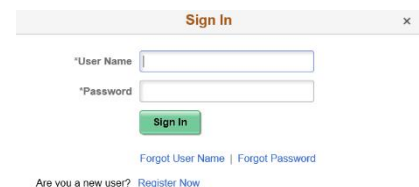UNIVERSITY of **SOUTH FLORIDA**

Contents

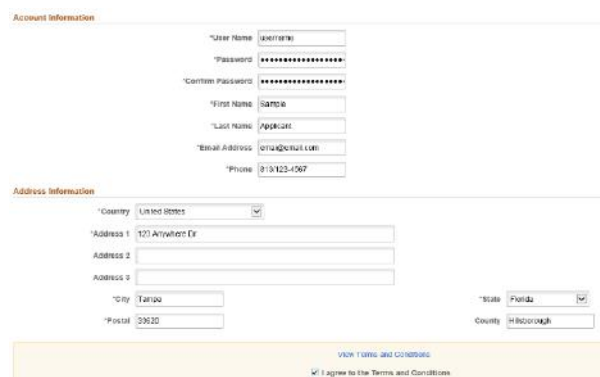## Find the job you want and log in or register
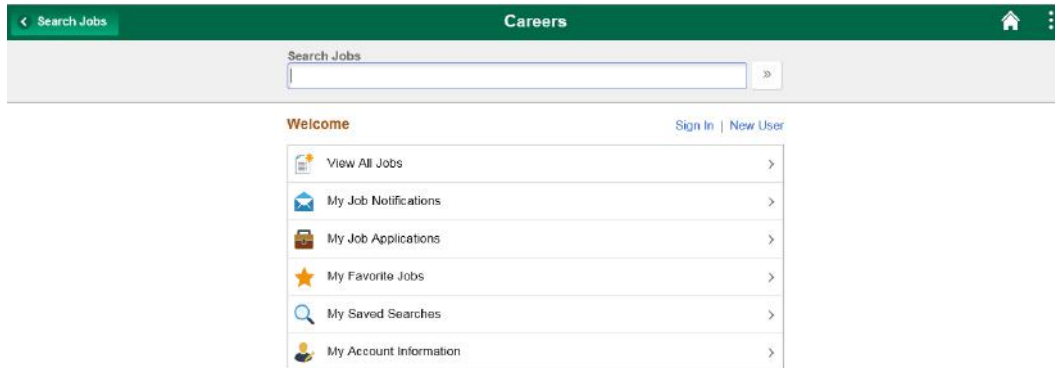
Careers@USF Home will display the following options:
- **View All Jobs** – View all external job openings posted throughout the University of South Florida.
- **My Job Notifications** – Applicants can receive several types of notifications regarding but not limited to: (automated job searches, scheduling of a job interview, adding of references to your application, receiving an invite to apply for a job or to fill out questionnaires.)
- **My Job Applications** – All job applications, which include applications in Draft, Submitted or Withdrawn statuses.
- **My Favorite Jobs** – Applicants can mark jobs as favorites to keep track of jobs that they are interested in.
- **My Saved Searches** –A list of job openings that meet the applicant's prior saved search criteria
- **My Account Information** – External applicants can view and update their name, preferred contact method, address, email, and phone numbers(s).

Register or Sign in: After clicking "Apply", returning users log in with user name and password. Once logged in, follow the prompts on each page before clicking next. New users click **Register Now**.

First Time Applicant? Clicking **Register Now** on the sign in page opens the profile page. Complete all fields, click "I agree…" and then click Register.
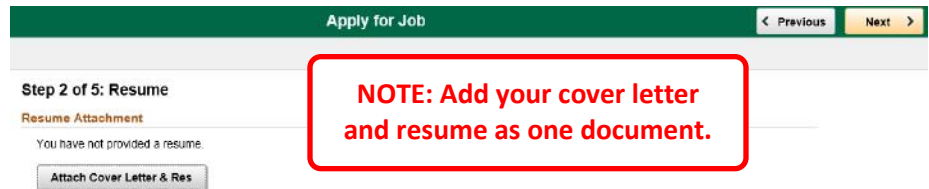
Step 1 – Start Application

Guided Navigation: Note the steps that show your progress at the side of each page.

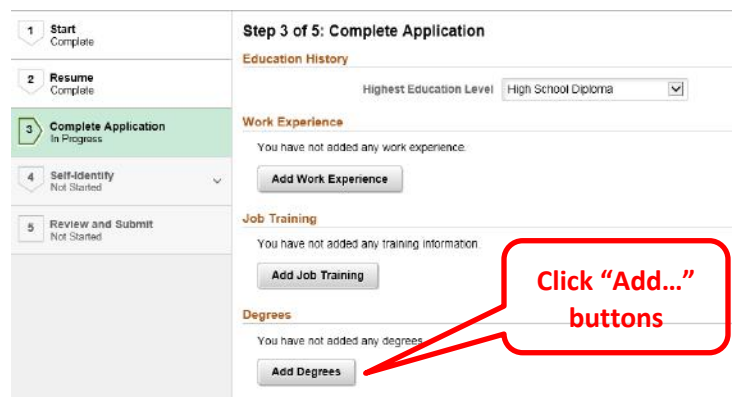| 1 | Start
In Progress |
2	Resume Not Started
3	Complete Application Not Started
4	Self-Identify Not Started
5	Review and Submit Not Started

Step 2 – Add cover letter/resume

Click **Attach Cover Letter & Res** to upload your *cover letter and resume* as one document. After the document is uploaded click **Next**.

Apply for Job   < Previous   Next >

Step 2 of 5: Resume
Resume Attachment
You have not provided a resume.

Attach Cover Letter & Res

NOTE: Add your cover letter and resume as one document.

If you need to add more than one document, see the *Need to add an attachment* section at the end of this guide.
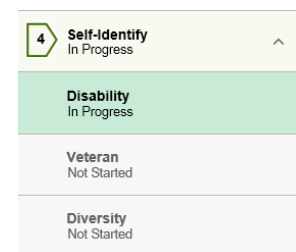
Step 3 – Complete application

- Click Add... button in each section.
- Add education information in the Add Degree section.
- Answer questions in the questionnaire at the bottom, typing **NA** for questions left blank.

Step 3 of 5: Complete Application
Education History
Highest Education Level: High School Diploma

Work Experience
You have not added any work experience.
Add Work Experience

Job Training
You have not added any training information.
Add Job Training

Degrees
You have not added any degrees
Add Degrees

Click "Add..." buttons

Step 4 – Self-Identify

Federal law requires USF to allow applicants to self-identify for disability, veteran and diversity status.

These questions are optional.

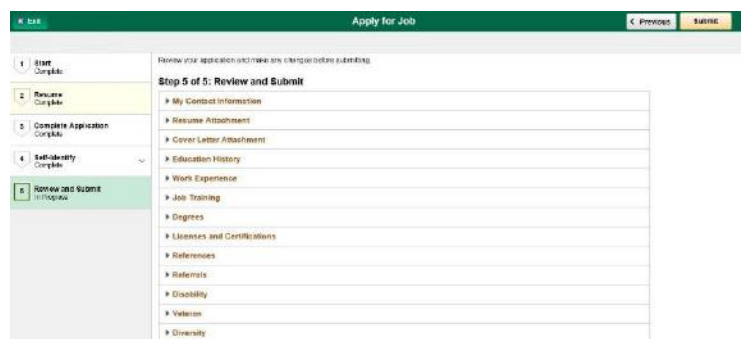| 4 | Self-Identify
In Progress |
	Disability In Progress
	Veteran Not Started
	Diversity Not Started

Step 5 – Review & Submit

Review your application for completeness and accuracy.

The **Modify** links in each section allow you to make edits.

Click **Submit Application**.

Apply for Job   < Previous   Submit

Review your application and make any changes before submitting.
Step 5 of 5: Review and Submit
▶ My Contact Information
▶ Resume Attachment
▶ Cover Letter Attachment
▶ Education History
▶ Work Experience
▶ Job Training
▶ Degrees
▶ Licenses and Certifications
▶ References
▶ Referrals
▶ Disability
▶ Veteran
▶ Diversity

Need to add an attachment?

Click the vertical ellipsis, then the **My Job Applications** link at the top of any page. Click **Add Attachments** to add attachments as needed.
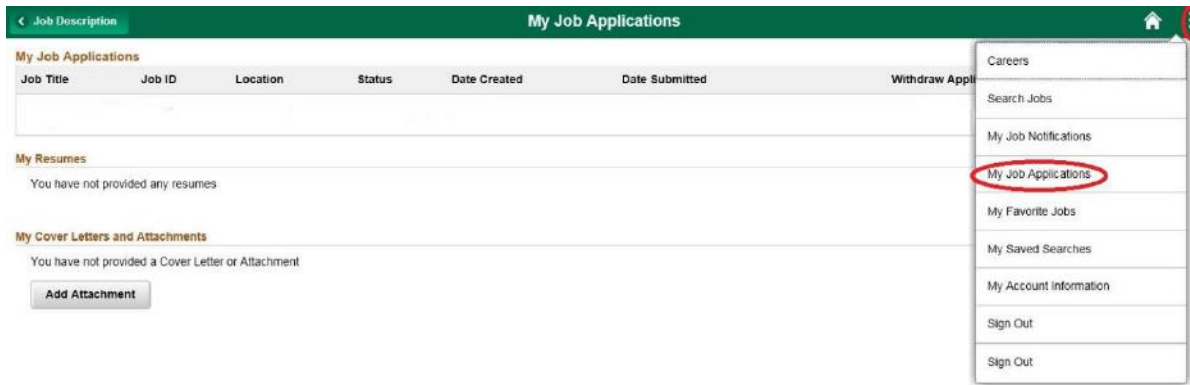
NOTE: The Add Attachment page requires you to select an "attachment type" from a drop-down list. Use the "Attachment Title" field to clarify what you are attaching – for example, DD214.

How to Accept a Job Offer

Step 1 – Log in to Careers@USF

Once notified by phone or email of a job offer, log in to Careers to accept the offer. At the top of the careers home page, click **Sign In**, add your user name and password and click **Sign In**.

Step 2 – Accept or reject the job offer

Click the **My Job Notifications** link in the notifications section at the top right of the page.

On the My Job Offer section, click the job title to view the job offer.

Review the offer attachments by clicking each icon in the "View" column. If the attachments do not open, turn off your browser's pop-up blockers. If you need help with this, call the HelpDesk at (813) 974-1222.

To accept or reject the offer, click the acknowledgement checkbox, and then choose **Accept** or **Reject**.

	We'd like to hire you for the following position:
Job Title	Offer Date
Job ID	Expiration Date

Here's what you need to do:
1. Review the job offer.
2. Either accept or reject the offer.
3. Return any documents to your recruiter.

▼ **Step 1: Review Offer**

You do not have any Attachments for this Job Offer

▼ **Step 2: Accept/Reject Offer**

Comments [   ]

☑ I acknowledge that I have reviewed and understand the job offer details for the position listed.

[Accept] [Reject]

A pop-up box will appear to confirm your acceptance of the job offer. Click **OK**.

You have elected to accept the job offer.
Select OK to submit or Cancel to return to the job offer page.

[OK] [Cancel]

A message will appear at the top of the page congratulating you for accepting the offer.

Congratulations! We are delighted that you have accepted this offer of employment.