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Applicant Profile (all applications):

- Breadcrumbs across the top are always visible.
- Profile will pre-fill from previous entry.
- Profile is always editable.
- If applicants need to change their name, email, or address they can do so at any point from this screen.
- Changing their email will change their login email.

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Personal details

Title:	<input type="text" value="Select"/>
First name:*	<input type="text" value="Haley"/>
Middle name:	<input type="text"/>
Last name:*	<input type="text" value="Ruddell"/>
Preferred name:*	<input type="text" value="Haley"/>
E-mail address:	<input type="text" value="hruddell@uoregon.edu"/>
Home address:*	<input type="text" value="test"/>
City:*	<input type="text" value="test"/>
Country:*	<input type="text" value="United States"/>
State / District:*	<input type="text" value="Alabama"/>
Postcode/ZIP:*	<input type="text" value="11111"/>
Primary Phone Number:*	<input type="text" value="123"/>
Cell number:	<input type="text"/>

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Employment History (long form):

- Employment history will pre-fill from previous entry.
- It can be updated and made unique for each application.
- Once an application is submitted, the employment history for that application cannot be edited even if the applicant edits their employment history.
- Employment history is a “profile question” and is accessible to the applicant at any point.
- Applicants can select “no previous employment” for “current/most recent employer”.
- Applicants can select “select if relevant” for “Employer 2” to skip the section.

Employment History

Employment History

Please note that a resume does not substitute for completion of the employment history section of your application. Failure to list any employment history will result in your application being deemed incomplete.

You may enter your employment history below.

- List job(s) where you received experience that you believe qualifies you for the job you are applying for, starting with your most recent job.
- Complete all fields under each employer.
- Clearly describe all job duties performed. If job duties that you believe qualify you for this position were not a major portion of your job, please indicate the percentage of time spent performing those duties.
- If you are a veteran, you are encouraged to identify any job-related military experience or training so that it can be considered as part of your overall qualifications for this position.
- The “Company name” field is a lookup field. Click the binocular icon to open a search window. If your employer is not found, use the prompts in the pop up window to add your company name to the directory.

Please detail your employment experience below.

Current/most recent employer

Employment status:*

Your job title:

Employment type:*

Your responsibilities:

Date position started:*

Company name:*

Company industry:

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Employment History (long form):

- Applicants can select “no previous employment” for “current/most recent employer”.
- Applicants can select “select if relevant” for “Employer 2” to skip the section.
- Applicants can select “add more” to add additional employer fields if they need more.

Employment History

Employment History

Please note that a resume does not substitute for completion of the employment history section of your application. Failure to list any employment history will result in your application being deemed incomplete.

You may enter your employment history below.

- List job(s) where you received experience that you believe qualifies you for the job you are applying for, starting with your most recent job.
- Complete all fields under each employer.
- Clearly describe all job duties performed. If job duties that you believe qualify you for this position were not a major portion of your job, please indicate the percentage of time spent performing those duties.
- If you are a veteran, you are encouraged to identify any job-related military experience or training so that it can be considered as part of your overall qualifications for this position.
- The “Company name” field is a lookup field. Click the binocular icon to open a search window. If your employer is not found, use the prompts in the pop up window to add your company name to the directory.

Please detail your employment experience below:

Current/most recent employer

Employment status:*

No previous employment

Clear

Employer 2

Employment status:

Select if relevant

Clear

Employer 3

Employment status:

Select if relevant

Clear

To add more employment, click the button below:

Add more

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Education (long form):

- Education will pre-fill from previous entry.
- It can be updated and made unique for each application.
- Once an application is submitted, the education for that application cannot be edited even if the applicant edits their education.
- Education is a “profile question” and is accessible to the applicant at any point.

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Education


Please detail your education below, starting from your highest level of education. Please note that "Major" and "Institution" are lookup fields. Click the binocular icon to open a search window.

Please detail your education below, starting from your highest level of education:

Highest level of education

Type of education:*

Degree type:*

Major: 

Additional majors:

Country:*

Institution:

City/Campus:

Education status:*

Education 2

Type of education:

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Upload Supplemental Questions (long form):

- Applicants are reminded to review the “Special Instructions to the Applicant” section.
- Applicants are cautioned not to upload documents with confidential information on them.
- Applicants are told they will receive additional communications about veterans status and to not upload documentation here.
- There are four available upload spots – supplemental questions, cover letter, resume, and additional documents.
- None of these fields are required in order to submit the application.

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Upload Supplemental Questions

Please carefully review the “Special Instructions to the Applicant” section of the job posting to determine if responses to supplemental questions or any other documents are required for this position. Applications submitted without the required responses to supplemental questions or required additional materials will be considered incomplete and will not be considered.

Use the buttons below to upload your document(s). Depending on the size of the file and the speed of your internet connection, this may take a few minutes. Once a document is uploaded, the title will be displayed. You may delete a document and upload a revised document if needed.

Documents uploaded with your application are visible to the search committee and other staff associated with this job search. Please do not upload documents with confidential or private information, such as Social Security number or birth date, to these fields.

All candidates noting veteran status will receive a separate email requesting eligibility documentation; do not upload such documentation here.

Please upload responses to the supplemental questions (if required).



Please upload your cover letter (if required).



Please upload your resume (if requested).



Please upload any additional documents (if requested).



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Upload Additional Documents (short form):

- Applicants are reminded to review the “Special Instructions to the Applicant” section.
- Applicants are cautioned not to upload documents with confidential information on them.
- Applicants are told they will receive additional communications about veterans status and to not upload documentation here.
- Applicants are required to attach a resume, but are given the option to attach their profile resume.
- Cover letters and supplemental question fields are optional in order to submit an application.

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Upload Additional Documents

You must upload a current resume/cv in order to submit your application.

Please carefully review the “Special Instructions to the Applicant” section of the job posting to determine if additional materials are required. If additional materials are required in the posting but not submitted, your application will be considered incomplete.

Use the buttons below to upload your documents. Depending on the size of the file and the speed of your internet connection, this may take a few minutes. Once a document is uploaded, the title will be displayed. You may delete documents and upload a revised document if needed.

Documents uploaded with your application are visible to the search committee and other staff associated with this job search. Please do not upload documents with confidential or private information, such as Social Security number or birth date, to these fields.

All candidates noting veteran status will receive a separate email requesting eligibility documentation; do not upload such documentation here.

Please attach your resume/CV*

[Upload file](#) [Dropbox](#)
[Google Drive](#)

Please attach your cover letter (if requested)

[Upload file](#) [Dropbox](#)
[Google Drive](#)

Please attach your answers to the Supplemental Questions (if requested)

[Upload file](#) [Dropbox](#)
[Google Drive](#)

[Continue](#) [Save as a draft and exit](#)



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References (all applications):

- Three references are required
- First name, last name, type of reference, phone number, and email address are all required.
- Applicants can update references at any time, even after submission of an application.
- Please verify current references if you download materials at the beginning of a search.

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References

Please list 3 professional references. References listed may be called, emailed, or asked to submit a form or letter online.

The University's typical practice is to notify candidates when they advance to the reference check stage. You may update your references via your applicant profile at any time.

Reference 1

First name:*	<input type="text"/>
Last name:*	<input type="text"/>
Organization:	<input type="text"/>
Type of reference (example: supervisor, co-worker):*	<input type="text"/>
Primary Number:*	<input type="text"/>
Cell phone:	<input type="text"/>
E-mail address:*	<input type="text"/>

Reference 2

First name:*	<input type="text"/>
Last name:*	<input type="text"/>
Organization:	<input type="text"/>



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UO Connections (all applications):

- Applicants are asked if they are a current employee of UO. This is new(ish) question and helps manage our affirmative action reporting data.
- If an applicant selects yes on the “immediate family members” question, they will be asked to provide a name.

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UO Connections

Are you a current employee of the University of Oregon?
Current employee types are defined as faculty, classified, officers of administration, temporary, and paid retiree appointments.*

Yes
 No

Information provided below will be used as it applies to current UO policies regarding family relationships and employment.

Are any immediate family members or members of your household currently employed at the University of Oregon*

Yes
 No

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Immigration Sponsorship (all applications):

- If an applicant answers yes, this will flag their application with a red flag.
- If you have any questions about visa sponsorship including whether or not it is available or you can disposition candidates who need it, please contact Jennifer Doreen (6-2638) before taking any action.

Immigration Sponsorship

Will you now, or in the future, require immigration (visa) sponsorship in order to fill this position at the UO?*

- Yes
 No

Answer yes to this question if you do not have work authorization in the US that would authorize you to work in the position you are applying for. For example: if you will need H-1B, J-1, TN, or E-3 sponsorship, you should answer "Yes" to this question; and if you are a US citizen, Legal Permanent Resident, or Refugee/Asylee, you should answer "No" to this question. If you have questions about whether you would need immigration sponsorship, please contact the University of Oregon's International Employment section at iempl@uoregon.edu.

The University of Oregon has the ability to sponsor short-term visa status for eligible positions. The University encourages you to apply for this position regardless of your immigration status.

The University will review the position to determine if the position is eligible for sponsorship and reserves the right to select the appropriate visa category (e.g. H-1B, J-1, TN, E-3, etc.).

Continue

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Demographics (all applications):

- The answers to these questions are only viewable via reporting.
- The questions reflect what is required under various acts (federal and state).
- Updates to how we ask about gender are pending further recommendations from HECC.

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Voluntary Applicant Demographic Self-Identification Form

Voluntary Applicant Demographic Self-Identification Form

Answers to questions on this form are used for reporting purposes only and will not be visible to members of the search committee.

The University of Oregon is a government contractor subject to certain reporting requirements under Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), and Section 503 of the Rehabilitation Act of 1973. We also adhere to the Oregon Veterans' Preference in Employment regulations (ORS 408.225-408.237). Each of these laws or regulations requires us to request that applicants supply demographic information as well as information on veteran or disability status.

In accordance with Executive Order 11246, the University of Oregon requests demographic information related to ethnic group, race, and gender. This information will be kept confidential and is used only for statistical reporting purposes to meet federal and state affirmative action requirements, will not be shared with those involved in the hiring decision, and will not affect consideration of your application.

Ethnic Group

- Hispanic or Latino
 Not Hispanic or Latino

Definitions

• **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.

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Voluntary Self-Identification of Disability

Answers to questions on this form are used for reporting purposes only and will not be visible to members of the search committee.

Voluntary Self-Identification of Disability

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



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Veterans' status (all applications):

- We ask for the Oregon Veterans' Preference for every application.
- Because this is a voluntary preference request, veterans must request it for every single application.
- Veterans' preference is determined by HR after review of eligibility documentation submitted by the veteran.
- Please refer all veterans' preference questions to Human Resources.

I decline to disclose

Under the Oregon Veterans' Preference in Employment, certain veterans may be eligible for employment preference. If you are a veteran or disabled veteran and would like to apply for the preference afforded under the Oregon Veterans' Preference statute, please complete the Veteran Status section below and submit the required documentation (see Note below) by the application deadline or review date indicated in the position posting. If you are eligible for the veterans' preference, hiring departments will be notified of your status but will not receive this form or the supporting documentation. All eligible veterans are encouraged to apply for the Oregon Veterans Preference.

Veteran Status

Veteran as defined in ORS 408.225: a person who (A) Served on active duty with the Armed Forces of the United States: (i) for a period of more than 90 consecutive days beginning on or before January 31 1955 and was discharged or released under honorable conditions; (ii) for a period of more than 178 consecutive days beginning after January 31 1955 and was discharged or released from active duty under honorable conditions; (iii) for 178 days or less and was discharged or released from active

Disabled Veteran as defined in ORS 408.225: a person who has a disability rating from the United States Department of Veterans Affairs a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty or a person who was awarded the Purple Heart for wounds received in combat.

NOTE: Veterans' Preference, as required under Oregon law, will not be applied without the appropriate documentation. Supporting documentation **MUST** be submitted to Human Resources (documentation is frequently a DD214/DD215 and, for Disabled Veterans, a copy of your veteran's disability preference letter from the Department of Veterans Affairs unless that information is included in the DD214/DD215 form). To receive preference in connection with this search, this documentation must be received within 2 business days of the review/closing date on the posting.



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Applicant Statement (all applications):

- All applicants must affirm their application prior to submitting it.
- Once an applicant has affirmed their application and submitted it, it cannot be changed (even by HR!).
- Applicants must withdraw and reapply to change their materials.

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Applicant Statement

Applicant Statement

The information in my application was freely given and is, to the best of my knowledge, true and complete. I understand that any false statement, misleading answer, or any false information on this application or given during the selection process may be sufficient grounds for immediate elimination from consideration or immediate dismissal at any time. The University of Oregon is hereby authorized to contact my present or past employers as references and to receive from them any information about me contained in their personnel records and any evaluations of my job knowledge, skills, and performance. In exchange for consideration of my application for employment, I hereby release the University of Oregon from any liability or damage which may result from: (1) contacting my past or present employers or any other references provided by me; (2) from reviewing any information requested; or (3) from otherwise exercising due diligence to verify my ability to perform the applied-for position.

I consent to allow any school I have enrolled in or graduated from to release degree and enrollment information to the University of Oregon for the purpose of verifying information on my employment application. I hereby release the University of Oregon from any liability or damage which may result from reviewing the information requested. I further understand that any offer of employment with the University is contingent upon successful completion of the verifications described in this statement or background checks required for this position. The University of Oregon may make copies of this authorization available to those contacted. Entry of my legal name below and submission of this application indicates my agreement with this statement.

Please sign this form by typing your legal name into the field below.*

Continue

Save as a draft and exit



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Additional Application Types:

Direct Appointment

- Upload resume, but no additional documents.
- From “UO Connections” on it’s the same fields.

Faculty Application

- Upload Documents screen for CV, letter of interest, teaching statement, research statement.
- Upload Additional documents for 3 more documents labeled “Additional Required Document”.
- From “UO Connections” on it’s the same fields.

Additional Application Types:

No Application Form

- Used for jobs where materials are gathered outside MyTrack (i.e. search firms)
- Asks applicants to refer to the position announcement for detailed application instructions.

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Applicant Portal

- Applicants can view all of their submitted and incomplete applications.
- Applicants can withdraw an application at any time as long as they have not been moved to a non-active status (“did not progress”). Applicants can update references up to the point the references are checked.
- Public statuses are viewable to the applicant via the portal.
- Applicants can access the job description at any point by clicking “view application”.
- Clicking “view application” at the bottom of the screen will take them to the answers they provided on the application itself.

Incomplete applications
You have no incomplete applications.

Submitted applications

- ▶ Testing Supplemental Questions (521217)
VP Finance & Administration
Application submitted at EST.
Current status: Offer Pending
[View application](#) [Update references](#) [Withdraw](#)
- ▶ PD test for Faculty Application (519041)
VP Finance & Administration
Application submitted 25 Jul 2017 at 9:43am PST.
Current status: Background Check Pending
[View application](#) [Update references](#) [Withdraw](#)
- ▶ PD test for Classified Application (519040)
VP Finance & Administration
Application submitted 7 Feb 2017 at 4:41pm PST.
Current status: Offer Accepted
[View application](#) [Withdraw](#)
- ▶ PD test for GoLive Run Through (519011)
VP Finance & Administration
Application submitted 18 Oct 2016 at 5:01pm PST.
Current status: Checking References
[View application](#) [Withdraw](#)

by Title IX, other applicable laws, and policies. Retaliation is prohibited by GO policy. Questions may be referred to the Title IX office. Contact information, related policies, and complaint procedures are listed on the statement of non-discrimination.

[E-mail application](#) [View application](#) [Back to home](#)

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Applicant Profile

- Applicants view their profile at any point.
- Regardless of the applications they have submitted, personal details, education, and employment are always available to applicants.
- Profile questions can be updated at any point – this will not affect previously submitted applications.
- Applicants have a profile resume that they can update at any point.
- Profile resumes can be attached to individual applications
- OR applicants can upload unique resumes to each applications.
- Profile resumes may be accessible via the applicant card.
- Applicants can change their password at any point.

Welcome Jessica

Home Update profile Update resumé Account

Edit profile

Personal details	Title:	Select
Education	First name*:	Jessica
Employment	Middle name:	
	Last name*:	Drew
	Preferred name*:	Jessica
	E-mail address:	jennarakes+drew@gmail.com
	Home address*:	15 Main Street
	City*:	Smithtown
	Country*:	United States
	State / District*:	Indiana
	Postcode/ZIP*:	55555

Welcome Jessica

Home Update profile Update resumé Account

Update resumé

Current resumé:
Sample-Resume-Administrative-Assistant.doc (95kb)

Update your resume by clicking *Attach file* to select a file from your computer. After selecting a file you will be returned to this screen. Click *Save*.

Upload file

Save Cancel