Employee User Guide

Applying for Jobs
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Navigating to the Health System jobs page

Open your web browser and go to: http://www.ucdmc.ucdavis.edu/hr/

Click on

Then click on
Signing On

Sign on using your Active Directory UserID and Password. If you do not have active directory you may login using your PPSID and Password configuration below.

UserID = PPSID Number  
Password = last 4 digits of your SSN (eg.9999) + month (eg. 07) and day of birth (eg. 30th ).

Eg.99990730

Click Sign In

If you cannot login with your Active Directory OR your PPSID please call the Help Desk: (916) 734 –HELP

View Job Postings/Apply for Job

Navigation: Employee Self Service > Recruiting Activities > Recruiting Activities Home

The Recruiting Activities Home Page will appear in the middle of the screen.

Use the View Job Postings/Apply for Job link to search current job openings at the Health System, add a job to your job basket, and then apply for the job by creating and submitting your online application.
Searching For all Job Postings
You can search for all job postings throughout the Health System.

1. Click **View Job Postings/Apply for Job**.
2. Click **Search**.

Setting Search Criteria for Specific Job Postings
You can set search criteria that will only search for jobs that may be of interest to you. Follow these steps:

1. Click **View Job Postings/Apply for Job**.
2. Select any combination of the following search criteria:
   - **Job Categories**:
     - to search all job postings for all job categories do not select a check box.
     - to search for job postings for specific job categories select the check box next to the categories you want to search.
   - **Location(s)**:
     - to search for job postings for all Health System locations do not specify a location.
     - to search for job postings for a specific Health System search on the location lookup.
   - **Keywords in Job Title** - type the keyword in the **Keyword** text box.
   - **Other Miscellaneous Criteria** - select your choices from the **Regular/Temporary** and **Full/Part Time** drop-down lists.
3. Click **Search**.

Sorting Job Postings
Once you conduct a search for a job posting, the **View Job Postings** page refreshes to display all open jobs that met your search criteria. You can sort job postings by **Posting Title, Job Category, Location, or Reference** by clicking the underlined column heading.

Note: You must click the Search button to refresh your search results. Clicking the ENTER key on the keyboard will not start a new search.
Viewing a Job Posting
Once you conduct a search for a job posting, you can view a job posting for a particular job by clicking the underlined job title in the Posting Title column.

Adding a Job to Your Basket
Once you conduct a search and select a job you would like to apply for, you need to add the job to your Job Basket. There are two ways to do this:

• Select a check box for an open job on the Job Postings List section of the View Job Postings page.
  OR
• Click Add Job to Basket when you are viewing the Job Descriptions page for an individual job posting.

Applying for a Job
After you add a job to your Job Basket, you are ready to apply for the job. Follow these steps:

1. Click Job Basket to confirm your Job Basket lists the job you want to apply for.
   Tip: If your Job Basket contains a job you do not want to apply for, click Delete and then confirm you want to remove the job posting from your Job Basket.

2. Click Apply for Jobs in Basket.

3. Complete all required text boxes on the Apply for Job pages (see the detailed instructions below for information about these pages) and then click Submit.
Step 1 - Completing your online application.

Applicants have the option of attaching, pasting or not providing a resume. We strongly encourage you to attach or paste your resume.

Click **Next**

Option 1 - Providing a resume.

**Attach a Resume**

If you have selected to attach a resume file your next page will prompt you to find your resume file on your computer.

Click the **Browse** button to find your resume on the computer/disk and double-click the file you wish to upload.

Click the **Upload** button to complete the file transfer.

**Apply for Job**

1  2  3  4  5  6  7  8  9

Your Online Application

Review your information on the following pages and update anything which has changed or is incorrect. Move between the pages by clicking on the Next and Previous buttons at the bottom of each page. Alternatively click the circled numbers above to return to completed pages.

If you change your application the date will be recorded and any new jobs you apply for will use the new information. Jobs you applied for previously will continue to use the old information. This is because recruitment decisions may have already been made based on the original information you supplied.

When you reach the last page click the Submit button to confirm any changes and to apply for any jobs in your basket.

If you have an existing resume you can include it here by selecting one of the following options. Valid file extensions for attaching a resume are: *doc*, *docx*, *html*, *htm*, *pdf*, *rtf* and *txt*.

- **Attach Resume File**
- **Paste Resume Text**
- **I am not providing a resume**

**Resume Language:** English

**Return to Job Basket**
Option 2 - Paste a Resume

If you have selected to paste your resume the next page will prompt you to paste your resume.

You will need to open your resume file on the computer. Cut (Ctrl+C) and Paste (Ctrl+V) your resume into the box provided.

Click the button to move to the next step.

Note: You may edit your resume after you have pasted it in the box.

Option 3 - Not Providing a Resume

However you simply click the not providing a resume and you will be prompted to create one online.

This is not recommended.
Step 2 – Contact Details

As an employee, your information will be pulled into your application based on the data that is in the human resource system.

Note: If this information is incorrect please notify someone.

You may edit your contact information for your application (This does not update your employee record).

Click **Next** to move on to the next page

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Step 3 – Current & Prior Employment

As an employee, if your employment data was entered at the time of your hire you may have data on this page. Please review your data and add your previous employment. This includes your pertinent UCDavis employment data.

Click **Add** to add your employment. You may add as many rows of data as needed.

Click **Next** to move on to the next page

**For salary calculation purposes nursing applicants must include all previous nursing employment.**
Step 4 – Education

As an employee, if your Education data was entered at the time of your hire you may have data on this page. Please review your data and add any additional education you may have received.

Click **Add** to add your employment. You may add as many rows of data as needed.

Click **Next** to move on to the next page.

### Education

Use this page to tell us about your primary and secondary school education, and any degrees you obtained from a college or university.

To add a primary or secondary school, click the Add button below Primary/Secondary School Education. To change information for a school, click the Edit button next to the School field. To delete a school, click the Delete button under Primary/Secondary School Information.

To add a degree, click the Add button below College/University Education. To change information for a degree, click the Edit button next to the Date Issued field. To delete a degree, click the Delete button below College/University Education.

### Degree

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<td>Accountancy</td>
</tr>
<tr>
<td>Not registered</td>
<td></td>
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</table>

*Required Field

Click **Previous** or **Next** to move within the page.
Step 5 – Languages

As an employee, if your Language data was entered at the time of your hire you may have data on this page. Please review your data and add any additional languages you may speak.

Click [Add] to add your employment. You may add as many rows of data as needed.

Click [Next] to move on to the next page.

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Step 6 – Licenses and Certificates

As an employee, if your Licenses and Certificates data was entered into the HR system you may have data on this page. Please review your data and add any additional languages you may speak.

Click [Add] to add your employment. You may add as many rows of data as needed.

Click [Next] to move on to the next page.
Step 7 – How did you find out about us?

In most cases, as an employee you most likely hear about a job opening by viewing the website.

Select a Referral Source and Referral Source Detail from the drop down menus provided.

Click Next to move on to the next page.
Step 8 – Additional Information

Please answer the following questions. This page is mandatory. If you answer yes to a question with a comment box you will be required to provide more information in the comment box.

Click [] to move on to the next page

1. You must be at least 18 years of age, or, if under 19, you must have graduated from high school or have a valid work permit in order to be employed by the University. Do you meet this requirement?
   - [ ] YES
   - [ ] NO

2. Do you have the legal right to accept work in the United States?
   - [ ] YES
   - [ ] NO

3. Do you have any relatives or people living in your household employed by the University? If so, please identify:
   - [ ] YES
   - [ ] NO

4. Have you ever been released or discharged from employment or resigned to avoid such release or discharge?
   - [ ] YES
   - [ ] NO
   If Yes, please indicate date and explanation for discharge or resignation:
   - Date:
   - Explanation:

5. Since your 18th birthday, have you been convicted of, or convicted of, or suspected of, or expelled from any institution of higher education at which you were enrolled? If so, please indicate:
   - [ ] YES
   - [ ] NO
   If Yes, please indicate date, location, explanation and penal code:
   - Date:
   - Location:
   - Explanation:
   - Penal Code:

6. Have you ever been convicted of a federal crime, as defined in 42 USC 12201-70, or been excluded from participating in any federal or state health care programs?
   - [ ] YES
   - [ ] NO
   If Yes, please indicate date and location and explanation:
   - Date:
   - Location and Explanation:

7. Have you ever worked for the University of California?
   - [ ] YES
   - [ ] NO
   If Yes, please list dates you were employed by the University, and on which campus:
   - From Date:
   - To Date:
   - Campus:

8. Are you a UC Retiree?
   - [ ] YES
   - [ ] NO
   If you answered YES, list the year you retired:
   - Year Retired:

9. Driver's license #, state, class, and expiration date (mandatory only if required for the job for which you are applying):
   - DL #: State: Class:
   - Expiration Date:

Employee Status: (Please check all that apply to you):  
- [ ] Current UCDHS Employee
- [ ] Current UCDHS Layoff Preference Status
- [ ] Current UCDHS Vocational Rehab
- [ ] Current UCDHS Student Nursing Experience
Step 9 - Submit Application

Click the button to submit your application for review.

Once your application as been submitted it may not be changed. The application is a snapshot of your qualifications at the point in time of submission.

By clicking the submit button you are certifying that all your statements are true and complete.

After you click the button you will see a summary of your application.

Congratulations…you have successfully completed the application process!

Log back in whenever you would like to check the status of the job postings you have applied for.

Click the Recruiting Activities Home link to continue with other tasks.

4. Click OK on the Apply for Job - Submit Confirmation page.

Results:
- The Apply for Job – Resume page appears.
- A confirmation e-mail is sent to the e-mail address you provided in the E-mail Address text box of the Apply for Job – Contact Details page.
Job Search Agent

A **Job Search Agent** lets you create, update, or delete a job search profile. This job search profile is a list of criteria describing the type of position you are interested in applying for. Your profile criteria is compared to open job requisitions. If a match is found, you will receive an e-mail notifying you of the position.

**Creating a Job Search Agent Profile**

1. Click **Job Search Agent**.
2. Select any combination of the following search criteria:
   - **Job Categories**:
     - o to receive all job postings for all job categories do not select a check box.
     - o to receive job postings for specific job categories select the check box next to the categories you want to search.
   - **Location(s)**:
     - o to receive job postings for all Health System locations do not specify a location.
     - o to receive job postings for a specific Health System location type the name of the city or use the lookup box to select a city.
   - **Keywords in Job Title** - type the keyword in the **Keyword** text box.
   - **Other Miscellaneous Criteria** - select your choices from the **Regular/Temporary** and **Full/Part Time** drop-down lists.
3. Click **Save**.
4. Click **OK** to confirm the save.

**Resetting Your Job Search Agent Profile**

1. Click **Job Search Agent**.
2. Click **Reset Search Criteria**.
3. Select new search criteria.
4. Click **Save**.
5. Click **OK** to confirm the save.
Deleting Your Job Search Agent Profile
1. Click Job Search Agent.
2. Click Delete.
3. Click Yes - Delete

Using the Lookup Tool
When the Look up tool (🔍) appears adjacent to a text box, it means the information that you enter in the text box must be chosen from the items listed in the box. If you do not know what items are contained in the list, use this tool to help you select one. Follow these steps:

1. Click (🔍) when it appears next to a text box.
2. Navigate to the item you are looking for and click the link.