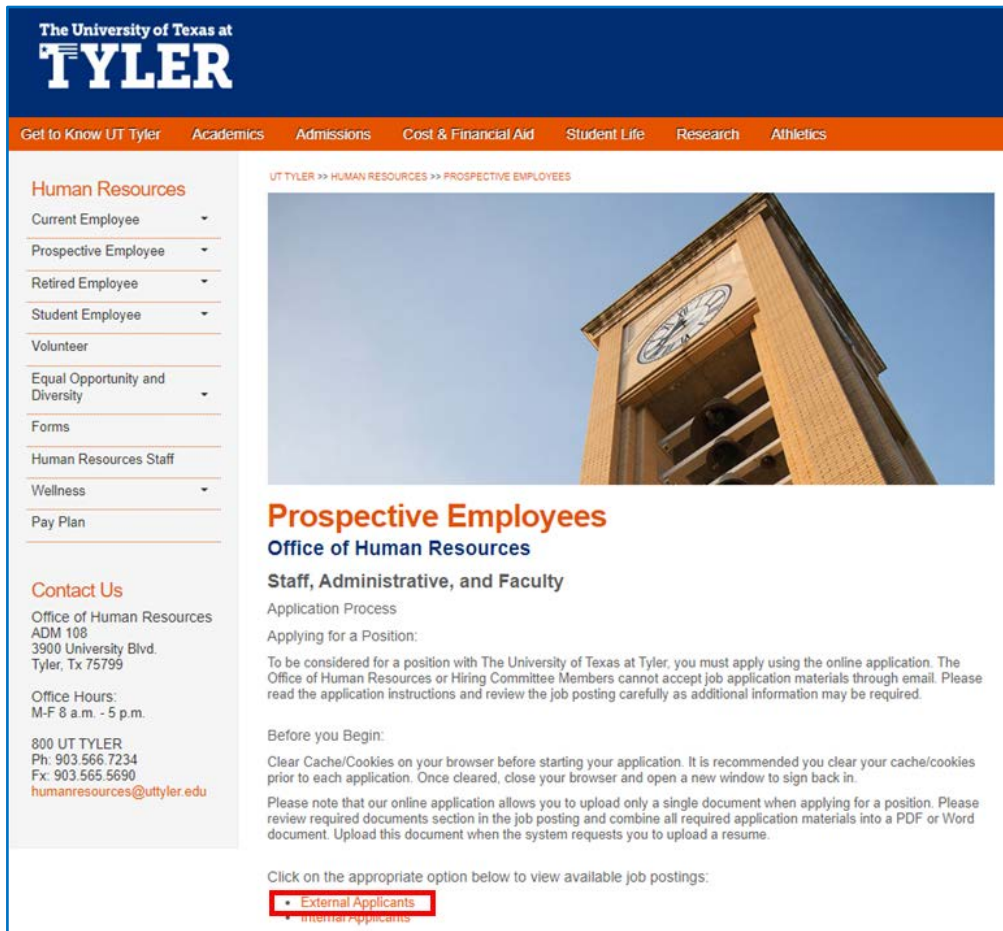
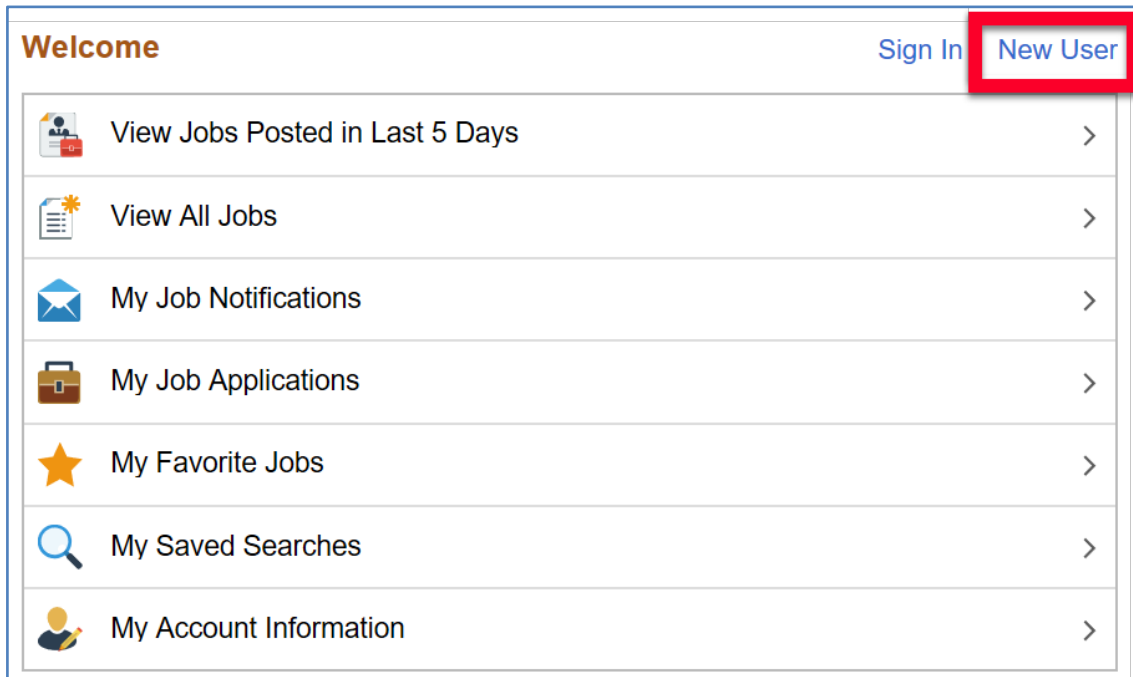


1. Go to <https://www.uttyler.edu/human-resources/prospective-employees/>
2. Click the **External Applicants** link.



The screenshot shows the 'Prospective Employees' page on the University of Texas at Tyler website. The page has a blue header with the university logo and a navigation menu. A left sidebar contains a 'Human Resources' menu with options like 'Current Employee', 'Prospective Employee', and 'Retired Employee'. The main content area features a large image of a clock tower and the heading 'Prospective Employees'. Below this, it lists 'Office of Human Resources' and 'Staff, Administrative, and Faculty'. There is a section for 'Application Process' and 'Applying for a Position'. At the bottom, there are two radio button options: 'External Applicants' (which is selected and highlighted with a red box) and 'Internal Applicants'.

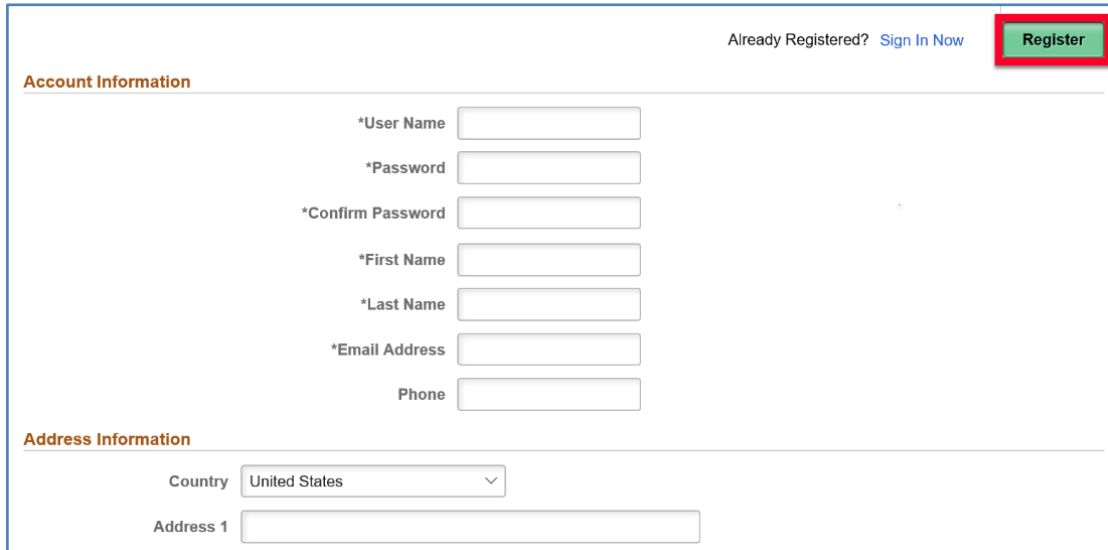
3. If you are a new external applicant, click the **New User** link to proceed with your registration.



The screenshot shows a 'Welcome' user interface. At the top right, there are two links: 'Sign In' and 'New User'. The 'New User' link is highlighted with a red box. Below the links is a list of menu items, each with an icon and a right-pointing arrow:

- View Jobs Posted in Last 5 Days
- View All Jobs
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information

4. Complete your profile by filling in your personal data in the 'Account Information' and 'Address Information' sections (items marked with an asterisk are required), click checkbox next to "I agree to terms and conditions", and then click the **Register** button.



Already Registered? [Sign In Now](#) [Register](#)

**Account Information**

\*User Name

\*Password

\*Confirm Password

\*First Name

\*Last Name

\*Email Address

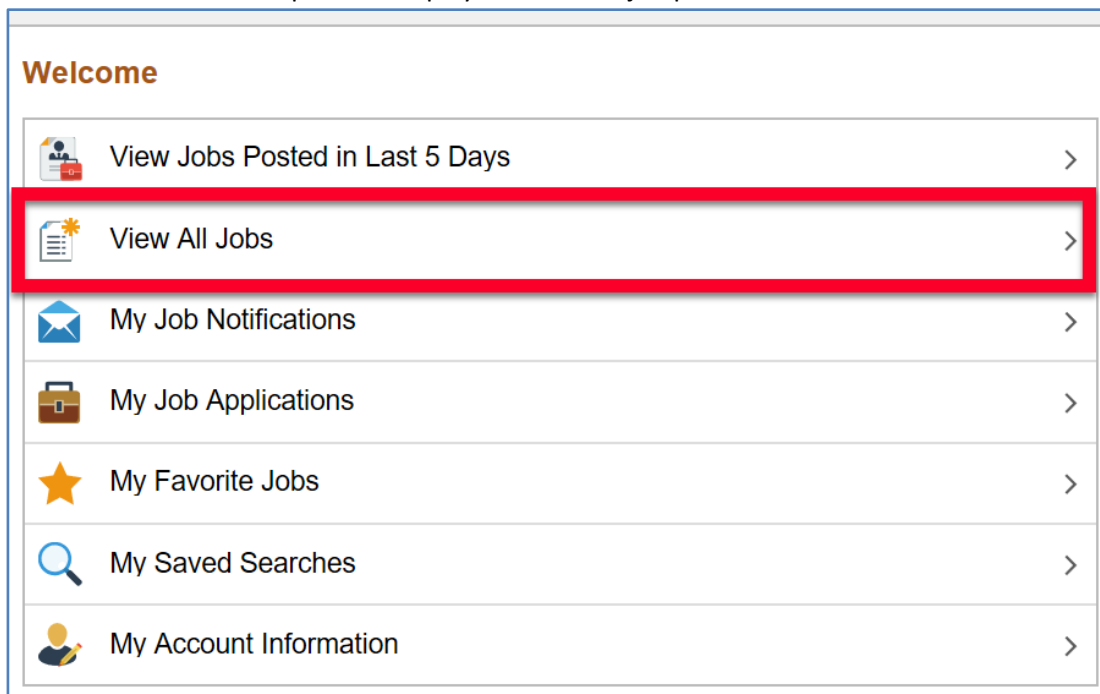
Phone

**Address Information**








Country

Address 1

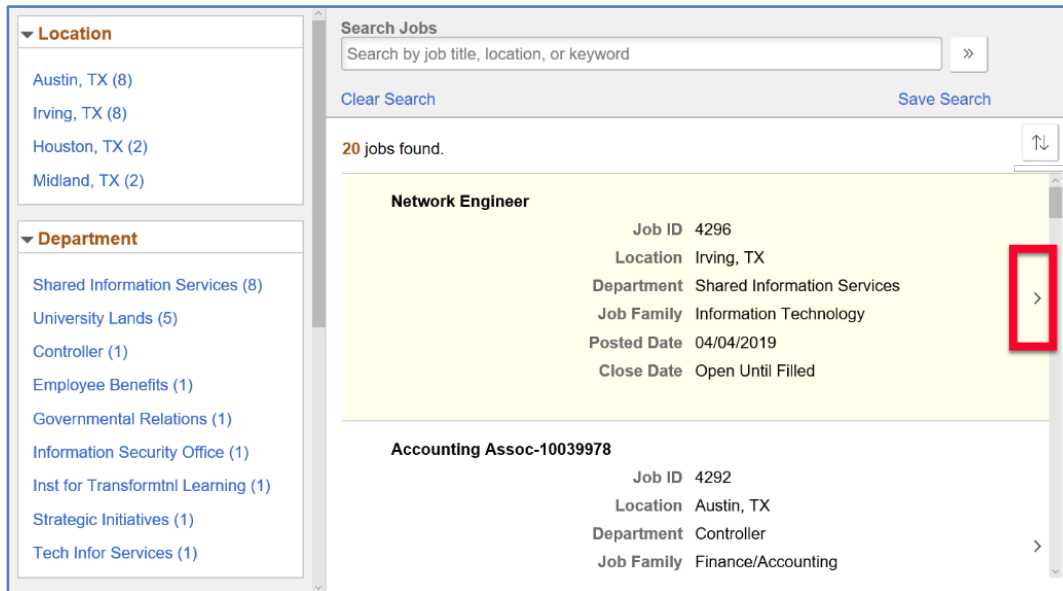
5. Click the **View All Jobs** option to display all available job positions.



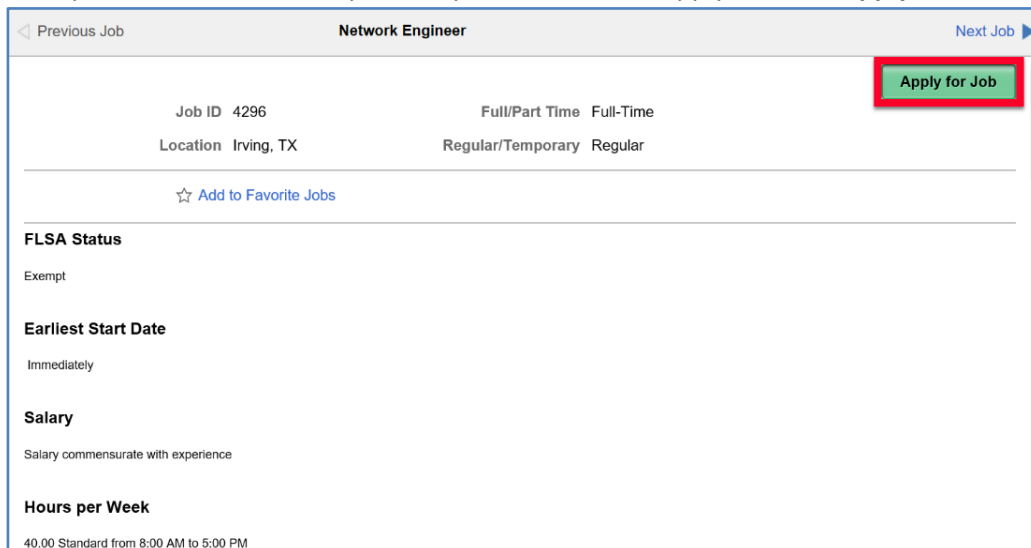
**Welcome**

-  View Jobs Posted in Last 5 Days >
-  **View All Jobs** >
-  My Job Notifications >
-  My Job Applications >
-  My Favorite Jobs >
-  My Saved Searches >
-  My Account Information >

6. Click the **Right Arrow**  to open and review the position details.

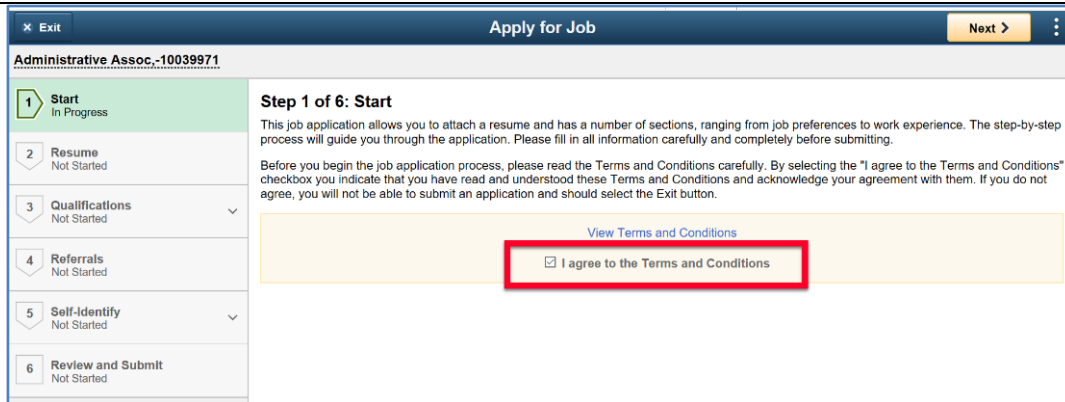


7. Once you have reviewed the position you would like to apply for, click **Apply for Job**.



8. Read the **Terms and Conditions**, then check the box to agree.

# Application Instructions - External Applicants



**Apply for Job** Next >

**Administrative Assoc.-10039971**

- 1 Start In Progress
- 2 Resume Not Started
- 3 Qualifications Not Started
- 4 Referrals Not Started
- 5 Self-Identify Not Started
- 6 Review and Submit Not Started

**Step 1 of 6: Start**

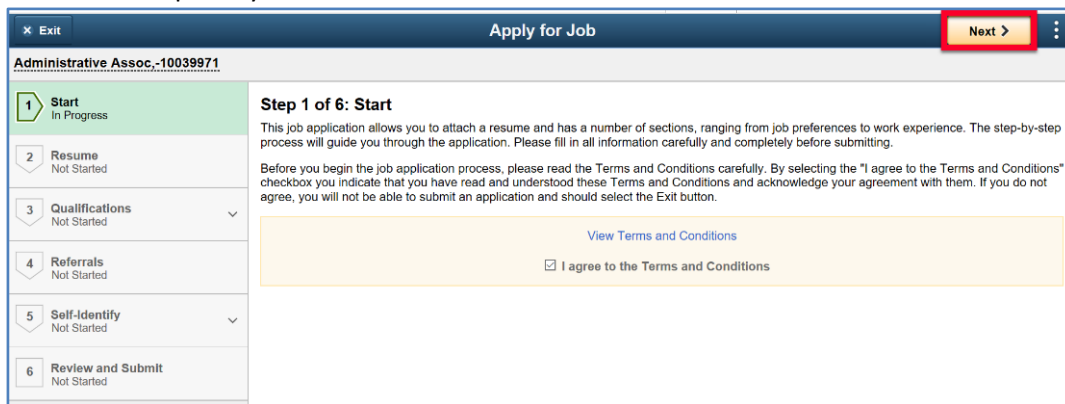
This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

9. Click **Next** to upload your **Resume**.



**Apply for Job** Next >

**Administrative Assoc.-10039971**

- 1 Start In Progress
- 2 Resume Not Started
- 3 Qualifications Not Started
- 4 Referrals Not Started
- 5 Self-Identify Not Started
- 6 Review and Submit Not Started

**Step 1 of 6: Start**

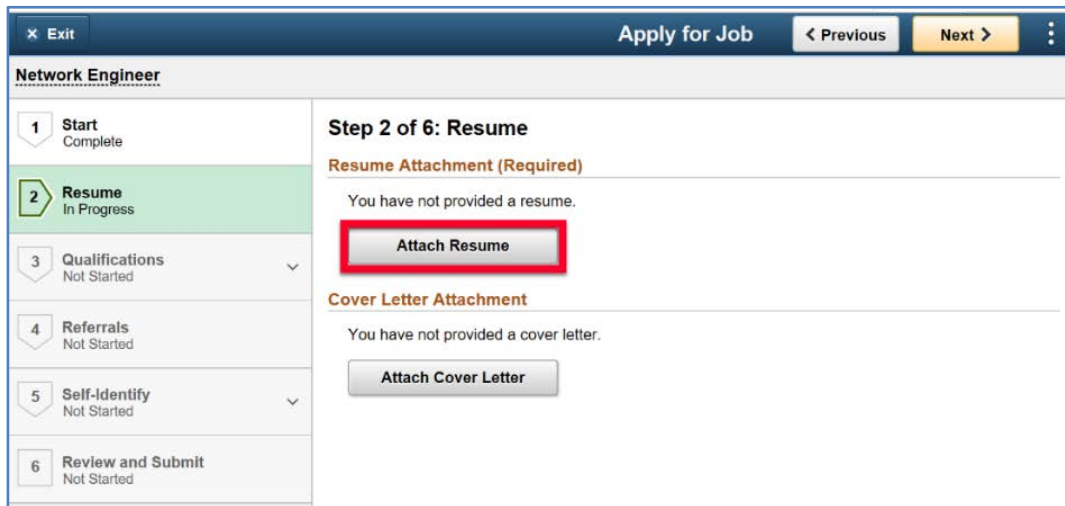
This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

10. Click **Attach Resume** to search your computer documents and locate your resume.



**Apply for Job** < Previous Next >

**Network Engineer**

- 1 Start Complete
- 2 Resume In Progress
- 3 Qualifications Not Started
- 4 Referrals Not Started
- 5 Self-Identify Not Started
- 6 Review and Submit Not Started

**Step 2 of 6: Resume**

**Resume Attachment (Required)**

You have not provided a resume.

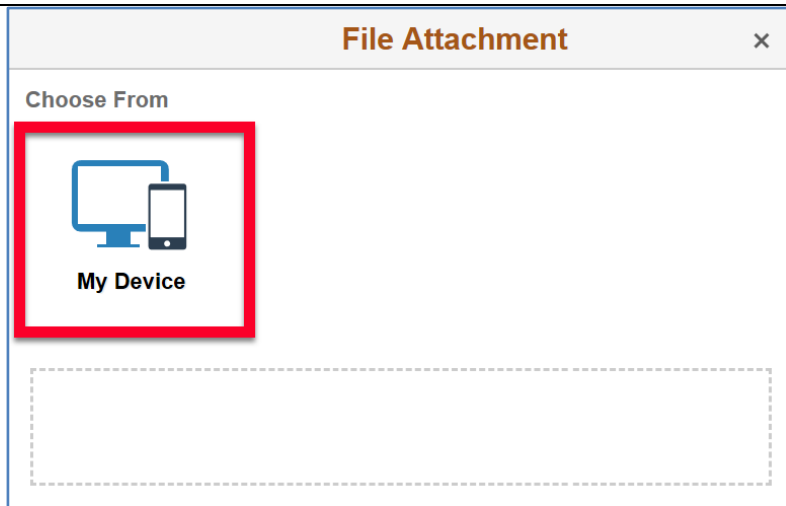
**Attach Resume**

**Cover Letter Attachment**

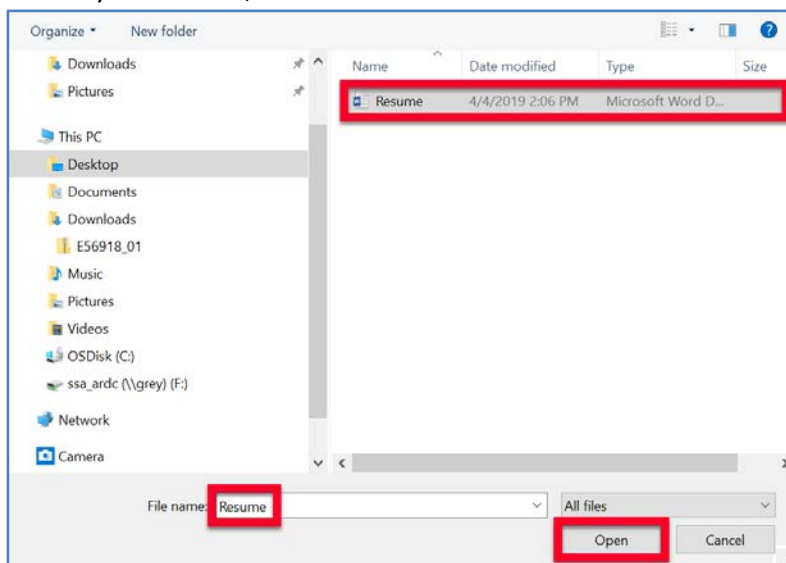
You have not provided a cover letter.

**Attach Cover Letter**

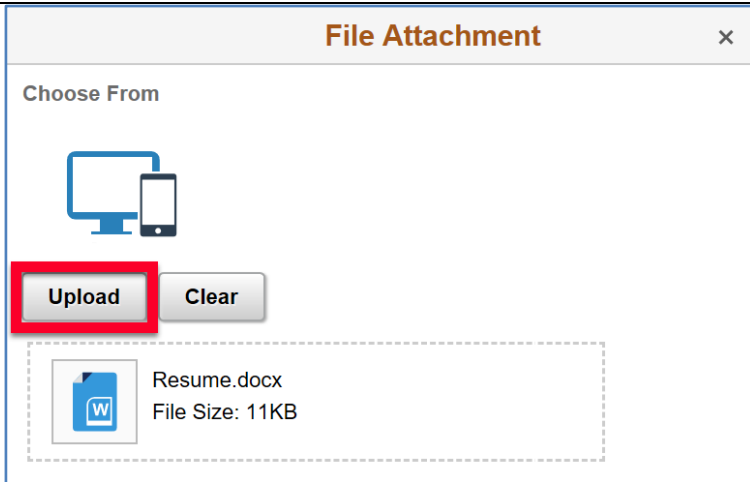
11. Click **My Device** to browse your computer for your resume.



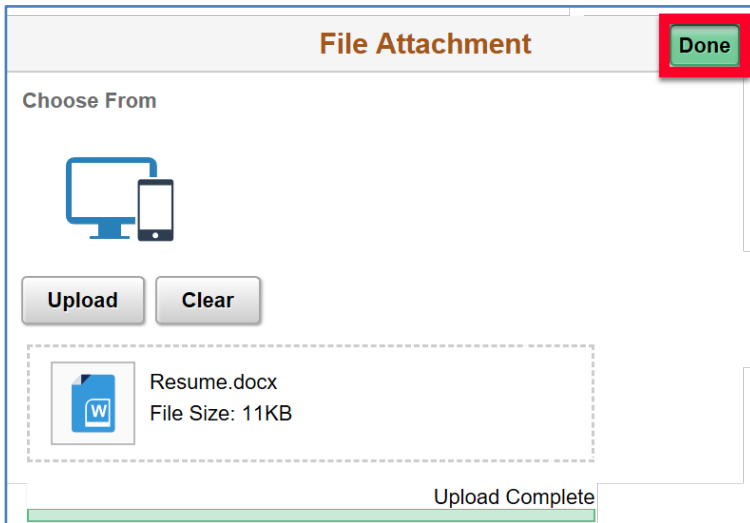
12. Select your resume, make sure the **File Name** box reads the name of your file. Then click **Open**.



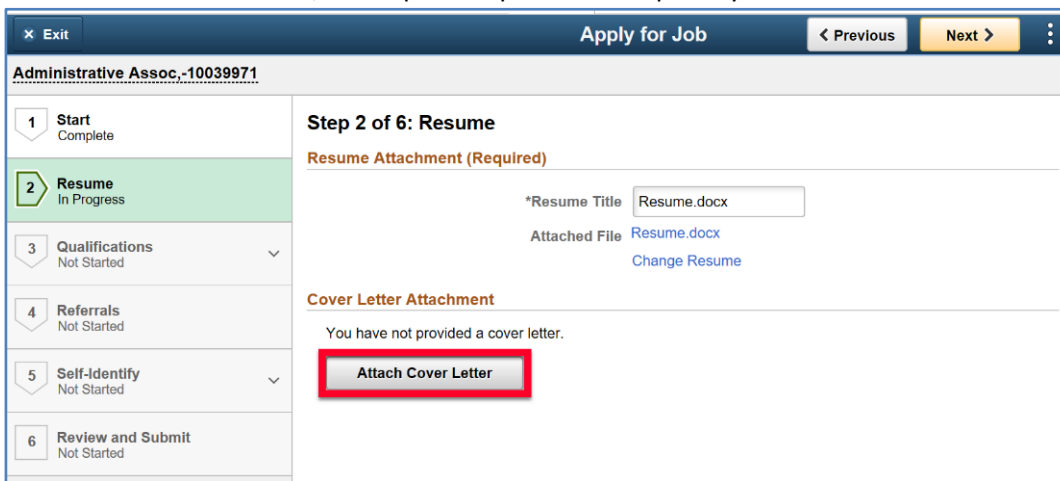
13. Click **Upload**.



14. Once the upload is completed, click **Done**.

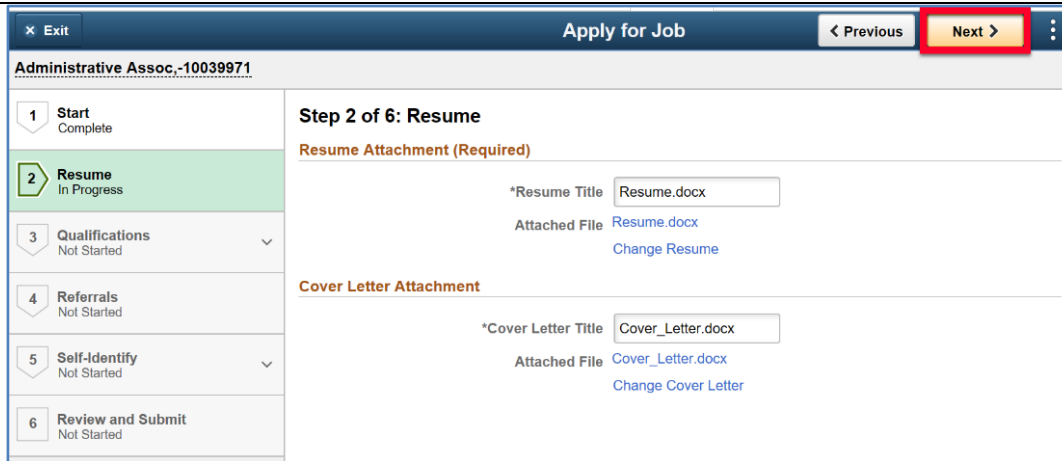


15. Click **Attach Cover Letter**, and repeat steps 11-14 to upload your Cover Letter.



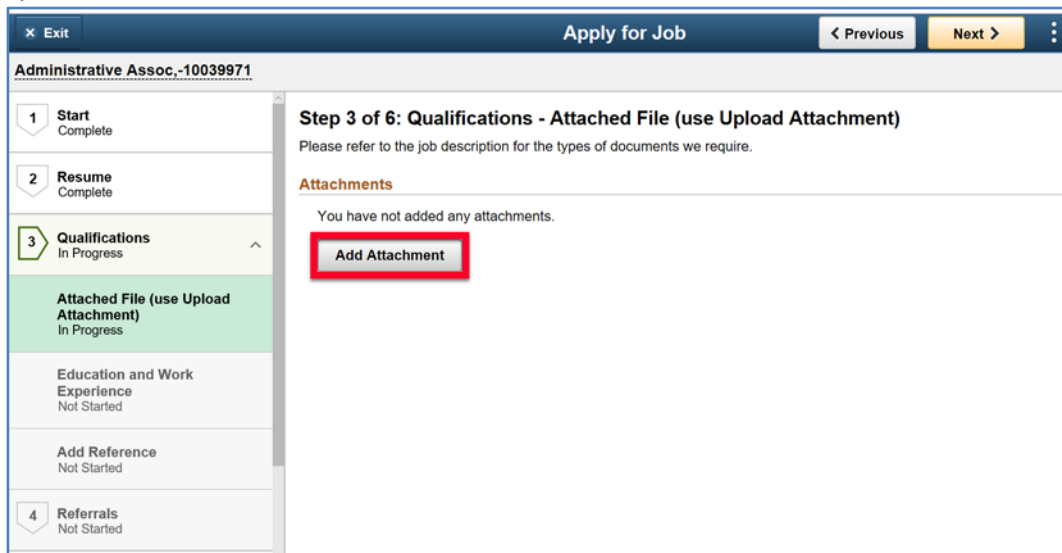
16. Click the **Next** button to upload your **Qualifications**.

# Application Instructions - External Applicants



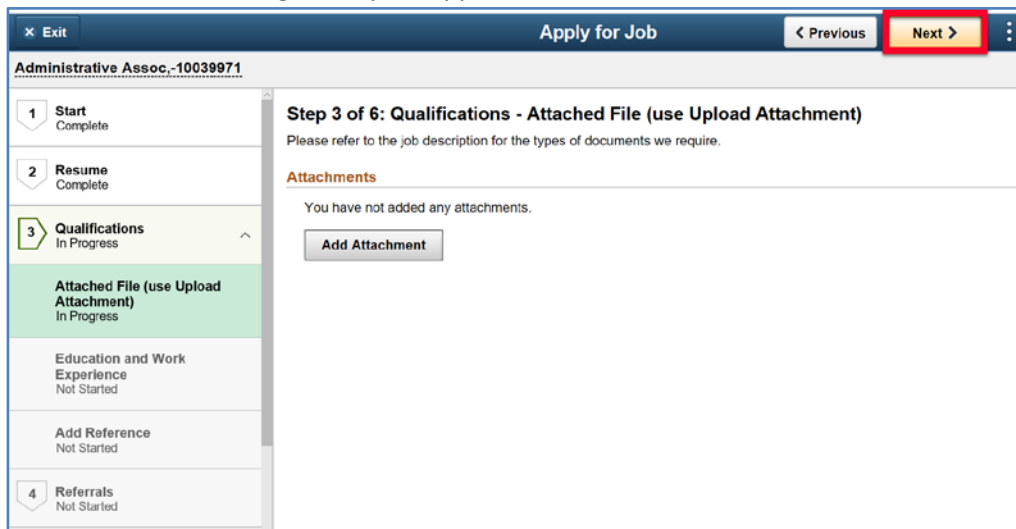
The screenshot shows the 'Apply for Job' interface for 'Administrative Assoc.-10039971'. The progress bar on the left indicates that Step 2, 'Resume', is currently 'In Progress'. The main content area is titled 'Step 2 of 6: Resume' and contains two sections: 'Resume Attachment (Required)' and 'Cover Letter Attachment'. Under 'Resume Attachment', there is a text input field for '\*Resume Title' containing 'Resume.docx', an 'Attached File' section showing 'Resume.docx' with a 'Change Resume' link, and a 'Cover Letter Attachment' section with a text input field for '\*Cover Letter Title' containing 'Cover\_Letter.docx', an 'Attached File' section showing 'Cover\_Letter.docx' with a 'Change Cover Letter' link. At the top right, the 'Next >' button is highlighted with a red box.

17. Click **Add Attachment** to upload additional information relevant to the job posting. Repeat steps 11-14 to upload your additional attachment.



The screenshot shows the 'Apply for Job' interface for 'Administrative Assoc.-10039971'. The progress bar on the left indicates that Step 3, 'Qualifications', is currently 'In Progress'. The main content area is titled 'Step 3 of 6: Qualifications - Attached File (use Upload Attachment)'. Below the title, it says 'Please refer to the job description for the types of documents we require.' and 'Attachments'. A message states 'You have not added any attachments.' Below this message, the 'Add Attachment' button is highlighted with a red box.

18. Click **Next** to add a degree to your application.



The screenshot shows the 'Apply for Job' interface for 'Administrative Assoc.-10039971'. The progress bar on the left indicates that Step 3, 'Qualifications', is currently 'In Progress'. The main content area is titled 'Step 3 of 6: Qualifications - Attached File (use Upload Attachment)'. Below the title, it says 'Please refer to the job description for the types of documents we require.' and 'Attachments'. A message states 'You have not added any attachments.' Below this message, there is an 'Add Attachment' button. At the top right, the 'Next >' button is highlighted with a red box.

# Application Instructions - External Applicants

19. Click **Add Degree** to enter your degree information.

**Wellness Program Manager**

Step 3 of 5: Please complete each section of the application below fully and completely.

**Degrees**  
You have not added any degrees.  
**Add Degrees**

**References**  
You have not added any references.  
**Add Reference**

**Questionnaire (Required)**

1. Are you at least 18 years of age?  
 Yes  
 No

2. Upon employment, can you provide document(s) to establish your identity and eligibility to work in the United States?  
 Yes  
 No

3. Would your employment eligibility be contingent on University of Texas sponsoring or transferring your work visa?  
 YES. (Enter the date your visa expires in the text box at the end of this application questionnaire section.)

20. Add your degree by clicking the **Search** icon.

**Add Degrees**

\*Degree

Country

State

School Code

School Description

Field of Study Code

Field of Study Description

Graduated  No

Year Acquired

21. Find and select your degree.

**Lookup**

Search for: Degree


Search Criteria

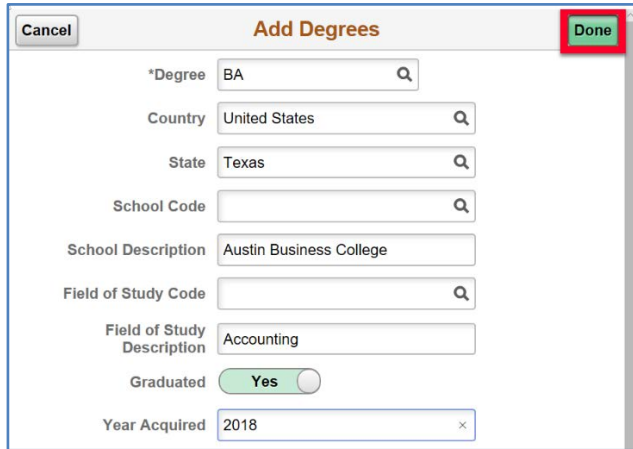
Search Results

Content Item ID	Description
A	Advanced Level
AA	Associate of Arts
AAS	Associate of Applied Science
ABA	Associate of Business Admin
AE	Associate of Engineering
AS	Associate of Science
<b>BA</b>	<b>Bachelor of Arts</b>



# Application Instructions - External Applicants

22. Fill in the information for the institution you obtained your degree. Use the **Search** icon  if necessary, click **Done**.



**Add Degrees**

Cancel Done

\*Degree BA

Country United States

State Texas

School Code



School Description Austin Business College

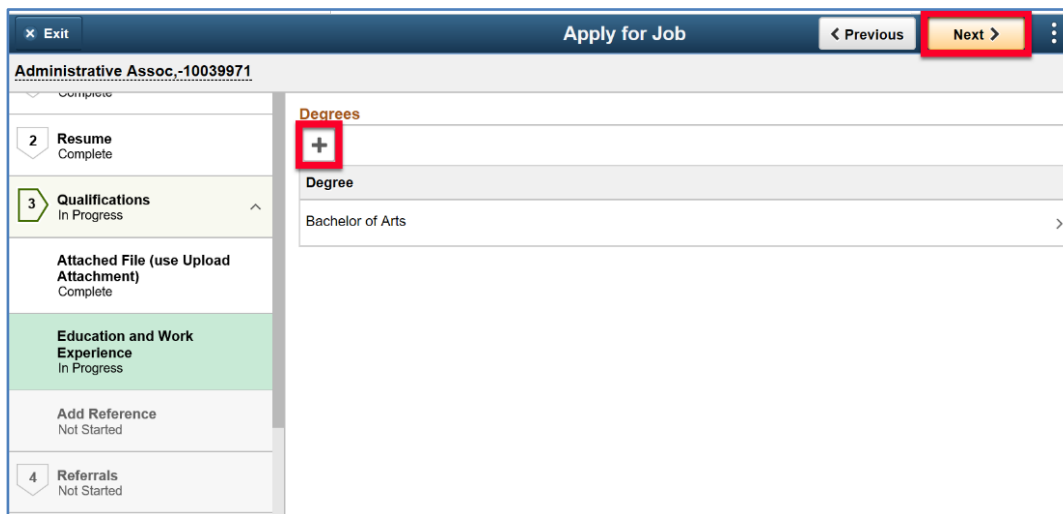
Field of Study Code

Field of Study Description Accounting

Graduated Yes

Year Acquired 2018

23. If you need to add another degree use the **Add**  icon. To modify your degree information click the **Right Arrow**  icon.



Apply for Job Previous Next

Administrative Assoc.-10039971

2 Resume Complete

3 Qualifications In Progress

Attached File (use Upload Attachment) Complete

Education and Work Experience In Progress

Add Reference Not Started

4 Referrals Not Started

**Degrees**

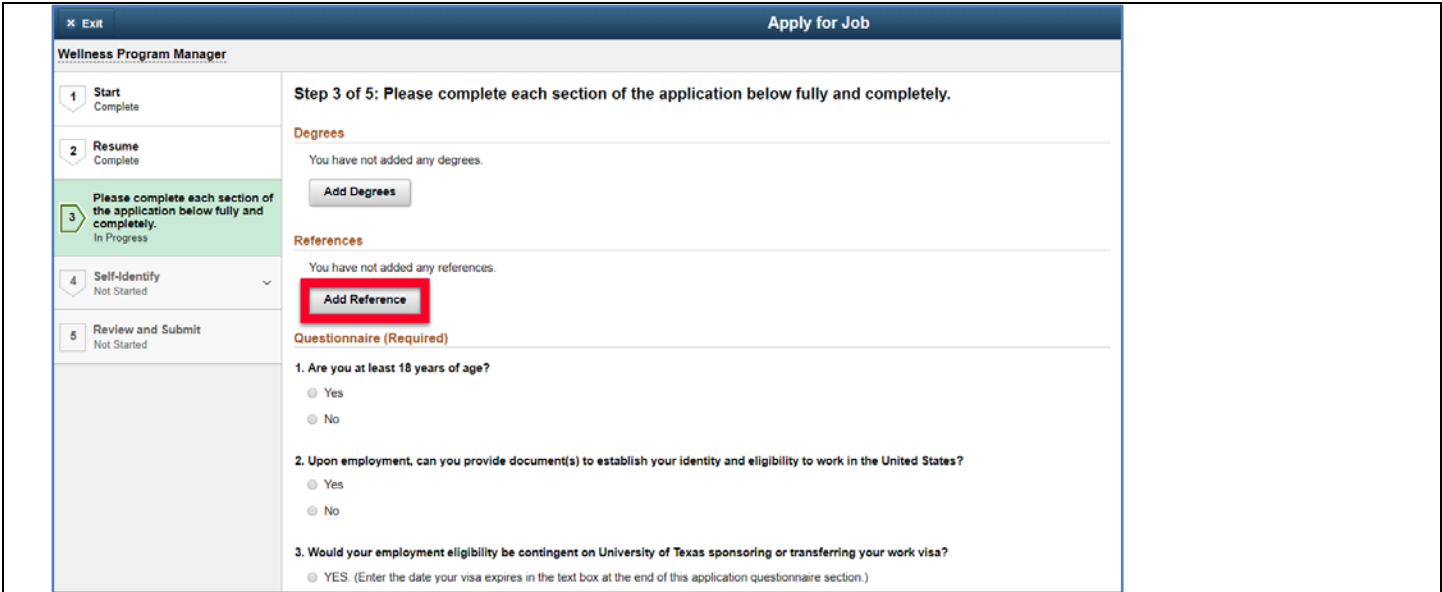
**+**


Degree

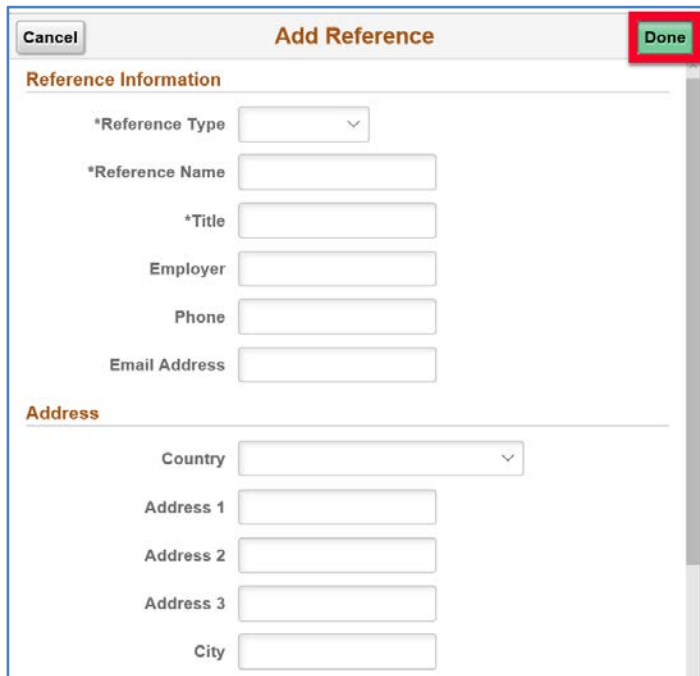
Bachelor of Arts

24. Next add references by clicking **Add Reference**.

# Application Instructions - External Applicants



25. Use the **Down Arrow**  icon to select your reference type. Then complete the reference and address information. Click **Done**.



26. If you need to add another reference, use the **Add**  icon, and repeat steps 24-25 to complete the **Reference Information**. If you need to modify your reference information click the **Right Arrow**  icon.

27. Complete the **Required Questionnaire**.

# Application Instructions - External Applicants

**Step 3 of 5: Please complete each section of the application below fully and completely.**

**Degrees**  
You have not added any degrees.  
[Add Degrees](#)

**References**  
You have not added any references.  
[Add Reference](#)

**Questionnaire (Required)**

1. Are you at least 18 years of age?  
 Yes  
 No

2. Upon employment, can you provide document(s) to establish your identity and eligibility to work in the United States?  
 Yes  
 No

3. Would your employment eligibility be contingent on University of Texas sponsoring or transferring your work visa?  
 YES. (Enter the date your visa expires in the text box at the end of this application questionnaire section.)  
 No

4. Are you related by kinship or marriage to any current employee or any member of the Board of Regents to The University of Texas system?  
 YES. (Please provide the Employee Name, Relationship to the Applicant, and the Employee department in the text box at the end of the application questionnaire section.)  
 No

28. Click **Next** to continue.

**Step 3 of 5: Please complete each section of the application below fully and completely.**

**Degrees**  
+  
Degree  
Associate of Arts

**References**  
+  
Reference Title Employer  
Olina Arzvalo HR Service Partner UT System Administration

**Questionnaire (Required)**

1. Are you at least 18 years of age?  
 Yes  
 No

29. Complete the **Self-Identify - Disability** questionnaire. Once done, click the **Next** button.

**Step 5 of 6: Self-Identify - Disability**

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020

**Why are you being asked to complete this form?**  
Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**  
You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Cerebral palsy
- Major depression
- Post-traumatic stress disorder (PTSD)
- Deafness
- Bipolar disorder
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

**Please select one of the options below:**

YES, I HAVE A DISABILITY (or previously had a disability)  
 NO, I DON'T HAVE A DISABILITY  
 I DON'T WISH TO ANSWER

30. Complete the **Self-Identify - Veteran** questionnaire. Click the **Next** button when complete.

# Application Instructions - External Applicants

**Administrative Assoc.-10039971**

1 Start Complete

2 Resume Complete

3 Qualifications Complete

4 Referrals Complete

5 Self-Identify In Progress

6 Review and Submit Not Started

### Step 5 of 6: Self-Identify - Veteran

**Definitions**

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - A person who was discharged or released from active duty because of a service connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at [1-866-4-USA-DOL](tel:1-866-4-USA-DOL).

**Self-Identification**

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I identify as one or more of the classifications of protected veteran listed

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classification to which I belong

I am not a protected veteran

I am not a veteran

Military Discharge Date

31. Complete the **Self-Identify - Diversity** questionnaire. Once done, click the **Next** button.

**Administrative Assoc.-10039971**

1 Start Complete

2 Resume Complete

3 Qualifications Complete

4 Referrals Complete

5 Self-Identify In Progress

6 Review and Submit Not Started

### Step 5 of 6: Self-Identify - Diversity

You are invited to provide the information requested regarding diversity.

**Diversity**

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self-identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

**Gender**

**What is your gender?**

Female

Male

I decline to answer

**Ethnicity and Race Identification**

**Are you Hispanic or Latino?** [Definition](#)

Yes, I am Hispanic or Latino.

No, I am not Hispanic or Latino.

**What is your race? Select one or more.** [Definition](#)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

I decline to answer

32. Complete a final review of your contact information. If you need to make changes, click the **Modify** link.

33. Complete a final review of your application by clicking the **Right Arrow** icons to open and review each section.

# Application Instructions - External Applicants

34. If needed, make the necessary modifications before submitting your application.

35. Click Submit.

Reference	Title	Employer
Paige Buechley	Director Process Imp	UT System
Jenny Murphy	Director Acct Servic	UT System
Sue Fischer	Admin Coord	UT System

36. Once you submit your application, a message of confirmation will display success.

# Application Instructions - External Applicants



**Application Confirmation**

You have successfully submitted your job application

**Jobs Applied For**

Job Title	Network Engineer	Posting Date	04/04/2019
Job ID	4296	Application Date	04/09/2019
Location	Irving, TX		

[Careers](#)

[View Submitted Application](#)