How to Apply as an External Applicant

a. Navigation
From the External Applicants page https://jobs.ucsb.edu, click the External Applicants-Staff Jobs button. If this is your first time visiting the site, click New User to Register and create a profile. Once your profile is created, you can follow this job aid to apply. If you are a returning user click the Sign In link in the upper right corner and complete sign in with your User Name and Password.

b. Review postings
After you’ve logged in, you can begin a job search by browsing through open job postings (use the arrow keys to navigate to other pages to see all postings), or use the Keywords search. Click the More Options link for a more targeted search for specific criteria (e.g. only Career postings).

c. Select and apply for a position
If you see a posting you would like to review, click on the specific job to see the Job Description/Position Information. If you are not interested in this particular job opening, click the Return to Previous page link at the bottom of the page (or the Next Job link at the top if you are scrolling through a list of jobs).
Job Description

<table>
<thead>
<tr>
<th>Previous Job</th>
<th>Next Job</th>
</tr>
</thead>
</table>

Job Details

Job Title: Front Office
Location: UCSB Campus

Job ID: 4616

Position Information

Payroll Title: BLANK AST 1
Job Code: 004724
Job Open Date: 03-33-2020
Department Code-Name: GEOG-Geography
Percentage of Time: 100%
Collective Bargaining Unit (CBU): CX-Clinical Unit (Teamsters)
Grade Type/Grade: Professional & Support Staff (PSS)
FLSA Exemption Status: Non-Exempt
Work Location: Geography General Administrative Office, 1611 Ellison Hall

Pay & Work Schedule

Pay Rate/Range: $17.97-$19.05/hr
Days/Hours: Monday-Friday, 8am-5pm
d. **Complete the Application**
Once you have selected the job opening that you want to apply to click **Apply** at the bottom of the page and begin filling out the application.
e. **Application Step 1 - Start**
Click that you have **Read and agree to the above terms and agreements** and click **Next**. Please note that on any page you can **Save as Draft** at any time and come back later. You can also return to the last page by clicking **Previous** and you can **Exit** at any time.

f. **Application Step 2 - Resume**
Upload your resume and attach a cover letter. You can **Use Existing Resume, Copy & Paste Resume** or **Attach Resume**. Then **Attach Cover Letter**. When finished click **Next**.
Resume - Step 2 of 7

Applying for: Payroll and Finance Assistant

To apply with a resume, select an option below. To apply without a resume, please click ‘Next’.

**Resume (Required)**

- Use Existing Resume
  - Use a resume you already uploaded with us
- Copy & Paste Resume
  - Copy and paste your resume
- Attach Resume
  - Provide us with your resume

Please provide us with your cover letter.

**Cover Letter**

- Attach Cover Letter
  - Provide us with your cover letter

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Resume - Step 2 of 7

Applying for: Payroll and Finance Assistant

**Current Resume**

<table>
<thead>
<tr>
<th>Resume</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume</td>
<td>English</td>
</tr>
</tbody>
</table>

Use Different Resume

**Current Cover Letter**

<table>
<thead>
<tr>
<th>Cover Letter</th>
<th>*Cover Letter Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover_letter.docx</td>
<td>Cover_letter.docx</td>
</tr>
</tbody>
</table>

Use Different Cover Letter

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g. **Application Step 3 - Preferences**

Please select your employment preferences, such as what days and times you are willing to work, when you can begin work, the minimum pay that you require, etc. When finished click **Next**.

![Preferences step of 7](image-url)
h. **Application Step 4 - Experience**

Use the **Add Work Experience** button to add current and previous work experience. To add current and previous references click the **Add Reference** button. You can also edit by clicking the **edit icons** or delete by clicking the **trash can**. When finished click **Next**.

![Qualifications: Experience - Step 4 of 7](image)

i. **Application Step 4 - Education**

Enter your education history by clicking the dropdown **Highest Education Level**. You can also **Add Degrees** by clicking the button. When finished click **Next**.
j. **Application Step 4 Questions - Accomplishments**

Click **Add Job Training** to add any relevant training you have had in your current or previous jobs. Click **Add Licenses and Certifications** if you have any. When finished click **Next**.

k. **Application Step 4 - Questions**

Answer the required questions by clicking the button and click **Next**.
I. **Application Step 5 - Referrals**

Click the drop down boxes to answer the question of how you learned about the job you are applying to and whether you are a former UCSB employee and click **Next**.
m. Application Step 6 – Self Identify-UC Affiliation
   Answer the questions regarding current or prior UC Affiliation and click **Next**.

n. Application Step 6 – Self Identify-Diversity
   Answer the questions to self-identify. You can also decline to state this information by clicking **I choose not to provide this information** at the bottom and click **Next**.
Application Step 6 – Self Identify - Gender Identity and Sexual Orientation

Answer the questions to self-identify. You can also **Decline to State** this information by clicking the bottom sections of each question. When finished click **Next**.
p. Application Step 7 Review/Submit

On this page you can review your information, once an application is submitted, you will not be able to edit it. To make changes, click the edit icons throughout each section or the previous button to return to earlier pages. You can Save as Draft, but remember to return later to My Activities located on your main account page to finish it. When satisfied, click Submit Application to apply. The next screen will pop up letting you know that you have successfully applied.
**Review/Submit - Step 7 of 7**

Applying for: Payroll and Finance Assistant

Review your application and make any changes before submitting.

**My Contact Information**

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:katherine.abad@ucsb.edu">katherine.abad@ucsb.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone</td>
<td>805/693-4854</td>
</tr>
<tr>
<td>Address</td>
<td>UC Santa Barbara, Santa Barbara, CA 93108</td>
</tr>
</tbody>
</table>

**Resume**

<table>
<thead>
<tr>
<th>Resume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katherine Rae Abad</td>
</tr>
</tbody>
</table>

**Cover Letter**

<table>
<thead>
<tr>
<th>Cover Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Letter Title</td>
</tr>
<tr>
<td>Cover_letter.docx</td>
</tr>
</tbody>
</table>

**Preferences**

I can start my new job on or after

I am looking for the following kind of work: Either

- I want to work Full-Time
- I am willing to travel: Never or rarely
- I am willing to relocate: No

I am available to work the following days of the week: Mon, Tue, Wed, Thu, Fri

I want to work the following shift(s): Day
I want to work the following shift(s): Day
I want to work: 40 hours per week
I require a minimum pay of 20.00 USD Hour
I would prefer a work location in or around
Comments about where I prefer to work

Education History

Highest Education Level: Bachelor's Level Degree

Work Experience

<table>
<thead>
<tr>
<th>Employer</th>
<th>Job Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ucsb</td>
<td>Employment/ Training Analyst 2</td>
<td>04/01/2012</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job Training

You have not added any training information to your application.

Degrees

You have not added any degrees to your application.

Licenses and Certifications

You have not added any licenses and certifications to your application.

References

You have not added any references to your application.

Referrals

How did you learn of the job?
Specific Referral Source
Are you a former employee? No

Diversity

Ethnicity: No, I am not Hispanic or Latino.
Race: White (Not Specified)

Application Confirmation

✅ Your job application has been successfully submitted.

You have applied for the following job(s):

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job ID</th>
<th>Location</th>
<th>Job Posting Date</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll and Finance Assistant</td>
<td>4672</td>
<td>UCSB Campus</td>
<td>04/20/2020</td>
<td>05/20/2020</td>
</tr>
</tbody>
</table>

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

Return to Job Search  View Submitted Application
q. Checking your applicant status
Once logged back in, click on My Activities at the top of the page to view your application status throughout the