UK UNIVERSITY OF KENTUCKY

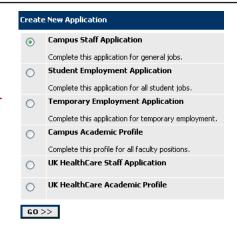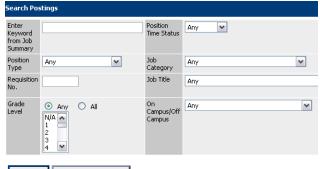## Your Guide to Applying for University of Kentucky Jobs Online

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.
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.

Create New Application

- ⦿ **Campus Staff Application**
  Complete this application for general jobs.
- ○ **Student Employment Application**
  Complete this application for all student jobs.
- ○ **Temporary Employment Application**
  Complete this application for temporary employment.
- ○ **Campus Academic Profile**
  Complete this profile for all faculty positions.
- ○ **UK HealthCare Staff Application**
- ○ **UK HealthCare Academic Profile**

[GO >>]

Step 2. Search for Available Positions

Search Postings

Enter Keyword from Job Summary		Position Time Status	Any
Position Type	Any	Job Category	Any
Requisition No.		Job Title	Any
Grade Level	⦿ Any ○ All N/A 1 2 3 4	On Campus/Off Campus	Any

[SEARCH] [CLEAR RESULTS]

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.

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

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

[APPLY FOR THIS POSTING]

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).

Position Information

Job Title	Nurse Clinical/UKHC
Working Title	RN
Requisition No.	NR523332
Job Category	Nursing
Organizational Unit	UK Healthcare Chandler/ 8 South Stroke Unit
Grade Level	10

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