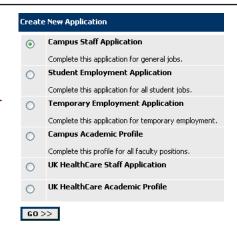


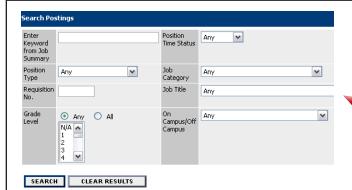
## Your Guide to Applying for University of Kentucky Jobs Online

# Begin here: ukjobs.uky.edu

#### **Step 1. Create Your Application**

- 1. Select "Create Application" from the left-hand toolbar.
- 2. Choose the appropriate application type.
- 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.





- 3. The search results screen will only show some information about position.
- Select View to see the full job posting and/or apply for a position.

#### **Step 2. Search for Available Positions**

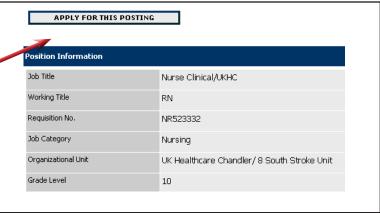
- Select "Search Postings" from the left-hand toolbar.
- 2. Make selections in as few as one search options OR simply hit "search" to view all available jobs.

▼ Job Title	Organizational Unit	Requisition No.
Physician Assistant/UKHC <u>View</u>	Kentucky Clinic South - Primary Medicine	SP525321
Medical Technologist/UKHC <u>View</u>	Clinical Lab - Core	SA525320

### 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.
- 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