or misdemeanor that resulted in imprisonment, probation, or fine?

Yes No

You may omit:

Traffic violations for which the fine imposed was \$500 or less.

Any offence that was finally settled in a juvenile court or referred to the Youth Authority.

Any incident that has been sealed under Welfare and Institution Code Section 781 or Penal Code Section 1203.45.

Any conviction specified in Health and Safety Code Section 11361.5, which pertains to various marijuana offenses.

Conviction Details Find First 1 of 1 Last

Type: Felony Misdemeanor Traffic Violation

Date

Provide details of your conviction

Probation? Yes No Probation End Date

Add Another Conviction

A "yes" response will not necessarily disqualify you from consideration for employment. Please provide complete information. If you do not fully answer the question, your application may not be considered.





Submitting your Application: Page 2 – Education and Work Experience

[Referral/Questions](#) [Education and Work Experience](#) [References](#)

If you have already included a resume with your application you may skip the Work Experience and Education History sections. The Referral Information is a required section.

Work Experience

You have not added any employment information to your new application.

[+ Add Work Experience](#)

Education History

Highest Education Level:

Post-Secondary Education

You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)

[Referral/Questions](#) [Education and Work Experience](#) [References](#)

[Previous](#) [Careers Home](#)

- To add your work experience, click the corresponding link
- To add additional jobs click **Save & Add More**
- When you are finished adding your work and education history you can move to the third page of the application, the References page





Submitting your Application: Page 3 – References

- To add your references, click the “Add Reference” link
- To add additional ones, click **Save & Add More**
- *Please note:* This is not mandatory to submit your application

Navigation: [Previous](#) [Save as Draft](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

[Referral/Questions](#) [Education and Work Experience](#) **References**

References

You have not added any references to your application.

[+ Add Reference](#)

Add Reference

Navigation: [Referral/Questions](#) [Education and Work Ex](#) [Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

Navigation: [Previous](#) [Save as Draft](#) [Submit](#)

Enter Reference Details

Reference Type: Professional

Reference Name:

Title:

Employer:

Telephone:

Address

Country: United States

Address 1:

Address 2:

Address 3:

City: State:

Postal:

County:





Submitting your Application

Click Submit when you are finished with your application.

[Careers Home](#)

- Review your submission carefully before proceeding
- You will **not** be able to edit your application after submitting it and you can only apply once to a job opening
- When you are satisfied with your application, click the ***SUBMIT*** button
- **NOTE:** clicking ***SAVE*** will **not** submit your application. It saves your information as a draft





Submitting your Application – Self Identification Details

- Once you hit **Submit**, the system will ask you to self-identify your ethnicity and gender
- This information is not seen by the hiring committee and is only used by the Equal Employment Office to track the diversity of our applicant pool
- You may decline to provide the data by checking the corresponding box

Submit Online Application

Self Identification Details

We ask for gender and ethnicity information so that UC Berkeley can meet federal reporting requirements. It also helps us monitor our employment process to ensure equal opportunity for all applicants.

Completing this page is voluntary and will not affect your employment opportunities at the University in any way. Information you give us about gender and ethnicity is CONFIDENTIAL. It will not be available to anyone involved in the selection process.

*Gender: Unknown

Ethnic Group	Find	First	1 of 1	Last

[Add Ethnic Group](#)

I decline to provide my self identification details.





Submitting your Application – Terms & Agreements

- Below the self-identification section is the **Terms and Agreements** section
- Please read this carefully. If you agree to these terms, click the button by the statement "I agree to these terms"
- If you do not agree to the terms you can not apply for this job
- Click the ***SUBMIT*** button
- Only after you agree to the terms of the site and click on this last submit button have you actually successfully applied for the job

Terms and Agreements

I understand that by clicking "Submit," I am certifying that the information I have provided here is true and complete to the best of my knowledge. I understand that upon hire I must furnish proof of identity and employment eligibility in accordance with federal law. I further understand that the Berkeley campus may make any necessary investigations into my personal history as it relates to my employment (as noted on the job description), through any investigative means of the Campus' choice. I authorize the University of California to verify the information on any materials that I have submitted as part of the application process, and to contact my references if I become a final candidate for the position. By submitting this form electronically, I am certifying that the information I have submitted is subject to verification, and that if I am hired, any misrepresentations, falsifications, or omission may be grounds for termination of my employment with the University.

I agree to these terms I do not agree to these terms

Submit Cancel [Return to Previous Page](#)





Once You've Applied

- Once you hit the last **Submit** button, you will see a confirmation message stating "You have successfully submitted your job application"
- Below that message is your application history (shown from oldest to most recent)
- You may need to use the arrow keys to scroll or change the display option to see the job

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

My Applications

✓ You have successfully submitted your job application.

My Applications			
Display applications from:	<input type="text"/>	<input type="button" value="Refresh"/>	
◀ First ◀ Previous Next ▶ Last ▶▶			
<u>Application</u>	<u>Status</u>	<u>Application Date</u>	<u>JobOpeningID</u>
Cal Youth & Outdoor Programs Assist. Camp Coordinator #10742	Submitted	03/18/2010 2:25PM	10742

- You will also receive an email confirmation of your application





End of Presentation

Thank you for viewing this presentation!



If you have any additional questions, please email hrmshelp@berkeley.edu or call 510/642-4621

