Job Seeker FAQs - Applying for a Job at UCLA

Source: UCLA Campus Human Resources

Q: Where do I begin?
A: Use your Internet browser to access our Career Opportunities web page. You can search for positions based on your interests, background or career level. To apply, applicants are required to create a confidential online account. This account will manage your application and provide the status of all positions for which you have applied.

To begin the application process, go to the UCLA Career Opportunities website and select a user name and password that you will easily remember. You will need to use your user name and password to apply for other positions or check the status of your application.

Q: What information will I be asked to provide?
A: Applicants will provide typical application information such as name, address, phone numbers, work experience, dates of employment, etc. You will also be asked to provide information about your education and previous employment. Gather this information before beginning the application process. Your application should fully describe your education, training and work experience. Ensure that all sections of the application are completed. It is very important that you provide detailed information about your qualifications so we can best evaluate your application.

Q: Do I have to fill out an application?
A: Yes. You are required to create an application to apply for positions. Any required information is denoted with an asterisk (*). However, the more information you provide the easier it will be to effectively evaluate your qualifications.

Q: Can I submit a resume and/or cover letter?
A: Yes. For most positions you will have the opportunity to submit your resume and/or cover letter to the hiring department. There will be directions prompting you on how and when to attach your documents.

Q: Can I attach a different resume for each position for which I apply?
A: Yes, if a resume/cover letter is requested, you may attach a unique resume and/or cover letter for every position for which you apply.

Q: Do I have to fill out the "Work Experience" and "Education" pages if I plan on attaching my resume?
A: None of these pages are required. However, it is beneficial to complete these pages as some hiring departments review candidates based on a review of applications.

Q: Can I apply via email?
A: Applicants are required to apply via our Career Opportunities website for a specific position(s). Resumes that are not submitted using this method will receive notification to search and apply to a specific position.

Q: What if I do not have access to a computer to complete an application?

A: There are a number of convenient ways you can access the UCLA Career Opportunities website:
- Employment Services & Workforce Planning Office - 10920 Wilshire Blvd., Ste 205. Staff available to assist applicants from 9 a.m. - 4 p.m.
- UCLA Libraries – Powell Library, Young Research Library
- Local Public Libraries – Los Angeles Public Library, LA County Libraries

Q: What if I forgot my password?
A: After choosing "Login" from the navigation bar on the left, click on the "I forgot my password" link in the login dialog box. After correctly responding to your security question, your password will be reset to your user name and you will be required to change it upon logging in the first time.

Q: What if I forgot my user name?
A: Contact Employment Services at mycareer@ucla.edu for assistance. Do not use this email address for other types of communication with UCLA Employment Services.

Q: Can I view job openings without logging in?
A: Yes. Job seekers may browse job openings on the UCLA Career Opportunities website without being logged in.

Q: When/how can I make changes to my application?
A: Changes can be made to your general application at any time. However, once you have submitted an application to a particular position, you will not be able to make edits or changes to that application. Any changes you make to your general application will be reflected for any new position for which you apply.

Q: Under what circumstances should I make changes to my application?
A: Any time your contact information changes (address, phone number, email address, etc.), you will need to edit your application to reflect the change. Another reason that you may wish to edit your application is if you have acquired additional skills, experience and education since you created your original application.

Q: My resume was created on a Mac, what do I need to do?
A: Files that are submitted with an application are automatically converted to Adobe PDF. Most documents will retain their original formatting when uploaded. An alternative is to copy and paste the text of the document into the area provided.

Q: My resume is on paper and I don't have a scanner. How can I submit it using your online system?
A: Local copy services such as Kinko's can scan and load your document onto a floppy disk or CD. You can use this electronic version on any computer with a browser and Internet access to apply.

Q: Do I need an email address to use the online application process?
A: No, you do not need an email address. However, not providing it may cause a delay or make it more difficult for us to communicate with you. Free email accounts are available from major web-service providers such as Yahoo! (Yahoo! Mail), Microsoft (MSN Hotmail, or Windows Live Mail) or Google (Gmail).

Q: How do I withdraw my application?

A: To remove your application from consideration for a position, click on the "Withdraw Application" link in the status field for that position. If you withdraw your application, you will not be able to apply for the same position again.

Q: How can I be sure that my electronic application was received?
A: Upon successful submission of your application, users will see a confirmation message indicating that the application has been received. Keep this page for future reference.

Q: I applied weeks ago but haven't heard anything from the hiring department. What should I do?
A: You may check the status of your application at any time by logging into the UCLA Careers Opportunities website with your user name and password. From the left navigation bar, choose "Application Status." There you can view your application materials and the status of each position.

Q: How are job interviews arranged?
A: The hiring department will contact you directly via phone, email or letter if you have been selected for an interview.

Q: How long does my application remain active in the system?
A: Your application will remain active in the system for a period of three years. We will keep your application on file even if you no longer wish to apply for positions. If you decide in the future you would like to apply for positions once again, your application information will be saved in the system, ready for you to use or to update it as necessary.

Q: How can I learn about academic (lecturers, faculty, etc.) job openings?
A: To learn about academic employment openings, visit the Higher Education Recruitment Consortium (HERC) and UCLA department job openings. See Related Information to be linked to the HERC website.

Q: How can I learn about employment opportunities at other UC Campuses?
A: To research job opportunities at other campuses, medical centers and laboratories go to UC Employment Opportunities in Related Information.

Q: How often are new jobs posted?
A: New jobs may be posted on a daily basis. You are encouraged to check the Career Opportunities website often.

Q: What does the term "Campus-Recruitment Only" mean? **A:** Under certain circumstances, a hiring unit may limit the scope of recruitment to current and former campus employees. In this case, the job posting would specify "Campus-Recruitment Only" and applications would be limited to those individuals.

Q: What does "Career" mean?
A: Career refers to a position that is indefinite with no end date and is typically a full-time position. However, there are instances where a department may have a part-time position that is considered a career position.

Q: What does "Limited" mean?

A: A Limited position is one in which there is a definite end date. Limited positions may work up to 1,000 hours.

Q: What if I need an accommodation to apply for a position?
A: UCLA will provide special accommodations for applicants with disabilities as necessary. Please contact our Campus Human Resources office for assistance at (310) 794-0890.

Q: Are background checks performed for all new employees?
A: Not for all positions; however, a criminal background check is conducted for those positions designated as "critical." Critical positions are those that have direct responsibility for the care, safety and security of humans or safety and security of personal or University property. See UCLA Procedure 21 - Appointment.

Q: I am not a U.S. citizen. What type of visa do I need in order to work at UCLA?
A: For information regarding appropriate visa/status options, contact UCLA's Office of International Students and Scholars.

Q: Does UCLA administer drug testing?
A: Some positions require drug testing prior to hire or during the course of employment, e.g., bus drivers. If drug testing is required, the posting will state this requirement in the job posting.

Q: How do I apply for UCLA healthcare positions?
A: To browse and apply for UCLA healthcare jobs that are currently open, visit the UCLA Healthcare site in Related Information.

Q: I still have questions about career opportunities at UCLA. Who should I contact?
A: Staff members are available to answer employment-related questions as well as to provide basic assistance to prospective applicants. You may contact the Employment Services & Workforce Planning Office at (310) 794-0890.

UCLA Campus Human Resources,
Employment Services & Workforce Planning
Phone: (310) 79**4-0890** | Fax: (310) 79**4-0895**

If you have questions or need assistance,
please email the Human Resources department at mycareer@ucla.edu.