Step 1. Create Your Application

1. Select "Create Application" from the left-hand toolbar.
2. Choose the appropriate application type.
3. Complete application by following all required steps on each page. Required fields will be marked with a red asterisk.
4. Be aware of specific formats requested by the system, such as phone number or date. You will not be able to continue without proper completion of these fields.

Step 2. Search for Available Positions

1. Select "Search Postings" from the left-hand toolbar.
2. Make selections in as few as one search options OR simply hit "search" to view all available jobs.
3. The search results screen will only show some information about position.
4. Select View to see the full job posting and/or apply for a position.

Step 3. Apply for Positions

Once you've found a job you are interested in,
1. Select "Apply for This Posting".
2. Confirm your application details or make appropriate updates.
3. Answer questions specific to the job.
4. Attach resume and/or cover letter (optional).

If you have any additional questions, please do not hesitate to contact us at: Phone: (859) 257-9555, option 2  E-mail: UKJobs@email.uky.edu