Candidate Gateway Tutorial
Internal Applicants

UC Berkeley

Employment Services

HR

HUMAN RESOURCES

UNIVERSITY OF CALIFORNIA, BERKELEY

➢ This presentation will take approximately 10-15 minutes

- To go to the next slide, please click the
- To return to the previous page, please click the

Let's get started!

➢ After this presentation, you should be able to:

- Log in to your internal profile in Candidate Gateway
- Find and view UC Berkeley job postings
- Upload a resume and cover letter to your application
- Apply for an open position at UC Berkeley

➢ 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

- Verify that your contact information is correct
- 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 for it to be submitted

Starting at UC Berkeley Jobs Page

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

▪Click the *Apply Now! Internal Applicants* Link. You will then be taken to the Blu website

Blu Careers Portal
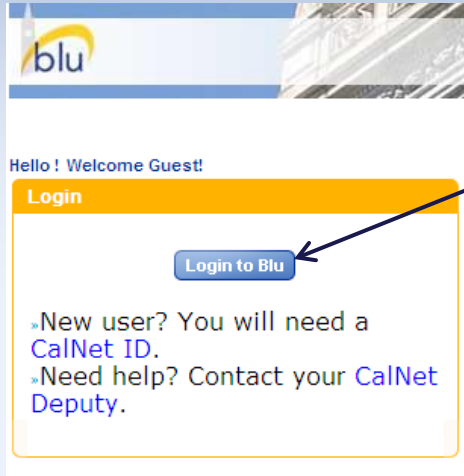
▪On the Blu homepage, click the ***Login to Blu*** button

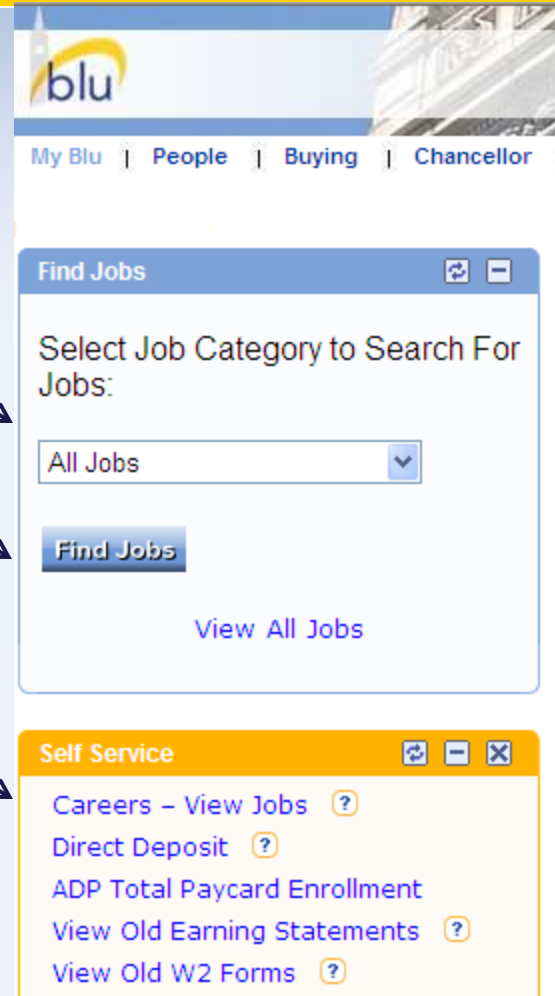▪Sign in to Blu using your CalNet ID and Passphrase, then hit ***Authenticate***

- Once you are logged in, you can use the **Find Jobs** box *View All Jobs* link or use the dropdown to search for a particular job category.

- You can also click on *Careers – View Jobs* in the Self Service section

- This will bring you to Careers Home Page

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HR

Careers Home   Job Search   My Saved Jobs   My Saved Searches   My Career Tools   Logout

Careers Home
Welcome

Basic Job Search

Keywords: [   ]

Posted: [▼]

[Search] 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
☐	03/17/2010	Payroll Assistant III #10758	10758	Main Campus-Berkeley
☐	03/16/2010	Research Administrator 2 #10753	10753	Off Campus-Berkeley
☐	03/16/2010	Packard Foundation Program Analyst #10756	10756	Main Campus-Berkeley
☐	03/16/2010	Systems Administrator 2	10513	Main Campus-Berkeley

- To search for jobs based on key words or job number, click here

- To review your profile, click here

- To review newly posted jobs, scroll down here

Reviewing Your Profile

- Review your Profile carefully to ensure all information is current

- Your contact information is pulled from Blu, so to make changes to this you will need to update through the Self Service section of Blu

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Basic Job Search

Keywords: 12345

Posted: [▼]

[Search] 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
☐	03/17/2010	Associate Director (Financial Aid Manager 2) #10757	10757	Main Campus-Berkeley
☐	03/17/2010	Payroll Assistant III #10758	10758	Main Campus-Berkeley
☐	03/16/2010	Research Administrator 2 #10753	10753	Off Campus-Berkeley
☐	03/16/2010	Packard Foundation Program Analyst #10756	10756	Main Campus-Berkeley
☐	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

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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 depending on if you have already applied using a resume

- 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

Browse...
Upload | Cancel

▪Find the document you want to attach, 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 with all browsers, so please save your document in MS Word 2003.

▪Please keep your document's title shorter than 60 characters; if you get a "parsing" error, it means the title of your document 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
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

Apply Now
Resume/Cover Letter Info

Attach Resume

Title: [ ]
Language: English
Resume: [ ]

Continue   Close   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

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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***

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

▪You will be able to enter Work Experience and Education History information within the application.

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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.

- 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.

- *Note*: **If you have already filled this section out and do not have any updates you can skip this**

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.

▪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.

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 infomation to your new application.

＋ Add Work Experience

Education History

Highest Education Level: Not Indicated

Post-Secondary Education

You have not added any education infomation to your application.

＋ Add Post-Secondary Education History

Referral/Questions Education and Work Experience References

◀Previous   Save as Draft   Submit   Close Application   Careers Home   Next▶

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- To add your references click the "Add Reference" link.

- To add additional click **Save & Add More**

- *Please note*: This is not mandatory to submit your application.

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Submitting your Application

Click Submit when you are finished with your application.

◄ Previous | Save | Submit | Close Application | Careers Home | Next ►

- 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'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: [▼] [Refresh]				
			First ◀ Previous	Next ▶ Last	
Application	**Status**		**Application Date**	**JobOpeningID**
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

Thank you for viewing this presentation!

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