

UTMB Online Application Process

APPLICANT TYPES

Internal Applicants

- An internal applicant is a person that is currently employed with UTMB Health or an *eligible* RIF
- All current employees must have completed their initial 6 months of employment AND have been in their current department for at least 3 months AND not currently be under any disciplinary action before they may apply to transfer
- If you are an internal applicant, always log-in appropriately, even if you are outside the UTMB Health network

External Applicants

- An external applicant is any person *not* currently employed by UTMB Health or an *eligible* RIF.

Eligible RIFs

- Former UTMB Health employees affected by the reduction in force (RIF) due to Hurricane Ike in November 2008 may contact the Help Desk at 409-772-5200, for problems logging in as an internal applicant
- UTMB Health email accounts are no longer active; please update your application profile with a current email address.

**** Please be prepared to complete and submit the application within 60 minutes, or your information may be lost****

MAKE SURE TO CLICK "SAVE" AFTER EACH SECTION/PAGE OF THE APPLICATION!

1. Go to www.utmb.edu, and then click on 'Career Opportunities' on the right side menu.
2. Click 'Search Careers' on the right side menu, under **Helpful Links**.
3. Under **External Applicants**, click all jobs to review all jobs at utmb Health. Use the Search by Keyword box and type Federal Work Study Student Test.
4. You will need to click **Register** to join the **Talent Community**, or **Sign in** with your **Talent Community** email and password, if you're a returning user.
5. Click **Apply Now** again to enter the application.
6. You will need to click **Register Now** to make an **Application Profile**, or Sign in with your **Application Profile** username and password, if you're a returning user.
7. ****MAKE NOTE OF BOTH USER NAMES AND BOTH PASSWORDS**** (You can print the page)
8. Select if you want to **Use an existing resume, Upload a new resume, Copy and paste resume text**, or **Apply without using a resume** and then click **Continue**.
 - a. If you are using a resume, **UTMB only accepts Word 2003, Rich Text Documents, or PDFs**. Please do not use any version of Word Perfect.
9. You will then complete the contact information **Legal Name, Address, City, State, Zip Code (Postal Code)**. This is the **Profile** section containing your demographic information.
 - a. Please include your phone number and an email, if available.
 - b. Click **Save** at the bottom of the page.
10. This will take you to the **Preferences** page.
 - a. You can CHOOSE to complete the information, but you **MUST answer the work eligibility questions**.
 - b. **DO NOT CLICK SUBMIT, or you will not be able to complete the application**.
11. Click on the **Education and Work Experience** button. Here you will **Add Work Experience**.
 - a. The **required fields** to enter under this section are: **Start date, End Date, Employer, Ending Job Title, and OK to contact this employer**.
 - b. After each work experience you add, click on **Save and Return** until all relevant work experience has been added.
 - c. **DO NOT CLICK SAVE & ADD MORE** at any time. You must have at least one work experience entered in this section.
12. Under **Education History**, you will select your highest level of education from the drop down menu.
 - a. If anything higher than 'High School Graduate or Equivalent' you **must complete the Post Secondary Education section**, it will not let you continue otherwise.
 - b. When adding post secondary education **make sure you use the magnifying glass**, it will not let you type in the school, degree, or code.
 - c. If you do not see your school and/or major listed in the table, you can type it in the **Other** section located to the right hand side.

- d. Also, if you have **Some College** but didn't obtain a degree, you need to enter school and major but you still need to click on the magnifying glass to the right of **Degree**, and then scroll down to '**No Education Listed**'.
 - i. By selection this, **N/A** will appear and allow you to move past the education field.
 - e. As with work experience, you will click on **Save and Return** and then click add more until all relevant education has been added, then click **Save and Return**.
13. Do the same for **Job Training** and **Licenses and Certifications**, if any.
 14. Under **Languages** add English and then any other languages you have knowledge of.
 15. Also complete the **Application Questionnaire**, if any.
 - a. Then click **Save**. Again, **DO NOT CLICK SUBMIT** at this time.
 16. Click on **How did you find out about us?** – complete this portion. Click **Save**.
 17. Click **Submit** application.
 18. Complete the **Self Identification Details** section regarding how much information you want to provide and **Terms and Agreements** by selecting **I Agree to these Terms**
 19. Click **Submit again**.
 20. To view your jobs, you can select **My Saved Jobs** to check on the status and obtain other information, such as Job ID #.
 21. If you have successfully submitted your application, you will receive the following notification by email:

Dear Applicant,

Thank you for expressing an interest in the following position(s) submitted on 2010-07-12:

22998-Nurse Clinician III - ACE

Your application is being reviewed to determine if your qualifications fit the position requirements. A recruiter will be in touch with you if your qualifications meet the initial requirements for the position you have selected. We look forward to talking with you.

****If you need assistance, please contact Crina Nelson at (409) 747-4802****