How to Apply as an External Applicant

a. Navigation
From the External Applicants page https://jobs.ucsb.edu, click the External Applicants 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 please 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. **Complete the Application**

If you see a posting you would like to review, click on it to see the Job Description page. To apply, click **Apply** at the bottom of the page to begin.
If you are not interested, 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).
d. Applying: Review & Submit
Complete the application. Review your information because once an application is submitted, you will not be able to edit it. To make changes, click the edit icon or the Previous button to return to earlier pages. You can Save as Draft, but remember to return later to My Activities to finish it. When satisfied, click **Submit Application** to apply.
Checking your applicant status

Once logged back in, click on **My Activities** at the top of the page to view your application status.
### Applications

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job ID</th>
<th>Location</th>
<th>Status</th>
<th>Date Created</th>
<th>Date Submitted</th>
<th>Withdraw Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Office</td>
<td>4916</td>
<td>Ellison Hall</td>
<td>Not Submitted</td>
<td>06/11/2020</td>
<td>04:45PM</td>
<td></td>
</tr>
</tbody>
</table>

### Resumes

You do not have any saved resumes.

### Cover Letters and Attachments

You have not added any attachments.

Add attachment