Application Instructions - External Applicants

1. Go to https://www.uttyler.edu/human-resources/prospective-employees/

2. Click the **External Applicants** link.

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

	Welcome	Sign In	New User
	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.
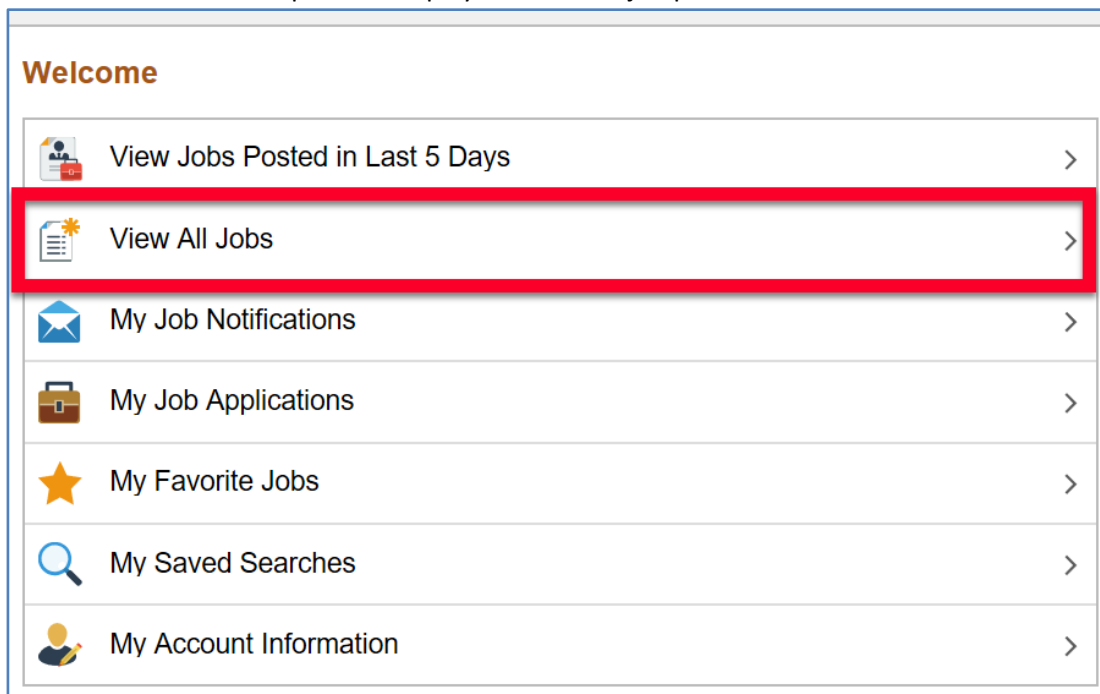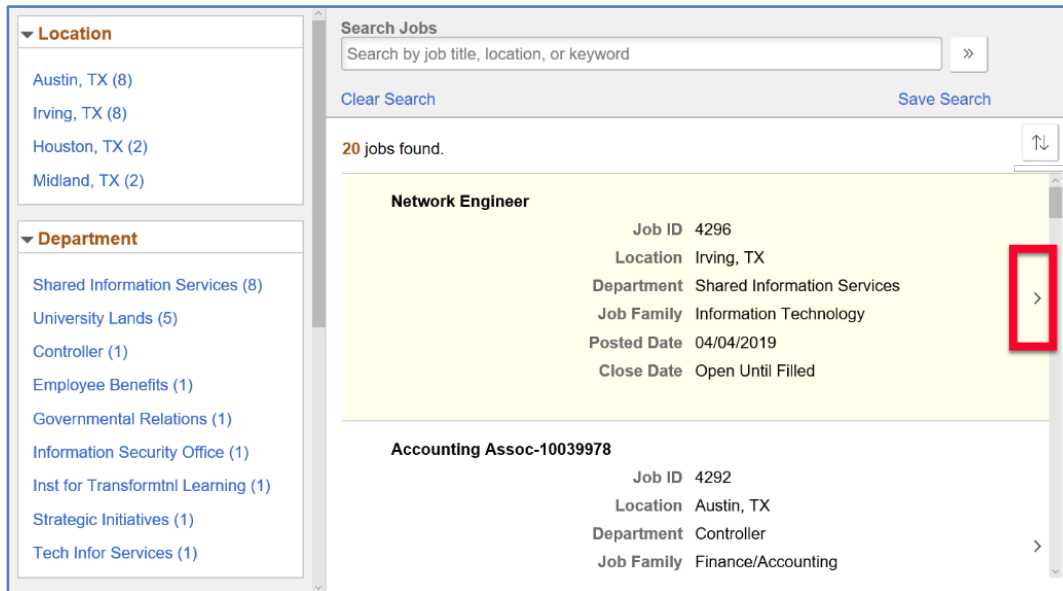
5. Click the **View All Jobs** option to display all available job positions.

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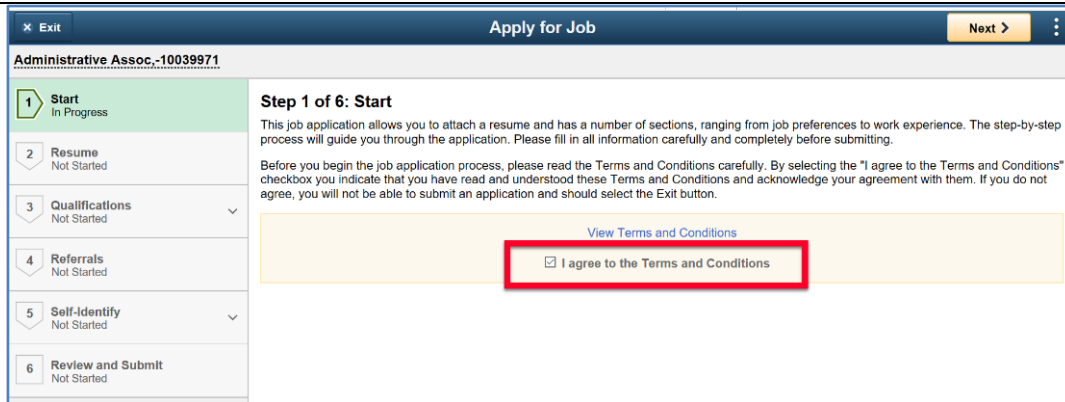

7. Once you have reviewed the position you would like to apply for, click **Apply for Job**.

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

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

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

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

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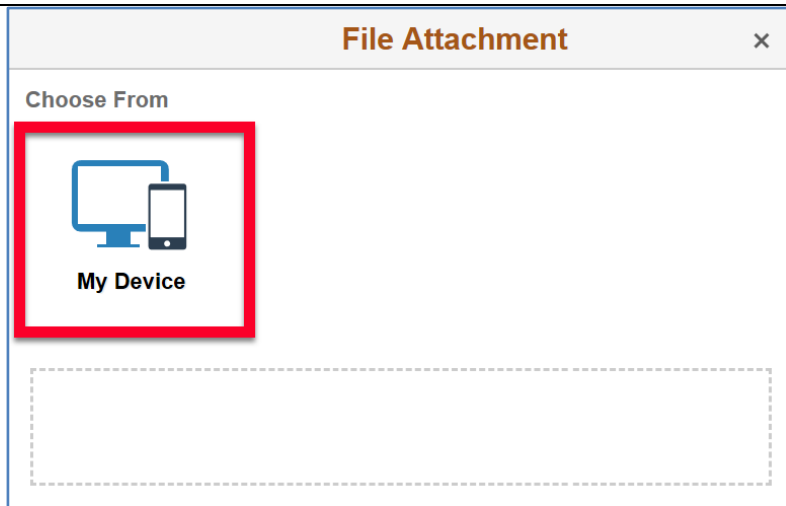
12. Select your resume, make sure the **File Name** box reads the name of your file. Then click **Open**.
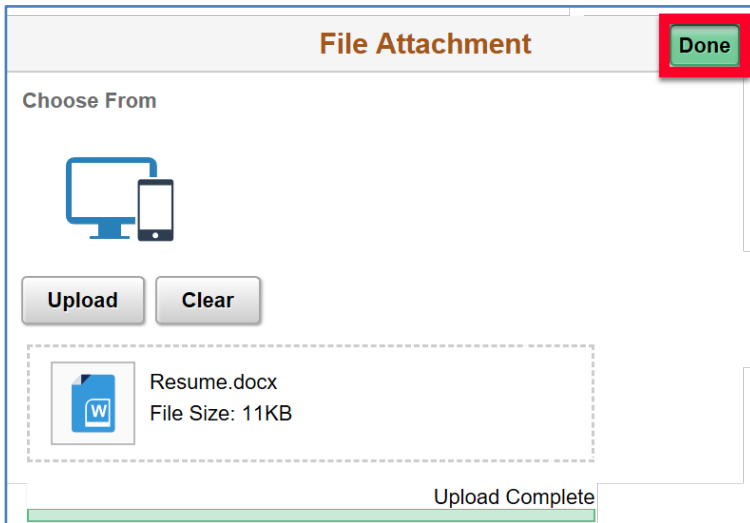

13. Click **Upload**.

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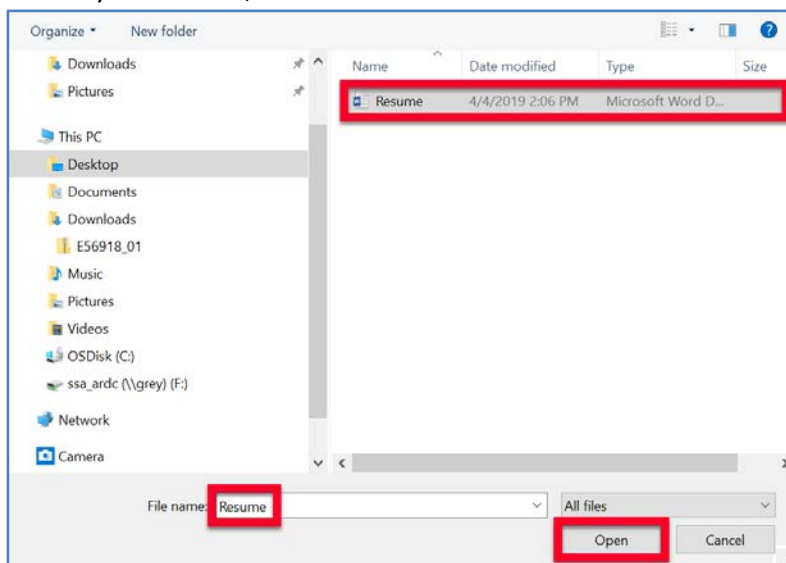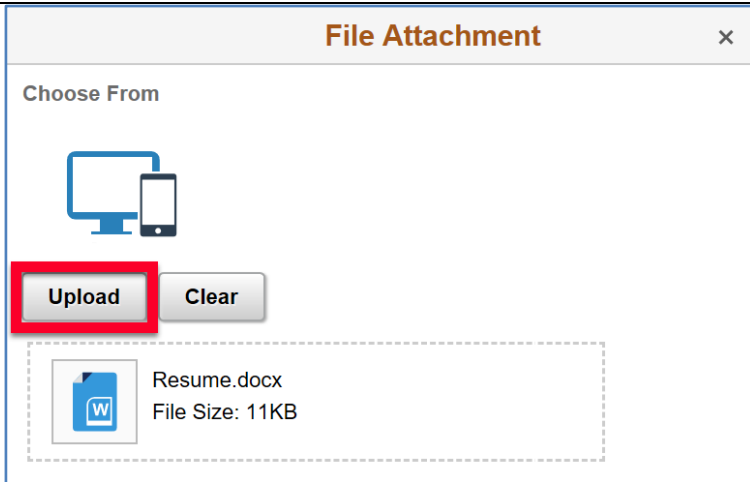
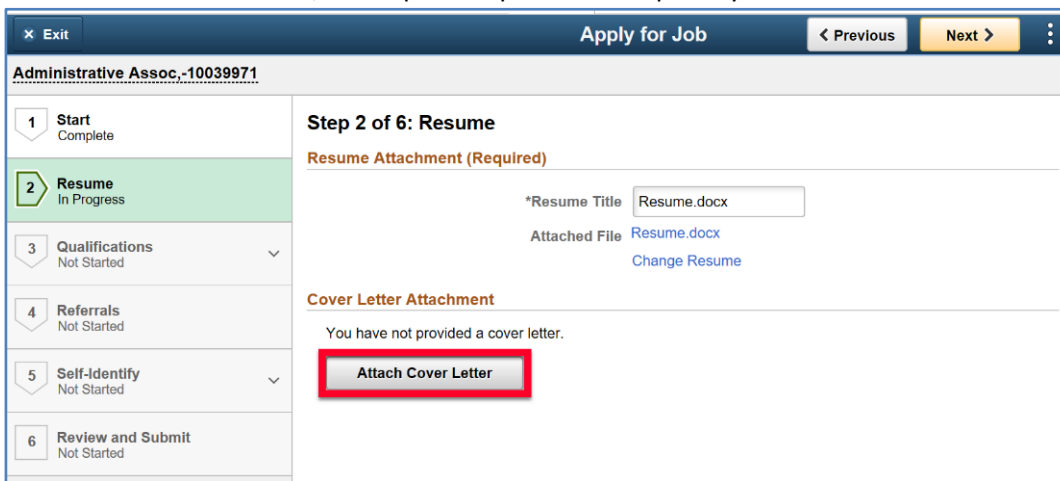

14. Once the upload is completed, click **Done**.
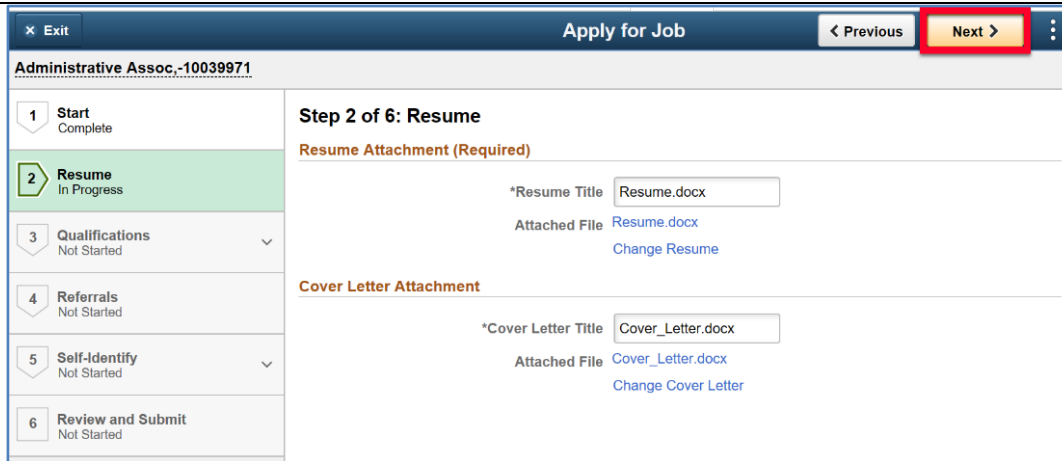

15. Click **Attach Cover Letter**, and repeat steps 11-14 to upload your Cover Letter.
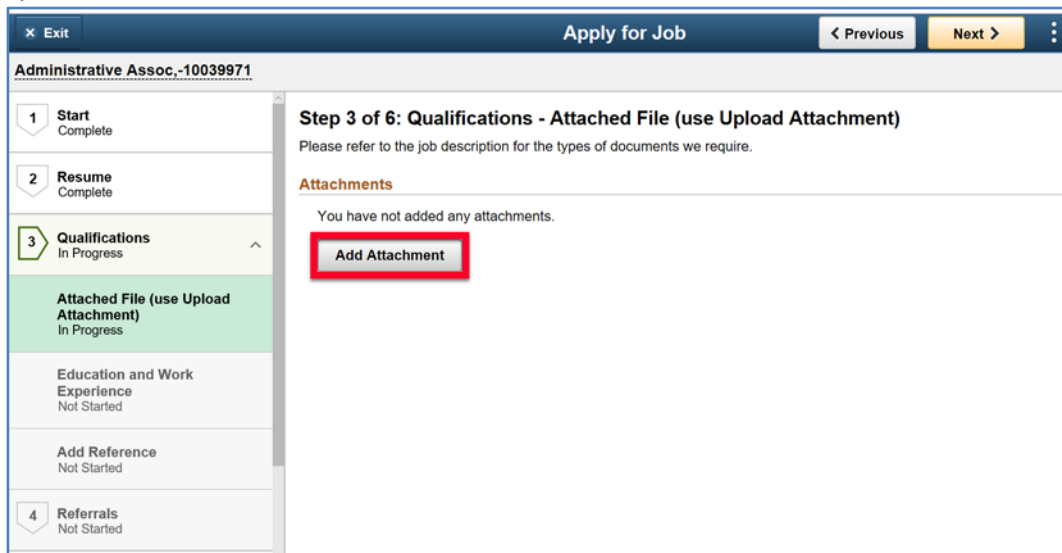

16. Click the **Next** button to upload your **Qualifications**.

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

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

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

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

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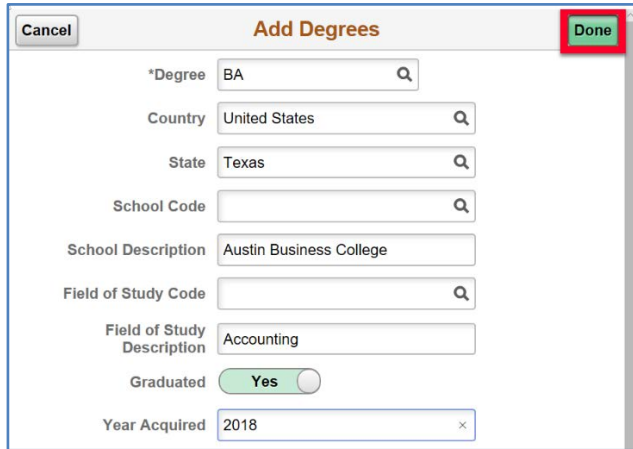
22. Fill in the information for the institution you obtained your degree. Use the **Search** icon 🔍 if necessary, click **Done**.

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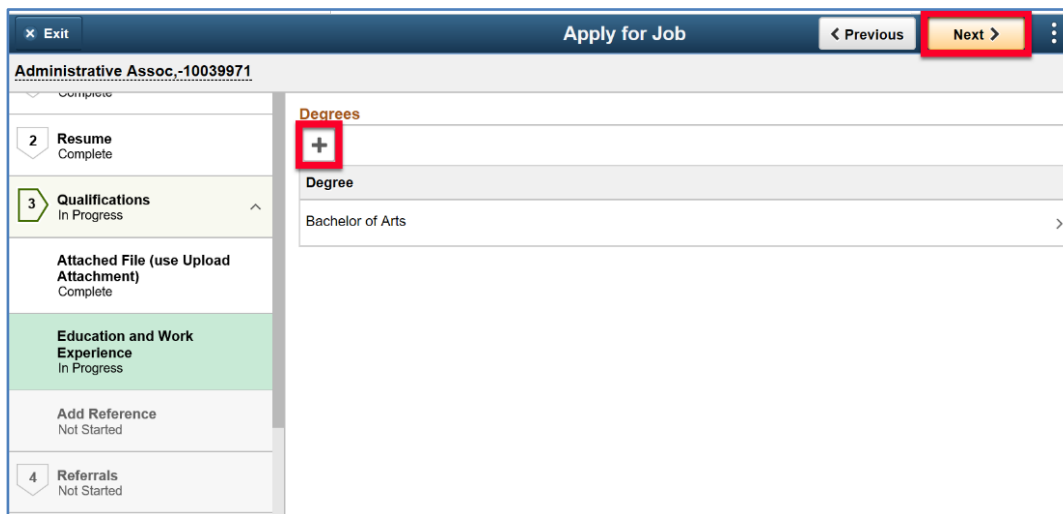
23. If you need to add another degree use the **Add** ⊞ icon. To modify your degree information click the **Right Arrow** ⟩ icon.

✕ Exit	**Apply for Job**	‹ Previous	**Next ›**	⋮

Administrative Assoc.-10039971

Complete

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

＋
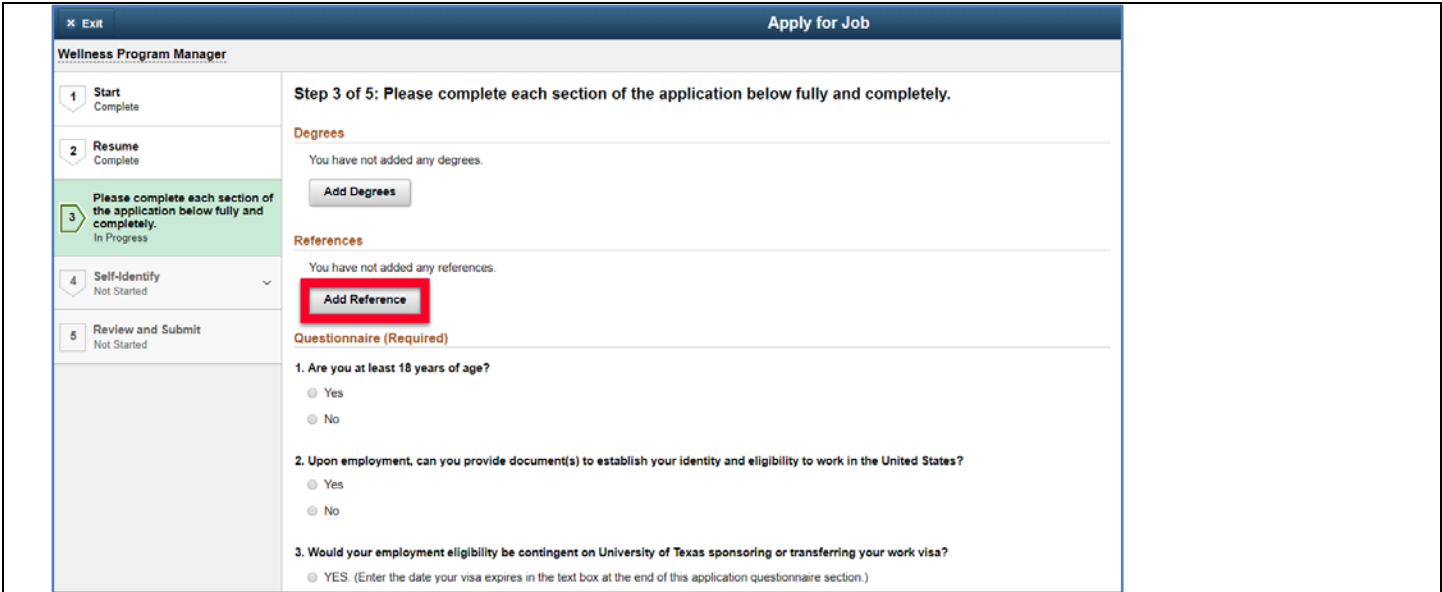
Degree
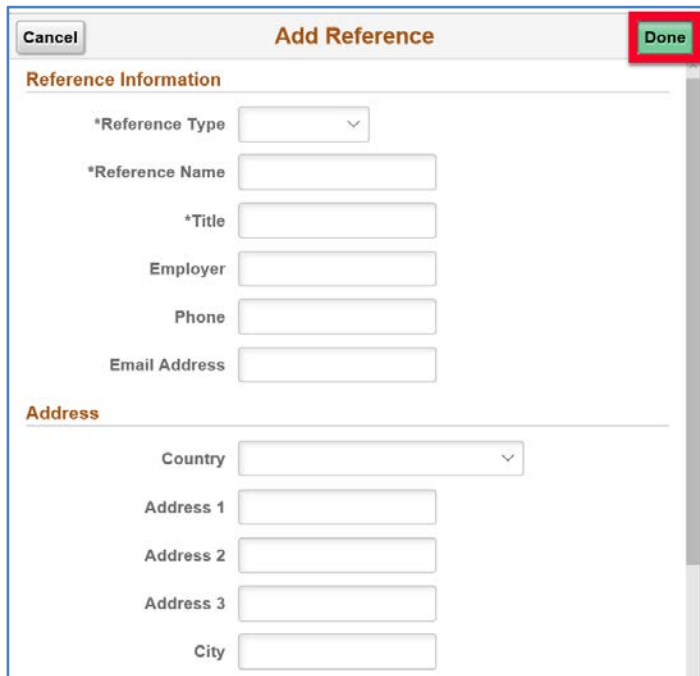
Bachelor of Arts ⟩

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

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**.

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28. Click **Next** to continue.

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

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

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

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.

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

35. Click **Submit**.

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

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