Talent Applicant Guide

Future UA[Ma]zona Employees
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INTRODUCTION

This guide directs future University of Arizona employees on how to apply for a position using the University of Arizona’s applicant portal.

1. ACCESSING THE APPLICANT PORTAL

To access the University of Arizona applicant portal, copy and paste the following URL into your browser (or click on the URL).

talent.arizona.edu

2. CREATING AN APPLICANT PROFILE

As an applicant, you will have the ability to create a profile on the University of Arizona’s applicant portal. By creating an applicant profile on the University of Arizona’s applicant portal, you will be able to save applications, receive status updates and interview information, save your information for future applications, and much more!

Note: Creating an account on the University of Arizona’s applicant portal is optional. For more information on applying as a guest, see Section 2.2 of this guide.

To create an applicant profile in the University of Arizona’s applicant portal, click Create Profile on the upper right hand side.

Once you have clicked on Create Profile, you will be prompted to complete a basic information form.

Any field marked with a red asterisk (*) are required fields. You will not be able to proceed until all required fields are completed.
As you create your password, the following requirements must be met. The system will not allow you to proceed if the password inputted does not meet the following requirements.
Complete all the required fields marked by a red asterick (*) and create a valid password, check the I’m not a robot box.

A green check mark will appear.

Next, read and agree to the system’s Terms of Service. You are able to open the Terms of Service by clicking Terms of Service.

Once you have read the system’s Terms of Service, if you agree, check the By checking this box you agree to our Terms of Service box.
Next, click **Create Profile**.

**Note**: Do not create a new account if you already created an account, but forgot your password. Instead, proceed to Section 2.1 of this guide for information on how to reset your password.

**2.1 PASSWORD RESET**

To reset your password, click on **Sign In** on the upper right hand corner.
Next, click of **Forgot password or need to create a password?**

![Sign In Form](image)

Input your **username** under the **Login Credential** field.
Next, check the I'm not a robot box.

A green check mark will appear.

Click Submit.
You will then receive an email from talent@email.arizona.edu that will provide a link to reset your password.

### 2.2 APPLYING AS A GUEST

Applicants have the option to apply as a guest user on the University of Arizona’s applicant portal. This means that you can apply to positions without creating an applicant profile.

After you apply as a guest, you will receive a confirmation email from talent@email.arizona.edu containing key information related to your application.

For your convenience, below is an example of the email you would receive.

---

**Dear Wilbur Wildcat**

Thank you for your recent application to our Assistant Professor position, Req 123. Should you be selected for an interview, the hiring department will contact you directly. If you have any questions about the status of this search, please contact the Athletics Department for additional information. For your convenience, we’ve included this job posting’s contact below:

Wilma Wildcat, wilmawildcat@email.arizona.edu

We encourage you to create a profile in order to track the status of your application. You may use the following link to get started: [https://arizona.csod.com/ux/ats/careersite/4/home?c=arizona](https://arizona.csod.com/ux/ats/careersite/4/home?c=arizona)
Note: You must use the same email address you used in your application to create your profile.

Thank you,

Division of Human Resources, Recruitment
THE UNIVERSITY OF ARIZONA
talent@email.arizona.edu
(520) 621-7704

3. SEARCHING FOR AVAILABLE POSITIONS

The University of Arizona’s applicant portal allows you to search for all available positions at the University of Arizona through the primary search engine.

The primary search engine allows you to search for positions by job title, keywords and/or locations.

After you have entered your value(s) into the primary search engine, click Search to retrieve all available positions that meet your criteria.
Example of Searching for Positions by Job Title

The primary search engine can be used to search for specific job titles. For example, you can search for the job title of “Academic Advisor”.

Then click **Search** to retrieve all available positions that meet your criteria.

Example of Searching for Positions by Location

The primary search engine can also be used to search for positions by specific location. Within the primary search engine, you can enter the desired location in either the left or right field.

For example, you can search for “Phoenix, AZ, USA” using the field on the left:

OR

You can use the field on the right:
Then click **Search** to retrieve all available positions that meet your criteria.

### Example of Searching for Full Time/Part Time Positions

The primary search engine can also be used to search for part time or full time positions. To filter by “part time” or “full time” positions, you can enter either “part time” or “full time” in your search box.

Then click **Search** to retrieve all available positions that meet your criteria.

---

### 3.1 SAVING & SHARING POSITIONS

When logged into your University of Arizona applicant portal profile, you can save a position and return to complete the application at a later time.

**How to Save a Position**

To save a position, find a position you are interested in and click on the **job title** of the job posting. The website will redirect you to the position details.
Click the **Save Job** button at the top:

**Accessing Saved Positions**

All saved positions may be found under your profile. To access your profile, click **My Profile** which is located on the top right corner of the website.
The website will redirect you to your profile. Locate the section titled **Saved Jobs**. Your saved positions will appear below.

By default, the website will show you any saved positions that are still open and accepting applications.

You may use the **status dropdown** to change your view to either “all” saved jobs or “closed” saved jobs.

**How to Share a Position**
To share a position with others, find a position you are interested in sharing and click on the **job title** of the job posting. Once clicked, the website will redirect you to the position details.

Click the **Share** button at the top of the page:

Available positions can be shared via email, LinkedIn and/or through Facebook. Click on the **desired sharing mechanism** from the dropdown and follow the system prompts.
### 3.2 POSITION DETAIL’S TERMINOLOGY

The following table includes common terminology used within the position details along with their definitions.

<table>
<thead>
<tr>
<th>Terminology</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Number</td>
<td>A Posting Number (i.e., requisition number) is a unique number that is assigned to each job posting.</td>
</tr>
<tr>
<td>Position Highlights</td>
<td>The Position Highlights field provides a brief general summary of the position.</td>
</tr>
<tr>
<td>Duties &amp; Responsibilities Field</td>
<td>The Duties &amp; Responsibilities field provides a more detailed outline of the position and what duties it encompasses.</td>
</tr>
<tr>
<td>Minimum Qualifications</td>
<td>The Minimum Qualifications field reflects the qualifications that need to be met by an applicant in order to be considered for the position.</td>
</tr>
<tr>
<td>Preferred Qualifications</td>
<td>The Preferred Qualifications field reflects the qualifications a hiring department prefers that an applicant possess. These qualifications are not required to be considered for the position.</td>
</tr>
<tr>
<td>Benefits Eligible</td>
<td>The Benefits Eligible field provides information on the type of benefit package that the position offers. For more information about benefits packages, please <a href="mailto:hrsolutions@email.arizona.edu">click here</a>. You may also contact our HR Solutions team via email at <a href="mailto:hrsolutions@email.arizona.edu">hrsolutions@email.arizona.edu</a> or via phone 520-621-3660.</td>
</tr>
<tr>
<td><strong>Posted Rate of Pay</strong></td>
<td>The <strong>Posted Rate of Pay</strong> field reflects the pay the hiring department is offering for the position.</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Contact Information for Candidates</strong></td>
<td>The <strong>Contact Information for Candidates</strong> field provides a direct contact to the hiring department. This contact can provide more detailed information about the position and your application status.</td>
</tr>
<tr>
<td><strong>Special Instructions to Applicant</strong></td>
<td>The <strong>Special Instructions to Applicant</strong> field contains important instructions from the department related to the application process that the applicant should be aware of. It is important to review any information in this field before clicking the Apply button.</td>
</tr>
<tr>
<td><strong>FLSA (Fair Labor Standards Act)</strong></td>
<td>This field displays exempt, nonexempt, agricultural exemption, or to be determined. Exempt status is used for salaried positions while nonexempt/agricultural exemption is used for hourly positions.</td>
</tr>
<tr>
<td><strong>Work Calendar</strong></td>
<td>The <strong>Work Calendar</strong> field will display whether the position is fiscal or academic. A fiscal employee works on a 12-month calendar schedule while an academic employee works on a 9-month calendar schedule.</td>
</tr>
<tr>
<td><strong>Tenure</strong></td>
<td>The <strong>Tenure</strong> field explains the type of tenure offered by the position.</td>
</tr>
<tr>
<td><strong>Job Family</strong></td>
<td>The <strong>Job Family</strong> field displays the position’s job family. <a href="#">Click here</a> to learn more about job families.</td>
</tr>
<tr>
<td><strong>Job Function</strong></td>
<td>The <strong>Job Function</strong> field displays the position’s job function. <a href="#">Click here</a> to learn more about job functions.</td>
</tr>
<tr>
<td><strong>Career Stream &amp; Level</strong></td>
<td>This field provides information about the position’s career stream and level. To learn more about career streams and levels, <a href="#">click here</a>.</td>
</tr>
</tbody>
</table>
4. APPLYING FOR POSITION

When you apply to a position through the University of Arizona’s applicant portal, you will be directly submitting your application materials to the hiring department. This section will guide you through completing an application.

4.1 STARTING THE APPLICATION PROCESS

Step One: Find a position that you are interested in. Next, click on the position’s job title.

The website will redirect you to the position details:
Step Two: Review the position details. If the position details align with your interest as well as qualifications, click Apply Now at the top or bottom of the page.
By clicking **Apply Now**, you will begin the application process for the selected position.

### 4.2 GENERAL APPLICATION SECTIONS

In order to submit your application, you will need to complete all the required fields. Any field marked with a red asterisk (*) are required fields. You will not be able to proceed until all required fields are completed.

**Note:** If you are logged in to your University of Arizona applicant portal profile, the system will prepopulate your information based on your last application. We recommend reviewing the prepopulated data and updating any information as needed.

**Contact Information Section**

Within the application, the **Contact Information** section will require you to enter your first name, last name and email address.
Upload Attachments Section

The **Upload Attachments** section will allow you to attach different documents based on the hiring department’s job posting settings. For instance, you may be required to attach a Resume, Curriculum Vitae, and/or Cover Letter.

If a resume/curriculum vitae document is attached, the system will parse information from your document and populate the application fields for you. We recommend reviewing any parsed information for accuracy. Parsing results will vary based on your resume/curriculum vitae format. The system is able to recognize key elements such as job title, position dates, and any responsibilities/key accomplishments.

**Note:** For more information regarding resume parsing, refer to Section 4.4 of this guide.

The **Upload Attachments** section naming convention may vary based on the type of document the hiring department is requesting (either a resume, curriculum vitae, or either).

To upload your resume or curriculum vitae, click **Upload Resume/CV** and follow the system prompts to browse and select your document.
Once you select your document, the following image will appear. The image will disappear automatically after the attachment has fully uploaded.

**Contact Details Section**

Within the **Contact Details** section, you will have the option to enter your address. You will also be required to enter your phone number.

**Professional Experience Section**

Next, you will have an opportunity to enter your professional experience in the **Professional Experience** section. The **Professional Experience** section is not required; however, it is recommended that you complete this section.
To add a professional experience entry, click **Add Professional Experience**.

A professional experience box will appear. Enter your past and/or current professional experience. The only system required fields for each professional experience entry are **Company** and **Job Title**.

To add an additional professional experience entry, click **Add Professional Experience**. This option is located on the bottom left corner of your last professional experience entry.
To delete a professional experience entry, click **Delete**. This option is located on the bottom right corner of each professional experience entry.

**Education Section**

Next, you will have an opportunity to enter your education in the **Education** section. The **Education** section is not required; however, it is recommended that you complete this section.

To add an education entry, click **Add Education**.

An education box will appear. Enter your education information using the fields provided. The only system required fields are **Institution**, **Degree Level** and **Area of Study**.
To add an additional education entry, click Add Education. This option is located on the bottom left corner of your last education entry.

To delete an education entry, click Delete. This option is located on the bottom right corner of each education entry.
**Skills/ Certifications/ Licenses Section**

Next, you will have an opportunity to enter your skills, certifications, and/or licenses information in the Skills/ Certifications/ Licenses section. The Skills/ Certifications/ Licenses section is not required; however, it is recommended that you complete this section.

To add a skills, certifications, and/or licenses entry, click **Add Skill / Certifications/ Licenses**.

A skills, certifications, and/or licenses box will appear. Enter your skills, certifications, and/or licenses information using the fields provided. None of the fields in this section are system required fields.

To add an additional skills, certifications, and/or licenses entry, click **Add Skills/Certifications/Licenses**. This option is located on the bottom left corner of your last skills, certifications, and/or licenses entry.

To delete a skills, certifications, and/or licenses entry, click **Delete**. This option is located on the bottom right corner of each skills, certifications, and/or licenses entry.
Once you have entered all the necessary information under each section, click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.

**Tip**: If you started an application and need to come back to complete the application at a later time, click **Save**. The **Save** button is located on the bottom left corner of the application. You will need to create a profile to save your progress. After you save your application, the application will be available under **My Profile**.

### 4.3 SUPPLEMENTAL QUESTIONS
All applications will require you to answer a series of supplemental questions. Some supplemental questions may require additional information based on your response. The images below provide an example of the supplemental questions you may be asked.

Once you have answered all the supplemental questions, click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.
4.4 VOLUNTARY DEMOGRAPHIC & SELF-IDENTIFICATION QUESTIONS

The Voluntary Demographic & Self-Identification Questions page is completely voluntary. As part of our commitment to equal employment opportunity efforts, our institution conducts a survey of all job applicants. Submission of this information is entirely voluntary, and its contents are confidential to Human Resources. We do, however, appreciate your assistance and ask that you complete the following section.

If you do not wish to disclose the information requested, you may respond accordingly under each question.
Once you have answered the voluntary demographic & self-identification questions, click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.

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**4.5  JOB APPLICANT PRIVACY NOTICE**
All applications will require you to read and acknowledge to our Job Applicant Privacy Notice in order to submit your application. This notice will share key information related to how your information is collected, used and protected.

**Job Applicant Privacy Notice**

_Effective Date: 1/1/2020_

This Job Applicant Privacy Notice ("Privacy Notice") applies to job applicants and tells you how the University of Arizona (UA) processes the personal data you submit as part of the application and selection process. It also describes your data protection rights. More information about your rights, and how to exercise these rights, is set out in the Your Rights Section of this notice.

**WHAT PERSONAL DATA WE COLLECT**

UA collects and processes the following types of personal data about you in connection with your job application:

- Contact details: such as your name, home address, email address, phone number;
- Information relating to your career: such as job history, academic background, qualifications, professional and personal competencies and skills; Information relating to your employment references (ensure you have obtained consent from your references prior to providing us the information);
- Information collected as part of the hiring process such as assessments and interview performance;
- Identification information, as part of the pre-hiring process, such as copies of transcripts, work samples, and information concerning your gender, race, ethnicity, veteran and

After you have read the Job Applicant Privacy Notice, select the **Yes** radio button to acknowledge that you have read and understand the information defined in the privacy notice.

Click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.

4.6 **CERTIFICATION & E-VERIFY INFORMATION**
All applications will also require you to read and agree to our Applicant Certification. After reading the contents of the certification and the E-Verify information below the certification, click on the I agree box in order to proceed with your application.

Click **Next** to proceed to the next page. The Next button is located on the bottom right corner.

### 4.7 Submitting Your Application

The final step of the application process is submitting your application. Before clicking **Submit**, take a moment to re-review your application. You will not be able to edit your application after submitting.

Prior to clicking **Submit**, you will also be asked whether you would like your information to be searchable by all hiring departments at the University of Arizona. If you check the **Consider me for other positions and allow my information to be searchable** box, hiring departments across the University of Arizona will be able to search for you and invite you to apply to other positions. Checking this box is optional.
Once you have reviewed your application content and are ready to submit, click Submit.

You will be redirected to a confirmation page.

You will also receive a confirmation email from talent@email.arizona.edu.

5. CHECKING YOUR APPLICATION STATUS

To check the status of your application, click on My Profile on the top right hand corner of the home page.
You will be redirected to your Applicant Dashboard. Your Applicant Dashboard contains your personal information, key notifications, action items, and more!

The status of your application will be listed under the Application Status section of the dashboard. Each application will have a Review Status field which reflects the specific application’s status.

5.1 APPLICATION STATUS TABLE

The table below describes and defines the different statuses available for applications.
<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>The <strong>Submitted</strong> status means that your application materials have been successfully submitted to the hiring department.</td>
</tr>
<tr>
<td>Phone Screening</td>
<td>The <strong>Phone Screening</strong> status means that you have been invited or will be invited to a phone interview.</td>
</tr>
<tr>
<td>Interview</td>
<td>The <strong>Interview</strong> status means that you have been invited or will be invited to an in person interview.</td>
</tr>
<tr>
<td>Reference Check</td>
<td>The <strong>Reference Check</strong> status means that the hiring department is in the process of collecting your references.</td>
</tr>
<tr>
<td>Offer letter</td>
<td>The <strong>Offer Letter</strong> status means that the hiring department has extended you an offer of employment.</td>
</tr>
<tr>
<td>Closed</td>
<td>The <strong>Closed</strong> status means that the hiring department is no longer considering your application for the position.</td>
</tr>
<tr>
<td>Hired</td>
<td>The <strong>Hired</strong> status means that you have accepted an offer of employment and have been hired for the position.</td>
</tr>
</tbody>
</table>
6. WITHDRAWING YOUR APPLICATION

If you no longer wish to be considered for a position, you may withdraw your application. To withdraw your application, click on My Profile on the top right hand corner of the home page.

You will be redirected to your Applicant Dashboard. Find your application under the Application Status section of the dashboard and click on the dropdown arrow corresponding to the application to open a menu.

Next, click Withdraw.
You will receive a **Warning** pop-up. Click **Yes**.

You will also receive a confirmation email from talent@email.arizona.edu.
7. TAKING ACTION ON A JOB OFFER

Once the hiring committee selects a candidate that they wish to extend an offer to, the hiring department will request that they accept and sign an offer letter. The hiring committee will ask the candidate to take action on the job offer either via email or through the University of Arizona’s applicant portal.

If the hiring department decides to extend an offer letter via email, the email will be formatted to look like the sample below. If you receive such an email, follow the instructions contained within the email to complete your task.

Subject: University of Arizona - Employment Offer - JOB.TITLE (JOB.REQUISITION.ID)

Body:

Hello PROFILE.USER.NAME.FIRST,

Congratulations! We are happy to extend you an offer of employment with the University of Arizona for the position of JOB.TITLE.

Please take a moment to review the enclosed offer letter. To accept our offer of employment, please respond to this email with your signed offer letter by the deadline described on the first page. The offer letter also contains a contact should you have any questions related to the terms of this offer.

OFFER SEND INSTRUCTIONS

We look forward to your response.

Thank you,

Division of Human Resources, Recruitment
THE UNIVERSITY OF ARIZONA
Office: 520-621-7704
Talent@email.arizona.edu

If the hiring committee decides to extend the offer letter via the University of Arizona’s applicant portal, continue using the instructions in this section of the guide to familiarize yourself with the portal and complete the task. This section of the guide will show you how to locate your pending offer and accept/decline the pending offer using the University of Arizona’s applicant portal.

To access your offer, you will first want to log in to the University of Arizona’s applicant portal. Once logged in, you can locate any offers pending your acceptance by clicking on the My Profile option located on the top right-hand corner, above the search job engines.
Once the site has redirected you to the **My Profile** page, refer to the **My Tasks** section.

### 7.1 USING THE MY TASKS SECTION

The **My Task** section can be filtered by three options: **All**, **Pending** and **Completed**. You can use **My Tasks** to find all offer letter tasks that have been assigned to you.

**All Filter**

To view all your tasks, select the **All** filter. By selecting **All**, you ensure every task is listed, both completed and pending.
**Pending Filter**

To view all pending tasks, select the **Pending** filter. By selecting **Pending**, you will only view tasks that are requiring action.

**Completed Filter**

To view all completed, select the **Completed** filter. By selecting Completed, you will only view tasks that you have already taken action on.

Once you see an offer you wish to take action on, click **Launch**.
Once Launch has been selected, the University of Arizona’s applicant portal will redirect you to view the offer letter being extended by the hiring department and provide you with an opportunity to record your response.

To review the terms and conditions of the offer letter, click on the following hyperlink:

Once the hyperlink is selected, the offer letter will automatically download and become available on your device.

### 7.2 TO ACCEPT VIA THE UNIVERSITY OF ARIZONA’S APPLICANT PORTAL

If after reviewing the offer letter you wish to accept the offer, you can proceed by using the dropdown within the Response field. Select Accept as depicted below.
Once you have selected **Accept**, the following required fields will appear. Complete the required fields displayed below in order to complete the electronic signature process.

The **Full Name** field will ask you to enter your first and last name (i.e., the name you would like to appear as your signature).
The **Email** field will ask you to enter the email address affiliated with your University of Arizona portal account.
The **Password** field will require you to enter the password affiliated with your University of Arizona account.

Once all the required fields have been completed, click **Submit**.
Once you click Submit, your response will be sent to the hiring department directly. From there, the hiring department will connect with you regarding any applicable next steps.

**Note:** If technical difficulties arise in accepting the offer letter, please do not hesitate to contact the University of Arizona’s HR Recruitment and Outreach team for support. Recruitment and Outreach can be reached via email at talent@arizona.edu or via phone (520) 621-7704. Our hours of operation are Monday through Friday 9:00 A.M.- 4:00 P.M. Arizona Time.

### 7.3 TO DECLINE VIA THE UNIVERSITY OF ARIZONA’S APPLICANT PORTAL

If after reviewing the offer letter you wish to decline the offer, you can proceed by using the dropdown within the Response field. Select Decline as depicted below.

![Offer Letter for Jane Smith](image)

After you have clicked Decline, the system will give you an opportunity to share the reason for declining under the Reason field, as seen below. Selecting a reason is optional.
The **Notes** field will also allow you to elaborate on why you chose to decline the offer or include any other notes that you wish to share with the hiring department. This field is also optional.

Once you are ready to submit your response, click **Submit** which is located on the bottom right-hand corner of the page.
Once you click Submit, your response will be sent to the hiring department directly.

**Note:** If technical difficulties arise in declining the offer letter, please do not hesitate to contact the University of Arizona’s HR Recruitment and Outreach team for support. Recruitment and Outreach can be reached via email talent@arizona.edu or via phone (520) 621-7704. Our hours of operation are Monday through Friday 9:00 A.M.- 4:00 P.M. Arizona Time.