

# YOUR GUIDE TO UKJOBS ONLINE APPLICATION

### Start here: 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.

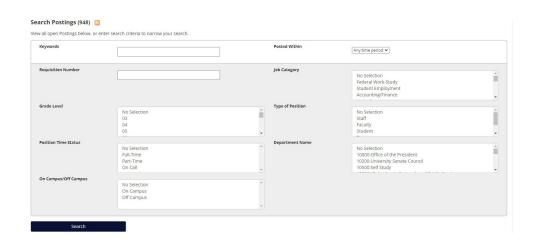
# Step 2: Search available positions

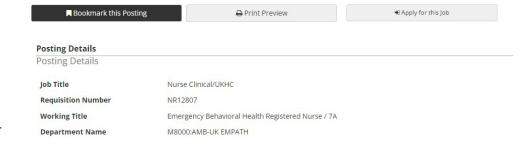
- Click "Search Jobs" from the left-hand toolbar.
- You can narrow your search using any of the filters (for example: job category, type of position, etc.).
- The search results screen will only show some information about the posting.
- Click on a position title to see the full job posting.

### **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).









## 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.