

# HOW TO APPLY – UW EMPLOYEES

## STEP 1 – GETTING STARTED

At the bottom of the UW home page, click "**Jobs.**" Under "**Employment at UW,**" click on the arrow to "**FIND A JOB.**" Under "**UW Employees,**" click "**Employee Login.**" Log in with your UW NetID. Your UW NetID identifies you as a UW employee and ensures that you receive priority consideration when applicable.

## STEP 2 – COMPLETE YOUR PROFILE

After you log in, click "**Edit My Profile.**" Complete the information on this page. Keep an electronic copy of your resume and employment details handy as you work. This will make it easy to copy and paste the information into the "Resume" section, or if you use the "Resume Builder" feature, found by clicking on the link "**to create a resume.**" You will not be able to attach your resume as a separate document. Enter your full legal name on both the Candidate Profile and on the resume. Optional field for Nickname is available on the Candidate Profile. When you are finished, click "**Save.**"

**Important note for first time users:** By default, each UW employee has a skeleton profile in the system which includes name and current position information. If you apply for a job prior to completing your profile, you will be ineligible for consideration. See the FAQ page for more information about your profile.

## STEP 3 – SEARCH FOR A JOB

After completing your profile, click "**Job Search.**" For the complete list of search results, search by "Job Category" only. Leave the rest of the search fields blank. Click "**Search**" to see a list of jobs. To view the job description, click the job title.

## STEP 4 – APPLY FOR A JOB

At the bottom of the job description, click "**Apply for this job.**" Remember to complete your profile first (see Step 2).

## STEP 5 – COMPLETE ASSESSMENTS

Assessments are online questionnaires that allow us to gather additional information about your employment background. Assessments will appear on your screen for you to complete when you click "**Apply for this job.**"



Once you begin the assessment, it must be completed at that time. You cannot save a partially completed assessment. You cannot go back and edit an assessment after you complete and submit it, so be sure to review your answers carefully. For help, email [uw hires@uw.edu](mailto:uw hires@uw.edu) or call 206-543-2544.

**IMPORTANT:** Your application will not be reviewed until you have completed all assessments required for the position.

### **DISABILITY ACCOMMODATION**

To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 (voice), 206-543-6452 (TTY), 206-685-7264 (fax), or email [dso@uw.edu](mailto:dso@uw.edu). The University of Washington makes every effort to honor disability accommodation requests. Requests can be responded to most effectively if received as far in advance as possible.

### **MORE INFORMATION**

Find out about new jobs, recruiting events, benefits and different work environments at [uw.edu/jobs](http://uw.edu/jobs). For information about the application process and FAQs on how to apply, visit [hr.uw.edu/jobs/before-you-apply](http://hr.uw.edu/jobs/before-you-apply)

