

## New Job Seeker Registration Form Instructions

**Federal Work Study (FWS) students must complete this on-line form successfully as part of the FWS hiring process. Once this on-line form is completed successfully you should see the following statement:**

**You have successfully submitted your job application**

To complete the on-line "New Job Seeker Registration Form" perform the following steps:

1. Go to <http://www.utmb.edu>
2. On the bar at the top click on **Faculty/Staff**
3. Click on "**Jobs**" under the **Employees** heading on the left side of the screen.
4. If you are currently a UTMB employee, skip to step 10. If not, click on **External Applicants**
5. Click on **Click here to Register** at the end of the 1st sentence.
6. Type in: A user name (create one for yourself)
  - i. Password (create one)
  - ii. Confirm Password
7. Click **Register**
8. On the right under **My Career Tools** click on **My Profile**
9. Fill in the requested information and click on **Save**. **Skip to step 12.**
10. **Current UTMB employees, Type in: Your UTMB user name  
Your Password**
11. Click **Sign In**
12. Type the word **Federal** in the blank box across from the word **Keywords:**
13. Click **Search**
14. Select the box on **ID # 8328 for Federal Work Study Student - Test**
15. Click on **Apply Now** at the bottom of the page
16. Click on **Apply without using a resume**
17. Click **Continue**
18. Fill in the requested information **all the way down the page**
19. Click on **Education and Work Experience**
20. Click on **+ Add Work Experience** and complete this area (if you do not have prior work experience then click on the box **No Prior Work History**)
21. Click **Save & Return**
22. Complete the section under **Education History** by using the drop down arrow and choosing the highest level of education that you've completed
23. Click on "**How did you find out about us?**" and complete the area
24. Click on **Save** and then **Submit**
25. Complete the **On-Line Application page** and then **Submit**
26. **You should see: a check mark & "You have successfully submitted your job application".** (When you see this message then you know you have submitted the on-line form successfully.)

**If you have done this on-line form recently but not completed it then you should be able to go back to the area that you left off and complete the rest of the on-line form to submit:**

**After logging in, perform the following steps:**

- 1. On the right under **My Career Tools** click on **My Profile****
- 2. Verify information you had previously entered and edit if you need to**
- 3. Click **Save****
- 4. Finish steps above beginning at step 12**