

**UCDAVIS**  
*HEALTH SYSTEM*

**External Applicants User Guide**

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## Registering as an Applicant

Although you do not need to register as a user to view current jobs available at the Health System, you must register before you can apply for a job, or create a job search agent profile. You can register on the **Apply for Job** page. The system will not prompt you to register until you attempt to apply for a job online.

When you are asked to register follow these steps:

1. Type your e-mail address in the **E-mail Address** text box.
2. Type a password in both the **Password** and **Confirm Password** text boxes.
3. Click **Register**.

## Signing On

Once you are a registered user, you can sign in by typing your **E-mail Address** and **Password** in the appropriate text boxes on the **Applicant Home** page and then click **Signon**. You can reach the **Applicant Home** page by going to the Health System HR website (<http://www.ucdmc.ucdavis.edu/hr/>) and clicking on the "Apply for Jobs" link. When you sign on, the **Applicant Home** page refreshes to display additional links available to registered users.

## Updating Your Contact Details

If your name, address, phone number, or e-mail address change at any time during the recruitment process, you need to update your **Contact Details** so that the Health System can easily contact you. Follow these steps:

1. From the Applicant Home page, signon using your email address and password.
2. Click **Update Contact Information**.
3. Update your name, address, telephone, or e-mail address, as necessary.
4. Click **Submit**.

## View Job Postings/Apply for Job

Use the **View Job Postings/Apply for Job** link to search current job openings at the Health System, add a job to your job basket, and then apply for the job by creating and submitting your online application.

## Searching For all Job Postings

You can search for all job postings throughout the Health System.

1. Click **View Job Postings/Apply for Job**.
2. Click **Search**.

## Setting Search Criteria for Specific Job Postings

You can set search criteria that will only search for jobs that may be of interest to you. Follow these steps:

1. Click **View Job Postings/Apply for Job**.
2. Select any combination of the following search criteria:
  - **Job Categories:**
    - to search all job postings for all job categories do not select a check box.
    - to search for job postings for specific job categories select the check box next to the categories you want to search.
  - **Location(s):**
    - to search for job postings for all Health System locations do not specify a location.
    - to search for job postings for a specific Health System search on the location lookup.
  - **Keywords in Job Title** - type the keyword in the **Keyword** text box.
  - **Other Miscellaneous Criteria** - select your choices from the **Regular/Temporary** and **Full/Part Time** drop-down lists.
3. Click **Search**.

## Sorting Job Postings

Once you conduct a search for a job posting, the **View Job Postings** page refreshes to display all open jobs that met your search criteria. You can sort job postings by **Posting Title**, **Job Category**, **Location**, or **Reference** by clicking the underlined column heading.

Note: You must click the Search button to refresh your search results. Clicking the ENTER key on the keyboard will not start a new search.

## Viewing a Job Posting

Once you conduct a search for a job posting, you can view a job posting for a particular job by clicking the underlined job title in the **Posting Title** column.

## Adding a Job to Your Basket

Once you conduct a search and select a job you would like to apply for, you need to add the job to your **Job Basket**. There are two ways to do this:

- Select a check box for an open job on the **Job Postings List** section of the **View Job Postings** page.
- OR
- Click **Add Job to Basket** when you are viewing the **Job Descriptions** page for an individual job posting.

## Applying for a Job

After you add a job to your **Job Basket**, you are ready to apply for the job. Follow these steps:

1. Click **Job Basket** to confirm your **Job Basket** lists the job you want to apply for.  
*Tip:* If your **Job Basket** contains a job you do not want to apply for, click **Delete** and then confirm you want to remove the job posting from your **Job Basket**.
2. Click **Apply for Jobs in Basket**.
3. Complete all required text boxes on the **Apply for Job** pages and then click Submit.
4. Click **OK** on the **Apply for Job - Submit Confirmation** page.

### **Results:**

- The **Apply for Job – Resume** page appears.
- A notification e-mail is sent to the e-mail address you provided in the **E-mail Address** text box of the **Apply for Job – Contact Details** page.

## Job Search Agent

A **Job Search Agent** lets you create, update, or delete a job search profile. This job search profile is a list of criteria describing the type of position you are interested in applying for. Your profile criteria is compared to open job requisitions. If a match is found, you will receive an e-mail notifying you of the position.

### Creating a Job Search Agent Profile

1. Click **Job Search Agent**.
2. Select any combination of the following search criteria:
  - **Job Categories:**
    - to receive all job postings for all job categories do not select a check box.
    - to receive job postings for specific job categories select the check box next to the categories you want to search.
  - **Location(s):**
    - to receive job postings for all Health System locations do not specify a location.
    - to receive job postings for a specific Health System location type the name of the city or use the lookup box to select a city.
  - **Keywords in Job Title** - type the keyword in the **Keyword** text box.
  - **Other Miscellaneous Criteria** - select your choices from the **Regular/Temporary** and **Full/Part Time** drop-down lists.
3. Click **Save**.
4. Click **OK** to confirm the save.

### Resetting Your Job Search Agent Profile

1. Click **Job Search Agent**.
2. Click **Reset Search Criteria**.
3. Select new search criteria.
4. Click **Save**.
5. Click **OK** to confirm the save.

## Deleting Your Job Search Agent Profile


1. Click **Job Search Agent**.
2. Click **Delete**.
3. Click **Yes - Delete**


## Change Password

Use the **Change password** link to change the password you use to sign on. Follow these steps:

1. Click **Change password**.
2. Type your current password in the **Current Password** text box.
3. Type your password in both the **New Password** and **Confirm Password** text boxes.
4. Click **OK**.

## Using the Lookup Tool

When the **Look up** tool () appears adjacent to a text box, it means the information that you enter in the text box must be chosen from the items listed in the box. If you do not know what items are contained in the list, use this tool to help you select one. Follow these steps:

1. Click () when it appears next to a text box.
2. Navigate to the item you are looking for and click the link.