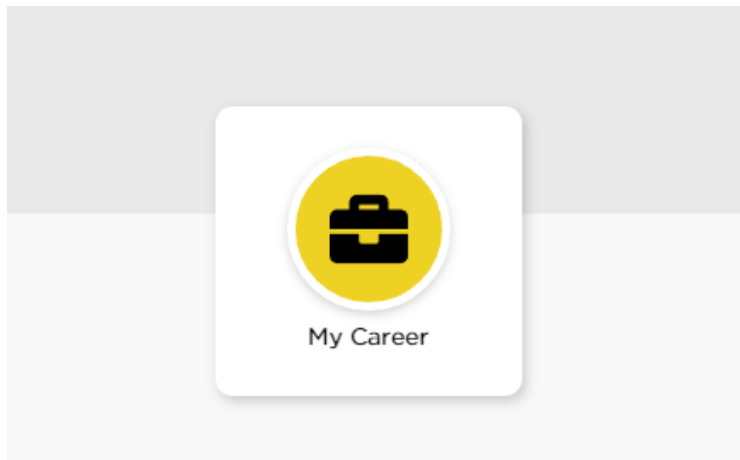


# Cómo comenzar

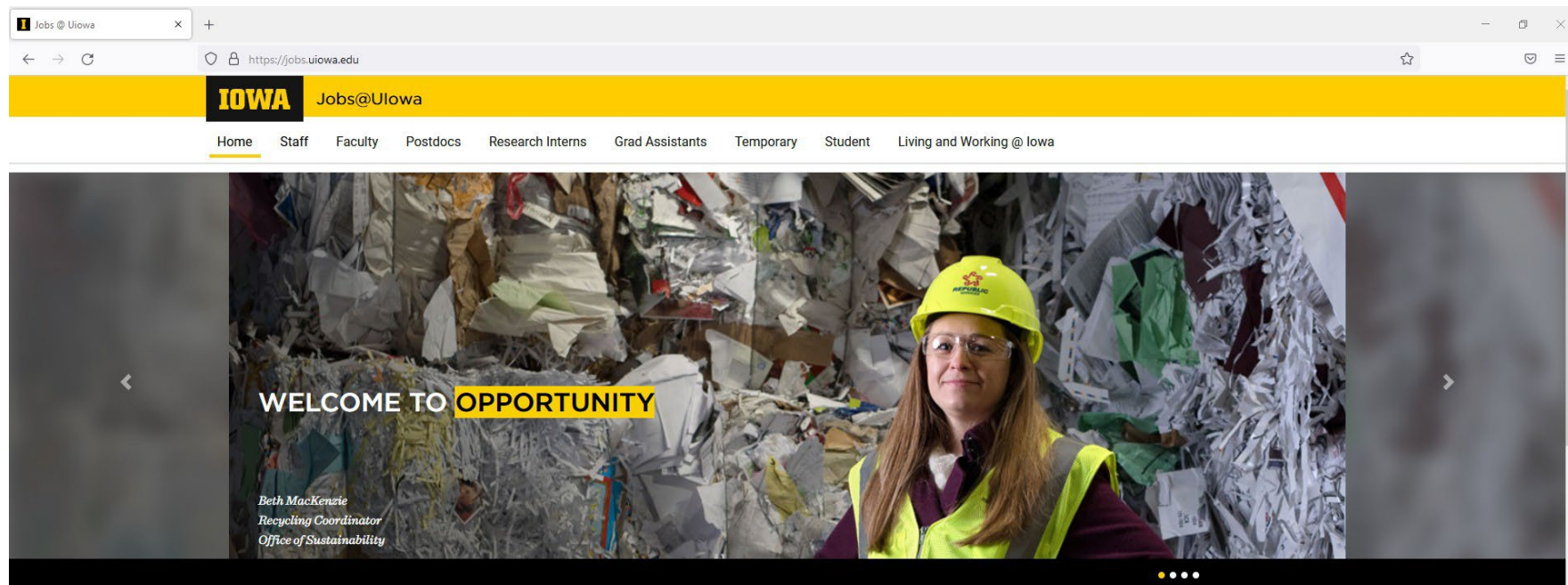
**Candidatos internos:** vaya a Self-Service (Autoservicio) y seleccione “Apply for Job Opportunities (Postular a las oportunidades de empleo)” en la sección “My Career (Mi carrera)” del Employee Self Service (Autoservicio para empleados) (luego vaya a la página 16 de este manual)



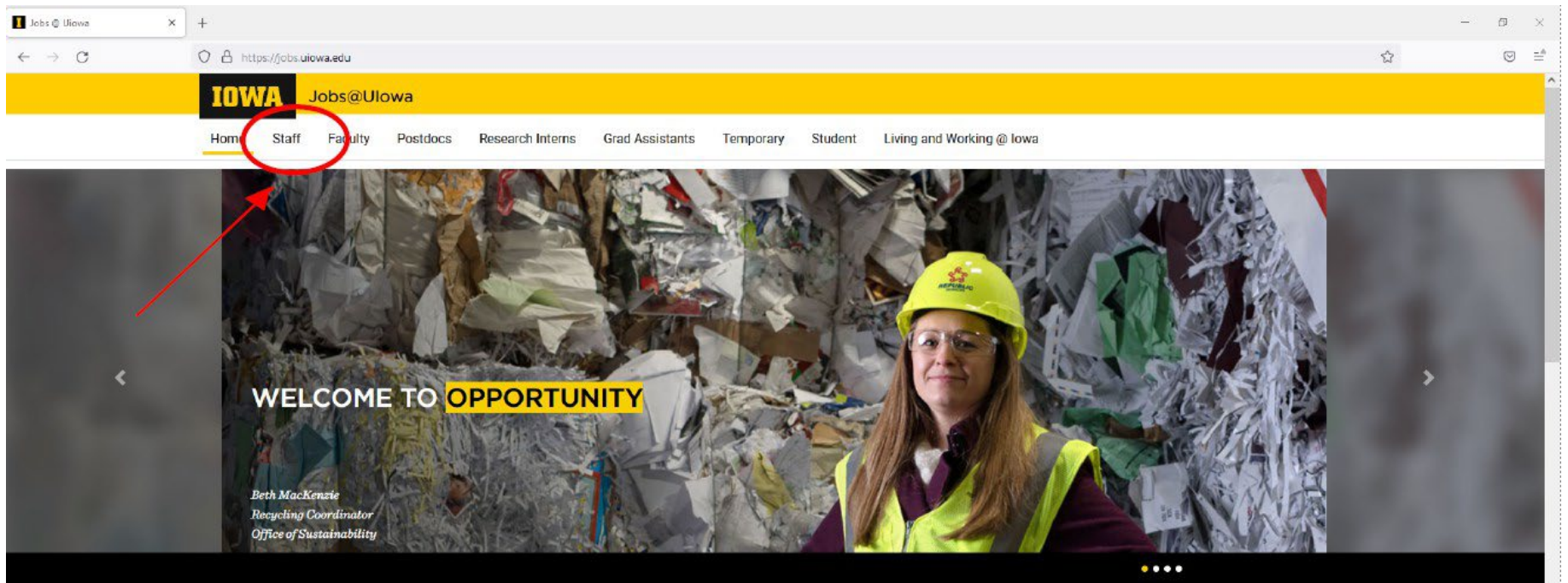
## **CAREER & PERFORMANCE**

- ☆ My ePersonnel File
- ☆ Performance Review
- ☆ Apply for Job Opportunities

**Candidatos externos:** vaya a [jobs.uiowa.edu](https://jobs.uiowa.edu)



Haga clic en “Staff (Personal)” para encontrar puestos vacantes



# Inicie sesión en su cuenta O cree una cuenta haciendo clic en “Go to Profile (Ir al perfil)”

The screenshot shows a job portal interface. At the top, there is a navigation bar with links for HOME, BROWSE JOBS, LIVING & WORKING @ IOWA, and BENEFITS. On the right side of the navigation bar, there are buttons for JOBS and HELP. Below the navigation bar is a search area with a text input field labeled 'Find jobs by keyword', a location dropdown menu set to 'All locations', and a 'Search' button. The main content area is divided into three columns. The left column contains filters for 'All jobs' and 'All locations'. Under 'Only show:', there is a 'NEW' button and a 'New Jobs' checkbox. Below this are two filter sections: 'Location' and 'Category'. The 'Location' section has a '+ Add a location' button and a list of locations: Iowa City, Iowa, United States (272); Des Moines, Iowa, United States (3); Cedar Rapids, Iowa, United States (1); and Council Bluffs, Iowa, United States (1). The 'Category' section has a '+ Add a category' button and a list of categories: All (checked), Patient Care Providers (156), Administrative/Professional (45), Research (27), and Facilities/Skilled Trades (20). The middle column displays a list of job listings. Each listing includes a job title, location, category, and a brief description. The first listing is 'Physical Therapist - Dept of Rehab Therapies' with a 'NEW' tag. The second is 'Senior Physical Therapist - Dept of Rehab Therapies' with a 'NEW' tag. The third is 'Billing and Loan Collections Specialist' with a 'NEW' tag. The fourth is 'Medical Assistant II-Medicine Specialty Clinic' with a 'NEW' tag. The fifth is 'Qual & Op Improv Coordinator-CSS (part-time)' with a 'NEW' tag. The sixth is 'Snr Pharmacy Technician, Cert' with a 'NEW' tag. The right column contains several sections: 'Previous Job Searches' with a link for 'All jobs' and a location filter; 'My Profile' with a 'Go to Profile' button circled in red and a red arrow pointing to it; 'My Submissions' with a 'My Submissions' button; a promotional banner for 'DISCOVER THE BENEFITS OF LIVING & WORKING HERE' with an image of people cycling; and 'Are you a Military Veteran?' with a link to learn more.

# Privacy Agreement (Acuerdo de privacidad)

## Privacy Agreement

The University of Iowa is committed to maintaining the privacy of personal information that you provide to us when using jobs.uiowa.edu or uiowa.taleo.net. This Privacy Policy describes how we treat personal information received about you when you visit jobs.uiowa.edu or uiowa.taleo.net.

[Links to Other Websites](#)

I Accept

I Decline

# Login (Inicio de sesión)

Inicie sesión con su nombre de usuario actual o regístrese como nuevo usuario

(Si ya tiene un perfil, vaya a la página 16 para obtener más ayuda)


## Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login".

**New User?** If you are not registered yet, click "New user" and follow the instructions to create an account. This site is for **Staff positions** only, if you are looking for Faculty opportunities visit our [Faculty site](#) to register.

**Current Regular Employee?** If you are a current regular employee looking for a Staff positions, please visit [Employee Self-Service "Apply for Job Opportunities"](#) to view all of the postings available to Internal staff.

*Mandatory fields are marked with an asterisk.*

|   |   |
|---|---|
| <p>*User Name</p> <input type="text"/>        | or Sign in with:  |
| <p>*Password</p> <input type="password"/>     |   |
| <p><a href="#">Forgot your user name?</a></p> |   |
| <p><a href="#">Forgot your password?</a></p>  |   |

Login

New User

# New User Registration (Registro de nuevo usuario)

Pasos:

- Cree un nombre de usuario
- Cree una contraseña que contenga al menos 9 caracteres: **debe tener al menos 1 letra, 1 número, 1 carácter especial (ejemplo, \$ ! @ # \*+), y no contener más de 2 de los mismos caracteres en una fila (ejemplo, AAA, bbbb, \$\$\$\$)**
- Ingrese su dirección de correo electrónico para vincularse con el sitio web de modo que

THE UNIVERSITY OF IOWA

Welcome. You are not signed in.

Job Search

**New User Registration**  
Please take a few moments to register. You will need this information to access your account in the future.  
Mandatory fields are marked with an asterisk.

\*Username  
jane-doe

\*Password  
\*\*\*\*\*

\*Re-enter Password  
\*\*\*\*\*

Email Address  
jane.doe@gmail.com

Re-enter Email Address  
jane.doe@gmail.com

or Sign in with:  
G+ YAHOO!

Register Cancel

¡Recuerde su nombre de usuario y contraseña! Será su único acceso a su cuenta.

Haga clic en “Register (Registrarse)” cuando toda la información esté completa

JOBBS | HELP | SITE MAP



THE UNIVERSITY OF IOWA

# Resume/CV Upload (Carga de hoja de vida/currículum vitae)

Puede importar el historial laboral de varias formas:

- 1) Vincule su perfil de LinkedIn o Indeed
- 2) Cargue una hoja de vida/currículum vitae
- 3) Ingrese manualmente el historial laboral pasado

Import profile data

1    

---

2 Or upload a resume/CV

Select the resume/CV file to upload

No file chosen

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume/CV. You may have to manually correct or fill out some of them.

3  No thanks, I will fill out the online submission manually

---

# Personal Information (Información personal)

Ingrese toda la información personal requerida y las preferencias laborales



Save and Continue

## Personal Information

### Source Tracking

Please indicate how you heard about the job opportunities available within our organization.

Source Type\*

University's Job Web Site

University's Job Web Site

Our Website

### Personal Information

Please enter all relevant personal information in the fields below.

First Name\*

Middle Name

Last Name\*

Street Address (line 1)\*

Address (line 2)

City\*

Iowa City

Zip/Postal Code\*

Place of Residence\*

Country

United States

State/Province

Iowa

Closest Metropolitan Area

Iowa City

Primary Phone\*

Email Address\*

Esta barra le indica su progreso a medida que completa el perfil



# Personal Information (Información personal) continuación...

Seleccione turnos preferidos, nivel de empleo, tipo de empleo, etc.

## Basic Profile Information

Indicate the employment preferences, conditions and interests in the fields below.

### Employee Status

Regular

### Shift

- Day Job
- Evening Job
- Night Job
- On Call
- Variable
- Flex Time
- Weekend
- Rotating

### Job Type

Standard

### Schedule

- Full-time
- Part-time

### Job Level

- Entry Level
- Individual Contributor
- Team Leader
- Manager
- Director
- Executive
- Manager with Direct Reports
- Manager without Direct Reports
- Senior Executive

### Advance Notice

Not Specified

### Date of Availability

Month Day Year

### Minimum Annual Salary

### Currency

US Dollar (USD)

### Travel (Up to...)

Not Specified

Save and Continue

# Preferences (Preferencias)

Seleccione tantas preferencias como desee. Busque el campo laboral correspondiente y haga clic en “Add to List (Añadir a la lista)”



Save and Continue

Page 1 out of 2

## Preferences

### Employment Preferences

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section "Job Field".

### Job Field

Category

Administrative/Professional ▼

Add to List

Reset

### Job Field Preferences

- IT Professionals  
Levels: IT Professionals  
Remove
- Administrative/Professional  
Levels: Administrative/Professional  
Remove

Las preferencias seleccionadas se mostrarán aquí



Save and Continue

Page 1 out of 2

# Preferences (Preferencias) continuación...

Seleccione sus preferencias de ubicación en esta página



Save and Continue

Page 2 out of 2

## Preferences

### Employment Preferences

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section "Location".

#### Location

City

Add to List

Reset

#### Location Preferences

Iowa City  
Levels: Iowa City  
Remove

Bettendorf  
Levels: Bettendorf  
Remove

Las preferencias seleccionadas se mostrarán aquí

Save and Continue

Page 2 out of 2

# File Attachments (Archivos adjuntos)

Proporcione cualquier archivo adjunto adicional a su perfil laboral

Si no tiene ningún archivo adjunto, haga clic en “Save and Continue (Guardar y continuar)”



Save and Continue

## File Attachments

### Attachments

You can attach files to the candidate record (e.g.: cover letter, resume/CV, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

Choose File No file chosen

Comments about the file

Attach

This section displays basic information regarding the files attached to the candidate record.

Please indicate which of the attached documents is your Resume/CV. To delete, please email a list of the unneeded files to TA-Support@ulowa.edu.

| Resume/CV                           | File Name              | Date   | Comments |
|-------------------------------------|------------------------|--------|----------|
| <input checked="" type="checkbox"/> | Test Resume.docx       | 5/7/24 |          |
| <input type="checkbox"/>            | Test Cover Letter.docx | 5/7/24 |          |

Save and Continue

# Review and Submit (Revisar y enviar)

Asegúrese de revisar toda la información antes de enviar su perfil



Submit

## Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

|  |                           |
|--|---------------------------|
| <b>Personal Information</b> <a href="#">Edit</a> |                           |
| <b>Source Tracking</b>                           |                           |
| Source Type                                      | University's Job Web Site |
| Source   | Our Website               |
| <b>Personal Information</b>                      |                           |
| Full Name  | Jane Doe                  |
| Street Address (line 1)                          | 123 Maple Street          |
| Address (line 2)                                 |                           |
| City   | Iowa City                 |
| Zip/Postal Code                                  | 52241                     |
| Place of Residence                               | Iowa City                 |
| Primary Phone                                    | 123-456-7890              |
| Email Address                                    |                           |
| <b>Basic Profile Information</b>                 |                           |
| Employee Status                                  | Regular                   |
| Job Type   | Standard                  |
| Shift  | Flex Time                 |
| Schedule   | Full-time                 |

Si necesita hacer algún cambio, haga clic en "Edit (Editar)"

## Thank You (Gracias)

Se ha creado su perfil y puede comenzar a buscar empleos disponibles en The University of Iowa seleccionando “View All Jobs (Ver todos los empleos)”

[JOB SEARCH](#) [MY JOB PAGE](#)

---

Thank You

Process completed

You have successfully submitted your candidate profile. You can review and update your information by signing in to our careers website.

We invite you to further explore the available job openings.

[View All Jobs](#)

---

## My Jobpage (Mi página de empleos)

En esta página, puede ver los empleos a los que ha postulado (“My Submissions (Mis solicitudes)”), su Job Cart (Carrito de empleos) y sus Saved Jobs (Empleos guardados)




### My Submissions (1 job submissions found)

This page displays all relevant details related to your draft and completed submissions.

Submissions per page:

 ▼

#### Completed Submissions

 Senior Application Developer - Administrative Information Systems <sup>13</sup> - Full-time  
Iowa City  
Job Posting : May 2, 2024 – Job Number: 24002638  
Job Status: Active (Accepting Job Submissions)  
Submission Status: Final Candidate Selection in Progress – Updated: May 8, 2024  
[View/Edit Submission](#) | [View Email Messages](#)

# Cómo postular a un empleo



# Cómo postular a un empleo

Una vez que encuentre el empleo al que desea postular, seleccione “Apply for Job (Postular a un empleo)”

Senior Application Developer - Administrative Information Systems

🔍 Iowa City, Iowa, United States

NEW

📁 Information Technology

📁 24002638

📅 May 01, 2024

Apply for Job

Share this Job

Sign Up for Job Alerts

## Login


To access your account, please identify yourself by providing the information requested in the fields below, then click "Login".

**New User?** If you are not registered yet, click "New user" and follow the instructions to create an account. This site is for **Staff positions** only, if you are looking for Faculty opportunities visit our **Faculty site** to register.

**Current Regular Employee?** If you are a current regular employee looking for a Staff positions, please visit **Employee Self-Service "Apply for Job Opportunities"** to view all of the postings available to Internal staff.

*Mandatory fields are marked with an asterisk.*

or Sign in with:

[Forgot your user name?](#)

[Forgot your password?](#)

Login

New User

# Resume/CV Upload (Carga de hoja de vida/currículum vitae)

Puede importar el historial laboral de varias formas:

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638)

---

1 2 3 4 5 6 7 8 9 10

Resume/CV Upload Personal Information Experience & Credentials General Questions Job Specific Questions File Attachments Self Identification Disability Identification eSignature Review and Submit

---

Save and Continue

## Resume/CV Upload

### Profile Upload

You can submit personal and professional information by uploading a resume/CV or by uploading a profile through a third-party service. The system will automatically extract the relevant information from the profile or the resume/CV and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a profile or a resume/CV, you will need to fill out the online submission manually.

### Import profile data



### Or upload a resume/CV

Select the resume/CV file to upload

No file chosen

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume/CV. You may have to manually correct or fill out some of them.

No thanks, I will fill out the online submission manually

Save and Continue

# Personal Information (Información personal)



Save and Continue

## Personal Information

### Source Tracking

Please indicate how you heard about this job.

Source Type \*

University's Job Web Site

University's Job Web Site

Our Website

### Personal Information

Please enter all relevant personal information in the fields below.

First Name \*

jane

Middle Name

Last Name \*

Doe

Street Address (line 1) \*

123 Maple Street

Address (line 2)

City \*

Iowa City

Zip/Postal Code \*

52241

### Place of Residence \*

Country

United States

State/Province

Iowa

Closest Metropolitan Area

Iowa City

Primary Phone \*

123-456-7890

Email Address \*

The University of Iowa provides preference to qualified veterans as required by [Iowa Code Chapter 35C](#). To request Veterans' Preference, please visit <https://hr.uiowa.edu/veterans-preference> for further information.  
Laid Off/Reduction In Force      Veterans Preference

Save and Continue

# Experience & Credentials (Experiencia y credenciales)

Ingrese toda su experiencia y credenciales.

Nota: si se cargó antes, es posible que parte de la información ya se haya completado desde la hoja de vida

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638)

1 2 3 4 5 6 7 8 9 10

Resume/CV Upload Personal Information Experience & Credentials General Questions Job Specific Questions File Attachments Self Identification Disability Identification eSignature Notes and Submit

Save and Continue

## Experience & Credentials

### Education

List the educational experiences below in order from highest to lowest. If you have completed a second major, please select the "Add Education" link below to include it on your application. If you have no diploma or degree, please select "No Degree" from the "Education Level" selection list.

#### Education 1

Institution

Highest Degree

Program

Please select Yes if this degree is your highest level achieved.  
Credit Hours

Education Level

Start Date

Graduation Date

Anticipated Graduation Date

Remove Education

[Add Education](#)

### Work Experience

List any current, prior, or volunteer experiences below, starting with the most recent. Please enter "N/A" if you have no experience to list.

#### Work Experience 1

Employer

Current Job

Añada cualquier educación o experiencia laboral adicional seleccionando "Add Education (Añadir educación)" o "Add Work Experience (Añadir experiencia laboral)"

# General Questions (Preguntas generales)

Responda las siguientes preguntas

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638)



Save and Continue

## General Questions

### Questionnaire

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

1. Are you 18 or older?\*

- Yes  
 No

2. Are you currently employed or have you been previously employed at The University of Iowa, other Regents Institutions or any other state of Iowa agencies? \*

- Yes  
 No

3. Are you currently enrolled anywhere as a student?\*

- Yes  
 No

4. Are you legally authorized to work in the U.S. and at The University of Iowa?\*

- Yes  
 No


5. Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. 611 et seq.? Note: \* Any applicant must disclose registration in accordance with state law (Iowa Code 8A.403-404). This does not apply to applicants for merit system positions.

- No  
 Yes  
 Not Applicable (I am applying for a position covered by the Merit system.)

Save and Continue

# Job Specific Questions (Preguntas específicas del empleo)\*

En esta sección, responda las preguntas específicas del empleo que se le hagan. Las preguntas pueden variar según el empleo

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638) 

---

1 2 3 4 5 6 7 8 9 10

Resume/CV Upload   Personal Information   Experience & Credentials   General Questions   **Job Specific Questions**   File Attachments   Self Identification   Disability Identification   eSignature   Review and Submit

---

Save and Continue

Save as Draft

Quit

---

## Job Specific Questions

1. What are your salary/compensation expectations for this position?

\*Nota: Es posible que esto no se muestre para todos los empleos

# File Attachments (Archivos adjuntos)

Adjunte cualquier archivo adicional aquí (hoja de vida, carta de presentación, referencias, etc.) seleccionando “Choose File (Elegir archivo)”.

Para adjuntarlo a su postulación, asegúrese de hacer clic en “Attach (Adjuntar)” una vez que haya elegido su archivo

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638) ✕

1  
Resume/CV Upload

2  
Personal Information

3  
Experience & Credentials

4  
General Questions

5  
Job Specific Questions

6  
File Attachments

7  
Self Identification

8  
Disability Identification

9  
eSignature

10  
Review and Submit

Save and Continue

---

### File Attachments

**Attachments**

Please review the job posting to determine if an attachment (e.g. cover letter, resume/CV, references, transcripts, etc.) is required for this submission. If so, you can attach files to your candidate record below. We suggest labeling attachments with separate file names so that you do not inadvertently overwrite an existing attachment for a previous submission.

Select the file to attach

1

Choose File

Comments about the file

2

Attach

This section displays basic information regarding the files attached to the candidate record.

Please select which files are relevant for this submission in the “Relevant Files” column. In addition, please indicate which relevant file is your Resume/CV in the “Resume/CV” section.

Please indicate which of the attached documents is your Resume/CV. To delete, please email a list of the unneeded files to TA-Support@uiowa.edu.

| Relevant Files                      | Resume/CV                           | File Name              | Date   | Comments |
|-------------------------------------|-------------------------------------|------------------------|--------|----------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Test Resume.docx       | 5/7/24 |          |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Test Cover Letter.docx | 5/7/24 |          |

Save and Continue

# Self-Identification (Autoidentificación) y Disability Identification (Identificación de discapacidad)

Esta información es voluntaria y si decide no completarla, no estará sujeto a un trato desfavorable.

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638)

1  
Resume/CV Upload

2  
Personal Information

3  
Experience & Credentials

4  
General Questions

5  
Job Specific Questions

6  
File Attachments

7  
Self Identification

8  
Disability Identification

9  
eSignature

10  
Review and Submit

Save and Continue

**Self Identification**

**Diversity**

Please provide the information requested in the fields below regarding diversity.

The University of Iowa is a federal contractor. To meet federal reporting obligations, we request information from job applicants about their race, ethnicity, sex, disability status, and veteran status. Providing this information is voluntary; if you do not provide it, you will not be subject to any adverse treatment. The information will be kept confidential and will not be seen by the hiring department. The information will be used in accordance with federal and state laws, regulations, and executive orders. Required annual reports of applicants to the federal government for civil rights enforcement purposes will be done in the aggregate only; individuals will not be identified.

1. Sex:

Female

Male

I do not wish to answer

2. Age: Are you age 40 or older?

Yes

No

I do not wish to answer

3. Hispanic or Latino Ethnicity (select one response):

Hispanic or Latino - Persons of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race

Not Hispanic or Latino

I do not wish to answer

4. Race (select one or more):

American Indian or Alaska Native: Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment

Asian: Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Chinese, Filipino, Indian, Japanese, Korean, Laotian, Thai, and Vietnamese

**Voluntary Self-Identification of Disability**

Form CG-305 OMB Control Number 1250-0005  
Page 1 of 1 Expires 04/30/2026

\*Name:  \*Date:

---

**Why are you being asked to complete this form?**

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

---

**How do you know if you have a disability?**

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

|  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>Alcohol or other substance use disorder (not currently using drugs illegally)</li> <li>Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS</li> <li>Blind or low vision</li> <li>Cancer (past or present)</li> <li>Cardiovascular or heart disease</li> <li>Celiac disease</li> <li>Cerebral palsy</li> <li>Deaf or serious difficulty hearing</li> <li>Diabetes</li> </ul> | <ul style="list-style-type: none"> <li>Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders</li> <li>Epilepsy or other seizure disorder</li> <li>Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome</li> <li>Intellectual or developmental disability</li> <li>Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD</li> <li>Missing limbs or partially missing limbs</li> <li>Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports</li> </ul> | <ul style="list-style-type: none"> <li>Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)</li> <li>Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities</li> <li>Partial or complete paralysis (any cause)</li> <li>Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema</li> <li>Short stature (dwarfism)</li> <li>Traumatic brain injury</li> </ul> |
|--|--|--|

---

**Please check one of the boxes below:**

Yes, I have a disability, or have had one in the past

No, I do not have a disability and have not had one in the past

I do not want to answer

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Save and Continue



# e-Signature (Firma electrónica)

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638) 



- Save and Continue
- Save as Draft
- Quit

## eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

**Before submitting your application to The University of Iowa, you must read and agree to the following statement:**

I hereby certify that the statements and information contained in this application form are true and correct to the best of my knowledge and belief, and I authorize the University of Iowa to investigate all statements or information contained in this application form and any attachments with it, unless I have stated in writing to the contrary.

### Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement.  
Please signify your acceptance by entering the information requested in the fields below.

Please enter your full name: \*

Firme su postulación aquí



- Save and Continue
- Save as Draft
- Quit

# Review and Submit (Revisar y enviar)

Asegúrese de revisar toda la información antes de enviar su perfil. Una vez que haga clic en submit (enviar), habrá postulado al empleo con éxito.

**Submit**

---

**Review and Submit**

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

|  |                           |
|--|---------------------------|
| <b>Personal Information</b>   <a href="#">Edit</a> |                           |
| <b>Source Tracking</b>                             |                           |
| Source Type  | University's Job Web Site |
| Source   | Our Website               |
| <b>Personal Information</b>                        |                           |
| Full Name  | Jane Doe                  |
| Street Address (line 1)                            | 123 Maple Street          |
| Address (line 2)                                   |                           |
| City   | Iowa City                 |
| Zip/Postal Code                                    | 52241                     |
| Place of Residence                                 | Iowa City                 |
| Primary Phone                                      | 123-456-7890              |
| Email Address                                      |                           |
| Laid Off/Reduction In Force                        |                           |
| Veterans Preference                                |                           |
| <b>eSignature</b>                                  |                           |
| <b>eSignature</b>                                  |                           |
| Signed by:   |                           |
| Date:  |                           |

**Submit**

# My Jobpage (Mi página de empleos)

Puede ver cualquier solicitud completada o en borrador en su página de empleos.

The screenshot displays the 'My Jobpage' interface. At the top, there are navigation tabs for 'JOB SEARCH' and 'MY JOBPAGE'. Below these, there are links for 'My Submissions', 'My Job Cart', and 'My Saved Searches'. The 'My Submissions' link is highlighted. The main content area shows 'My Submissions (2 job submissions found)'. A message states: 'This page displays all relevant details related to your draft and completed submissions.' Below this is a 'Submissions per page:' dropdown menu set to '25'. The page is divided into two sections: 'Draft Submissions' and 'Completed Submissions'. The 'Draft Submissions' section lists a job titled 'Medical Assistant II - UICC Pediatric Associates (Multiple Openings)' with details: 'Iowa City, North Liberty', 'Job Posting : Feb 26, 2024 - Job Number: 24001737', 'Job Status: Active (Accepting Job Submissions)', and a 'Finish Draft Submission' button. The 'Completed Submissions' section lists a job titled 'Senior Application Developer - Administrative Information Systems' with details: 'Iowa City', 'Job Posting : May 2, 2024 - Job Number: 24002638', 'Job Status: Active (Accepting Job Submissions)', 'Submission Status: Final Candidate Selection in Progress - Updated: May 9, 2024', and buttons for 'View/Edit Submission' and 'View Email Messages'. Two red arrows point from the left towards the 'My Submissions' link and the 'Draft Submissions' section.

Para seguir postulando a otros puestos disponibles, haga clic en “Job Search (Búsqueda de empleos)” y volverá a los puestos vacantes.