Employee User Guide

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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 **SEARCH/APPLY FOR JOBS**

Then click on **Current UC Davis Health System employee applicants**

Welcome to jobs online at UC Davis Health System

Thank you for your interest in employment at UC Davis Health System. As you probably know, our employees have the distinction of being part of one of the most prestigious institutions in the world. Our employment packages and career opportunities also rank among the very best in the nation. In many instances, we offer benefits, services and opportunities that others can not match.

Whether you are a prospective employee or currently work at UC Davis Health System, our online service makes it easy and convenient for everyone to apply for a position.

The online process allows applicants to receive confirmation that their application has been received and to check its status at anytime. It is also easy to match your background and skills with the health system’s potential job opportunities. Not only can you attach supporting documents, such as cover letters and resumes, to your application, but you can submit it online here, too.

So take a moment to review this applications process. It is the first step toward joining the UC Davis Health System team!

If you are an external applicant (not currently employed by UC Davis Health System), please view our user guide for external applicants (PDF) for additional guidance with our new online application process.

Current UC Davis Health System employee applicants

All other applicants (including UC Davis campus employees)
**Signing On**

Sign on using your Active Directory UserID and Password.

Click **Sign In**

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

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**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, or not providing a resume. We strongly recommend that you attach your resume.

Click the **Next** button.

### 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.

![Resume Upload](image.png)
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 UC Davis 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.
**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.

**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.

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1. You must be at least 18 years of age, or, if under 18, 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: __________ Location, Explanation and Penal Code: __________

5. Since your 18th birthday, have you been convicted of, or rendered a plea of nolo contendere, misdemeanor which resulted in incarceration, probation, parole, community service, or fine? Please answer:
   - [ ] Yes
   - [ ] No
   If Yes, please indicate date, location, explanation and penal code:
   Date: __________ Location, Explanation and Penal Code: __________

6. Have you ever been convicted of a federal crime, as defined in 42 USC 1320a-7(c) or been excluded from participating in any federal or state health care program?
   - [ ] Yes
   - [ ] No
   If Yes, please indicate date, location and explanation:
   Date: __________ Location, Explanation and Penal Code: __________

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 UO Retiree?
   - [ ] Yes
   - [ ] No
   If you answered Yes, list the year you retired:
   Year Retired: __________

9. Do you have a driver's license, state, class and expiration date (mandatory only required for the job for which you are applying):
   - [ ] Driver's License
   - [ ] State
   - [ ] Class
   Expiration Date: __________

Employee Status - Please check all that apply to you:
- [ ] Current UCD/UCDHS Employee
- [ ] Current UCD/UCDHS Lay-off Preference Status
- [ ] Current UCD/UCDHS Vocational Rehab
- [ ] Current UCD/UCDHS Student Nursing Experience

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Step 9 - Submit Application

Click the **Submit** 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 **Submit** 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:**
     - to receive all job postings for all job categories do not select a check box.
     - to receive job postings for specific job categories select the check box next to the categories you want to search.
   - **Location(s):**
     - to receive job postings for all Health System locations do not specify a location.
     - 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.