Overview/Description

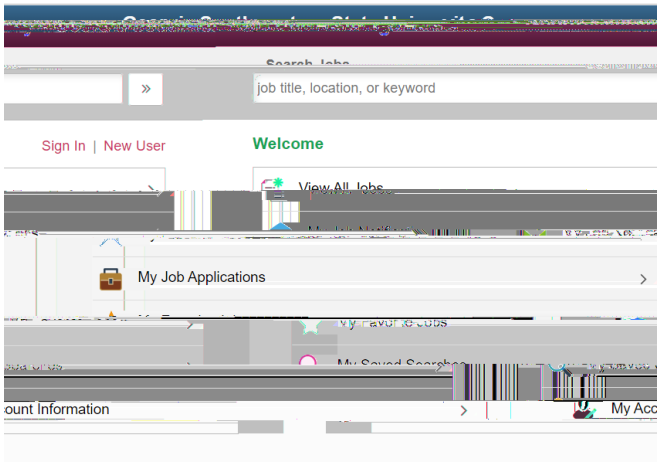
This document provides step -by -step instructions on Appl ying for Jobs . This process reviews Applica nts navigating to the Careers Portal and applying for Job Openings .

Prerequisite(s)

N/A

Instructions

In order to Apply, Applicant signs in, the system knows who he/she is and does not require the rekeying of any existing data into the system.



sort or filter accordingly.

My Favorite Jobs	Applications that are in progress and not submitted Stores favorite jobs
	rebuild complicated searches.
My Account Information	Change/update contact information

© 2019 University System of Georgia. All Rights Reserved.

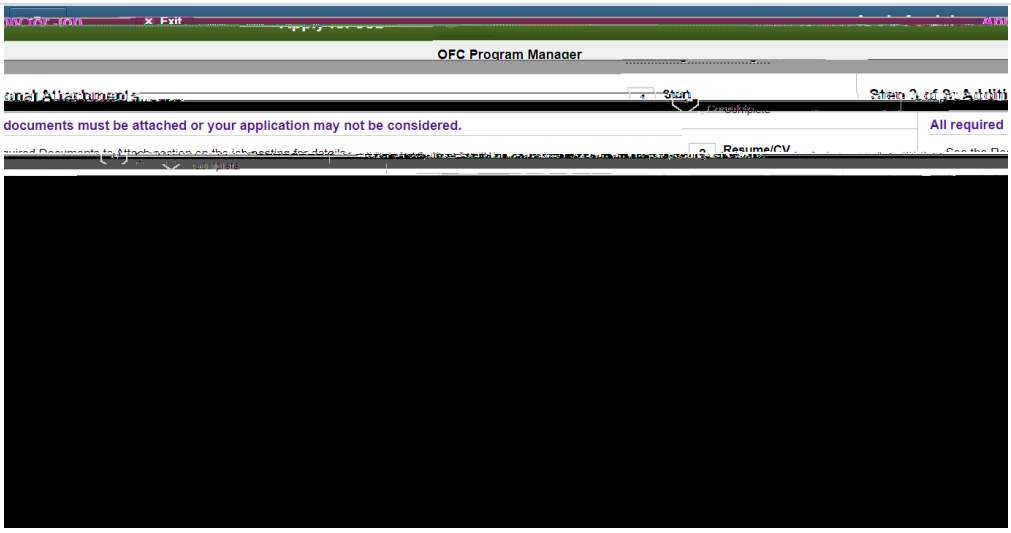
Practitioner

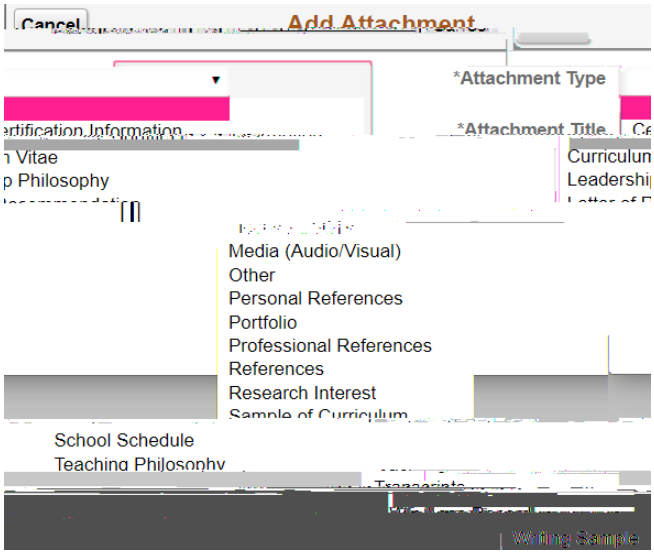
b. Step 1 – Start: Read the requirements of the Job Posting . If you agree to the Terms and Conditions Statement, check the box and Click Next .

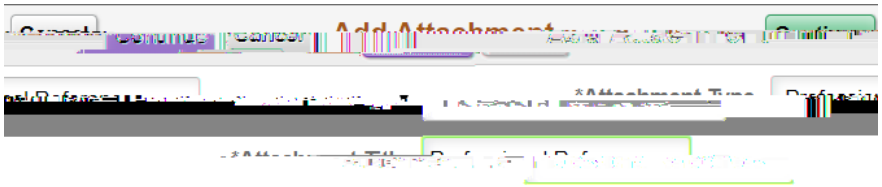
c. Step 2 – Resume/CV : Attach Resume/CV , Cover Letter or any other documents pertinent to applying to the Job Posting and Click Done , once complete . Click Next (The option to return to Previous pages can be done by selecting).

© 2019 University System of Georgia. All Rights Reserved.

© 2019



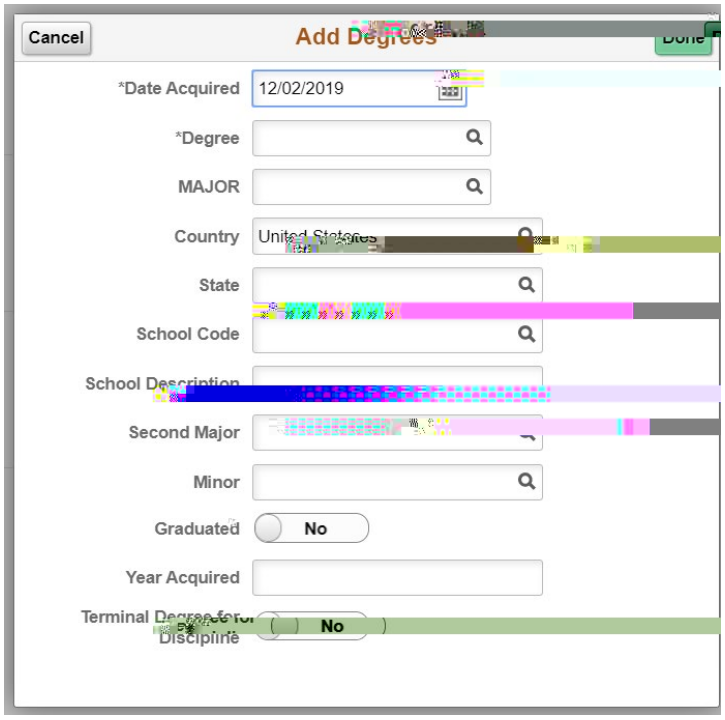




© 2019 University System of Georgia. All Rights Reserved.

e. Step 4 – Qualifications (Work Experience, Degrees, Honors and Awards, Language Skills, and Licenses and Certifications) : Each of the Qualifications sections can be

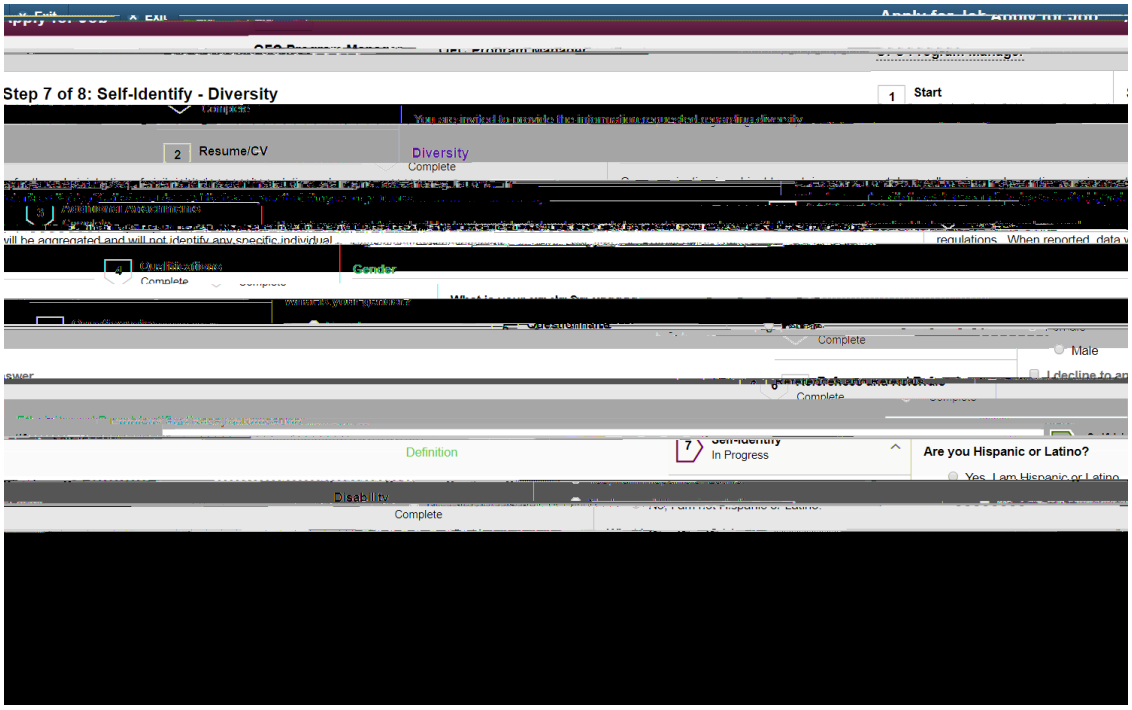
© 2019 University System of Georgia. All Rights Reserved.



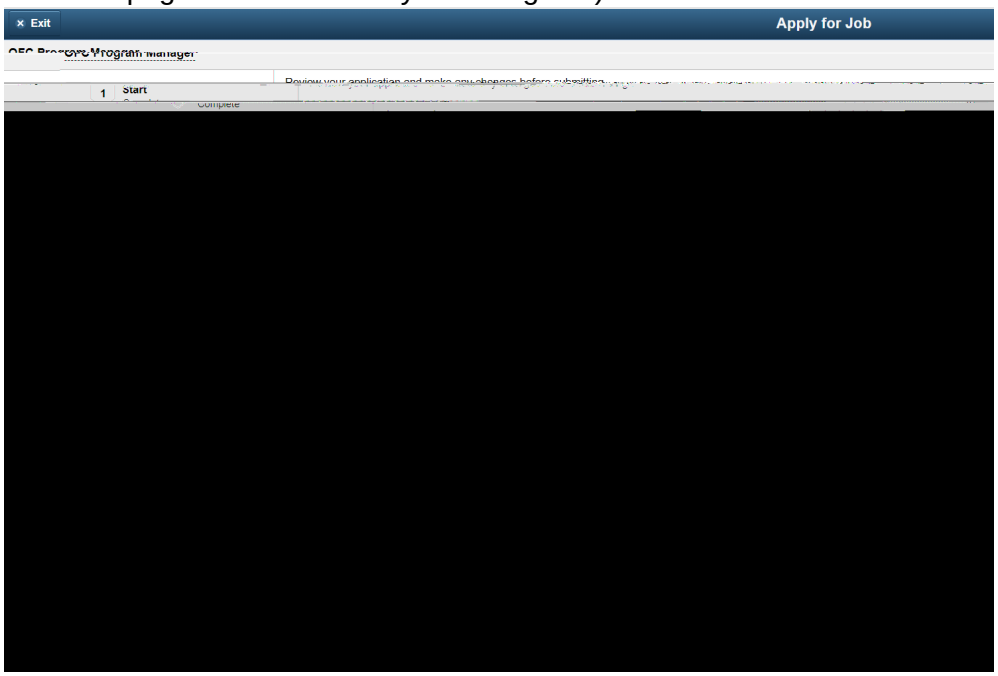
© 2019 University System of Georgia. All Rights Reserved.

© 2019 University System of Georgia. All Rights Reserved.

Practitioner Appl Create s Document s



k. Step 8 – Review & Submit: After reviewing all 7 Steps in Applying for Jobs , use Step 8 to verify all information. Once complete, Click S ubmit (The option to return to Previous pages can be done by selecting).



© 2019 University System of Georgia. All Rights Reserved.