

## UT Knoxville – How to Apply to a Position

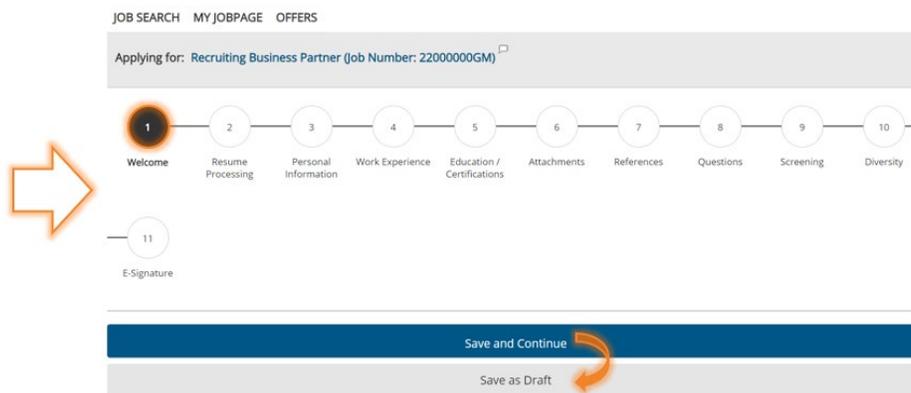
Open Positions with UT Knoxville can be found at the following link: <https://hr.utk.edu/staff-positions/>  
You can access positions using the blue icons on the right side of the screen as shown below:



If you are a new applicant, you will need to create an account to apply. If you have previously applied, please access your existing account. If you have issues logging in or accessing your login/password information, please contact our HR Office at **865-974-6642** Monday through Friday from 8 a.m. to 5 p.m.

Once beginning the application process, candidates will be presented with a process flow diagram steps 1 through 11. The number illuminated in black indicates the current step being completed. During each step of the process, candidates can elect to [**Save as Draft**] to maintain their progress and return to the application at a later time, or [**Save and Continue**] to proceed to the next step in the application process.

The **My JobPage** tab will show all applications that have been initiated or submitted under this profile/account, as well as each application's **Step/Status**. Candidates can utilize this tab to find *Draft Applications* that are incomplete, *edit submission* as needed or upon request, and *withdraw* their candidacy for positions.



Upon beginning the application, the first step asks candidates how they heard about the opportunity. *This is a required field*. Pictured below is a list of the current options for selection:

*Welcome to the University of Tennessee.* We are pleased you are interested in building your future with us. With its four campuses and three institutes, UT has a presence in and serves all 95 counties of the state. We live our mission statement of serving the people of Tennessee and beyond through the discovery, communication and application of knowledge.

Please complete the following to begin your application process.

We wish you all the best in your search for employment. Thank you again for your interest in employment at The University of Tennessee.

Office of Human Resources

Please indicate how you heard about this job. \*

Select One... 

Save and Continue  
Save as Draft  
Quit

- Select One...
- Agency
  - Career Fair
  - Employee Referral
  - Job Board
  - Magazines and Trade Publications
  - Newspapers
  - Professional Associations
  - University Recruiting
  - University of Tennessee Web Site

## Stage 2 – Personal Information

All candidates will be required to complete the fields with red asterisks as indicated in the images below. If you have previously applied to a position at the University using the same account, this information will be filled in automatically based on your last submission.

**Important Note:** If you are utilizing information previous completed for a different application, it is important to review all remaining or auto-completed information to assess if it is still accurate, especially contact information that may be used to contact you for an interview or for further communications.

Applying for: UTKCG Temporary Operations Assistant/Tennessee Language Center (Job Number: 22000002Q6)

- Welcome
- Personal Information**
- Work Experience
- Education / Certifications
- Attachments
- References
- Questions
- Screening
- Diversity
- E-Signature

11  
Review and Submit

Save and Continue

Save as Draft

Quit

### Personal Information

Hold down the Ctrl key (Command key for Mac) to make multiple selections or to clear items.  
Mandatory fields are marked with an asterisk, \*

Please enter all relevant personal information in the fields below.

Prefix  
Mr

First Name\*   
Peyton

Middle Name  
Williams

Last Name\*   
Manning

Suffix  
Not Specified

Street Address (line 1)\*   
1998 Rocky Top Blvd

City\*   
Knoxville

State\*   
TN

State of Residence  
Zip/Postal Code\*   
37912

Preferred Phone Number\*   
865-104-1998

All phone and fax fields are not formatted so all variations of country formats are allowed. Preferred format: 99-999-999-9999. (Example of US entry: 01-865-974-0000 )

Email Address\*   
peyton4president@utk.edu

Website Address

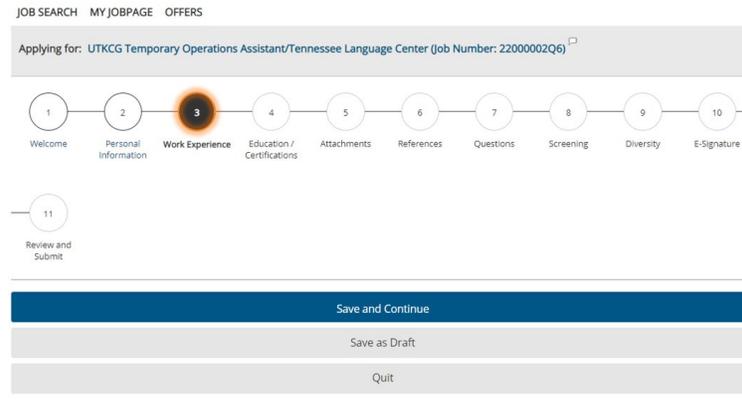
Save and Continue

Save as Draft

Quit

## Stage 3 – Work Experience

Completion of the work experience is a field often missed or bypassed resulting in a candidate being rejected from further consideration. It is vital that candidates complete this section of the application [equally or greater in comparison] to the resume and attachments requested in the Job Description. This portion is considered the ‘Application’ itself, and is the information used in the initial screening step once an application is received. Incomplete fields or incorrect information can result in an application being rejected due to the organization’s best practices.



Below is a visual depiction of the fields required for completion. Highlighted in the orange boxes are important fields of note.

- **Current Job** – If parsing from a resume, not all experience parses correctly or in corresponding order. This box allows those reviewing your application to identify your current employer and working experience.
- **The Supervisor may be contacted** – This option is available for each ‘experience’ added as an indication of consent to contact a current or previous supervisor. Though references are included in the application, best practices require a number of references to be current or former supervisors. In the event those are not listed in the references section or documents, this is a resource that would be utilized.
- **Remove, Add, Move Up/Down** – These actions are available to add or remove additional experience that may be necessary or relevant, as well as move each individual entry up or down to maintain chronological order, or highlight most relevant experiences at the top.

**Work Experience 1**

Employer\*

Current Job

Job Title\*

Job Duties

Job Duties

Reason for Leaving\*

Start Date\* Sep 15, 2015

End Date\* Mar 15, 2017

Supervisor's Name\*

The supervisor may be contacted

Supervisor's Title

Supervisor's Phone (if no longer available, type "N/A")

Supervisor's Email Address

Name During Employment

## Stage 4 – Education/Certifications

Some positions have a minimum education requirement which can be found in the Job Announcement or Position Description, most commonly bulleted in the Requirements section toward the end of the posting. When completing an application, it is important that the education portion is filled out accurately and in its entirety.

Most Common Errors in the Education Section:

- Not updating or adding newly obtained degrees
- Anticipated Graduation Date vs. Graduated fields not corresponding to one another properly, or not being updated once a degree has been obtained.
- Completion of 'Name While Attending' if name is different or has changed. This is important for education verification purposes if the position is offered.

JOB SEARCH MY JOBPAGE OFFERS

Applying for: UTKCG Temporary Operations Assistant/Tennessee Language Center (Job Number: 2200002Q6)

1 Welcome 2 Personal Information 3 Work Experience 4 Education / Certifications 5 Attachments 6 References 7 Questions 8 Screening 9 Diversity 10 E-Signature

11 Review and Submit

Save and Continue

Save as Draft

Quit

### Education:

List your educational experiences below, starting with your highest level of education. You must specify 1 education entry.

#### Education 1

Student name while attending the program if different than current name.

Institution\*

Select

If there isn't a value that matches your educational background, please pick the closest correct value from the drop down list. You may include an attachment with an explanation in the next section of this application.

Education Level\*

Branch of Study\*

Start Date\* Aug 15, 2008

End Date\* May 15, 2012

Anticipated Graduation Date

Graduated\*

Not Specified

Yes

No

Graduated

GPA

out of

Remove Education

Add Education

## Certifications:

Some positions may require proof of current certifications in the field of practice. This section allows those to be uploaded separately from other professional documents that may be required or requested.

**Certifications:**

List your certifications, if you have any, and continue adding until you have entered all that you feel are important to disclose for this job. Do not list any expired certifications.

**Certification 1**

Certification

Number/ID

Issue Date   
*If this certification will be received in the future, enter the expected issuing date.*

Expiration Date

Issuing Organization

## Stage 5 – Attachments

**Attachments:** Step 5 requests that candidates submit necessary files or requested materials for the application.

*This is the most frequently missed step in all applications.*

JOB SEARCH MY JOBPAGE OFFERS

Applying for: UTKCG Temporary Operations Assistant/Tennessee Language Center (Job Number: 22000002Q6)

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### Attachments

You may attach up to 25 files containing personal and professional information, such as cover letters, resumes, vitae, references, unofficial transcripts, etc. Each file must be attached separately and may not exceed 5 megabytes in size. Once a file is attached you may overwrite it by attaching a file with exactly the same name and extension.

If you wish to attach more than three files or your files are larger than 5 mb please read through the **Tips section in the side bar on the right**.

Please mark only one attachment as "Resume". Marking multiple attachments as "Resume" may prevent recruiters from viewing the attachments.

As your candidacy progresses it may become necessary for us to request an "official transcript".

## Remember:

- You can store up to 25 files/attachments in one *profile*.
- You can log into your account at any time and add or delete files, however, deleting files attached to current applications or submissions may result in the materials being removed.
- Only files marked as **RELEVANT** or **RESUME** will be visible and attached to the individual application being completed at that time.  
**Failure to check these boxes may result in your application being rejected due to lack of requested materials.**
- You **MUST** check the **RESUME** box for the file you want associated and attached to the application.  
**Please mark only (1) file as the RESUME.**

Please see examples depicted below:

Select the file to attach  
 No file chosen

Comments about the file

This section displays basic information regarding the files attached to your record.  
You can delete some or all of the files.

The "Relevant Files" column allows you to select the files associated with this job submission.  
Also, please indicate which of the attached documents is your Resume.

Relevant Files	Resume	File Name	Date	Comments	Actions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chelsey Byrd - Resume.docx	9/8/20		Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	References - Chelsey Byrd.docx	5/6/21	cbyrd728	Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cover Letter - UTK.docx	5/6/21	cbyrd728	Delete

## Stage 6 – References

On occasion, some positions may request a document of references be attached separately with other materials such as resume, cover letter, etc. However, it is required that references also be listed in the References step of the submission as pictured below.

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Indicated below is clarification of the reference requirements, as well as the institution's expectation/definition of references that would be considered. These points of note are often overlooked but hold importance when/if the time comes to check an applicant's references. Many hiring entities have to contact candidates for more or alternate references to meet the criteria defined below, lengthening the hiring process.

### References

Mandatory fields are marked with an asterisk.\*

List your references below in the order of contact preference, starting with the most relevant one. References are individuals that are familiar with your work capabilities and your educational training.

Please provide at least 3 professional references.

Depicted below is the information that is both required, as indicated by the red asterisk, as well as information that is helpful in the reference check process, and often requested at a later time if not already listed.

First Name\*

Last Name\*

Phone Number\*

Email Address

Employer

Title

Relationship\*

How long have you known this person?

5 years or more

Remove Reference

Move Down

The functions indicated in the orange box below are provided to easily allow applicants to modify the order of their listed references to comply with the request that 'references be listed in order of preference'.

Remove Reference

Move Up

Add Reference

## Stage 7 – Questions

The seven screening questions listed below are standard to all applications submitted to the University of Tennessee. They simply notify our administrators in the initial screening process of information that may be relevant in the event of an offer for employment.

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Applying for: UTKCG Temporary Operations Assistant/Tennessee Language Center (Job Number: 22000002Q6)

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Save and Continue

Save as Draft

Quit

Please see the seven (7) standard screening questions and response options below:

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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 legally eligible for employment in the United States?\*

- Yes  
 No

2. Do you currently work in a regular or term (temporary) job at any campus or institute of the University of Tennessee? (Does not include student employment.) \*

- Yes  
 No

3. Do you have a valid driver's license?\*

- Yes  
 No

4. Have you ever been terminated for cause or asked to resign in lieu of termination?\*

- Yes  
 No

5. Have you previously worked at any campus or institute of the University of Tennessee?\*

- Yes  
 No

---

Save and Continue

Save as Draft

#### Questions

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To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

6. Will you in the future require visa sponsorship to work in the United States?\*

- Yes  
 No

7. Will you require visa sponsorship to work in the United States?\*

- Yes  
 No

---

Save and Continue

Save as Draft

Quit

## Stage 8 – Screening

This section may or may not include questions that are relevant or specific to the position, such as but not limited to:

- Number of years of experience in a specific field or industry
- Highest level of education completed
- Level of expertise in certain skills or tasks
- Inquiry regarding an industry specific certification

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Save as Draft

Quit

The most common question listed in the Screening portion of the submission is indication of the highest level of education completed (as pictured below). It is important that the questions are read carefully and that responses are supported by the experience listed in Work Experience (stage 3) as well as Education (stage 4). It is common that indication of graduation or completion does not always match between the information in Stage 4 and the screening question in Stage 8, with emphasis on the term “*completed*”, as the question does not account for degrees that are in progress.

### Screening

Please answer the following questions as accurately as possible.

1. Please indicate the highest level of education you have **completed**.

- None
- 1st - 6th Grade
- 7th - 9th Grade
- 10th - 12th Grade
- High School Diploma/GED
- Vocational
- Associate Degree
- Bachelor's Degree
- Master's Degree
- Academic Doctorate (PhD, PsyD, etc.)
- Professional Doctorate (JD, MD, etc.)

Save and Continue

Save as Draft

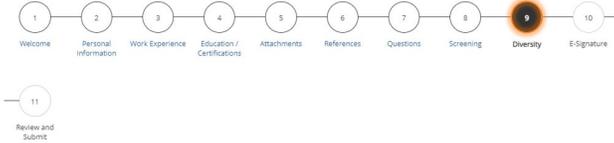
Quit

## Stage 9 – Diversity

The Diversity section is standard to all applications submitted for employment with the University of Tennessee. In this section you will find disclaimers for review prior to responding to the questions that follow. Candidates may elect to not disclose some or all of the information addressed in this section.

JOB SEARCH MY JOBPAGE OFFERS

Applying for: UTKCG Temporary Operations Assistant/Tennessee Language Center (Job Number: 22000002Q6)



### Diversity

The University of Tennessee is committed to equal employment opportunity and affirmative action. The University of Tennessee is required by the U.S. Department of Labor to request and maintain the following data on all applicants for employment with the University. This information will be used for statistical summaries of employment practices, and to monitor the University's compliance with equal employment opportunity and affirmative action requirements. Your voluntary completion of this form is encouraged.

#### Voluntary Self-Identification for Veterans

If you believe you belong to any of the categories of protected veterans 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.

Pictured below are the five (5) questions as requested by the U.S. Department of Labor:

1. Gender\*
  - Male
  - Female
  - I don't wish to answer
2. Ethnicity\*
  - Hispanic Latino
  - Not Hispanic Latino
  - I don't wish to answer
3. Race (select one or more)\*
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White
  - I don't wish to answer
4. Veteran Status (select one or more)\*
  - Recently Separated Veteran
  - Armed Forces Service Medal Veteran
  - Active Wartime or Campaign Badge Veteran
  - Disabled Veteran
  - I am a protected veteran, but choose not to identify classification to which I belong
  - I am NOT a protected veteran
  - I don't wish to answer
5. Disability\*
  - Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
  - No, I Don't Have A Disability, Or A History/Record Of Having A Disability
  - I Don't Wish To Answer

More than one Race may be selected if desired.

Save and Continue

Save as Draft

Quit

## Stage 10 – E-Signature

By providing an e-signature, applicants are confirming that the information provided is accurate and true to the best of their knowledge, and consenting to the institution reviewing this information as needed in order to be considered for employment as it relates to the specific position.

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Save and Continue

Save as Draft

Quit

**e-Signature**

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an e-Signature is the electronic equivalent of a hand-written signature.

I certify that all answers to the questions in this application are true, and I further understand that any false statement and/or omission in this application and all other accompanying documentation will be sufficient grounds for rejection of the application or termination of employment. I authorize the University to make any and all necessary and appropriate investigations to verify the information contained herein, including criminal records, work experience checks, and any other publicly accessible information. I also understand prior to employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility (I-9 form) shall result in immediate termination of employment and/or offer of employment.

**Do Not E-Sign Until You Have Read The Above Statement.**

By my e-Signature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

Please enter your full name:\*

Please enter your unique identifier, i.e. the last four digits of your social security number followed by your zip code:\*

## Stage 11 – Review and Submit

In the final step, candidates are given the opportunity to review their profile/submission in its entirety on one page and address any errors or missed information that may need to be edited or addressed.

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11 Review and Submit

Submit

Save as Draft

Quit

## **Other Profile Sections**

***Correspondence***: Options under correspondence allow applicants to increase their visibility of positions and opportunities with the University, as well as request additional communication from the system regarding the status of their applications.

Candidates can select different locations, campuses, titles, categories, and more that will generate automated leads, notifying them of new or additional opportunities that fit their listed interests.

Correspondence <a href="#">Edit</a>	
Send me an email notification whenever a new position matching my profile is posted (job posting notification).	No
Send me an email acknowledgment when you receive my job submission.	Yes
Send me a rejection letter when my job submission is not selected.	Yes

For questions while submitting an application, please contact our HR Office at [hr@utk.edu](mailto:hr@utk.edu) or **865-974-6642**.