

# Talent Applicant Guide

Current UArizona Employees

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## INTRODUCTION

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This guide directs current University of Arizona employees on how to apply for a position using the University of Arizona’s internal applicant portal.

The internal applicant portal allows you to view and apply to both positions that are open to the public and positions that are only available to current University of Arizona employees.

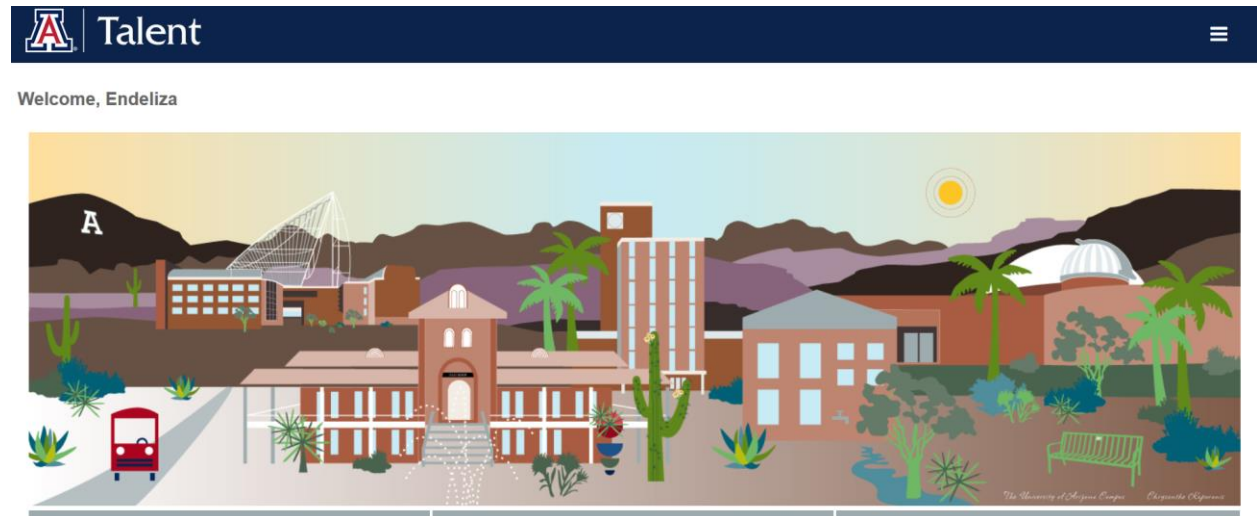
## 1. ACCESSING THE APPLICANT PORTAL

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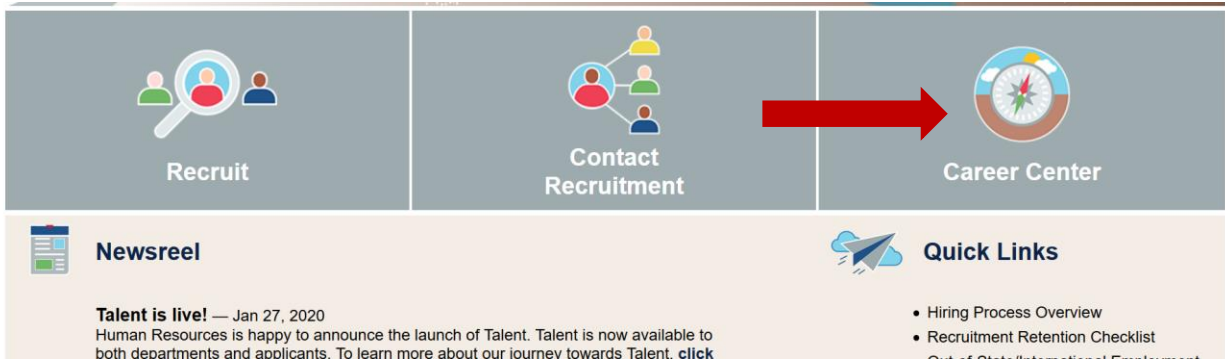
To access the University of Arizona’s internal applicant portal, copy and paste the following URL into your browser (or click on the URL).

[talent.arizona.edu/hr](https://talent.arizona.edu/hr)

Log in with your NetID. You will be redirected to an internal welcome page.



Scroll down and click on the **Career Center** tile.



You will be redirected to the internal applicant portal.

## 2. YOUR APPLICANT PROFILE

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All current UArizona employees will automatically have an applicant profile on the University of Arizona’s internal applicant portal. An applicant profile allows you to save applications, receive status updates and interview information, save your information for future applications, and much more!

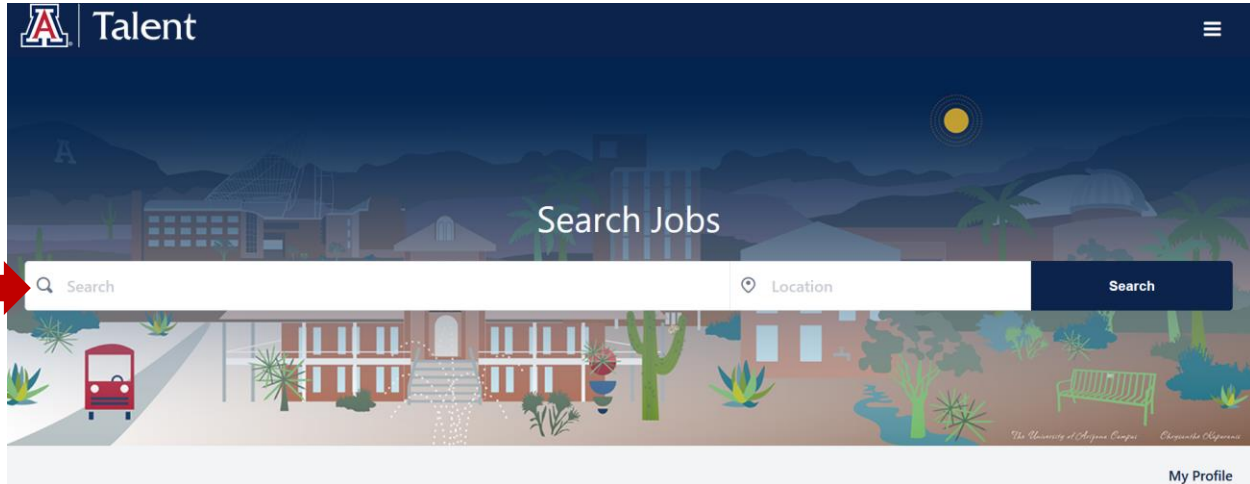
### 2.1 PASSWORD RESET

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All current UArizona employees access the internal applicant portal via their NetID. If you are having trouble with your NetID, please contact [24/7 IT Support](#) at (520) 626-TECH (8324).

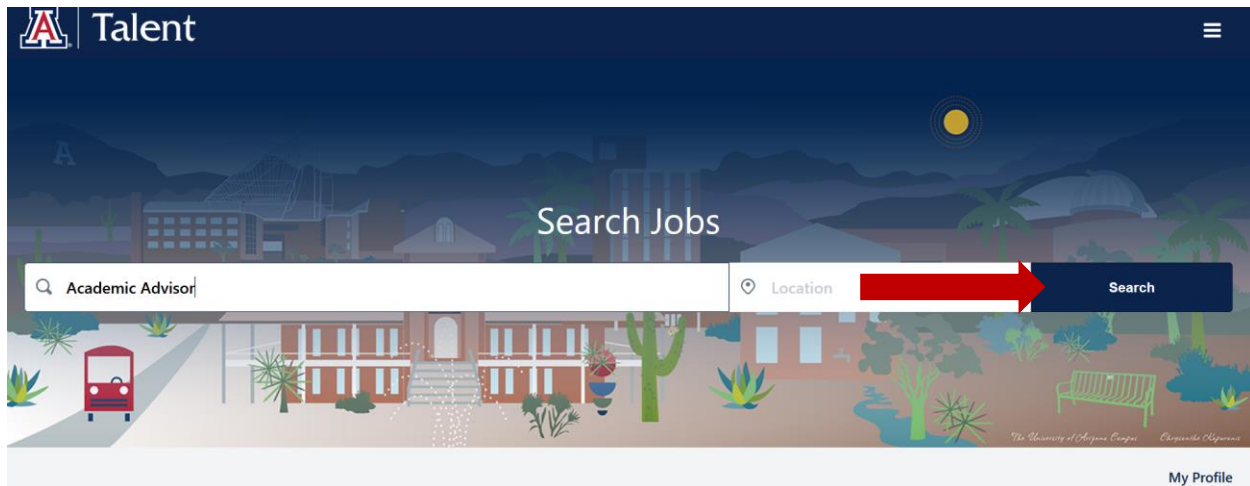
### 3. SEARCHING FOR AVAILABLE POSITIONS

The University of Arizona’s applicant portal allows you to search for all available positions at the University of Arizona through the primary search engine.



The primary search engine allows you to search for positions by job title, keywords and/or locations.

After you have entered your value(s) into the primary search engine, click **Search** to retrieve all available positions that meet your criteria.



### *Example of Searching for Positions by Job Title*

The primary search engine can be used to search for specific job titles. For example, you can search for the job title of “Academic Advisor”.



Then click **Search** to retrieve all available positions that meet your criteria.

### *Example of Searching for Positions by Location*

The primary search engine can also be used to search for positions by specific location. Within the primary search engine, you can enter the desired location in either the left or right field.

For example, you can search for “Phoenix, AZ, USA” using the field on the left:



OR

You can use the field on the right:



Then click **Search** to retrieve all available positions that meet your criteria.

### *Example of Searching for Full Time/Part Time Positions*

The primary search engine can also be used to search for part time or full time positions. To filter by “part time” or “full time” positions, you can enter either “part time” or “full time” in your search box.



Then click **Search** to retrieve all available positions that meet your criteria.

### 3.1 POSITION DETAIL’S TERMINOLOGY

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The following table includes common terminology used within the position details along with their definitions.

Terminology:	Definition:
<b>Posting Number</b>	A <b>Posting Number</b> (i.e., requisition number) is a unique number that is assigned to each job posting.
<b>Position Highlights</b>	The <b>Position Highlights</b> field provides a brief general summary of the position.
<b>Duties &amp; Responsibilities Field</b>	The <b>Duties &amp; Responsibilities</b> field provides a more detailed outline of the position and what duties it encompasses.
<b>Minimum Qualifications</b>	The <b>Minimum Qualifications</b> field reflects the qualifications that need to be met by an applicant in order to be considered for the position.
<b>Preferred Qualifications</b>	The <b>Preferred Qualifications</b> field reflects the qualifications a hiring department prefers that an applicant possess. These qualifications are not required to be considered for the position.
<b>Benefits Eligible</b>	The <b>Benefits Eligible</b> field provides information on the type of benefit package that the position offers. For more information about benefits packages, please <a href="#">click here</a> . You may also contact our HR Solutions team via email at <a href="mailto:hrsolutions@email.arizona.edu">hrsolutions@email.arizona.edu</a> or via phone 520-621-3660.
<b>Posted Rate of Pay</b>	The <b>Posted Rate of Pay</b> field reflects the pay the hiring department is offering for the position.
<b>Contact Information for Candidates</b>	The <b>Contact Information for Candidates</b> field provides a direct contact to the hiring department. This contact can provide more detailed information about the position and your application status.
<b>Special Instructions to Applicant</b>	The <b>Special Instructions to Applicant</b> field contains important instructions from the department related to the application process that

	the applicant should be aware of. It is important to review any information in this field before clicking the <b>Apply</b> button.
<b>FLSA (Fair Labor Standards Act)</b>	This field displays exempt, nonexempt, agricultural exemption, or to be determined. Exempt status is used for salaried positions while nonexempt/agricultural exemption is used for hourly positions.
<b>Work Calendar</b>	The <b>Work Calendar</b> field will display whether the position is fiscal or academic. A fiscal employee works on a 12-month calendar schedule while an academic employee works on a 9-month calendar schedule.
<b>Tenure</b>	The <b>Tenure</b> field explains the type of tenure offered by the position.
<b>Job Family</b>	The <b>Job Family</b> field displays the position's job family. <a href="#">Click here</a> to learn more about job families.
<b>Job Function</b>	The <b>Job Function</b> field displays the position's job function. <a href="#">Click here</a> to learn more about job functions.
<b>Career Stream &amp; Level</b>	This field provides information about the position's career stream and level. To learn more about career streams and levels, <a href="#">click here</a> .



## 4. APPLYING FOR POSITION

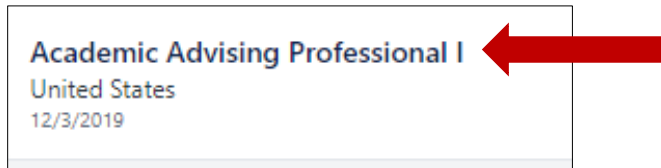
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When you apply to a position through the University of Arizona’s applicant portal, you will be directly submitting your application materials to the hiring department. This section will guide you through completing an application.

### 4.1 STARTING THE APPLICATION PROCESS

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**Step One:** Find a position that you are interested in. Next, click on the position’s **job title**.



The website will redirect you to the position details:



The screenshot shows a job details page. At the top, there is a dark blue header with the job title "Academic Advising Professional I" in white. Below the title, it says "Tucson, AZ, United States | req130" and a blue "Apply Now" button. Below the header is a light gray section with a "Back to Search" link. The main content area lists job details in a table-like format:

<b>ACADEMIC ADVISING PROFESSIONAL I</b>	
<b>Posting Number</b>	req130
<b>Department</b>	Social & Behavioral Sci Admin
<b>Department</b>	
<b>Website Link</b>	
<b>Location</b>	University of Arizona Health Sciences
<b>Address</b>	1501 N Campbell Ave, Tucson, AZ 85724 USA
<b>Position Highlights</b>	Academic
<b>Duties &amp;</b>	Advise Students

**Step Two:** Review the position details. If the position details align with your interest as well as qualifications, click **Apply Now** at the top or bottom of the page.

## Academic Advising Professional I

United States | req226

[Apply Now](#)

[← Back to Search](#)

**ACADEMIC ADVISING PROFESSIONAL I**

**Posting** req226

**Number**

**Department** Social & Behavioral Sci Admin

**Department**

**Website Link**

**Location** Main Campus

**Address** USA

**Position** test

**Highlights**

**Duties &** test

**Responsibilities**

**Minimum**

**Qualifications**

**Preferred**

**Qualifications**

**Open Date** 12/3/2019

**Open Until** Yes

**Filled**

**Documents** No Documents

**Needed to**

**Apply**

**Special**

**Instructions to**

**Applicant**

**Diversity** At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As an Hispanic-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.

[Apply Now](#)

By clicking **Apply Now**, you will begin the application process for the selected position.

## 4.2 GENERAL APPLICATION SECTIONS

---

In order to submit your application, you will need to complete all the required fields. Any field marked with a red asterisk (\*) are required fields. You will not be able to proceed until all required fields are completed.

**Notes:** Your contact information will prepopulate for you. If you have applied to a position before using the internal applicant portal, the system will also prepopulate additional information based on your last application. We recommend reviewing the prepopulated data and updating any information as needed.

Your phone number is listed as "NA" to avoid having your personal phone number shown as your office number in other areas of Talent. Please ensure that your phone number is included in your application materials (such as your resume, cover letter, etc.).

Your address found in the "Contact Details" section is sourced from your employee record in our UAccess Employee system. While these fields are editable, it's important to note that any changes made in the "Contact Details" section will be overwritten by the address you have provided in the UAccess system.

### Contact Information Section

Within the application, the **Contact Information** section requires applicants to enter their first name, last name and email address. This section should be prepopulated for you.

Contact Information

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
* First Name is required	* Last Name is required
Email*	
<input type="text"/>	
* Email is required	

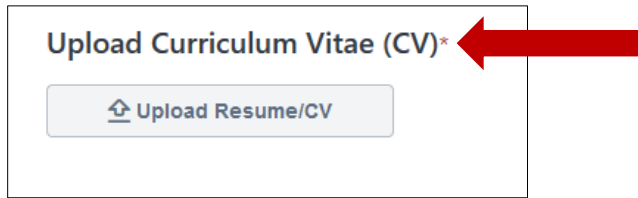
### Upload Attachments Section

The **Upload Attachments** section will allow you to attach different documents based on the hiring department's job posting settings. For instance, you may be required to attach a Resume, Curriculum Vitae, and/or Cover Letter.

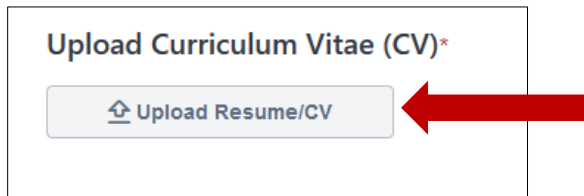
Upload Attachments\*

[Upload Resume/CV](#)

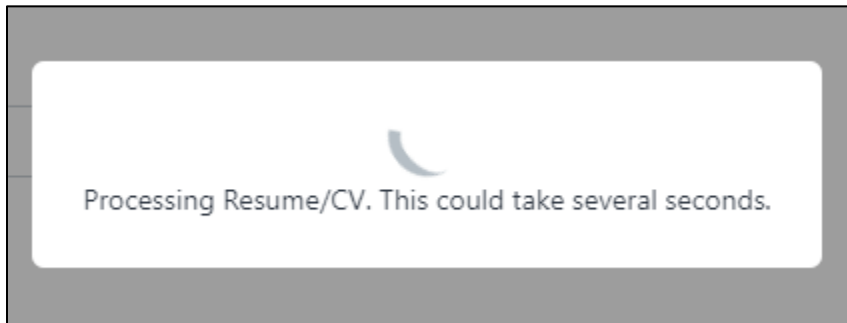
The **Upload Attachments** section naming convention may vary based on the type of document the hiring department is requesting (either a resume, curriculum vitae, or either).



To upload your resume or curriculum vitae, click **Upload Resume/CV** and follow the system prompts to browse and select your document.



Once you select your document, the following image will appear. The image will disappear automatically after the attachment has fully uploaded.



### Contact Details Section

Within the **Contact Details** section, you will have the option to enter your address. You will also be required to enter your phone number.

Contact Details	
Address Line 1	Address Line 2
<input type="text"/>	<input type="text"/>
City	State
<input type="text"/>	<input type="text"/>
Country	Zip Code
<input type="text" value="Please Select"/>	<input type="text"/>
Phone*	
<input type="text"/>	
* Phone Number is required	

**Professional Experience Section**

Next, you will have an opportunity to enter your professional experience in the **Professional Experience** section. The **Professional Experience** section is not required; however, it is recommended that you complete this section.

To add a professional experience entry, click **Add Professional Experience**.



A professional experience box will appear. Enter your past and/or current professional experience. The only system required fields for each professional experience entry are **Company** and **Job Title**.

**Professional Experience**

Company\*  Job Title\*

\* Company is required \* Job Title is required

Start Date  - End Date

Responsibilities / Key Accomplishments

Delete

---

Add Professional Experience

To add an additional professional experience entry, click **Add Professional Experience**. This option is located on the bottom left corner of your last professional experience entry.

**Professional Experience**

Company\*  Job Title\*

Position Dates  -

Responsibilities / Key Accomplishments

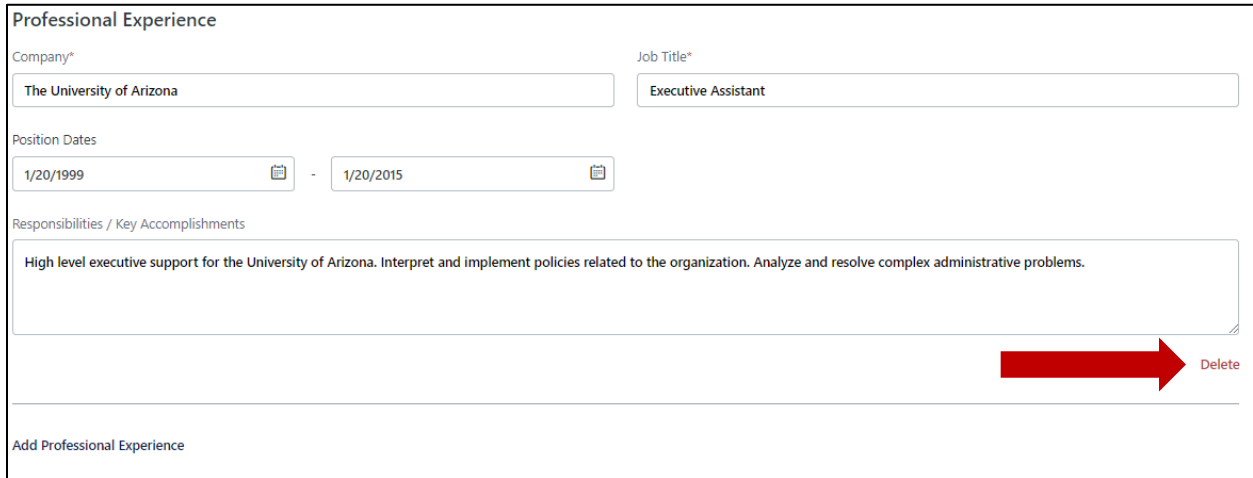
High level executive support for the University of Arizona. Interpret and implement policies related to the organization. Analyze and resolve complex administrative problems.

Delete

---

Add Professional Experience

To delete a professional experience entry, click **Delete**. This option is located on the bottom right corner of each professional experience entry.



The screenshot shows a form titled "Professional Experience". It contains several input fields: "Company\*" with the value "The University of Arizona", "Job Title\*" with the value "Executive Assistant", and "Position Dates" with the range "1/20/1999" to "1/20/2015". Below these is a text area for "Responsibilities / Key Accomplishments" containing the text: "High level executive support for the University of Arizona. Interpret and implement policies related to the organization. Analyze and resolve complex administrative problems." At the bottom right of the form, a red arrow points to a "Delete" button. At the bottom left, there is a link that says "Add Professional Experience".

### **Education Section**

Next, you will have an opportunity to enter your education in the **Education** section. The **Education** section is not required; however, it is recommended that you complete this section.

To add an education entry, click **Add Education**.



The screenshot shows a box titled "Education". Inside the box, there is a link that says "Add Education". A red arrow points to this link from the right.

An education box will appear. Enter your education information using the fields provided. The only system required fields are **Institution**, **Degree Level** and **Area of Study**.

**Education**

Institution\*

Degree Level\*

\* Institution is required

Degree in Progress

Highest Degree

Area of Study\*

\* Area of Study is required

[Delete](#)

---

Add Education

To add an additional education entry, click **Add Education**. This option is located on the bottom left corner of your last education entry.

**Education**

Institution\*

Degree Level\*


Degree in Progress

Highest Degree

Area of Study\*

[Delete](#)

---

Add Education 

To delete an education entry, click **Delete**. This option is located on the bottom right corner of each education entry.

**Education**


Institution\*

Degree Level\*

Degree in Progress

Highest Degree

Area of Study\*

 [Delete](#)

---

Add Education

***Skills/ Certifications/ Licenses Section***


Next, you will have an opportunity to enter your skills, certifications, and/or licenses information in the **Skills/ Certifications/ Licenses** section. The **Skills/ Certifications/ Licenses** section is not required; however, it is recommended that you complete this section.

To add a skills, certifications, and/or licenses entry, click **Add Skill / Certifications/ Licenses**.



Skills / Certifications / Licenses  
Add Skills / Certifications / Licenses 

A skills, certifications, and/or licenses box will appear. Enter your skills, certifications, and/or licenses information using the fields provided. None of the fields in this section are system required fields.



Skills / Certifications / Licenses

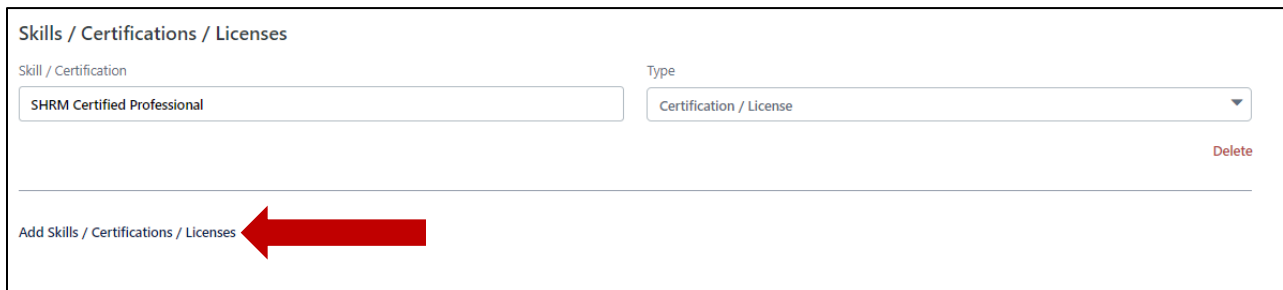
Skill / Certification  Type

[Delete](#)

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Add Skills / Certifications / Licenses 

To add an additional skills, certifications, and/or licenses entry, click **Add Skills/Certifications/Licenses**. This option is located on the bottom left corner of your last skills, certifications, and/or licenses entry.




Skills / Certifications / Licenses

Skill / Certification  Type

[Delete](#)

---

Add Skills / Certifications / Licenses 


To delete a skills, certifications, and/or licenses entry, click **Delete**. This option is located on the bottom right corner of each skills, certifications, and/or licenses entry.



Skills / Certifications / Licenses

Skill / Certification:

Type:

 [Delete](#)

---


[Add Skills / Certifications / Licenses](#)

Once you have entered all the necessary information under each section, click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.

Professional Experience  
[Add Professional Experience](#)

Education  
[Add Education](#)

Skills / Certifications / Licenses  
[Add Skills / Certifications / Licenses](#)

[Cancel](#) [Save](#)  [Next](#)

**Tip:** If you started an application and need to come back to complete the application at a later time, click **Save**. The **Save** button is located on the bottom left corner of the application. You will need to create a profile to save your progress. After you save your application, the application will be available under **My Profile**.

### 4.3 SUPPLEMENTAL QUESTIONS

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All applications will require you to answer a series of supplemental questions. Some supplemental questions may require additional information based on your response. The images below provide an example of the supplemental questions you may be asked.

Do you have relatives employed in this University of Arizona department?\*

Yes

No

Do you meet the minimum qualifications listed for this position?\*

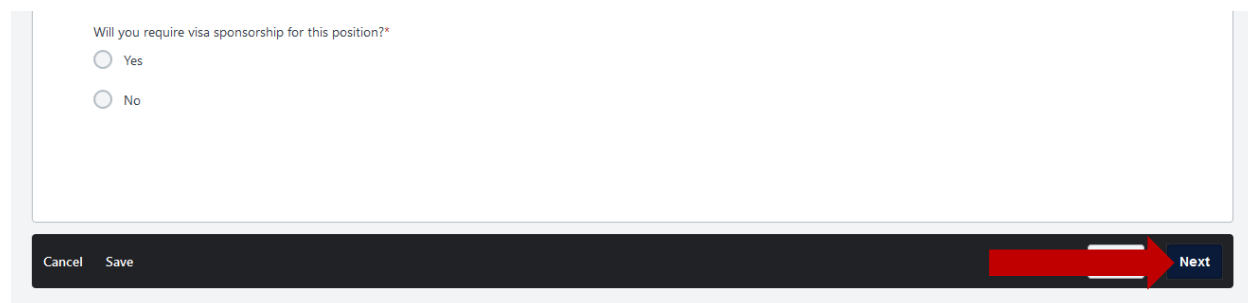
Yes

No

Where did you first learn about this position?\*

- Arizona Daily Star
- Arizona Republic
- ArizonaDiversity.com
- Careerbuilder.com
- Chronicle of Higher Education
- Department of Economic Security (DES)
- Diverse Issues in Higher Education
- HigherEdsJobs.com
- Hispanic Outlook in Higher Education
- Indeed.com
- InsideHigherEd.com
- Jobing.Com
- Linkages
- LinkedIn

Once you have answered all the supplemental questions, click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.



#### 4.4 VOLUNTARY DEMOGRAPHIC & SELF-IDENTIFICATION QUESTIONS

The **Voluntary Demographic & Self-Identification Questions** page is completely voluntary. 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.

If you do not wish to disclose the information requested, you may respond accordingly under each question.

### Voluntary Demographic & Self Identification 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.

#### Voluntary Self-Identification of Disability

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

Why are you being asked to complete this form?

[Show More](#)

Please select a response\*

Please Select

Please select your Veteran Status (VETS-4212):

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 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

[Show More](#)

Please select a response\*

Please Select

Gender\*

Please Select

Ethnicity\*

Please Select

Once you have answered the voluntary demographic & self-identification questions, click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.

• 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

Show More

Please select a response\*

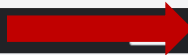
Please Select

Gender\*

Please Select

Ethnicity\*

Please Select

Cancel Save  Next

#### 4.5 JOB APPLICANT PRIVACY NOTICE

All applications will require you to read and acknowledge to our Job Applicant Privacy Notice in order to submit your application. This notice will share key information related to how your information is collected, used and protected.

**Job Applicant Privacy Notice**

*(Effective Date: 1/1/2020)*

This Job Applicant Privacy Notice ("**Privacy Notice**") applies to job applicants and tells you how the University of Arizona (UA) processes the personal data you submit as part of the application and selection process.). It also describes your data protection rights. More information about your rights, and how to exercise these rights, is set out in the Your Rights Section of this notice.

**WHAT PERSONAL DATA WE COLLECT**


UA collects and processes the following types of personal data about you in connection with your job application.

- Contact details: such as your name, home address, email address, phone number;
- Information relating to your career: such as job history, academic background, qualifications, professional and personal competencies and skills; Information relating to your employment references (ensure you have obtained consent from your references prior to providing us the information);
- Information collected as part of the hiring process such as assessments and interview performance;
- Identification information, as part of the pre-hiring process, such as copies of transcripts, work samples, and information concerning your gender, race, ethnicity, veteran and

After you have read the Job Applicant Privacy Notice, select the **Yes** radio button to acknowledge that you have read and understand the information defined in the privacy notice.

**CONTACT US**  
The data controller for your personal data will be the UA to whom you are applying for a job. If you have questions about this Privacy Notice or wish to contact us for any reason in relation to our personal data processing, please contact [careers@email.arizona.edu](mailto:careers@email.arizona.edu).

I acknowledge that I have read and understand the information defined in this privacy notice.

Yes 


No

Click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.

I acknowledge that I have read and understand the information defined in this privacy notice.

Yes

No

Cancel Save  **Next**


#### 4.6 CERTIFICATION & E-VERIFY INFORMATION

All applications will also require you to read and agree to our Applicant Certification. After reading the contents of the certification and the E-Verify information below the certification, click on the **I agree** box in order to proceed with your application.

**Certification**

I certify the statements made by me in this application are true and complete to the best of my knowledge. I understand that this application and all attachments will become part of the University's applicant file for this position. I authorize the University of Arizona or any of its agents to make reference checks relating to my employment and I also authorize all prior employers to provide full details concerning my past employment.

I understand that employment in certain positions may be conditional upon a background verification including but not limited to criminal records. I understand that any material misrepresentation or omission on this application may be grounds for rejection of my application or termination of any subsequent employment with the University. I certify that I am or will be legally authorized to work in the United States at the time of hire. I agree that the University may retain copies of, and use for any purpose, any feedback, input, or work product provided to the University during the application and interview process.

I agree 

**E-Verify Information**

The Immigration Reform and Control Act (IRCA) of 1986 requires that all hires produce documents that authorize your eligibility to work in the United States. The University of Arizona will verify all hires' legal status using E-Verify, the federal online verification system. E-Verify will not be used to prescreen an applicant for employment.

Click **Next** to proceed to the next page. The **Next** button is located on the bottom right corner.

#### E-Verify Information

The Immigration Reform and Control Act (IRCA) of 1986 requires that all hires produce documents that authorize your eligibility to work in the United States. The University of Arizona will verify all hires' legal status using E-Verify, the federal online verification system. E-Verify will not be used to prescreen an applicant for employment.

Cancel Save

Next

## 4.7 Submitting Your Application

The final step of the application process is submitting your application. Before clicking **Submit**, take a moment to re-review your application. You will not be able to edit your application after submitting.

Prior to clicking **Submit**, you will also be asked whether you would like your information to be searchable by all hiring departments at the University of Arizona. If you check the **Consider me for other positions and allow my information to be searchable** box, hiring departments across the University of Arizona will be able to search for you and invite you to apply to other positions. Checking this box is optional.

#### Ready to Submit Your Application?

If yes, click the 'Submit' button below. **You will not be able to edit or revise your application after clicking 'Submit'.**

Consider me for other positions and allow my information to be searchable.

Cancel Save

Back

Submit

Once you have reviewed your application content and are ready to submit, click **Submit**.

#### Ready to Submit Your Application?

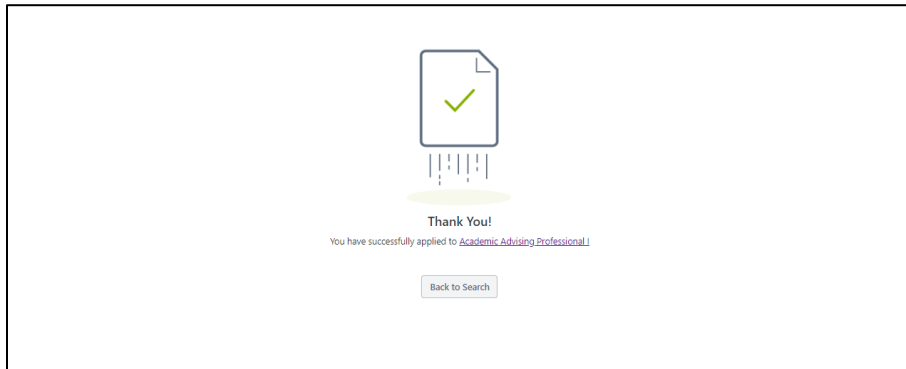
If yes, click the 'Submit' button below. **You will not be able to edit or revise your application after clicking 'Submit'.**

Consider me for other positions and allow my information to be searchable.

Cancel Save

Submit

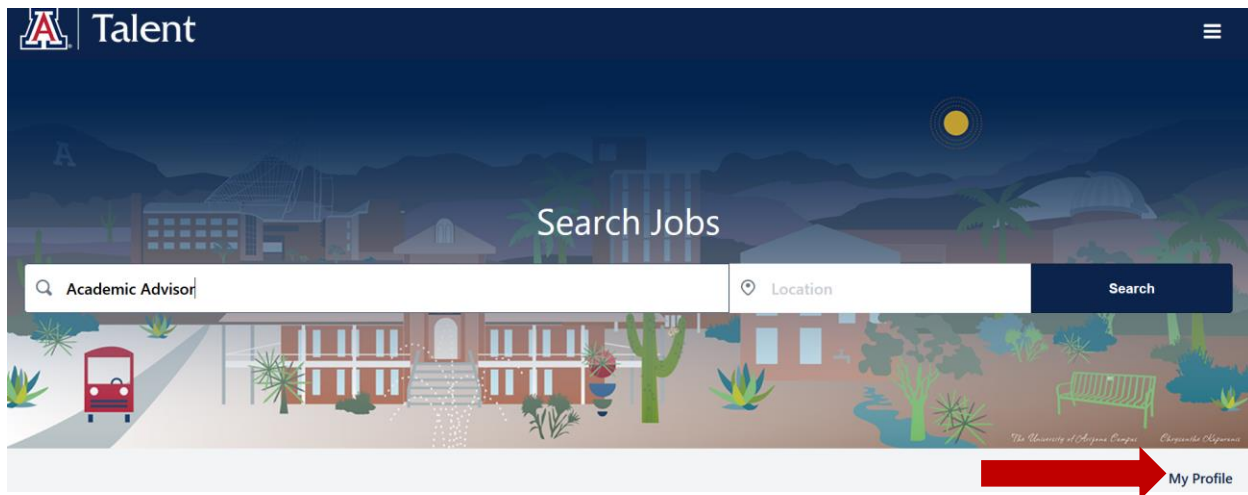
You will be redirected to a confirmation page.



You will also receive a confirmation email from [talent@email.arizona.edu](mailto:talent@email.arizona.edu).

## 5. CHECKING YOUR APPLICATION STATUS

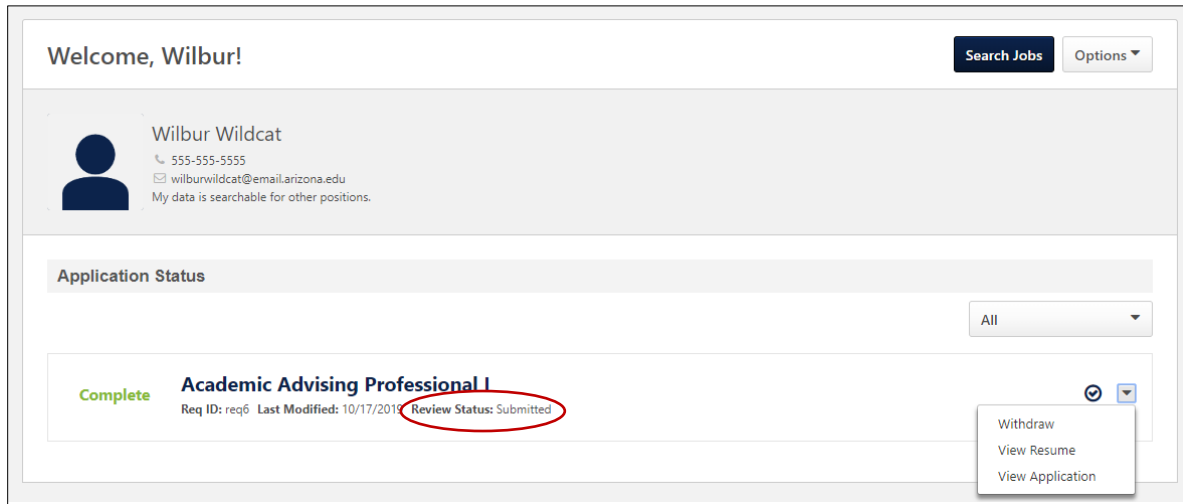
To check the status of your application, click on **My Profile** which is located below the primary search engine.



You will be redirected to your **Applicant Dashboard**. Your **Applicant Dashboard** contains your personal information, key notifications, action items, and more!

The status of your application will be listed under the **Application Status** section of the dashboard. Each application will have a **Review Status** field which reflects the specific application's status.





## 5.1 APPLICATION STATUS TABLE

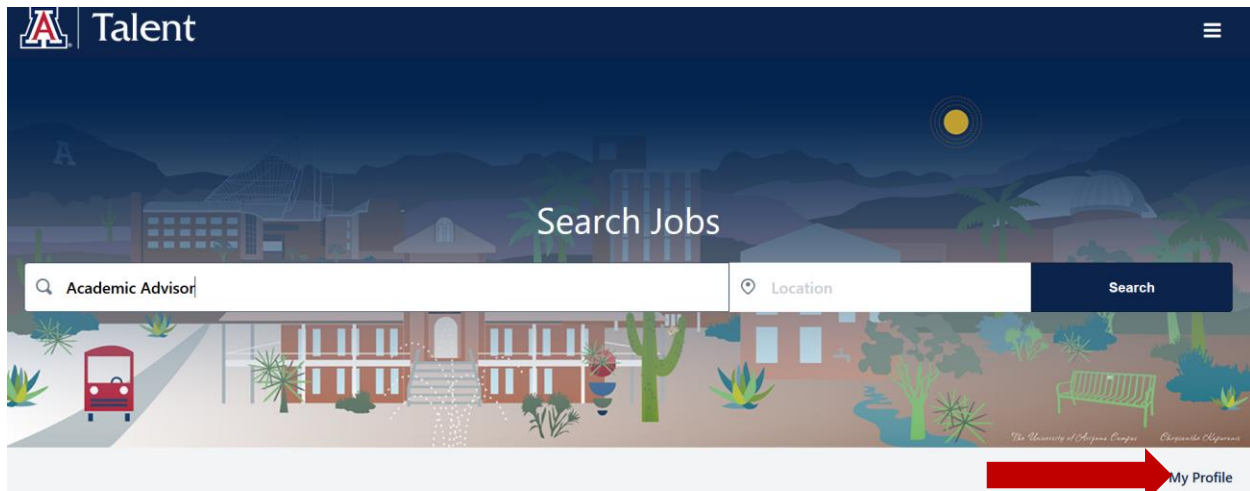
The table below describes and defines the different statuses available for applications.

Status	Definition
Submitted	The <b>Submitted</b> status means that your application materials have been successfully submitted to the hiring department.
Phone Screening	The <b>Phone Screening</b> status means that you have been invited or will be invited to a phone interview.
Interview	The <b>Interview</b> status means that you have been invited or will be invited to an in person interview.
Reference Check	The <b>Reference Check</b> status means that the hiring department is in the process of collecting your references.
Offer letter	The <b>Offer Letter</b> status means that the hiring department has extended you an offer of employment.

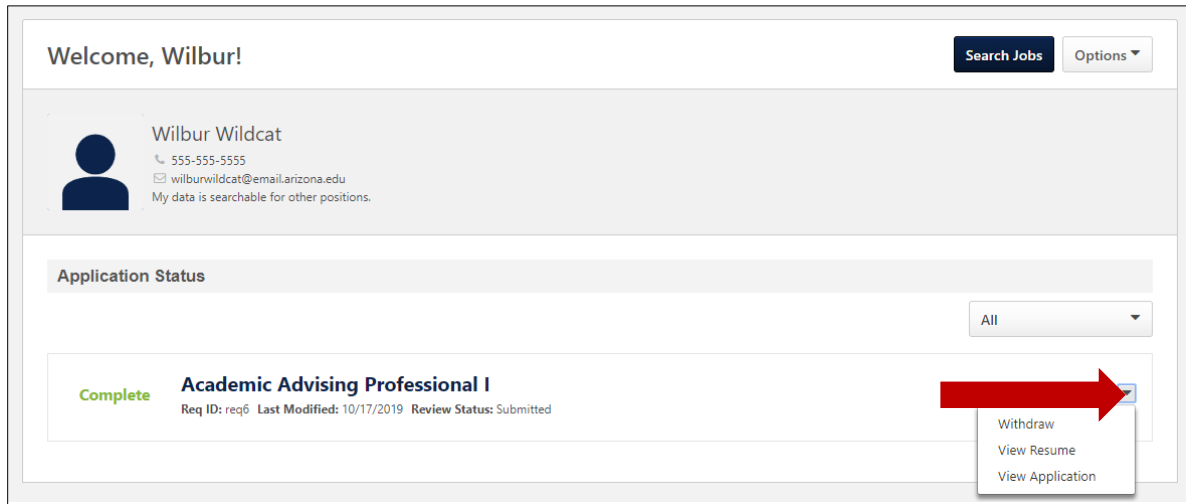
Closed	The <b>Closed</b> status means that the hiring department is no longer considering your application for the position.
Hired	The <b>Hired</b> status means that you have accepted an offer of employment and have been hired for the position.

## 6. WITHDRAWING YOUR APPLICATION

If you no longer wish to be considered for a position, you may withdraw your application. To withdraw your application, click on **My Profile** which is located below the primary search engine.



You will be redirected to your **Applicant Dashboard**. Find your application under the **Application Status** section of the dashboard and click on the dropdown arrow corresponding to the application to open a menu.



Welcome, Wilbur!

Search Jobs Options

Wilbur Wildcat  
555-555-5555  
wilburwildcat@email.arizona.edu  
My data is searchable for other positions.

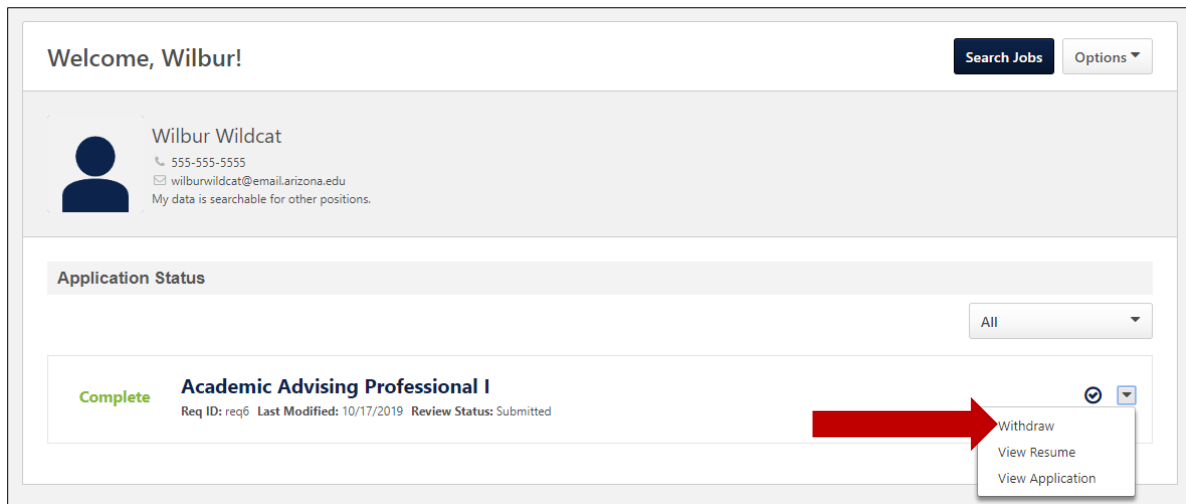
Application Status

All

**Complete** Academic Advising Professional I  
Req ID: req6 Last Modified: 10/17/2019 Review Status: Submitted

- Withdraw
- View Resume
- View Application

Next, click **Withdraw**.



Welcome, Wilbur!

Search Jobs Options

Wilbur Wildcat  
555-555-5555  
wilburwildcat@email.arizona.edu  
My data is searchable for other positions.

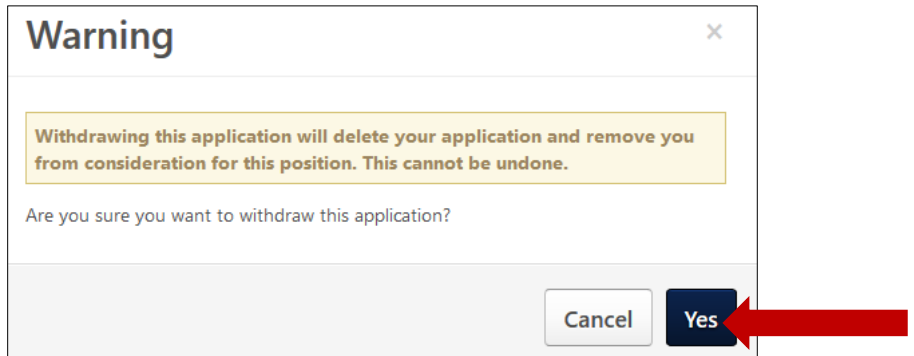
Application Status

All

**Complete** Academic Advising Professional I  
Req ID: req6 Last Modified: 10/17/2019 Review Status: Submitted

- Withdraw
- View Resume
- View Application

You will receive a **Warning** pop-up. Click **Yes**.



You will also receive a confirmation email from [talent@email.arizona.edu](mailto:talent@email.arizona.edu).

## 7. TAKING ACTION ON A JOB OFFER

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Once the hiring committee selects a candidate that they wish to extend an offer to, the hiring department will request that they accept and sign an offer letter. The hiring committee will ask the candidate to take action on the job offer either via email or through the University of Arizona’s applicant portal.

If the hiring department decides to extend an offer letter via email, the email will be formatted to look like the sample below. If you receive such an email, follow the instructions contained within the email to complete your task.

**Subject:** University of Arizona - Employment Offer - JOB.TITLE (JOB.REQUISITION.ID)

**Body:**

Hello PROFILE.USER.NAME.FIRST,

**Congratulations!** We are happy to extend you an offer of employment with the University of Arizona for the position of JOB.TITLE.

Please take a moment to review the enclosed offer letter. To accept our offer of employment, please respond to this email with your signed offer letter by the deadline described on the first page. The offer letter also contains a contact should you have any questions related to the terms of this offer.

OFFER.SEND.INSTRUCTIONS

We look forward to your response.

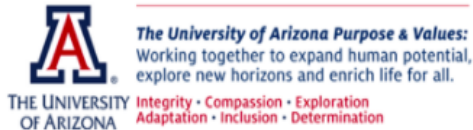
Thank you,

**Division of Human Resources, Recruitment**

THE UNIVERSITY OF ARIZONA

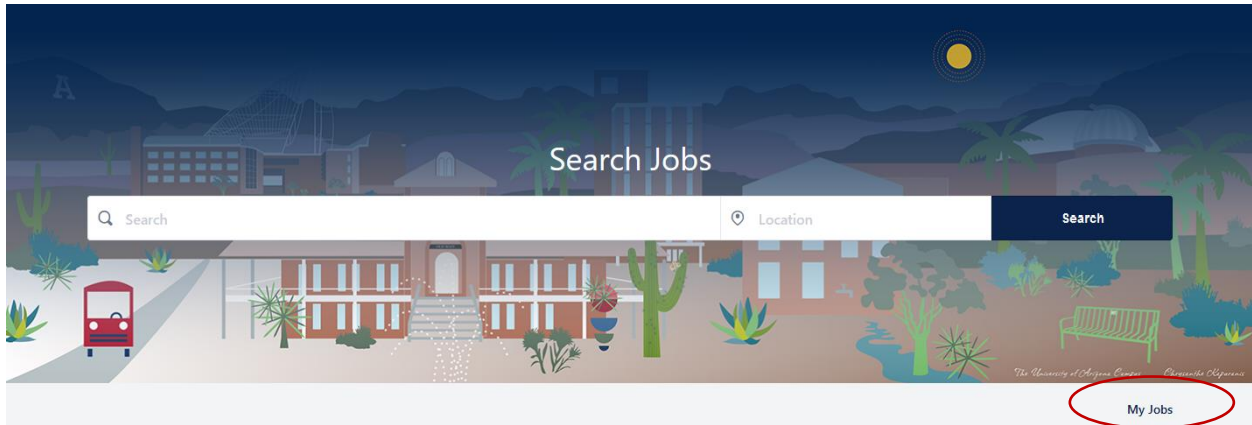
Office: 520-621-7704

Talent@email.arizona.edu

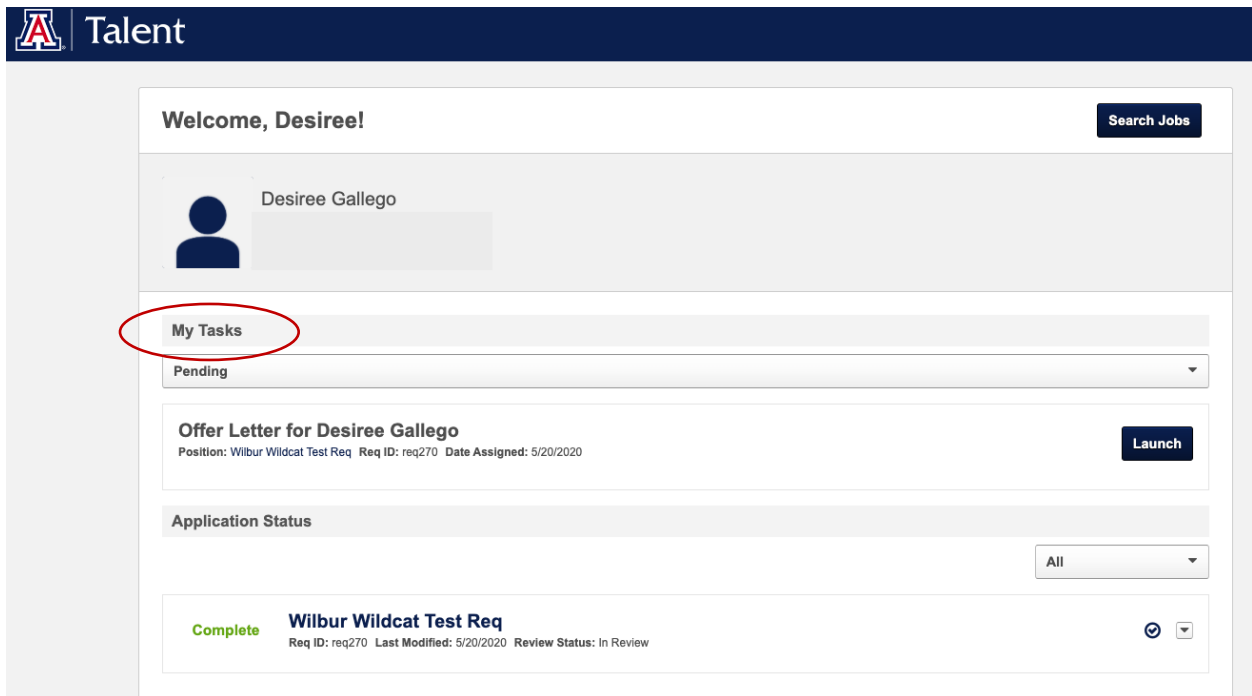


If the hiring committee decides to extend the offer letter via the University of Arizona’s applicant portal, continue using the instructions in this section of the guide to familiarize yourself with the portal and complete the task. This section of the guide will show you how to locate your pending offer and accept/decline the pending offer using the University of Arizona’s applicant portal.

To access your offer, you will first want to log in to the University of Arizona’s internal applicant portal. Once logged in, you can locate any offers pending your acceptance by clicking on the **My Jobs** option located beneath the search job engines.



Once the site has redirected you to the **My Jobs** page, refer to the **My Tasks** section.



## 7.1 USING THE MY TASKS SECTION

The **My Tasks** section can be filtered by three options: **All**, **Pending** and **Completed**. You can use **My Tasks** to find all offer letter tasks that have been assigned to you.

### The All Filter

To view all tasks, select the **All** filter. By selecting **All**, you ensure every task is listed, both completed and pending.

Welcome, Desiree!

Search Jobs

Desiree Gallego

My Tasks

All

- ✓ All
- Pending
- Completed

Desiree Gallego  
Req Req ID: req270 Date Assigned: 5/20/2020

Launch

### The Pending Filter

To view all pending tasks, select the **Pending** filter. By selecting **Pending**, you will only view tasks requiring action.

Welcome, Desiree!

Search Jobs

Desiree Gallego

My Tasks

Pending

- All
- ✓ Pending
- Completed

Desiree Gallego  
Req Req ID: req270 Date Assigned: 5/20/2020

Launch

### The Completed Filter

To view all completed tasks, select the **Completed** filter. By selecting Completed, you will only view tasks that you have already taken action on.

Welcome, Desiree!

Search Jobs



Desiree Gallego

My Tasks

Completed

- All
- Pending
- ✓ Completed

All

Once you see an offer you wish to take action on, click **Launch**.

Welcome, Desiree!

Search Jobs



Desiree Gallego

My Tasks

Pending

**Offer Letter for Desiree Gallego**

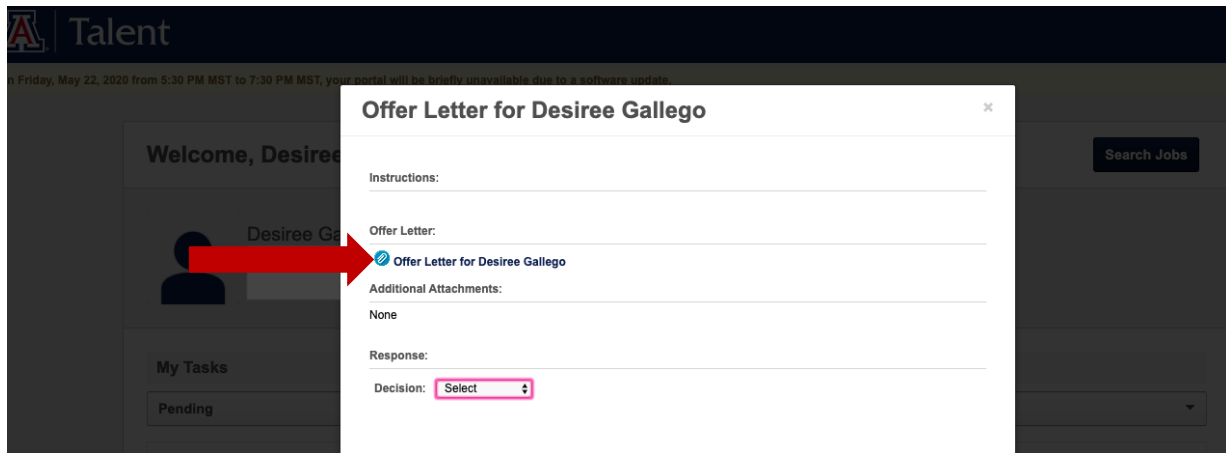
Position: Wilbur Wildcat Test Req Req ID: req270 Date Assigned: 5/20/2020

Launch

Once **Launch** has been selected, the University of Arizona's applicant portal will redirect you to view the offer letter being extended by the hiring department and provide an opportunity to record your response.

To review the terms and conditions of the offer letter, click on the following hyperlink:






Once the hyperlink is selected, the offer letter will automatically download and become available on your device or open in a new tab in your browser, depending on your browser settings.

## 7.2 TO ACCEPT VIA THE UNIVERSITY OF ARIZONA'S APPLICANT PORTAL

If after reviewing the offer letter you wish to accept the offer, you can proceed by clicking on the **Decision** dropdown located within the **Response** section. Select **Accepted** as depicted below.



The screenshot shows the 'Offer Letter for Desiree Gallego' modal window. The 'Response' section has the 'Decision' dropdown menu set to 'Accepted'. A red arrow points to this dropdown. Below the dropdown, there is a message: 'By signing your offer letter electronically, you are accepting the terms and conditions included in the offer letter.' and a 'Sign' button.

Once **Accepted** is selected, click the **Sign** button, which is located beneath the **Response** field as depicted below.

## Offer Letter for Desiree Gallego ×

Instructions:

---

Offer Letter:

 Offer Letter for Desiree Gallego

Additional Attachments:

None

Response:

Decision:  Via Electronic Signature

Message: By signing your offer letter electronically, you are accepting the terms and conditions included in the offer letter.



Once you click **Sign**, your response will be sent to the hiring department directly. From there, the hiring department will connect with you regarding any applicable next steps.

**Note:** *If technical difficulties arise in accepting the offer letter, please do not hesitate to contact the University of Arizona's HR Recruitment and Outreach team for support. Recruitment and Outreach can be reached via email at [talent@arizona.edu](mailto:talent@arizona.edu) or via phone (520) 621-7704. Our hours of operation are Monday through Friday 9:00 A.M.- 4:00 P.M. Arizona Time.*

### 7.3 TO DECLINE VIA THE UNIVERSITY OF ARIZONA'S APPLICANT PORTAL

If after reviewing the offer letter you wish to decline the offer, you can proceed by using the **Decision** dropdown located within the **Response** section.

To decline the offer, select **Declined** as depicted below.

#### Offer Letter for Desiree Gallego

Instructions:

Offer Letter:

 Offer Letter for Desiree Gallego

Additional Attachments:

None

Response:

Decision: **Declined**

Reason: Please Select

Notes:

Submit

After you select **Declined**, the system will give you an opportunity to share the reason for declining under the **Reason** field, as seen below. Selecting a reason is optional.

#### Offer Letter for Desiree Gallego

Instructions:

Offer Letter:

 Offer Letter for Desiree Gallego

Additional Attachments:

None

Response:

Decision: **Declined**

Reason: Please Select

Notes:

Accepted a counter offer from current employer

Accepted another offer of employment

Declined due to benefits

Declined due to business travel

Declined due to hours of

Submit

The **Notes** field will also allow you to elaborate on why you chose to decline the offer or include any other notes that you wish to share with the hiring department. This field is also optional.

### Offer Letter for Desiree Gallego ×

Instructions:

Offer Letter:

Offer Letter for Desiree Gallego

Additional Attachments:

None

Response:

Decision:

Reason:

Notes:



Once you are ready to submit your response, click **Submit** which is located on the bottom left-hand corner of the page.

### Offer Letter for Desiree Gallego ×

Instructions:

Offer Letter:

Offer Letter for Desiree Gallego

Additional Attachments:

None

Response:

Decision:

Reason:

Notes:



Once you click **Submit**, your response will be sent to the hiring department directly.

**Note:** *If technical difficulties arise in declining the offer letter, please do not hesitate to contact the University of Arizona’s HR Recruitment and Outreach team for support. Recruitment and Outreach can be reached via email [talent@arizona.edu](mailto:talent@arizona.edu) or via phone (520) 621-7704. Our hours of operation are Monday through Friday 9:00 A.M.- 4:00 P.M. Arizona Time.*