# Table of Contents

1. Navigating in UACareers ....................................................................................................................... 3  
2. Resources on the Home Page ............................................................................................................... 3  
   2.1 Search Options .............................................................................................................................. 5  
   2.2 Finding Non-Competitive Postings ............................................................................................ 6  
3. Finding Applicants ................................................................................................................................. 7  
4. Human Resources Is Here to Help .................................................................................................... 9
1. NAVIGATING IN UACAREERS

This guide outlines the search features in UACareers that will help you find postings, posting templates, and applicants.

2. RESOURCES ON THE HOME PAGE

Various useful resources are available on your home page (the page you see after you log in). Those are listed below:

1. **Alerts:** The top box contains messages that Human Resources posts for UACareers users. These messages might address new features in the system, notifications about changes, or system issues that are affecting UACareers operations. Note: this box disappears if there are no messages to display.

2. **Inbox:** Any postings awaiting your review should appear in your inbox.

3. **Watch List:** The Watch List is a screen shot of postings you want to access quickly and have elected to monitor as they move through the approval process.

   **To add a posting to your Watch List:**
   1. Open the posting you would like to add to your watch list.
   2. Click “Add to Watch List”.

   **To remove a posting from your Watch List:**
   1. Open the posting you would like to remove from your watch list.
   2. Click “Remove from Watch List”.

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4. **Shortcuts**: Adding shortcuts to your homepage will allow you to access functions via a single click. Each user is able to create and manage their own shortcuts using the grey star available at the top of each page:

Your shortcuts will appear under the “Shortcuts” dropdown menu on your upper right-hand side:

**Helpful Tip: Creating a Posting Shortcut**

1. Select “Staff” from the “Postings” dropdown.
2. Click the orange “Create from Posting” button.
3. Select “Create from Posting”.
4. Click the grey star to add your shortcut.
5. Name the shortcut & click the “Add” button.
6. This shortcut will now exist in your shortcut dropdown.

5. **Useful Links**: Provides you with quick access to helpful recruitment information. New resources are added as they become available. You can find these useful links on the lower right-hand side of your UACareers homepage.

- Applicant Portal
- UACareers Provisioning Request
- Close/Fill a Posting
- Creating Minimum and Preferred Qualifications
- 7 Quick Tips - Posting Jobs

**UACareers Guides**

- Roles and Privileges
- Navigation
- Creating a Posting - Part 1
- Creating a Posting - Part 2
- Creating a Posting - Part 3
- Managing Applicants
6. **Widgets**: Provide an at-a-glance visualization of data based on your role in the system. Widgets are located on the upper right-hand side of your UACareers homepage.

Note: users only see information within their respective scope/organization.

![Graph of 172 Filled Postings and Applicants Per Day](image)

### 2.1 SEARCH OPTIONS

To access your postings from the home page, click "Postings" at the top of the home page and select the appropriate position type ("Staff," "Faculty," "Appointed," or "PostDoc"). Note that the system is not capable of retrieving all position types at once.

Above the posting list are three blue "Search" buttons: "Saved Searches," "Search," and "More Search Options."

### Staff Postings

To add a new column to the search results, select the column from the drop down list.

- **Saved Searches**: [List of saved searches]
- **Search Options**: More options for search parameters
"Saved Searches" contains global searches that Human Resources has pre-loaded. In addition, if you have named and saved your own personal searches, you will find them here. To activate the search, simply select it from the 'Saved Searches' drop-down.

"Search": The center box allows you to search by keywords (e.g., job title or posting number). Click the "Search" button to the right after you enter the desired keyword. Note: this search is sensitive to any additional search filters you have activated. For example, if you have chosen to view active postings, the keyword search will only return "active" postings that match your keyword(s).

"More Search Options": This button allows you to filter your search further and adjust the criteria. Three drop-down menus will become available to you when you click this button.

1. **Add column** allows you to display a new column on the postings list (e.g., "Closed Date" or "Location"). Once you’ve added a column, you can also sort that column as described in the previous section.

2. **Workflow State** allows you to display only postings at a particular stage or stages in the workflow process, such as only your "Draft" postings. If you want to display more than one workflow state, hold down the CTRL key while clicking on the desired workflow states.

3. **Department** allows you to display postings only for a particular department(s). This drop-down is only available if you have authority for more than one department. To select more than one department, hold down the CTRL key while clicking on the desired departments.

Note: To activate any of the selections you make under "More Search Options," you must click the "Search" button.

To save a configured search, click the "Save this search?" link underneath the "Ad hoc Search" box, as illustrated above, and name this configured posting list. It will then be available under your "Saved Searches" for future use.

### 2.2 FINDING NON-COMPETITIVE POSTINGS

You could search for non-competitive postings in two ways:

**Option 1:** Type "non-competitive" in the keyword search box.
**Option 2:** Use "More Search Options" and select "Approved – Direct Access" means that the position will not appear on the UACareers public applicant portal. In order for your applicant to apply, you will have to send them the direct link (see image below):

![Posting: (NON COMPETITIVE) Instructional Specialist (Staff)](image)

Position: Staff  
Created by: [name]  
Owner: Human Resources

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**3. FINDING APPLICANTS**

Open the posting by clicking on the title from your postings list and select the "Applicants" tab, as shown below:

![Posting: (NON COMPETITIVE) Instructional Specialist (Staff)](image)

Position: Staff  
Created by: [name]  
Owner: Human Resources

Your applicants will be listed in a format similar to the postings list. Above the applicants list are three blue "Search" buttons. These are "Saved Searches," "Search," and "More Search Options":

"Saved Searches" contains global searches that have been pre-loaded by Human Resources for you; namely, "Active Applicants," "Inactive Applicants," "Offer Accepted," and "View All Applicants." In addition, if you have named and saved your own personal applicant searches, you will find them here. To activate the search, simply select it from the "Saved Searches" drop-down (see image below).
"Search": The center box allows you to search based on keywords (e.g., name). Click the "Search" button to the right after you enter the desired keyword. Note: this search is sensitive to any additional search filters you have activated.

"More Search Options" allows you to filter your search further and adjust the criteria. Two drop-down menus will become available to you when you click this button.

1. **Add column** allows you display a new column on the applicant list (e.g., "Applicant Email" or "Applicant Primary Phone").

2. **Workflow State**: allows you to display applicants in a particular application status (e.g., "Under Review by Department" or "Reference(s) Requested"). To select more than one application status, hold down the CTRL key while clicking on the desired statuses.

**Note**: To activate any of the selections you make under "More Search Options," you must click on the "Search" button.

To save your configured applicant list, click the "Save this search?" link underneath the "Ad hoc Search" box. This configured applicant list will then be available under your "Saved Searches" for future use. Next time you access the saved search or reload your page, your data will be refreshed to account for status changes and new applicants.
4. HUMAN RESOURCES IS HERE TO HELP

Do you have questions about UACareers? Contact our Recruitment Team and we will be happy to assist!

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<thead>
<tr>
<th>Name</th>
<th>Contact For</th>
<th>E-mail Address</th>
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<tr>
<td><strong>Main Campus</strong></td>
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<tr>
<td>Dora Eamon</td>
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