

# **UCDAVIS** *HEALTH SYSTEM*

## **Employee User Guide**

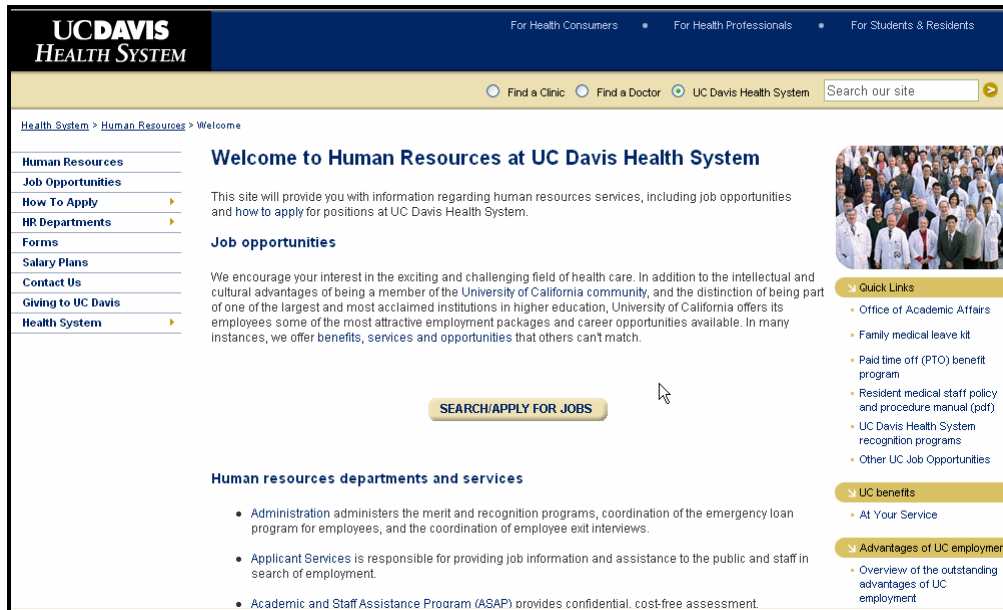
### **Applying for Jobs**

<b>View Job Postings/Apply for Job</b> .....	<b>4</b>
<b>Searching For all Job Postings</b> .....	<b>5</b>
<b>Setting Search Criteria for Specific Job Postings</b> .....	<b>5</b>
<b>Sorting Job Postings</b> .....	<b>5</b>
<b>Viewing a Job Posting</b> .....	<b>6</b>
<b>Adding a Job to Your Basket</b> .....	<b>6</b>
<b>Applying for a Job</b> .....	<b>6</b>
<b>Step 1 - Completing you online application.</b> .....	<b>7</b>
Option 1 - Providing a resume.....	7
Option 2 - Not Providing a Resume .....	7
<b>Step 2– Contact Details</b> .....	<b>8</b>
<b>Step 3 – Current &amp; Prior Employment</b> .....	<b>8</b>
<b>Step 5 – Languages</b> .....	<b>10</b>
<b>Step 6 – Licenses and Certificates</b> .....	<b>10</b>
<b>Step 7 – How did you find out about us?</b> .....	<b>11</b>
<b>Step 8 – Additional Information</b> .....	<b>12</b>
<b>Step 9 - Submit Application</b> .....	<b>13</b>
<b>Job Search Agent</b> .....	<b>14</b>
Creating a Job Search Agent Profile.....	14
Resetting Your Job Search Agent Profile.....	14
Deleting Your Job Search Agent Profile .....	15
<b>Using the Lookup Tool</b> .....	<b>15</b>

## Navigating to the Health System jobs page

Open your web browser and go to: <http://www.ucdmc.ucdavis.edu/hr/>

Click on 



The screenshot shows the 'Welcome to Human Resources at UC Davis Health System' page. The header includes the UC Davis Health System logo and navigation links for 'For Health Consumers', 'For Health Professionals', and 'For Students & Residents'. A search bar is present with the text 'Search our site'. The main content area features a 'Welcome to Human Resources at UC Davis Health System' heading, a 'Job opportunities' section with a 'SEARCH/APPLY FOR JOBS' button, and a 'Human resources departments and services' section with a bulleted list of services. A sidebar on the right contains 'Quick Links' and 'UC benefits' sections.

Then click on 



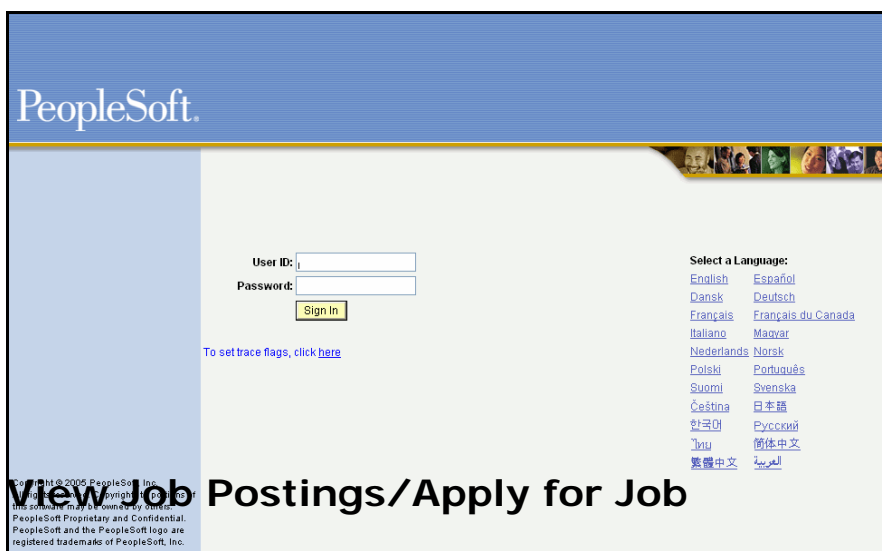
The screenshot shows the 'Welcome to jobs online at UC Davis Health System' page. The header is identical to the previous page. The main content area features a 'Welcome to jobs online at UC Davis Health System' heading, a 'Job Opportunities' section with a 'Current UC Davis Health System employee applicants' button, and a 'All other applicants (including UC Davis campus employees)' button. A sidebar on the right contains 'Quick Links' and 'Advantages of UC employment' sections.

## Signing On

Sign on using your Active Directory UserID and Password.

### Click **Sign In**

If you cannot login with your Active Directory please call the Help Desk: (916) 734 –HELP



**Navigation: Employee Self Service > Recruiting Activities > Recruiting Activities Home**

The Recruiting Activities Home Page will appear in the middle of the screen.

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:

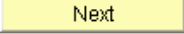
1. Click **Job Basket** to confirm your **Job Basket** lists the job you want to apply for.

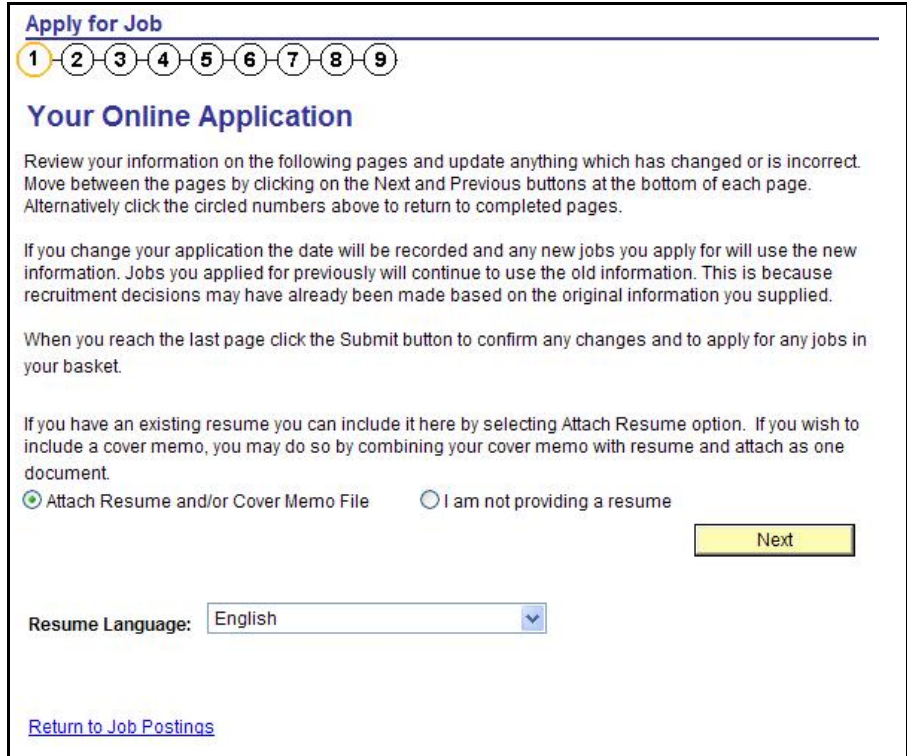
**Tip:** If your **Job Basket** contains a job you do not want to apply for, click **Delete** and then confirm you want to remove the job posting from your **Job Basket**.

2. Click **Apply for Jobs in Basket**.
3. Complete all required text boxes on the **Apply for Job** pages (see the detailed instructions below for information about these pages) and then click **Submit**.

## Step 1 - Completing you online application.

Applicants have the option of attaching, or not providing a resume. We strongly recommend that you attach your resume.

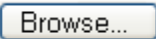
Click 

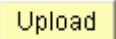


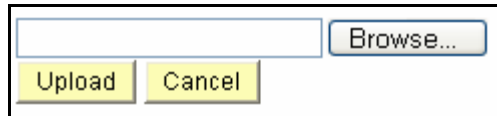
## Option 1 - Providing a resume.

### Attach a Resume

If you have selected to attach a resume file your next page will prompt you to find your resume file on your computer.

Click the  button to find your resume on the computer/disk and double-click the file you wish to upload.

Click the  button to complete the file transfer.



**Step 2– Contact Details**

As an employee, your information will be pulled into your application based on the data that is in the human resource system.

Note: If this information is incorrect please notify someone.

You may edit your contact information for your application (This does not update your employee record).

Click  to move on to the next page

**Apply for Job**

1 2 3 4 5 6 7 8 9

**Contact Details**

Enter your name, address, telephone number and e-mail address. The information you enter on this page may be used to contact you regarding the jobs you have applied for.

**Name Format:** United States [Change Country](#)

**Name**

**Prefix:**

**First:**  **Middle:**

**Last:**  **Suffix:**

**Name:** Smith,John

**Address:** 88 Test Rd  
Sacramento, CA 95834 [Edit Address](#)

**Telephone:**  **'Phone Type:** Home

**'Email Address:**  **'Email Type:** Home

\* Required Field

**Go To:** [Employee Home](#)

**Step 3 – Current & Prior Employment**

As an employee, if your employment data was entered at the time of your hire you may have data on this page. Please review your data and add your previous employment. This includes your pertinent UC Davis employment data.

Click  to add your employment. You may add as many rows of data as needed.

Click  to move on to the next page

**Apply for Job**

1 2 3 4 5 6 7 8 9

**Current and Prior Employment**

This page shows a summary of your employment history. To add employment information to the summary, click the Add button below. To change information for period of employment, click the Edit button next to the name of the employer. To delete employment information from the summary, click the Delete button next to the Edit button.

Start Date	End Date	Employer		
01/04/1990	11/08/2006	UC Santa Cruz	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

**For salary calculation purposes nursing applicants must include all previous nursing employment.**



**Step 4 – Education**

As an employee, if your Education data was entered at the time of your hire you may have data on this page. Please review your data and add any additional education you may have received.

**Add**

Click **Add** to add your employment. You may add as many rows of data as needed.

**Next**

Click **Next** to move on to the next page

**Apply for Job**

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

**Education**

Use this page to tell us about your primary and secondary school education, and any degrees you obtained from a college or university.

To add a primary or secondary school, click the Add button below Primary/Secondary School Education. To change information for a school, click the Edit button next to the School field. To delete a school, click the Delete button under Primary/Secondary School Information.

To add a degree, click the Add button below College/University Education. To change information for a degree, click the Edit button next to the Date Issued field. To delete a degree, click the Delete button below College/University Education.

**Highest Education Level:** G-Bachelor's Level Degree

Degree	Major		
Bachelor of Business Admin	Accountancy	<b>Edit</b>	<b>Delete</b>
Not registered		<b>Edit</b>	<b>Delete</b>
<b>Add</b>			

**Previous**      **Next**

\* Required Field

**Step 5 – Languages**

As an employee, if your Language data was entered at the time of your hire you may have data on this page.

Please review your data and add any additional languages you may speak.

**Add**

Click **Add** to add your employment. You may add as many rows of data as needed.

**Next**

Click **Next** to move on to the next page

**Step 6 – Licenses and Certificates**

As an employee, if your Licenses and Certificates data was entered into the HR system you may have data on this page.

Please review your data and add any additional languages you may speak.

**Add**

Click **Add** to add your employment. You may add as many rows of data as needed.

**Next**

Click **Next** to move on to the next page

**Apply for Job**

1 2 3 4 5 6 7 8 9

**Languages**

Use this page to list your languages.

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency		
Polish	High	Moderate	Low	<b>Edit</b>	<b>Delete</b>
<b>Add</b>					
				<b>Previous</b>	<b>Next</b>

**Apply for Job**

1 2 3 4 5 6 7 8 9

**Licenses and Certificates**

If you have any licenses or certifications you wish to tell us about, enter them here. Please list only licenses and certifications that are required for the position(s) for which you are applying.

License or Certificate	Date Issued		
Certified Nurses Assistant	10/20/2001	<b>Edit</b>	<b>Delete</b>
<b>Add</b>			
		<b>Previous</b>	<b>Next</b>

## Step 7 – How did you find out about us?

In most cases, as an employee you most likely hear about a job opening by viewing the website.

Select a Referral Source and Referral Source Detail from the drop down menus provided.

Click [Next](#) to move on to the next page

### Apply for Job



## How did you find out about us?

Select the Referral Source that best describes how you found out about the company or job. If the Referral Source is Other, then provide the details in Other Referral Source. If the Referral Source is Employee, provide the details in Referring Employee Information. For all other Referral Source categories specify the Referral Source detail.

### Referral Details

Referral Source:

Referral Source Detail:

Other Referral Source:

Are you a former employee:  Yes  No

Previous Termination Date:

[Previous](#)

[Next](#)

**Step 8 – Additional Information**

Please answer the following questions. This page is mandatory. If you answer yes to a question with a comment box you will be required to provide more information in the comment box.

Click Next to move on to the next page

**Apply for Job**

1
2
3
4
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8
9

**Additional Information**

10/25/2006

1. You must be at least 18 years of age, or, if under 18, you must have graduated from high school or have a valid work permit, in order to be employed by the University. Do you meet this requirement?  
 YES  NO

2. Do you have the legal right to accept work in the United States?  
 YES  NO

3. Do you have any relatives or people living in your household employed by the University? If so, please identify:  
 YES  NO

4. Have you ever been released or discharged from employment or resigned to avoid such release or discharge?  
 YES  NO  
 If Yes, please indicate date and explanation for discharge or resignation  
 Date  BY

5. Since your 18th birthday, have you been convicted of, or rendered a plea of nolo contendere misdemeanor which resulted in incarceration, parole, probation, community service, or fees? Please answer  
 YES  NO  
 If Yes, please indicate date, location, explanation and penal code:  
 Date  BY  
 Location, Explanation and Penal Code

6. Have you ever been convicted of a federal crime, as defined in 42 USC 1320a-7(i) or been excluded from participating in any federal or state health care program?  
 YES  NO  
 If YES, please indicate date location and explanation:  
 Date  BY  
 Location, Explanation and Penal Code

7. Have you ever worked for the University of California?  
 YES  NO  
 If YES, please list dates you were employed by the University, and on which campus:  
 From Date  BY To Date  BY  
 Campus


8. Are you a UC Retiree?  
 YES  NO  
 If you answered YES, list the year you retired  
 Year Retired

9. Driver's license #, state, class and expiration date (mandatory only if required for the job for which you are applying)  
 D.L. #  State  Class   
 Expiration Date  BY

Employee Status : (Please check all that apply to you)  
 Current UCD/UCDHS Employee  
 Current UCD/UCDHS Layoff Preference Status  
 Current UCD/UCDHS Vocational Rehab  
 Current UCD/UCDHS Student Nursing Experience


Previous
Next

## Step 9 - Submit Application

Click the  button to submit your application for review.

Once your application has been submitted it may not be changed. The application is a snapshot of your qualifications at the point in time of submission.

By clicking the submit button you are certifying that all your statements are true and complete.

After you click the  button you will see a summary of your application.

Congratulations...you have successfully completed the application process!

Log back in whenever you would like to check the status of the job postings you have applied for.

Click the [Recruiting Activities Home](#) link to continue with other tasks.

### Apply for Job



### Submit Application

If you wish to review your information use the previous and next links, or click the step numbers above, to navigate through the pages. When you have checked your information click the Submit button below to send us your application.

Certain parts of your application can be updated after submission, such as your email address, but the rest cannot be changed because the information in your application may be used in the candidate selection process and as such will be assumed to be a snapshot of your position at the time of submission. If your application information changes significantly in the future, and you wish to apply for more jobs, you will be required to submit a new application.

By clicking the submit button I certify that all of the statements made on this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that the information I have provided may be verified, and that failure to provide mandatory information and/or falsification of information may be grounds for disqualification or separation.



You will be notified by email to confirm the receipt of this application.

The company is not responsible for the verification of data provided and shall not be liable for any errors, factual, transcription or otherwise, contained in the information posted.



4. Click **OK** on the **Apply for Job - Submit Confirmation** page.

#### **Results:**

- The **Apply for Job – Resume** page appears.
- A confirmation 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**

## 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.