

Step 1 – Log in to GEMS Self Service and find the job you want

Current USF Faculty, Staff & Administration employees should access the Careers@USF system through GEMS. To do this, click **MyUSF** at the top of any USF website. By entering through GEMS, the system automatically recognizes you so you do not have to create a new user account to access the system or apply for positions. In addition, by applying through GEMS, reviewers are alerted that you are an internal applicant.

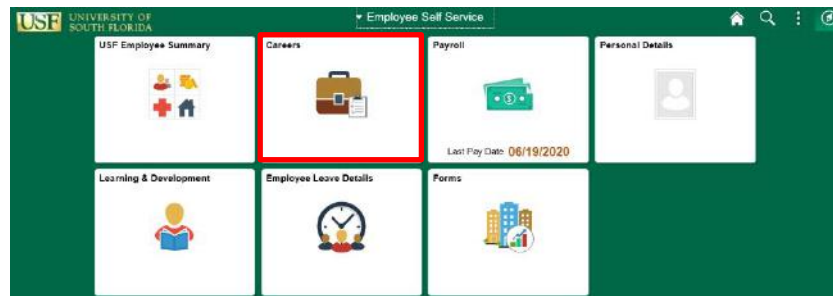


USF NetID Single-SignOn

Sign In

Log in using your Net ID and Net ID password. If you need help with this, contact the IT HelpDesk at help@usf.edu.

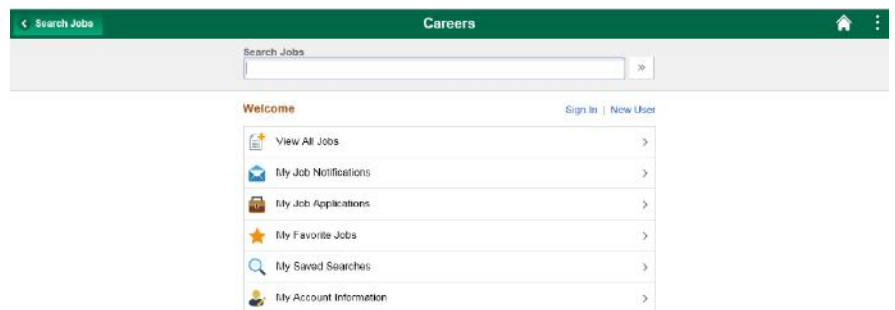
Once in the MYUSF portal, click **Business Systems**. In the drop-down menu, select **GEMS**.



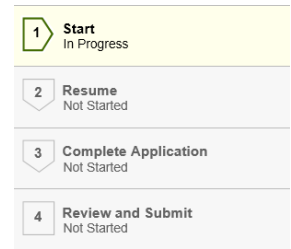
Once in GEMS, click on the Careers tile.

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- **My Job Applications** – All job applications, which include applications in Draft, Submitted or Withdrawn statuses.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** – Internal applicants can view and update their name, preferred contact method, address, email, and phone numbers(s).

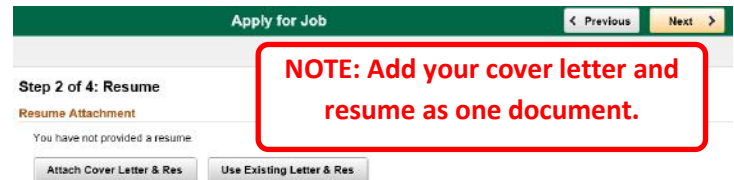


Guided Navigation: At the top of each page, note the steps that indicate your progress.



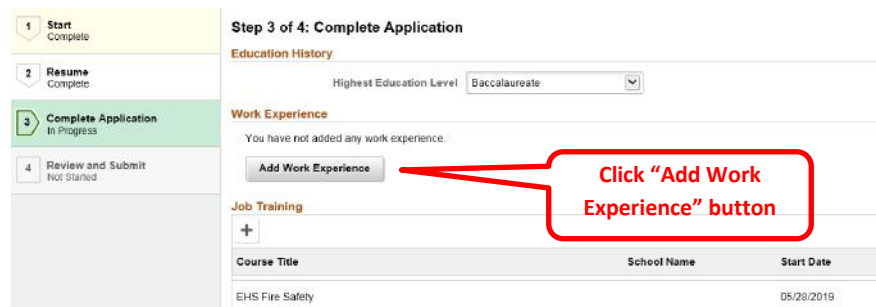
Step 2 – Add cover letter/resume

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



Step 3 – Complete application

- Your education history, job trainings, degree(s), and references will auto-populate.
- Click the **Add Work Experience** button to add relevant work experience to your application.
- Answer questions in the questionnaire at the bottom, typing **NA** for questions left blank.



Step 4 – Review & Submit

Review your application for completeness and accuracy.

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

Once you have reviewed your application, click **Submit**.

