

Step 1: Create Your Profile

First Time Users of the new online system will need to create a profile by clicking on “Create A New Account”. You will be prompted to create an account and complete the profile sections which include contact, background, education and work experience information. Your creation of the online account registers you as an applicant and gives you access to all our new features. Please note that when selecting a Username and Password for your account, this is case sensitive and line space (i.e., spacebar) sensitive. Password must be 8 or more characters and consist of the following: 1 Uppercase Character and 1 Numeric Character (0-9).

Once you have created your account and profile, returning users will need to enter their Username and Password to access the system.

The screenshot shows the UC San Diego job portal interface. At the top left is the UC San Diego logo. To the right are links for "Sign In", "Academic Jobs", and "UC Systemwide", followed by a search bar and a magnifying glass icon. Below the logo is a navigation menu with links: "JOBS HOME", "MY PROFILE", "MY RESUME", "MY JOBS", and "JOB BULLETIN". A blue banner below the menu contains the text "Home > Please Sign In" and "Please Sign In" in large white font. Below the banner is a light blue box with the instruction: "Please enter your Username and Password, then click 'Sign In'. If you are a first time user, click on the 'Create A New Account' link below." The "Returning Users:" section has two input fields: "Your Email Address or User Name:" and "Your Password:". Below the password field is a "Forgot your password?" link. A blue "Sign In" button is centered below the fields. The "First Time Users:" section features a yellow box with "First Time Users:" on the left and "Create A New Account" on the right.

Your Profile consists of the following sections: [Contact Information](#), [Background Information](#), [Education](#), and [Work History](#). Please remember to complete each section thoroughly.

Contact Information

The initial portion of your Profile requests for your Contact Information. Please provide your most current contact information, including your name, email, address and phone number. This information may be used to contact you for an interview. If it changes, you may edit your contact information at anytime.



Contact Information

Account → **Contact Info** → Background Info → Education → Work History → Done

Helpful Resources

- [Benefits](#)
- [Living in San Diego](#)
- [How To Apply](#)
- [Hiring Process](#)
- [Resume Tips](#)
- [Interviewing Tips](#)

Please provide your most current contact information. This information may be used to contact you for an interview. If it changes you may edit at anytime.

My Contact Information

First Name:	<input type="text" value="Lois"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Lane"/>
Email Address:	<input type="text" value="lois.lane@thedailyplane.net"/> ⓘ
Country:	<input type="text" value="United States"/> ▼
Address:	<input type="text" value="1234 Smallville Way"/> <input type="text"/>
City:	<input type="text" value="Metropolis"/>
State:	<input type="text" value="New York"/> ▼
Zip:	<input type="text" value="00000"/>
Home / Other Phone:	<input type="text" value="123-456-7890"/> <input type="text"/> ⓘ

Save and Continue >>

It is important to note your valid e-mail address in the “Contact Information” section of your profile. E-mail is often used as a way to communicate with applicants. If you do not currently have an e-mail account, you can set up a free e-mail account with

Hotmail.com, Gmail.com, Yahoo.com or any provider of your choice. Once you have completed this section, please click the “Save and Continue” button.

Background Information

The second portion of your Profile requests for relevant background information. Please answer the questions regarding your eligibility to work in the United States, any criminal convictions, prior and/or current employment with the University of California, driver’s license information, salary requirements, interest in part-time/temporary employment, training or volunteer work, licenses and professional certificates. As a reminder, omitted or false responses may affect your eligibility for employment.

My Background

Account → Contact Info → **Background Info** → Education → Work History → Done

Helpful Resources

- Benefits
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Please answer the following questions. Remember omitted or false responses may affect your eligibility for employment.

My Background Information

May we contact your current supervisor?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Upon hire, will you be able to provide proof of eligibility to work in the United States of America?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Do you hold a visa that authorizes you to work in the United States of America? (Answer NO if you are a US Citizen or Permanent Resident/green card holder)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Have you ever been convicted of a felony or misdemeanor, which resulted in imprisonment, probation, or a fine of more than \$500.00?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Have you ever been released or discharged from employment or resigned to avoid such release or discharge?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Are you currently a UC Student?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Do you have a valid state issued Driver's License?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Do you have any relatives employed at UC San Diego?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Have you ever been employed by the University of California?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

<< Previous Save & Continue >>

Criminal Conviction

The Background section of the Profile requests for information on any criminal convictions you have had. Please indicate the date, location and nature of the offense. If you have more than one conviction, please click the "Add Conviction" button. This information will not be displayed with, or a part of, your regular resume application. Applicants subject to background checks will be asked to sign an authorization of release of information. University of California employment policy permits pre-employment

background checks, which may include but are not limited to an individual's identity, criminal conviction record, education, license verification, or driving record. Checks may be conducted by California Department of Justice or a consumer reporting agency.



My Background

Account → Contact Info → **Background Info** → Education → Work History → Done

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Please complete the following required confidential information. If you have more than one conviction please click the "Add Conviction" button. This information will not be displayed with, or a part of, your regular resume application. Applicants subject to background checks will be asked to sign an authorization of release of information. University of California employment policy permits pre-employment background checks, which may include but are not limited to an individual's identity, criminal conviction record, education, license verification, or driving record. Checks may be conducted by California Department of Justice or a consumer reporting agency.

Confidential Information

	Date	County	State	Offense
Delete	01/2000	Smallville	NY	Possession of Arms/Weapons
Delete	04/2001	Smallville	MD	Breaking and Entering.

Conviction Date:

County:

State:

Offense:

Voluntary Federal Reporting

This information is required for Federal and University of California reporting purposes only and is viewable by the EEO/AE office ONLY. This will not affect consideration of your qualifications for employment. Completing the following information is voluntary.

My Background

Account -> Contact Info -> **Background Info** -> Education -> Work History -> Done

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Invitation to Self-Identify Sex, Race and Ethnicity

As a federal contractor, University of California is subject to Executive Order 11246, as amended, which requires federal government contractors to maintain and analyze data on the sex, race, and ethnicity of applicants. By providing us with the information requested in this section of the employment application, you are helping us ensure full compliance of our regulatory obligations.

Submission of this information is voluntary. Refusal to complete this section will not subject any applicant for employment or any employee to adverse treatment. This information will be maintained separately in a confidential file, will not be used in consideration for your employment, and will not be seen by the hiring manager or search committees.

While the University of California appreciates the diverse gender identity, gender expression, and sexual orientation of its employees, we ask that you please self identify your sex designation based on the options below. We are currently collecting this data in a manner that allows the University to meet its data reporting responsibilities to the Federal Government.

Voluntary Demographic Data

Sex:

Female

Male

I choose not to provide this information

Race/Ethnicity: (Please check all that apply)

Alaskan Native

African or African American

American Indian

Asian

Asian Indian or Asian Indian American

Black

Chinese or Chinese American

European

Filipino or Filipino American

Hispanic

Japanese or Japanese American

Korean or Korean American

Latin or Latin American

Mexican or Mexican American or Chicano

Middle Eastern

North African

Native Hawaiian

Other Asian

Other Black

Other Spanish

Other White

Pacific Islander

Pakistani or Pakistani American

Spanish or Spanish American

Vietnamese or Vietnamese American

White

I choose not to provide this information

<< Previous Save & Continue >>

My Background

Account -> Contact Info -> Background Info -> Education -> Work History -> Done

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Invitation to Self-Identify Veteran Status

The University of California is a Government contractor subject to the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; (4) Armed Forces service medal veterans; and (5) Vietnam Era Veterans.

These classifications are defined as follows:

- A "disabled veteran" is one of the following: a veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to [Executive Order 12985](#).
- Vietnam Era Veteran means a person who:
 1. Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases; or
 2. Was discharged or released from active duty because of a service-connected disability, if any part of such active duty was performed: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by clicking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Veteran Status

Please click one of the buttons below:

I identify as one or more of the classifications of protected veteran listed above

I am not a protected veteran

I choose not to provide this information

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applications will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

My Background

Account -> Contact Info -> Background Info -> Education -> Work History -> Done

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Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities¹. To help us measure how well we're doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the user of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Voluntary Self-Identification of Disability

Please click one of the buttons below:

- Yes, I have a disability (or previously had a disability)
- No, I don't have a disability
- I don't wish to answer

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

¹ Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

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.

Education

The third section of your Profile asks questions about your Education. Click the “Save Education” button after entering each education history. You have the option of deleting an entry by selecting the “Delete” button. Click the “Continue” button when finished.

UC San Diego Hello Lois | Sign Out | Academic Jobs | UC Systemwide

[JOBS HOME](#) [MY PROFILE](#) [MY RESUME](#) [MY JOBS](#) [JOB BULLETIN](#)

Home > My Profile > My Education

My Education

Account → Contact Info → Background Info → **Education** → Work History → Done

Please complete the education section. Click the "Save/Add Education" button after entering each education history. Click the "continue" button when finished.

Helpful Resources

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My Education



Bachelor Degree - Journalism
University of Metropolis, USA

[Edit](#) [Delete](#)

Add To My Education

Country:

Name of School:

Major / Minor / Program:

Level of Education:

Degree Completed? Yes No Currently Enrolled

[<< Previous](#) [Save/Add Education](#) [Cancel Changes](#) [Continue >>](#)

Work History

Please complete the work history section by providing your work experience. If you held more than one title at the same employer, please list them separately. Click the “Save Work” button after entering each work experience. Click the “Continue” button when finished.



My Work History

[Account](#) → [Contact Info](#) → [Background Info](#) → [Education](#) → [Work History](#) → [Done](#)

Helpful Resources

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Please complete the work history section. If you held more than one title at the same employer, please list them separately. Click the “Save/Add Work” button after entering each work experience. Click the Continue button when finished.

My Work History

	Journalist/Reporter, The Daily Planet January, 2000 - Present	Edit	Delete
	Junior Reporter, The Smallville Sun January, 1997 - January, 2000	Edit	Delete

Add To My Work History

Employer Name:

Work Title:

Start Date:

End Date:

Last Rate of Pay (\$):

Supervisor Name, Title:

Supervisor Phone:

Reason for Leaving:

[<< Previous](#) [Save/Add Education](#) [Cancel Changes](#) [Continue >>](#)

Congratulations! You have completed your profile. You may view your profile in its entirety in the Profile Summary section of the online application. Should you wish to update a specific section of your profile, select the “Update” button corresponding to that particular section.

Profile Summary

Account → Contact Info → Background Info → Education → Work History → Done

Helpful Resources

- Benefits
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Next Steps:

Check your current Application Status

Look for opportunities at UCSD.

Please review your profile to ensure that it is complete and correct. Changes can be made by clicking on the update link to the right of each section or by clicking on the sections listed under My Profile.

Contact Information



Lois Lane
1234 Smallville Way
Metropolis, NY, 00000
United States

lois.lane@thedailyplane.net
123-456-7890

Update

Background Information



- May we contact your current supervisor? **No**
- Upon hire, will you be able to provide proof of eligibility to work in the US? **No**
- Do you hold a visa that authorizes you to work in the US? **No**
- Have you ever been convicted of a felony or misdemeanor, which resulted in imprisonment, probation, or a fine of more than \$500.00? **Yes**
- Have you ever been released or discharged from employment or resigned to avoid such release or discharge? **Yes**
- Are you currently a UC Student? **Yes**
- Do you have a valid California Driver's License? **No**
- Do you have any relatives employed at UCSD? **Yes**
- Have you ever been employed by the University of CA? **Yes**
- Minimum acceptable salary range: **\$100,000/yr and Above**
- Are you interested in Temp/PT Employment? **No**
- Have you ever been employed by UCSD? **No**
- Are you currently employed at UCSD? **No**
- Are you a career UCSD employee who has passed your probationary period? **No**
- Do you currently have Layoff or Special Selection status? **No**
- Have you ever retired and / or taken lump sum cashout from the University of CA (UCRP)? **No**
- Training / Volunteer Work: Licenses / Professional Certificates.

Update

Education



School	Level of Education	Major / Minor / Program
University of Metropolis	Bachelor Degree	Journalism

Update

Work History



Employer	Job Title	Start Date	End Date
The Daily Planet	Journalist/Reporter	January, 2000	Present
The Smallville Sun	Junior Reporter	January, 1997	January, 2000

Update