

# YOUR GUIDE TO UKJOBS ONLINE APPLICATION

Start here: [ukjobs.uky.edu](http://ukjobs.uky.edu)

## Step 1: Create your account

- Click "Create Account" from the left-hand toolbar.
- Fill out all required fields marked with a red asterisk (\*) and click "Create."
- Your account is now active. You will automatically be logged in. You can now begin your job search.

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Search Jobs
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### Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Create account

Log In with LinkedIn

Or [Log in to your account](#)

## Step 2: Search available positions

- Click "Search Jobs" from the left-hand toolbar.
- You can narrow your search using any of the filters (for example: job category, type of position, etc.).
- The search results screen will only show some information about the posting.
- Click on a position title to see the full job posting.

Search Postings (948)

View all open Postings below, or enter search criteria to narrow your search.

Keywords	<input type="text"/>	Posted Within	<input type="text" value="Any time period"/>
Requisition Number	<input type="text"/>	Job Category	<input type="text" value="No Selection"/> <ul style="list-style-type: none"> <li>Federal Work-Study</li> <li>Student Employment</li> <li>Accounting/Finance</li> </ul>
Grade Level	<input type="text" value="No Selection"/> <ul style="list-style-type: none"> <li>03</li> <li>04</li> <li>05</li> </ul>	Type of Position	<input type="text" value="No Selection"/> <ul style="list-style-type: none"> <li>Staff</li> <li>Faculty</li> <li>Student</li> </ul>
Position Time Status	<input type="text" value="No Selection"/> <ul style="list-style-type: none"> <li>Full-Time</li> <li>Part-Time</li> <li>On Call</li> </ul>	Department Name	<input type="text" value="No Selection"/> <ul style="list-style-type: none"> <li>10000:Office of the President</li> <li>10200:University Senate Council</li> <li>10500:Self Study</li> </ul>
On Campus/Off Campus	<input type="text" value="No Selection"/> <ul style="list-style-type: none"> <li>On Campus</li> <li>Off Campus</li> </ul>		

## Step 3: Apply for positions

- Click "Apply for this Job."
- Follow all required steps to complete the application. Required fields will be marked with a red asterisk (\*).
- Answer questions specific to the job you are applying for.
- Attach a resume or cover letter (if applicable).

Bookmark this Posting

Print Preview

Apply for this Job

### Posting Details

#### Posting Details

Job Title	Nurse Clinical/UKHC
Requisition Number	NR12807
Working Title	Emergency Behavioral Health Registered Nurse / 7A
Department Name	M8000:AMB-UK EMPATH

# TIPS FOR APPLYING TO UK

## **Tips for completing a job application at the University of Kentucky**

- Carefully read and follow instructions for each section within the application.
- Ensure all fields are completed and accurate – some application areas such as “Work Experience” will allow you to add as many jobs as needed. Enter all of your work history and not just your current position. This will showcase your years of experience and highlight your previous job responsibilities. We also use the information you enter under work history to help
- determine your years of related experience to determine a salary recommendation.
- Customize your application to align your skills and experience to the position you are applying to. This will help hiring officials better understand how your experience relates to a position.
- Take time to answer posting-specific questions – ensure your response accurately reflects your
- skills, knowledge and abilities.
- Proofread all materials.
- Be honest!
- Include a resume when possible.
- Include a cover letter when possible. Use this opportunity to share why you are interested, qualified and motivated for the job opportunity.

## **How to avoid common application mistakes**

- Keep your application updated with your current position and supervisor information.
- Include a description of your job duties in your work history.
- Don't use jargon or terminology that is unfamiliar to most individuals.
- Dedicate enough time to answering posting-specific questions. These help provide an insight to how your skills, knowledge and abilities apply to a specific position.
- Make sure your references are up to date and can talk about your work habits, qualifications and experience. Contact references ahead of time to let them know you are listing them.

## **Final advice**

- Ensure your application materials highlight your skill set and how it matches the job responsibilities advertised for the position.
- Research the department that has posted the position to better understand the type and breath of work and the culture of the department.
- Consider STEPS Temporary Employment opportunities to get your foot in the door and start your career at UK.
- Be patient! We fill thousands of jobs a year at UK, and some departments may take more time than others to complete the interviewing and hiring process. If you are not selected for one position, check out our other job postings often.