How to Apply for a Job: External Candidates

This guide provides step by step instructions to apply for a job at UC Berkeley as an External candidate.

1. Navigation
From the External Applicants page (https://jobs.berkeley.edu/job-listings/external-applicants), click the External Applicants Apply Here button.

If this is your first time visiting the site, click New User to Register and create a profile. Once your profile is created, you can follow this job aid to apply.
If you are a returning user please click the Sign In link in the upper right corner.

Important Note: If you previously used our system and this is your first time logging in after Sept. 3, 2019, your login was changed to the email address you previously provided. You will now use that email address as your login. You will be required to reset your password.
If you have been active within the last year your previous profile was moved into our new system. If you cannot find your profile you will need to register again as a new user.

2. Review postings
Begin a job search by browsing through open job postings (use the arrow keys to navigate to other pages to see all postings), or use the Keywords search.
Click the More Options link for a more targeted search for specific criteria (e.g. only Career postings).

Note: You may wish to review the "How to Create a Saved Search with Notifications" job aid on how to save searches that will automatically email job openings you may be interested in.
3. Apply for a job
If you see a posting you would like to review, click on it to see the Job Description page.

To apply, click Apply at the bottom of the page to begin. If you are not interested, click the Return to Previous page link at the bottom of the page (or the Next Job link at the top if you are scrolling through a list of jobs).

4. Applying: Terms & Conditions (step 1)
Read the Application Terms and Agreements. Click the box indicating that you have read and agree to the terms. Click Next to continue.
5. Applying - Resume/Work Experience & Cover Letter (step 2)

Please provide us with your work experience.

You can upload a **Resume** using the “Attach Resume” button. Please note that only Word, PDF, and Text forms such as .txt .rtf and .odt are allowed.

Use the “Copy & Paste Resume” button if you would like to copy in the text of your resume or if you do not have a resume, please add your Work Experience information in this area. When you return to apply for other jobs, a 3rd option to “Use Existing Resume” will show, so that you do not need to add it every time.

Adding a **Cover Letter** is optional.
After providing the information you wish to, click **Next** to continue.

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### 6. Applying - Referrals (step 3)
Please indicate where you heard about the job.

Answering the ‘former UC Berkeley employee’ question is **optional**, that information will be requested further with more detail.

Click **Next** to continue.

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### 7. Applying - References (step 4)
Adding references during the application process is **optional**.

Applicants selected for interviews, may be asked for references later in the recruitment.

(If adding references, include Name, Title & contact info such as email and/or phone)

Click **Next** to continue.
8. Applying: Self Identification pages (step 5): UC Affiliation

Select the appropriate options to answer the questions. Some are conditional, meaning if you answer yes, additional fields may open to request more information. See below for information about each question.

A. 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.

B. 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.

C. 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 a not a former employee of the UC system OR if you are, but you have retired.

D. 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 UC Berkeley staff 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.

E. Please indicate if you have any near relatives who are currently working at UC Berkeley. 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.

9: Applying: Self Identification - 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. Click the Next button when you are done.

10: Applying: Self Identification - Veterans
Indicate if you have a veteran status. Read the Definitions for more information. Click Next when done.
This information is not shared with Hiring Managers or Recruiters.
11. Applying: Self Identification - Diversity
Providing this information is optional. This information is not used to consider employment and is not shared with the Recruiter, Hiring Supervisor 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.
12. Applying: Self Identification - Gender Identity & Sexual Orientation
Please indicate a response or “Decline to State”. This information is not shared with Hiring Managers or Recruiters. Click the Next button when you are done.
13. Applying: Review & Submit (step 6)
Review the information, because once an application is submitted, you will not be able to edit it.
To make changes, click the edit icon or the Previous button to return to earlier pages.
You can Save as Draft, but remember to return later to My Activities to finish it.
When satisfied, click Submit Application to apply.

14. Confirmation
After submission you’ll see a confirmation and also receive an email confirmation. Use the links at the bottom to Return to Job Search or View Submitted Application.
### Application Confirmation

- **Your job application has been successfully submitted.**

You have applied for the following job(s):

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job ID</th>
<th>Location</th>
<th>Job Posting Date</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Coordinator</td>
<td>1190</td>
<td>Main Campus-Berkeley</td>
<td>07/15/2019</td>
<td>08/11/2019</td>
</tr>
</tbody>
</table>

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search] [View Submitted Application]