

# UTMB ONLINE APPLICATION PROCESS

Go to [jobs.utmb.edu](http://jobs.utmb.edu) or [www.utmb.edu](http://www.utmb.edu) then click on jobs.

For 1<sup>st</sup> time Non-UTMB Employees:

- If you are not currently a UTMB employee, click on **External Applicant**.
- Click on [click here to Register](#) at the top of the screen in the blue words to set up an account.
- **\*\*MAKE NOTE OF YOUR USER NAME AND PASSWORD\*\*** (you can print the page)
- Click **Register**. This will take you back to the Careers Home page.
- At this time you make scroll through the job openings and select those you are interested in and qualified for by checking the box next to the position. You may also choose to do a Search or an Advanced Search if you are looking for a specific job title. The system defaults to jobs posted within the last month, so you will need to change the setting for the "Find Jobs Posted Within" or "Posted" category to "Anytime" to modify your search to include all.
- If you have viewed the job by clicking on the Title and want to apply you can do so by clicking on the **Apply Now** button. Select if you want to Upload a new resume, Copy and paste resume text, or Apply without using a resume and then click **Continue**.
- You will then complete the contact information Name, Address, City, State, Zip Code (Postal Code). Then complete the Email information. You can click on **Add Another Email** if you have more than one email. Then complete the Phone information. You can also click on **Add Another Phone Number** if you have a cell or work number you want to use for contact. After you have completed all this information, click **Save**.
- This will take you to the **Preferences** page. Please complete the information as to the start date, preferred working hours, pay, any comments, work eligibility, military status (if none, please leave as **not indicated**), and complete any Skills/Competency questions that may come up. Then click **Save**.
- **DO NOT CLICK SUBMIT or you will not be able to complete the application.**
- Click on the **Education and Work Experience** button. Here you will **Add Work Experience**. After each work experience info you add you will click on **Save & Add More** until all relevant work experience had been added. Then you will click on **Save & Return**.
- Under **Education History**, you will select your highest level of education from the drop down menu, then **Add Post-Secondary Education History** if any. As with the Work Experience, you will click on **Save & Add More** until all relevant education experience had been added. Then you will click on **Save & Return**.

- Do the same for **Job Training and Licenses and Certificates** if any. Under **Languages** add English and then any other languages you have knowledge of. Also complete/answer the **Application Questionnaire** if any. Then click **Save**. Again, **DO NOT CLICK SUBMIT** at this time.
- Click on **How did you find out about us?** - complete this portion. Click **Save**.
- At this time, if you scroll back up to the top of the page, you will see where you can click on [Add Another Job to Application](#). If you wish to do so, please do so at this time. You can continue to do this until you have added all the jobs you want. When you are all done, click on **Submit**.
- Complete the **Terms and Agreements** by selecting *I Agree to these Terms*, then click **Submit** again.

To submit additional requisitions at any time, you must **log in** with your **user name** and **password** then search **job opportunities**, check box to **apply** and then click **apply now**.

You will then need to answer any **Skills/Competency** questions and/or **Application Questionnaires** that may come up. You can scroll through the application to find these, when complete click on **submit**.

If you are applying for a position that requires typing and spelling tests please be sure to take those tests today so that you will be considered for those positions. Also, be sure to note on your application/resume if you are bilingual, have a valid TDL or any other special requirements the position is asking for. You will add the bilingual information under the **Languages** section and the valid TDL can be added under **Licenses and Certificates**.

**\*\*Your application will be screened according to the minimum and the preferred qualifications; therefore, we suggest that you provide as much information as possible on your profile.**

**\*\*Best matched candidates will be contacted by the UTMB department to schedule an interview.**

If you have questions please call the UTMB employment office at **409-770-9915 ext. 3653**. We are available Monday -Friday 8am-5pm.

**The UTMB website updates constantly, so please check back often.**