Candidate Gateway Tutorial
External Applicants

UC Berkeley,
Employment Services
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!
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
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
Click the **Register Now** link in the Login box in the top right corner.
Register for an Account

- 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.

- 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
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
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.
Finding a Position

- 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.
Once you’ve reviewed the job description, you can apply for the job by clicking **Apply Now**.
Submitting your Information

- The system will then provide you with 3 or 4 options
- Select **one** of the choices and provide the appropriate information as prompted
To upload a resume and cover letter, click the corresponding box, then click **Continue**

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

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

**Type:**
- Felony
- Misdemeanor
- Traffic Violation

**Provide details of your conviction**

**Probation?**
- Yes
- No

**Probation End Date**
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.
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.
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.
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.
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 cannot 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
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

You will also receive an email confirmation of your application
Thank you for viewing this presentation!

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