

Apply for a Position (Candidate View):

View Job

Regular Payroll jobs are posted online on the UConn Careers page (jobs.uconn.edu). Applicants peruse jobs and click the [Apply now](#) link in the job to create an application.

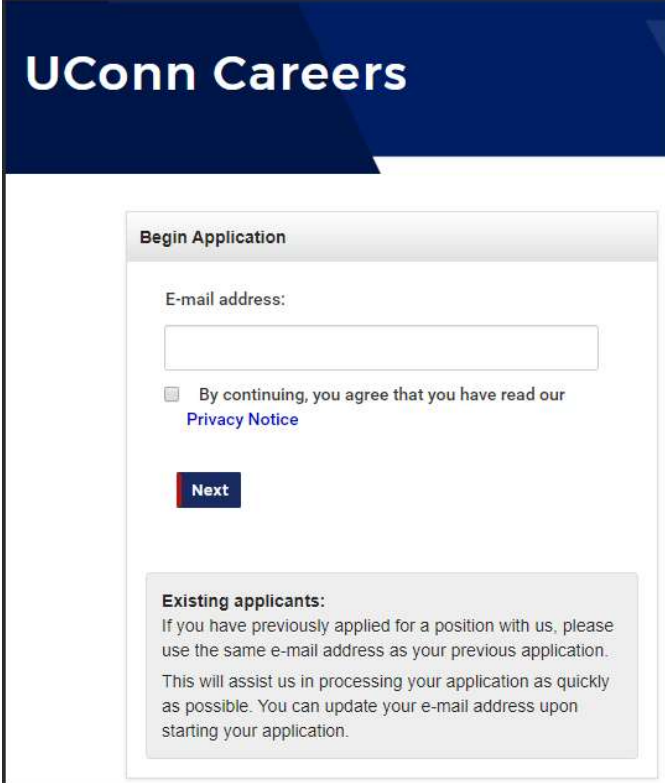
Special Payroll candidates are sent a link from the department to apply for the special payroll job and the jobs are not publicly posted on the UConn Careers page (jobs.uconn.edu). The link is listed in the SP job under Notes/Documents. Applicants navigate to the link provided.

NEW APPLICANT PROFILE – NO PROFILE IN PAGEUP

Create an Applicant Profile

The first time an applicant applies in PageUp, a profile must be created by entering an email address. The email address can be a personal or work email. The candidate also must agree to the privacy notice which is available by clicking the [Privacy Notice](#) Link and **Next**.

Note: If the applicant has applied in the past, they use the same email address as in the previous application. (See section for Returning Applicants and the end of this document.)



The screenshot shows the 'UConn Careers' logo at the top. Below it is a 'Begin Application' form. The form has a title bar 'Begin Application' and a section for 'E-mail address:' with a text input field. Below the input field is a checkbox with the text 'By continuing, you agree that you have read our Privacy Notice'. A 'Next' button is located below the checkbox. At the bottom of the form is a section titled 'Existing applicants:' with the following text: 'If you have previously applied for a position with us, please use the same e-mail address as your previous application. This will assist us in processing your application as quickly as possible. You can update your e-mail address upon starting your application.'

Document Upload for New Profile: Applicant uploads their resume file and the system parses the information and pre-populate some of the profile fields.

Save Time On Your Application

Upload your resume now to pre-populate some of the required fields.
You will have an opportunity to review and revise all fields as well as upload additional documents as you move through the application process.

Attach resumé from:

Prefill using:

Personal Details: The example profile was successfully pre-filled as noted in the top banner. The applicant must fill in the remaining required fields (marked with an asterisk), then click **Save and Continue**.

Personal Details

Pre-filling of your applicant profile was successful!

Title:

First name: *

Middle name:

Last name: *

Preferred name:

Have you ever been employed by UCONN?: *

Password: *

Confirm password: *

Password strength:

Personal Details Fields: Remaining required fields must be entered prior to moving forward.

Personal Details

Pre-filling of your applicant profile was successful!

Title:	<input type="text" value="Select"/>
First name: *	<input type="text" value="John"/>
Middle name:	<input type="text"/>
Last name: *	<input type="text" value="Smith"/>
Preferred name:	<input type="text"/>

E-mail address: *	<input type="text" value="johnsmith@gmail.com"/>
Confirm e-mail address: *	<input type="text"/>
Home address: *	<input type="text" value="1 Main Street"/>
	<input type="text"/>
City: *	<input type="text" value="Storrs"/>
Country: *	<input type="text" value="United States"/>
State / District: *	<input type="text"/>
Postcode/ZIP:	<input type="text" value="06269"/>

Phone number XXX-XXX-XXXX: *	<input type="text" value="(860) 486-5555"/>
Have you ever been employed by UCONN?: *	<input type="text"/>

Password: *	<input type="text"/>
Confirm password: *	<input type="text"/>
Password strength:	<input type="text" value="Not entered"/>

Education: Highest Level of Education is selected from the drop down menu, and then click **Continue**.

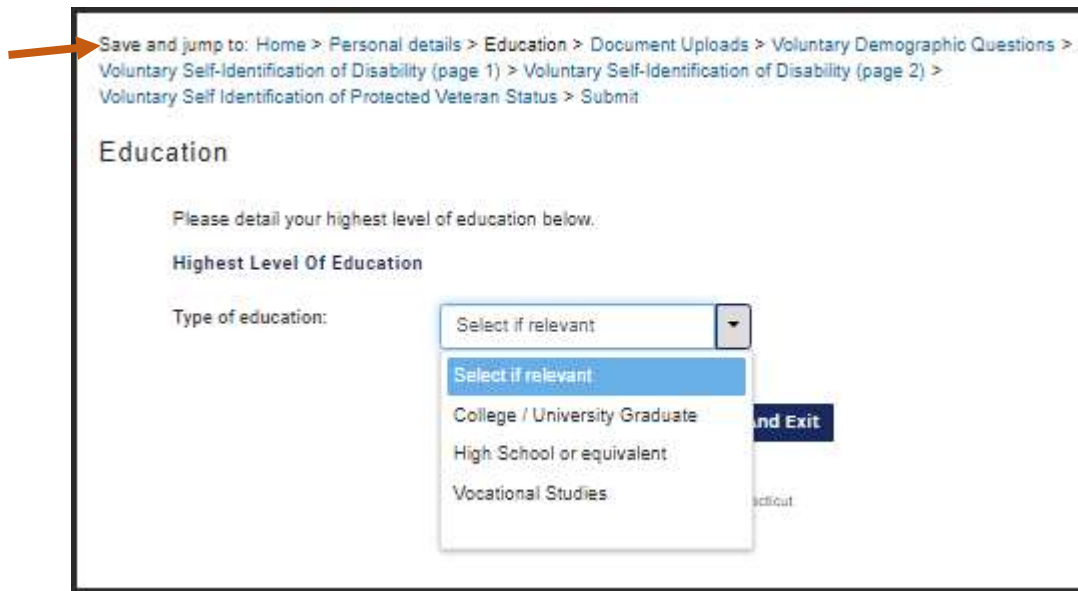


Image note: Applicants can navigate back/forward in the application by clicking the section link at the top listed as **Save and jump to:**

Note: Additional fields may displayed based on the selected *Type of Education*.

College/University Graduate

Vocational Studies

High School or equivalent

Application Materials - Document Uploads: The fields displayed for the document uploads are dependent on the type of application selected in the job. Special Payroll jobs default with the general Application. Regular Payroll jobs display as either the general Application or the Detailed Application.

Application Example: Resume Upload is required. Applicants have the option to add additional documents as needed.

Document Uploads

Please attach any additional documents as required per the job advertisement.

Incomplete applications may not be considered.

Resume Upload* RESUME.docx (12kb) [Delete](#)

Do you have additional documents you would like to upload to complete your application? Select


[Continue](#) [Save And Exit](#)


Detailed Application Example: Three uploads are required – **Resume/CV Upload, Cover Letter Upload, and Contact Information For Professional References**. Applicants have the option to add additional documents as needed.


Document Uploads

Please attach any additional documents as required per the job advertisement.

Incomplete applications may not be considered.

 Resume/CV Upload* Test.docx (11kb) [DELETE](#)

 Cover Letter Upload* [UPLOAD FILE](#)

 Contact Information For Professional References* [UPLOAD FILE](#)

Do You Have Additional Documents You Would Like To Upload To Complete Your Application? Select

[CONTINUE](#) [Save and exit](#)

Additional Document for Application: When the application selects yes for additional documents, they then select the number of additional documents. The upload fields display.

The screenshot shows a web form interface for uploading documents. At the top left, it says "Resume Upload *". At the top right, there is a file name "TEST RESUME.docx (12kb)" and a "Delete" button. Below this, there are two dropdown menus. The first dropdown is labeled "Do you have additional documents you would like to upload to complete your application?" and is set to "Yes". The second dropdown is labeled "How many additional documents would you like to upload?" and is set to "2". Below these dropdowns, there are two "Additional Document for Application*" labels, each followed by an "Upload File" button. At the bottom of the form, there are two buttons: "Continue" and "Save And Exit".

Special Payroll Compliance Questions: Special Payroll jobs display the below UConn Compliance Questions and the fields are required.

UConn Compliance Questions

Do you currently work for another State of Connecticut agency, including another department at UConn?*

Yes
 No

At the time of this appointment, are you/will you be a State of Connecticut Retiree?*

Yes
 No

Do you currently have a family member that is employed by UConn? Per University policy, family member is defined as spouse, child, step-child, child's spouse, parent, brother, sister, brother-in-law, sister-in-law, dependent relative, or a relative domiciled in employee's household. *

Yes
 No

Continue Save And Exit

For compliance question(s) marked with a **Yes** response, additional applicable fields are required:

Do you currently work for another State of Connecticut agency, including another department at UConn?*

Yes
 No

Please provide your employee id: *

Please identify which state agency: *

Please provide your state payroll title: *

Do you currently have a family member that is employed by UConn? Per University policy, family member is defined as spouse, child, step-child, child's spouse, parent, brother, sister, brother-in-law, sister-in-law, dependent relative, or a relative domiciled in employee's household. *

Yes
 No

Please provide your family member's first and last name: *

Please identify the relationship with your family member (i.e. spouse, parent, sibling, etc.): *

Please provide the name of your family member's department at UConn *

At the time of this appointment, are you/will you be a State of Connecticut Retiree?*

Yes
 No

Please identify the name of the state agency you retired from: *

Please provide the year you retired from the State of Connecticut: *

Voluntary Forms: The following forms/fields are voluntary and applicants can check the selections as applicable, or leave blank and continue through the application.

Voluntary Demographic Questions

Voluntary Demographic Questions

As part of our commitment to equal employment opportunity efforts, our institution conducts a survey of all job applicants. Submission of this information is entirely voluntary, and its contents are confidential to Human Resources. We do, however, appreciate your assistance and ask that you complete the following section.

You may choose "Not Disclosed" if you do not wish to provide the information.

Gender:

Male

Female

Not Disclosed

Are you Hispanic or Latino?

[Click for Category Definitions.](#)

Yes

No

Not Disclosed

Race Category: Please select all relevant options that describes your race/ethnicity category with which you primarily identify.

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> White	<input type="checkbox"/> Not Disclosed

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020
Page 1 of 2

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 disabilities. (i) To help us measure how well we are 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 a 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:

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

Please select one of the options below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020
Page 2 of 2

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.

(i) 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.

Continue

Save And Exit

Voluntary Forms (continued)

Voluntary Self-Identification of Protected Veteran Status

This employer is a Government contractor subject to the Vietnam Era Veterans' 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; and (4) Armed Forces service medal 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.

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 checking 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

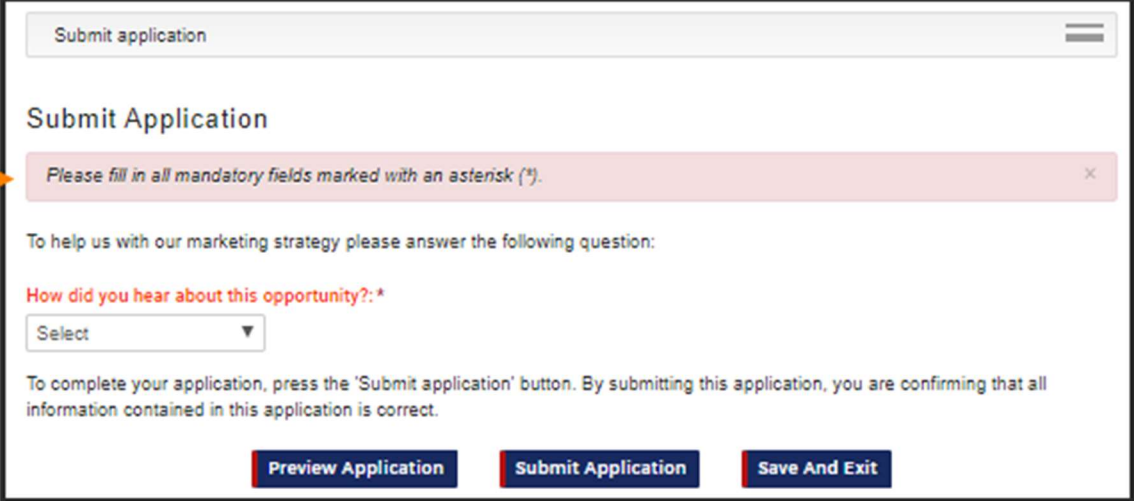
Please select one of the options below:

- I identify as one or more of the classifications of protected veteran listed.
- I am a protected veteran, but I choose not to self-identify the classifications to which I belong.
- I am not a protected veteran.
- I am not a veteran.

[Continue](#)

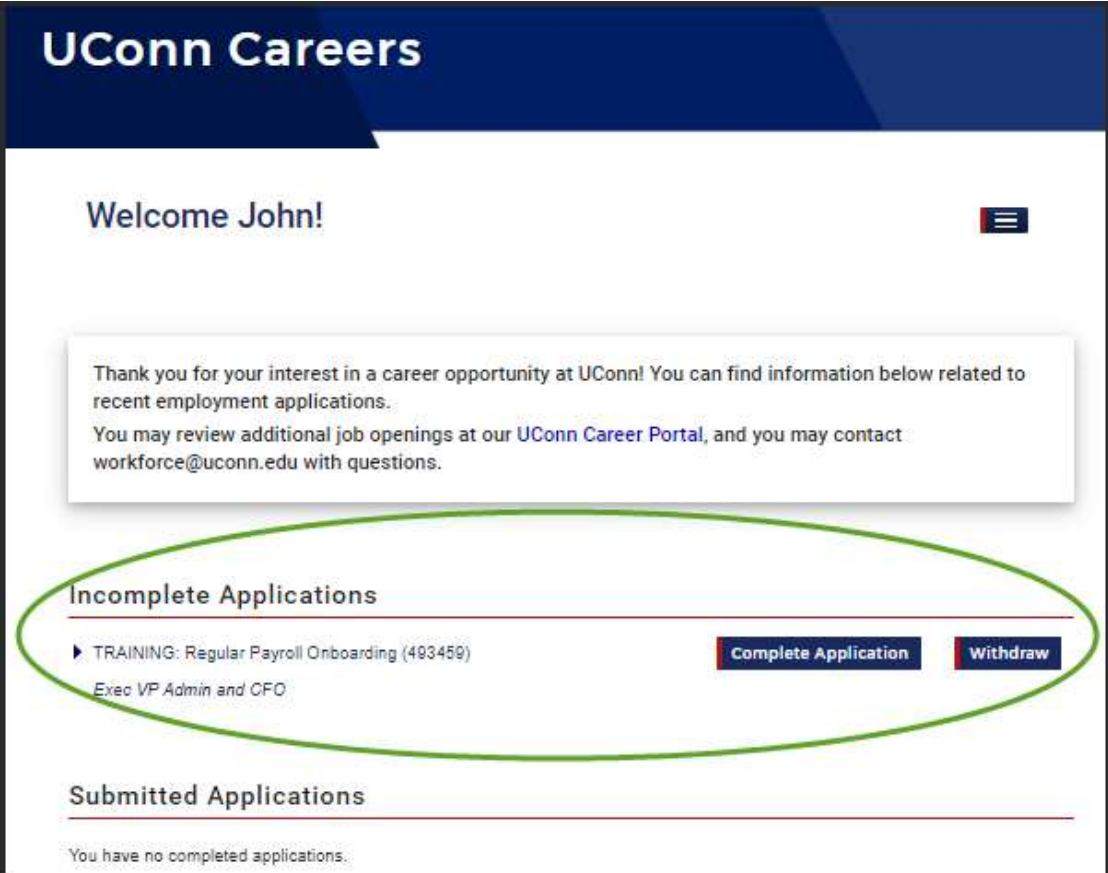
[Save And Exit](#)

Submit Application: If any mandatory fields were missed, the system notes the missing fields in the red banner. The applicant must fill in the fields prior to submitting.



The screenshot shows a web form titled "Submit Application". At the top, there is a "Submit application" button. Below the title, a red banner contains the text: "Please fill in all mandatory fields marked with an asterisk (*)". An orange arrow points to this banner. Below the banner, there is a question: "To help us with our marketing strategy please answer the following question: How did you hear about this opportunity?:*" followed by a dropdown menu with "Select" as the current selection. At the bottom of the form, there are three buttons: "Preview Application", "Submit Application", and "Save And Exit".

Saved Application: Applicants can save their applications and display in the portal as Incomplete Applications. Using the Complete Application button returns to the application page for further editing and submission.

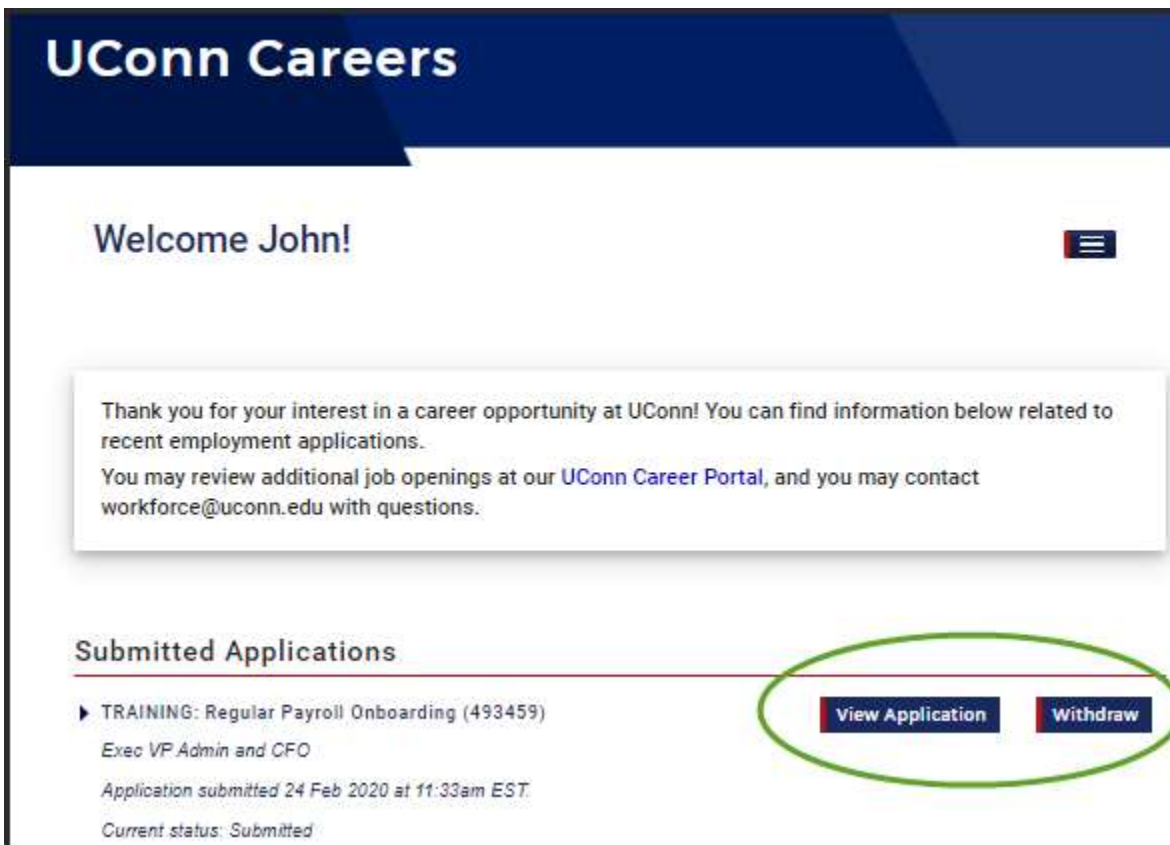


The screenshot shows the "UConn Careers" portal. At the top, it says "Welcome John!". Below this, there is a message box: "Thank you for your interest in a career opportunity at UConn! You can find information below related to recent employment applications. You may review additional job openings at our UConn Career Portal, and you may contact workforce@uconn.edu with questions." Below the message box, there is a section titled "Incomplete Applications" which is circled in green. Under this section, there is one application entry: "TRAINING: Regular Payroll Onboarding (493459) Exec VP Admin and CFO". To the right of this entry are two buttons: "Complete Application" and "Withdraw". Below the "Incomplete Applications" section, there is a section titled "Submitted Applications" which states: "You have no completed applications."

Submitted Application: A submission confirmation displays on the page and applicants can view under the Submitted Applications section on the portal.



Applicants can **Withdraw** their submitted application – once withdrawn, the applicant cannot undo. Applicants can reapply when the job is actively posted.



RETURNING APPLICANT PROFILE –PROFILE CREATED FOR PRIOR APPLICATION

Returning Applicant Profile: Returning applicants applying for another job, log in using the email address and password used for the prior application. The Profile, Education pages display for updates, then save and continue.

Personal Details

Title:

First name: *

Middle name:

Last name: *

Preferred name:

E-mail address: *

Confirm e-mail address: *

Home address: *

City: *

Country: *

State / District: *

Postcode/ZIP:

Phone number XXX-XXX-XXXX: *

Have you ever been employed by UCONN?: *

Education

Please detail your highest level of education below.

Highest Level Of Education

Type of education:

Degree type:

Major:

Institution:

Create Application: Returning applicants complete the remaining fields including additional attachments, voluntary forms.

Document Uploads for Returning Applicants: The applicant is required to either use the most recently used resume or upload a new file. To select the most recent saved in the system, the applicants clicks **Most Recent Resume** button.

Save and jump to: Home > Personal details > Education > Document Uploads > UConn Compliance Questions > Voluntary Demographic Questions > Voluntary Self-Identification of Disability > Voluntary Self-Identification of Disability > Voluntary Self Identification of Protected Veteran Status > Submit.

Document Uploads

Please attach any additional documents as required per the job advertisement.

Incomplete applications may not be considered.

Resume Upload*

Most Recent Resume ←

last updated: 24 Feb 2020

- Or -

Upload File ←

Do you have additional documents you would like to upload to complete your application?

Select

Continue **Save And Exit**

Continue Application to Submit: The remaining application sections follow the same steps as new applicants beginning on *page 5* of this document.