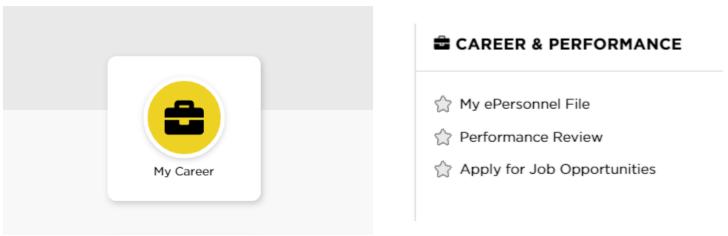
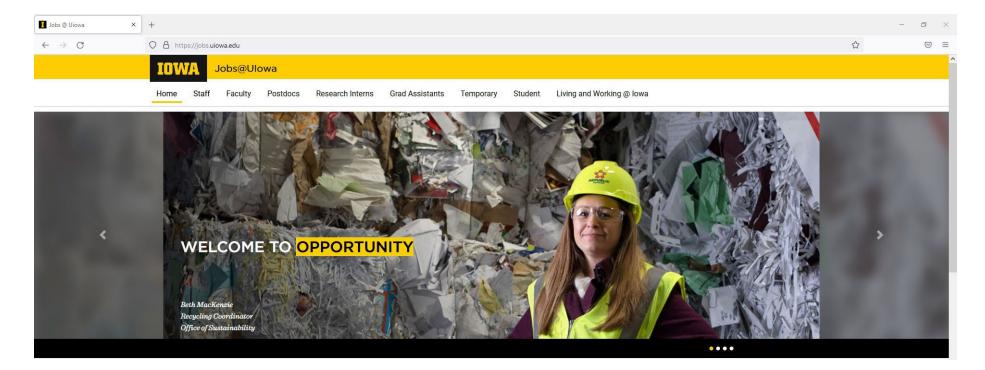
# 入門

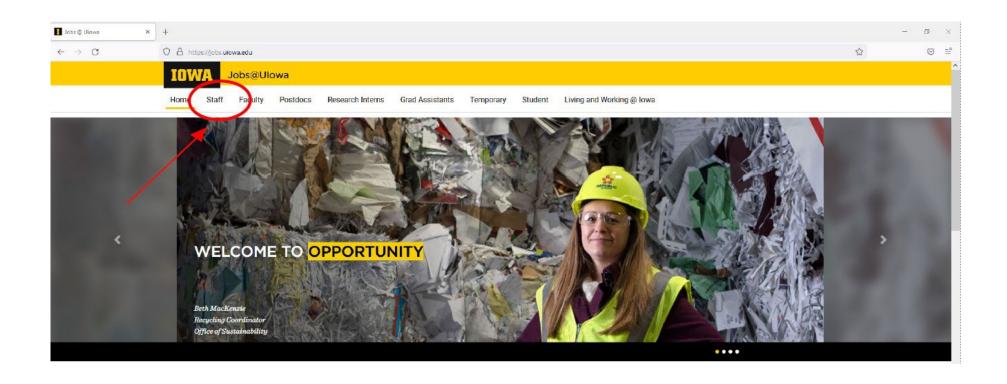
**內部求職者**-前往自助服務並在員工自助服務的「My Career」部分選擇「Apply for Job Opportunities」(然後前往本手冊第 16 頁)



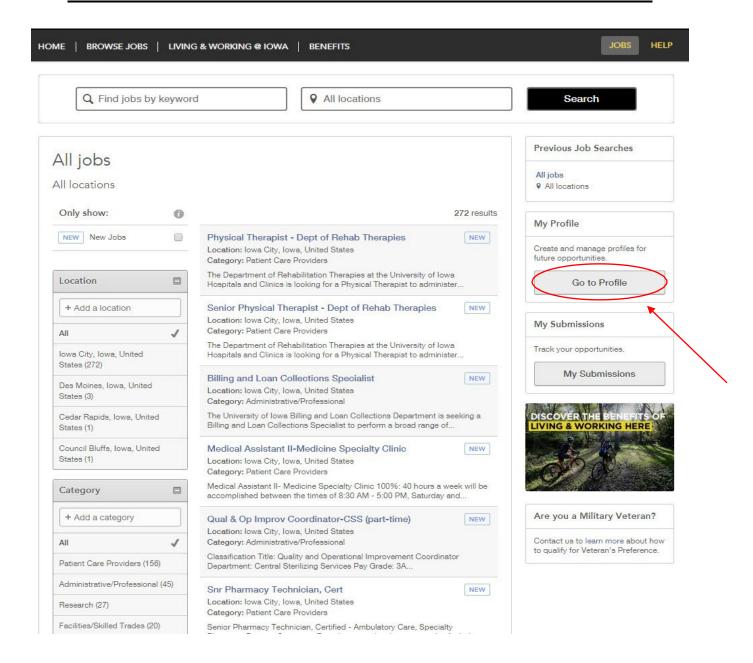
外部求職者 - 前往 jobs.uiowa.edu



# 點選「Staff」查找職缺



## 登入您的帳戶或點選「Go to Profile」建立帳戶



## 隱私權協議

#### **Privacy Agreement**

The University of lowa 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

## 登入

#### 使用目前的使用者名稱登入或註冊為新使用者

#### (如果您已有個人資料,請前往第 16 頁獲得進一步幫助)

#### 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.

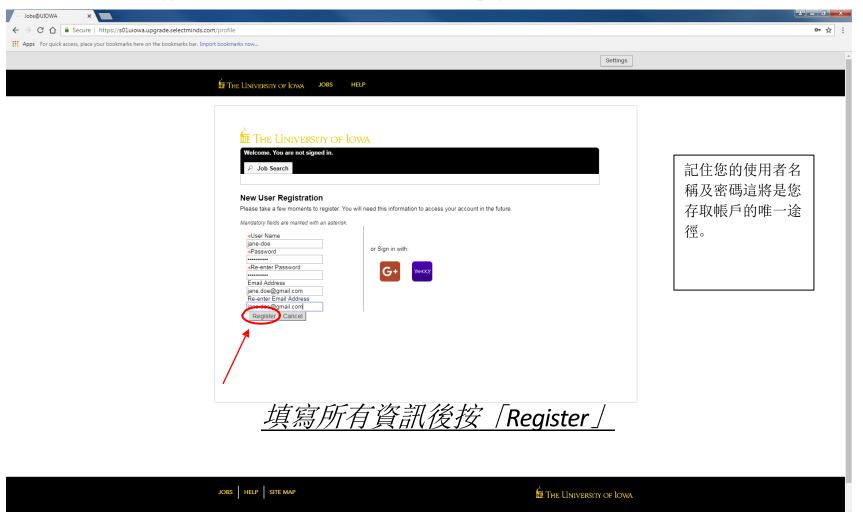
Mandatory fields are marked with an asterisk.

*User Name		or Sign in with:
		C YAHOO!
*Password		
Forgot your user name?		
Forgot your password?		
	Login	
	New User	

## 新使用者註冊

#### 步驟:

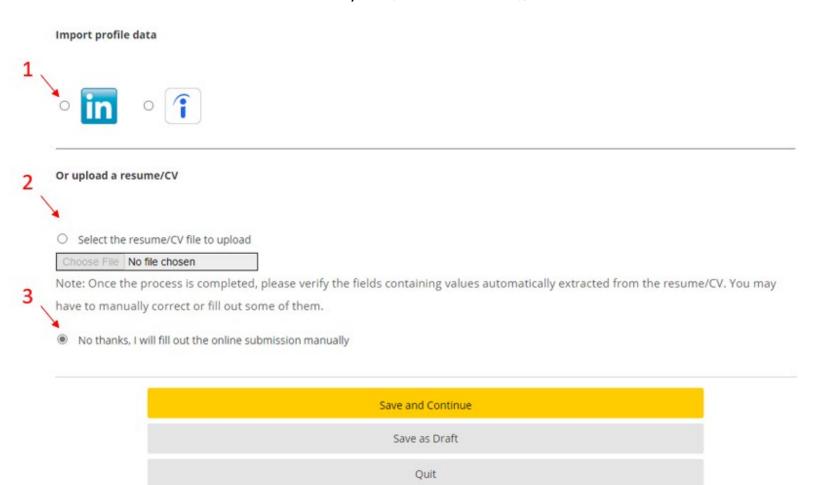
- 建立使用者名稱
- 建立至少包含 9 個字元的密碼: 必須至少包含 1 個字母、1 個數字、1 個特殊符號(例如,\$!@#\*+),並且一行中不能包含超過 2 個相同的字元(例如,AAA、bbbb、\$\$\$\$)
- 輸入電子郵件地址以連結到網站,您即可隨時獲得職位資訊



## 上傳履歷/簡歷

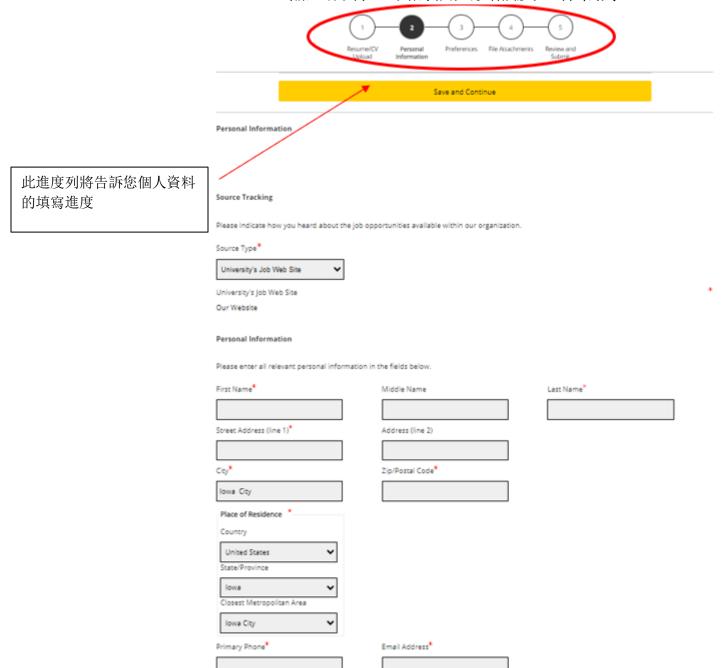
您可以使用多種方式匯入工作經驗:

- 1) 關聯您的 LinkedIn 或 Indeed 個人資料
  - 2) 上傳履歷 / 簡歷
  - 3) 手動輸入工作經驗



## 個人資訊

#### 輸入所有必填的個人資訊及工作偏好



# 個人資訊 (續)...

#### 選擇首選班次、職位等級、工作類型等。

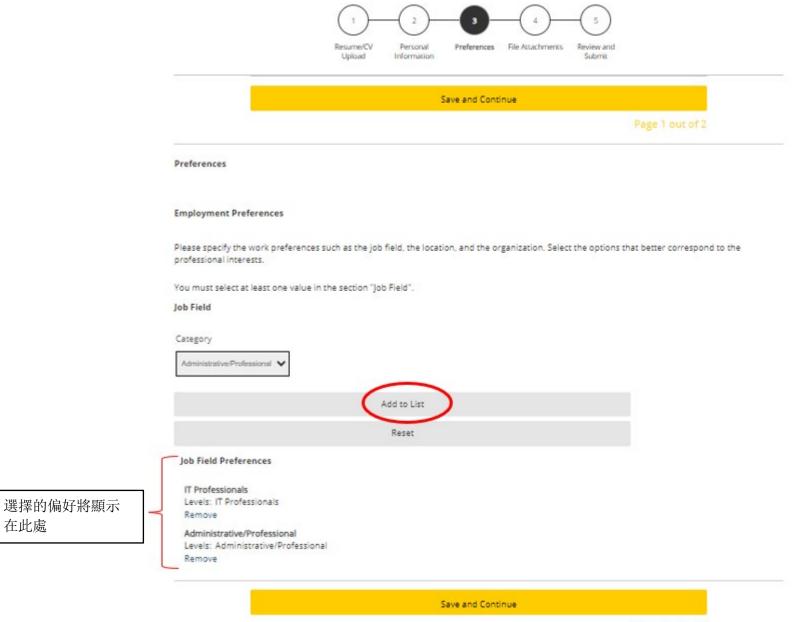
#### Basic Profile Information

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

	Employee Status	Job Type
	Regular Regular	☑ Standard
	Shift	Schedule
_	□ Day Job	☑ Full-time
		□ Part-time
	□ Night Job	O Part-time
	On Call	
	□ Variable	
	☑ Flex Time	
	□ Weekend	
	Rotating	
	Job Level	
	☐ Entry Level	
	☐ Individual Contributor	
	☑ Team Leader	
<u></u>	☑ Manager	
•	□ Director	
	□ Executive	
	☑ Manager with Direct Reports	
	☐ Manager without Direct Reports	
	☐ Senior Executive	
	Advance Months	
	Advance Notice	Date of Availability
	Not Specified	Month ✔ Day ✔ Year ✔
	Minimum Annual Salary	Currency
		US Dollar (USD)
	Travel (Up to)	
	Not Specified	

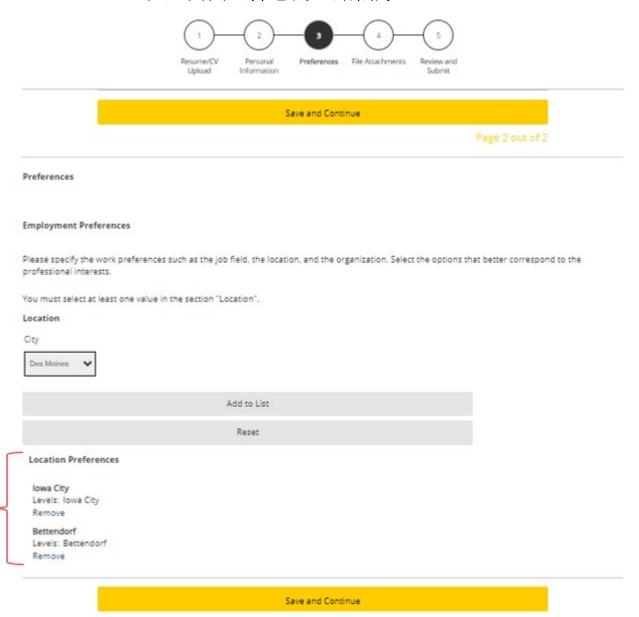
## 偏好

根據需要選擇偏好。找到相應的工作欄位,然後按「Add to List」



# 偏好 (續)...

#### 在此頁面選擇您的地點偏好



選擇的偏好將顯示

在此處

Page 2 out of 2

# 檔案附件

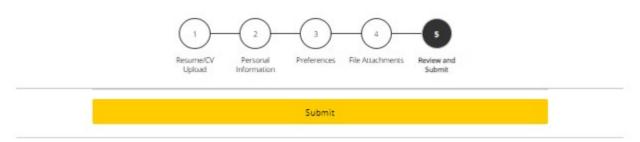
#### 為您的工作資料提供任何其他附件

女	口果您沒有	F任何 (1) Resurred Upload	2 CV Persona	) 3 Preferences	-0-	and Continue   Serview and Saderrit	
Save and Continue							
File Attachm	ents						
Attachment							
	e with exactly the same			resume/CV, refer	ences, transcripts	. etc.). Once a file is attached, you o	can overwrite it by
Choose File Comments at	No file chosen						
А	kttach						
attached to th Please indicat Resume/CV. 1	isplays basic information the candidate record. te which of the attached to delete, please email a pport@ulowa.edu.	d documen	ts is your				
Resume/CV	File Name	Date	Comments				
<b>2</b>	Test Resume.docx	5/7/24					

Test Cover Letter.docx 5/7/24

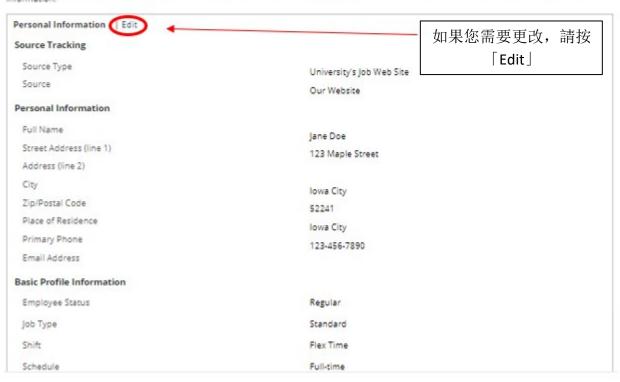
## 檢查並提交

#### 請務必在提交個人資料之前檢查所有資訊



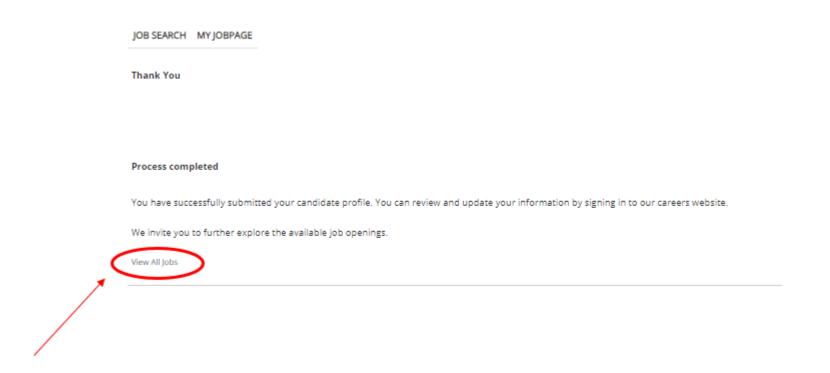
#### **Review and Submit**

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



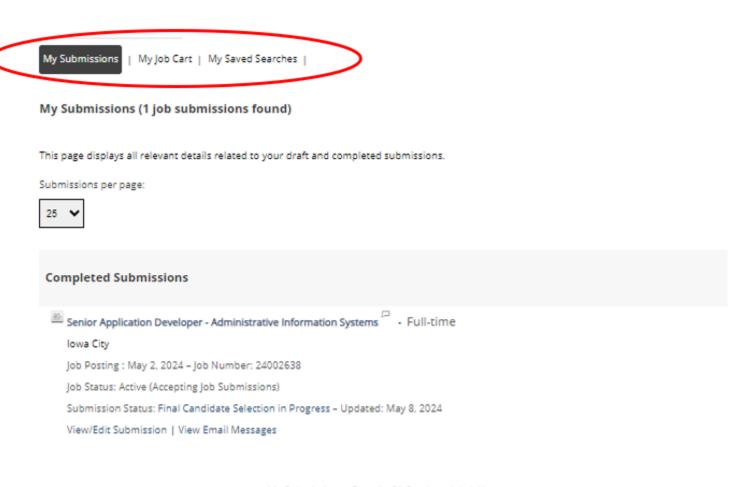
### 謝謝

您的個人資料已建立,您可以選擇「View All Jobs」開始在愛荷華大學搜尋所有職缺



# 我的工作頁面

# 您可以在此頁面查看已申請的職位(「My Submissions」)、 JobCart 及已儲存的職位

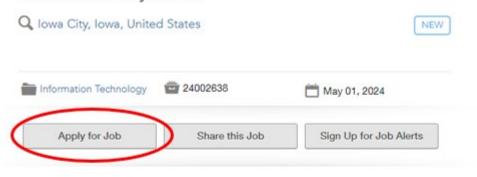


# 申請職位

### 申請職位

#### 找到想要申請的職位後,選擇「Apply for Job」

# Senior Application Developer - Administrative Information Systems



#### 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.

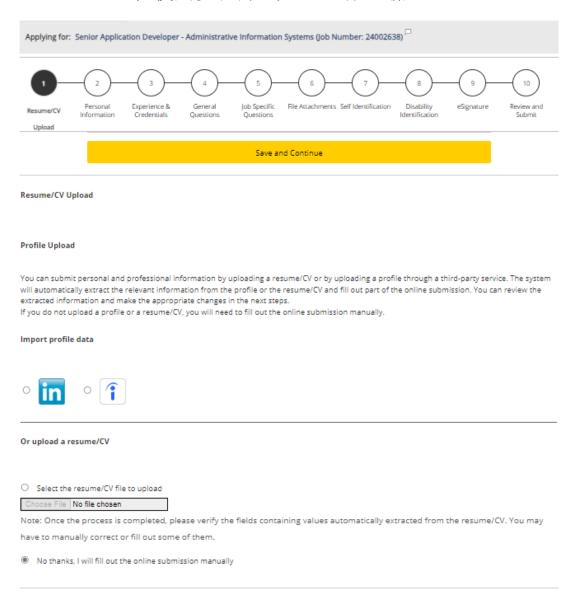
Current Regular Employee? If you are a current regular employee looking for a Staff positions, please visit Employee Self-Service "Apply for Job Opportunities" to view all of the postings available to Internal staff.

Mandatory fields are marked with an asterisk.



## 上傳履歷/簡歷

#### 您可以使用多種方式匯入工作經驗:



#### 個人資訊

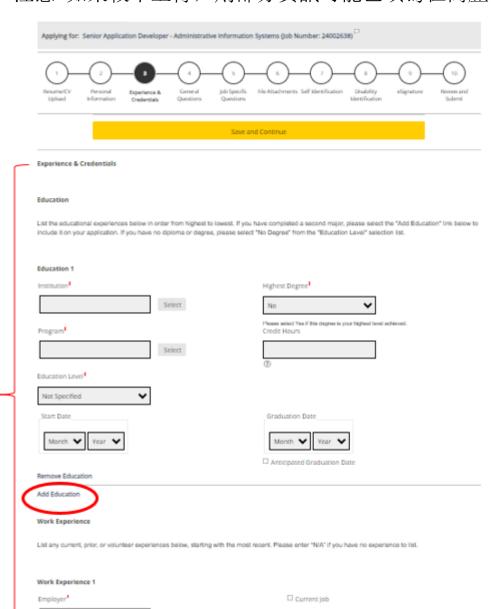
將自動從您的一般個人資料中提取一些資訊。仔細檢查,也是不正確并擅寫如小的咨詢

1 □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	百正唯业填舄:	<b></b>	$\bigcirc$
	General Job Specific File Attachments Questions Questions	Self Identification Disability eSignature Identification	Review and Submit
	Save and Continue		
Personal Information			
Source Tracking			
Please indicate how you heard about this job.			
Source Type 1			
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 <sup>II</sup>	Middle Name	Last Name	
Jane		Doe	
Street Address (line 1) <sup>II</sup>	Address (line 2)		
123 Maple Street			
City"	Zip/Postal Code <sup>1</sup> 52241		
Iowa City  Place of Residence	52241		
Country			
United States			
State/Province			
Closest Metropolitan Area			
Iowa City			
Primary Phone*	Email Address*		
123-456-7890			
The University of Iowa provides preference to quali https://hr.uiowa.edu/veterans-preference for further Laid Off/Reduction in Force		napter 35C. To request Veterans' Preference, pie	ase visit

## 經驗與證書

#### 輸入所有經驗與證書。

#### 注意-如果較早上傳,則部分資訊可能已填寫在簡歷中



選擇「Add Education」或

增其他學歷或工作經驗

「Add Work Experience」以新

20

### 一般問題

#### 回答以下問題

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638) Personal Job Specific File Attachments Self Identification Disability Resume/CV Experience & General eSignature Review and Upload Information Credentials Questions Questions Identification Submit 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 O No 2. Are you currently employed or have you been previously employed at The University of lowa, other Regents Institutions or any other state of lowa agencies? O Yes No 3. Are you currently enrolled anywhere as a student?\* O Yes No 4. Are you legally authorized to work in the U.S. and at The University of Iowa?\* Yes O 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 O Not Applicable (I am applying for a position covered by the Merit system.)

# 工作特定問題\*

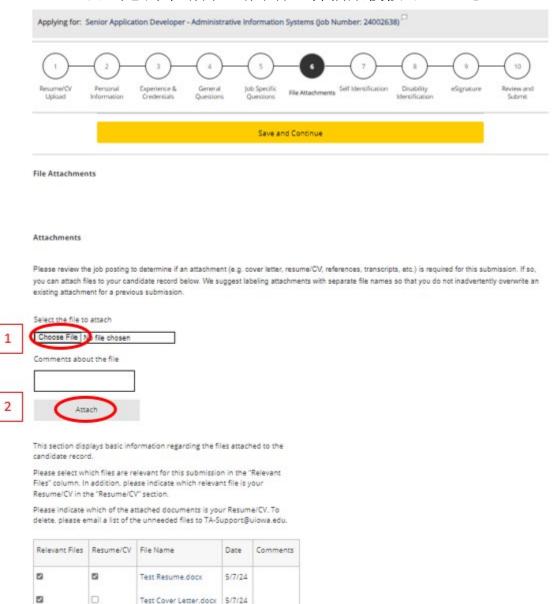
在本節中,回答詢問的任何特定工作問題。問題可能因工作而異

1 Resume/CV Upload	Personal Information	Experience & Credentials	General Questions	Job Specific Questions	6 7 File Attachments Self Identification	B Disability Identification	9 eSignature	10 Review and Submit
				Save a	nd Continue			
Save as Draft								
Quit								
Specific Q		ary/compensation	expectations fo	or this position?				

\*注意 - 這可能不會顯示所有工作

#### 檔案附件

選擇「Choose File」在此處附加任何其他文件(簡歷、求職信、推薦函等)。要將其附加到您的申請書,請確保選擇檔案後按「Attach」



## 自我證明及殘障證明

#### 本資訊屬自願性質,如果您選擇不填寫也不會受到不利的對待。

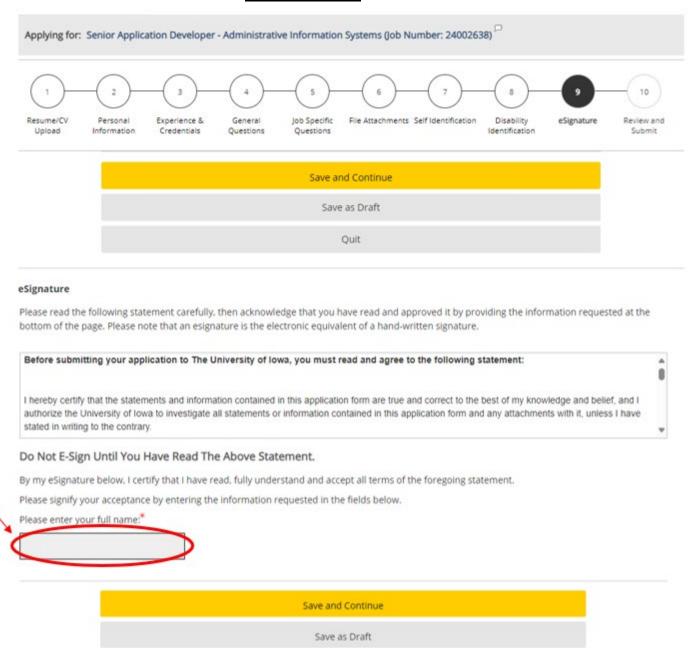
Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638)			
	Voluntary Self-Identification of Disability		
1 2 3 4 5 6 7 8 9 10	Form CC-305 OMB Control Number 1250-0005 Page 1 of 1 Expires 04/30/2026		
Resume/CV Personal Experience & General Job Specific File Attachments Self Identification Disability eSignature Review and Upload Information Credentials Questions Questions Identification Submit	*Name: Ellie Sharp *Date: 5/7/20		
	Why are you being asked to complete this form?		
Save and Continue  Self Identification  Diversity	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 <a href="www.dol.gov/ofccp.">www.dol.gov/ofccp.</a>		
,	How do you know if you have a disability?		
Please provide the information requested in the fields below regarding diversity.	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:		
The University of lowa 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.	Alcohol or other substance use disorder (not currently using drugs illegally)     Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS     Blind or low vision     Cancer (past or present)     Disfigurement, for example, wigraine headaches, Parkinson's disease, multiple sclerosis (MS)     Parkinson's disease, multiple sclerosis (MS)     Neurodivergence, for example, disorders disorders, for disorder (ADHD), autism example. Crohn's Disease, see the disorder (ADHD), autism example. To example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)     Neurodus system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)     Neurodus system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)     Neurodus system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)     Neurodus system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)     Neurodus system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)     Neurodus system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)     Neurodus system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)     Neurodus system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)     Neurodus system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)     Neurodus system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)     Neurodus system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)     Neurodus system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)     Neurodus system condition, for example, migraine headaches, parkinson's disease, multiple sclerosis (MS)		
1. Sex:	Cardiovascular or heart disease     Cardiovascular or heart disease     Celiac disease     Intellectual or developmental disabilities		
O Female	Cerebral palsy     Deaf or serious difficulty hearing     Mental health conditions, for cause)		
O Male	Diabetes example, depression, bipolar Pulmonary or respiratory disorder, anxiety disorder, conditions, for example,		
I do not wish to answer	schizophrenia, PTSD tuberculosis, asthma, • Missing limbs or partially missing emphysema		
2. Age: Are you age 40 or older?	limbs • Short stature (dwarfism) • Mobility impairment, benefiting from the use of a wheelchair,		
O Yes	scooter, walker, leg brace(s) and/or other supports		
O No	Please check one of the boxes below:		
I do not wish to answer	Yes, I have a disability, or have had one in the past		
2 Province Late Physics Advances and	<ul> <li>No, I do not have a disability and have not had one in the past</li> <li>I do not want to answer</li> </ul>		
3. Hispanic or Latino Ethnicity (select one response):	■ I do not want to answer  PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond.  **The Public Burden Statement of the Paperwork Reduction Act of 1995 no persons are required to respond.  **The Public Burden Statement of the Paperwork Reduction Act of 1995 no persons are required to respond.  **The Public Burden Statement of the Paperwork Reduction Act of 1995 no persons are required to respond.  **The Public Burden Statement of the Paperwork Reduction Act of 1995 no persons are required to respond.  **The Public Burden Statement of the Paperwork Reduction Act of 1995 no persons are required to respond.  **The Public Burden Statement of the Paperwork Reduction Act of 1995 no persons are required to respond.  **The Public Burden Statement of the Paperwork Reduction Act of 1995 no persons are required to respond.  **The Public Burden Statement of the Paperwork Reduction Act of 1995 no persons are required to respond to the Paperwork Reduction Act of 1995 no persons are required to respond to the Paperwork Reduction Act of 1995 no persons are required to respond to the Paperwork Reduction Act of 1995 no persons are required to respond to the Paperwork Reduction Act of 1995 no persons are required to respond to the Paperwork Reduction Act of 1995 no persons are required to the Paperwork Reduction Act of 1995 no persons are required to the Paperwork Reduction Act of 1995 no persons are required to the Paperwork Reduction Act of 1995 no persons are required to the Paperwork Reduction Act of 1995 no persons are required to the Paperwork Reduction Act of 1995 no persons are required to the Paperwork Reduction Act of 1995 no persons are required to the Paperwork Reduction Act of 1995 no persons are required to the Paperwork Reduction Act of 1995 no persons are required to the Paperwork Reduction Act of 1995 no persons are required to the Paperwork Reduction Act of 1995 no persons are required to the Paperwork Reduction Act of 1995 no persons are required to th		
O Hispanic or Latino - Persons of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race	to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.		
O Not Hispanic or Latino	THE PROPERTY OF THE PROPERTY O		
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

🗆 Asian: Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example,

who maintain tribal affiliation or community attachment

#### 電子簽名



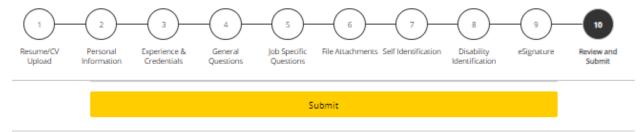
Quit

在此處簽署您的

申請書

# 檢查並提交

請務必在提交個人資料之前檢查所有資訊。按提交後,即成功申請職位。



#### **Review and Submit**

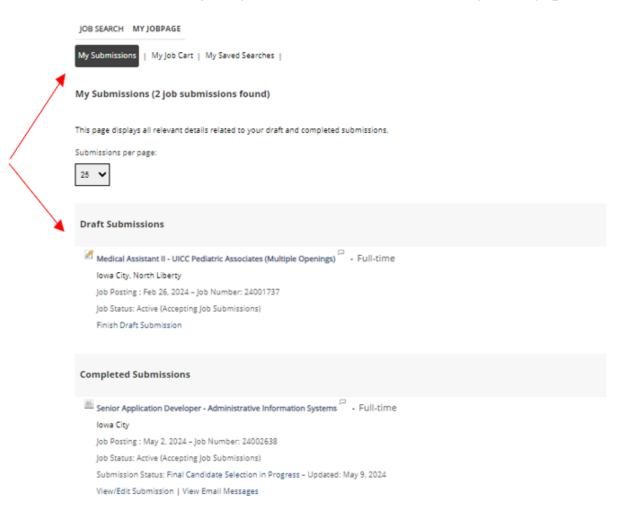
The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

5 U.S. 150	
Personal Information   Edit	
Source Tracking	
Source Type	University's Job Web Site
Source	Our Website
Personal Information	
Full Name	Jane Doe
Street Address (line 1)	123 Maple Street
Address (line 2)	·
City	lowa City
Zip/Postal Code	52241
Place of Residence	Iowa City
Primary Phone	123-456-7890
Email Address	
Laid Off/Reduction In Force	
Veterans Preference	
eSignature	
eSignature	
Esigned by:	
Date:	

## 我的工作頁面

您可以在您的工作頁面下查看任何已完成的提交或草稿。

You can view any completed or draft submissions under your Jobpage.



要繼續申請其他可用職位,請點選「Job Search」,然後您將返回職缺。