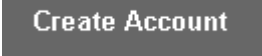

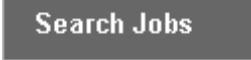



Begin here: <https://ukjobs.uky.edu>

Step 1. Create Your Account

- 1.) Select  from the left-hand toolbar
- 2.) Fill out all required fields (marked with a red asterisk *****) and hit 
 - a. Your account is created, and you will be automatically logged in. You can then begin your job search.

Step 2. Search for Available Positions

- 1.) Select  from the left-hand toolbar
- 2.) Make selections in as few as one search options OR simply hit  to view all available jobs
- 3.) The search results screen will only show some information about the 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.) Complete the application by following all required steps on each page. Required fields will be marked with a red asterisk (*****).
 - a. Be aware of specific formats requested by the system, such as phone numbers or dates. You will not be able to continue without proper completion of these fields.
- 3.) Attach a resume and/or cover letter (if applicable)
- 4.) Answer questions specific for the job you are applying to

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