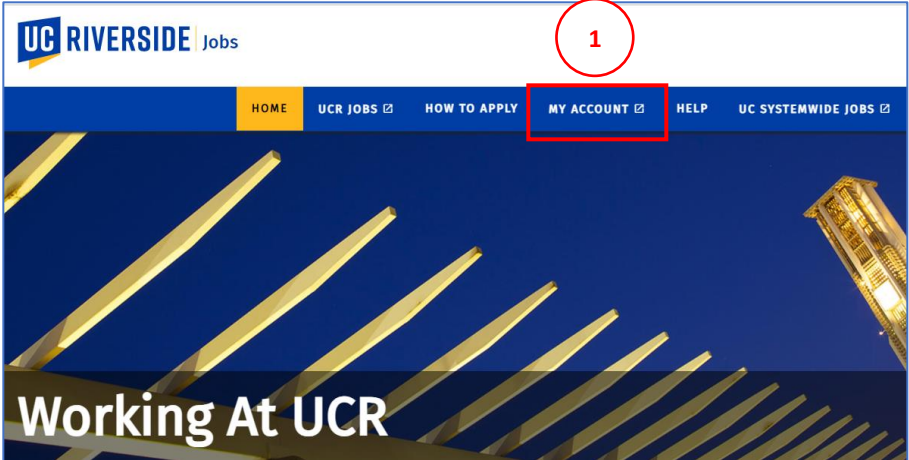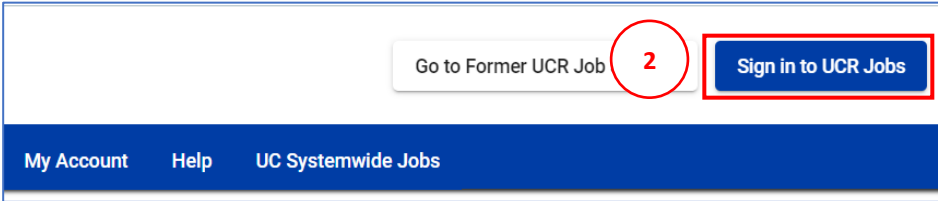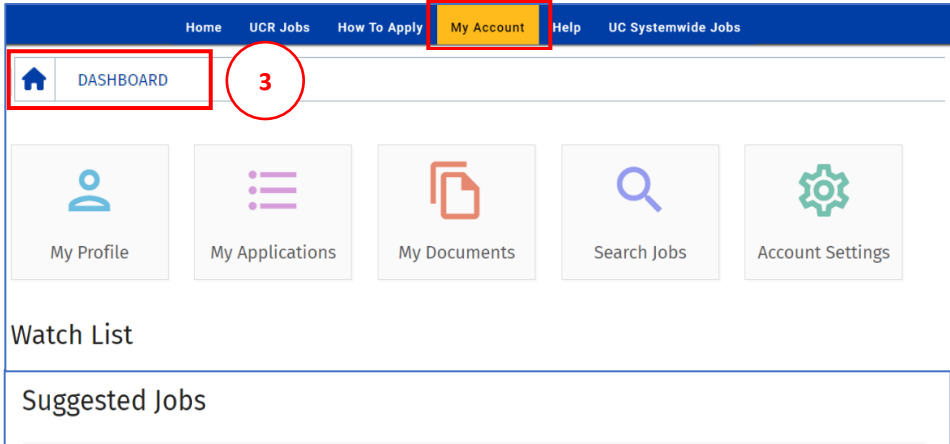# | Managing Your Profile Dashboard |

Use these steps to manage your profile dashboard in the UCR Jobs Portal. You must have a current **UCR Jobs Account** to access your **Profile Dashboard**. Your **Profile Dashboard** links to the main areas of your account and the jobs portal. A new account is needed if you had a previous account on the old UCR Jobs site.

Navigate to: https://jobs.ucr.edu

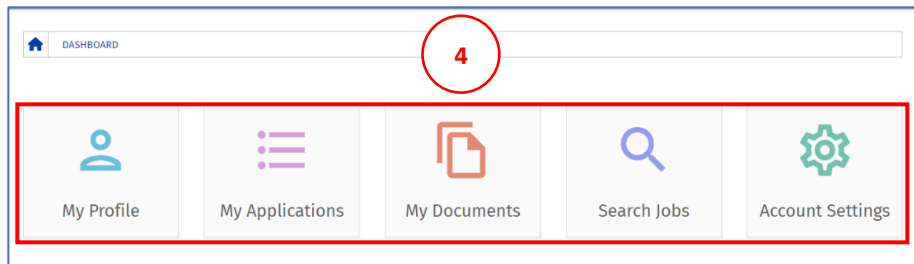|	
1. From the **UC Riverside Jobs** homepage, click the **MY ACCOUNT** tab.	
2. Click the **Sign in to UCR Jobs** button, located in the upper right-hand corner, to login to your account.	
3. The **My Account** homepage contains your **Profile Dashboard**. The dashboard is made up of three sections: • **Dashboard Tiles** • **Watch List** • **Suggested Jobs**	

UC RIVERSIDE | **Jobs Portal**

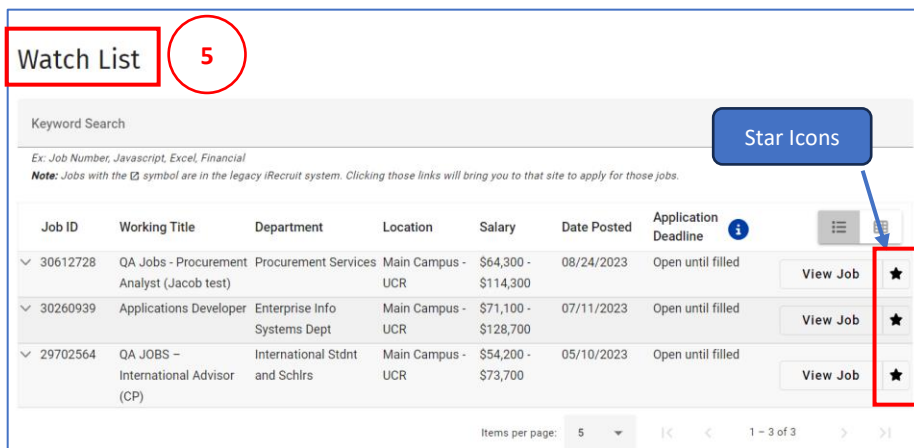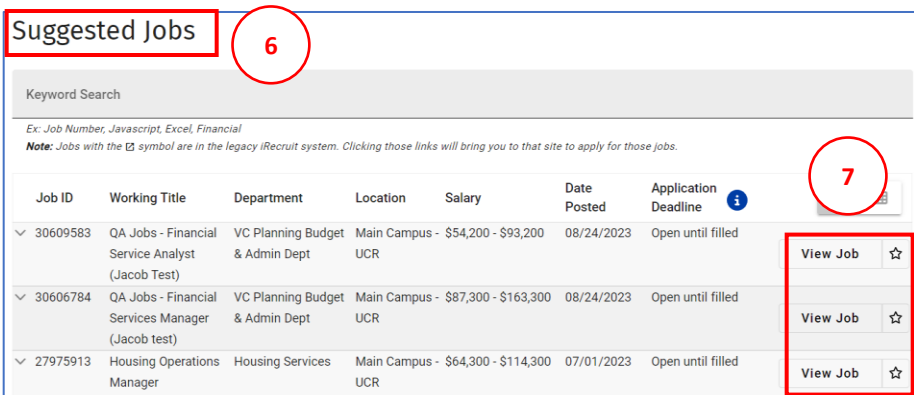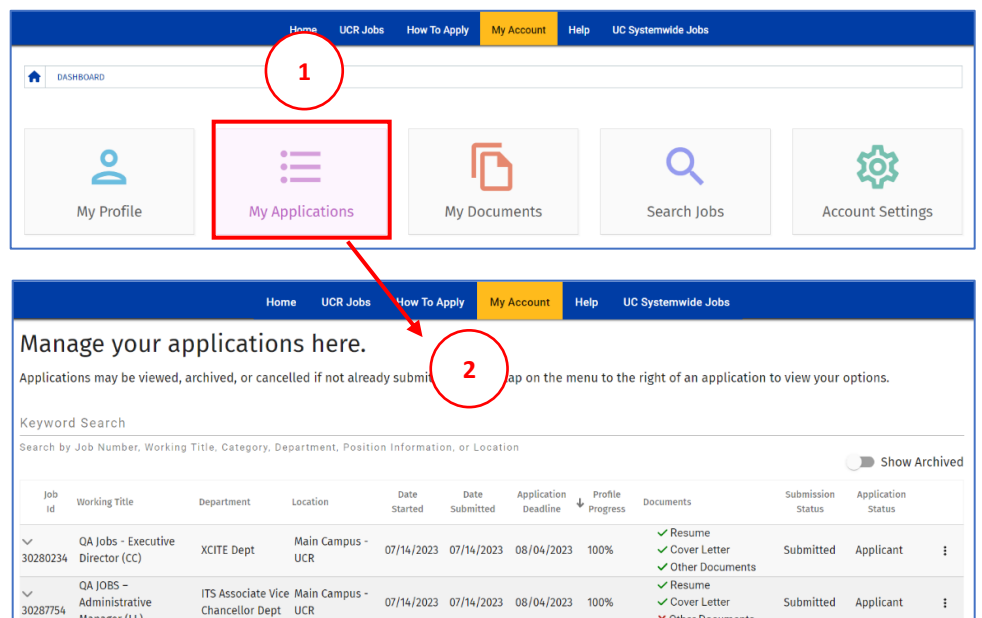|	
4. There are **5 Dashboard** tiles: • **My Profile** • **My Applications** • **My Documents** • **Search Jobs** • **Account Settings** *Note: See the **Dashboard Tiles** section below or click the links above for more information about each tile.*	 DASHBOARD My Profile My Applications My Documents Search Jobs Account Settings
5. The **Watch List** section will display a list of jobs that you have selected as **Favorites.** You can favorite a job by clicking the **Star** icon that appears next to a job opening. You can remove a job from the Watch List by de-selecting the **Star** icon.	 Watch List Keyword Search Ex: Job Number, Javascript, Excel, Financial Note: Jobs with the ⧉ symbol are in the legacy iRecruit system. Clicking those links will bring you to that site to apply for those jobs. Star Icons | Job ID	Working Title	Department	Location	Salary	Date Posted	Application Deadline			
---	---	---	---	---	---	---	---	---	---
30612728	QA Jobs - Procurement Analyst (Jacob test)	Procurement Services	Main Campus - UCR	$64,300 - $114,300	08/24/2023	Open until filled		View Job	★
30260939	Applications Developer	Enterprise Info Systems Dept	Main Campus - UCR	$71,100 - $128,700	07/11/2023	Open until filled		View Job	★
29702564	QA JOBS – International Advisor (CP)	International Stdnt and Schlrs	Main Campus - UCR	$54,200 - $73,700	05/10/2023	Open until filled		View Job	★	 Items per page: 5 1 – 3 of 3
6. The **Suggested Jobs** section displays jobs suggested for you based on jobs from your Watch List and categories for jobs you have applied for or are in the process of applying. 7. You can click the **View Job** buttons for each job opening to display the job description.	 Suggested Jobs Keyword Search Ex: Job Number, Javascript, Excel, Financial Note: Jobs with the ⧉ symbol are in the legacy iRecruit system. Clicking those links will bring you to that site to apply for those jobs. 	Job ID	Working Title	Department	Location	Salary	Date Posted	Application Deadline		
---	---	---	---	---	---	---	---	---
30609583	QA Jobs - Financial Service Analyst (Jacob Test)	VC Planning Budget & Admin Dept	Main Campus - UCR	$54,200 - $93,200	08/24/2023	Open until filled	View Job	☆
30606784	QA Jobs - Financial Services Manager (Jacob test)	VC Planning Budget & Admin Dept	Main Campus - UCR	$87,300 - $163,300	08/24/2023	Open until filled	View Job	☆
27975913	Housing Operations Manager	Housing Services	Main Campus - UCR	$64,300 - $114,300	07/01/2023	Open until filled	View Job	☆	

My Profile Tile

1. The **My Profile** tile stores your personal information required for applying to job positions. Your profile is created when you first register for your UCR Jobs account.

2. Click the **My Profile** tile to display your profile information. From the **My Profile** page you can update your profile information at any time.

3. Your UCR profile is comprised of several sections:

   - **Contact Info**
   - **Personal Info**
   - **Education**
   - **Employment**
   - **Certification & Licenses**
   - **Additional Info**

   A section is considered complete when noted with a check mark.

Click each field to enter or update your information.

Select each section to view the information.
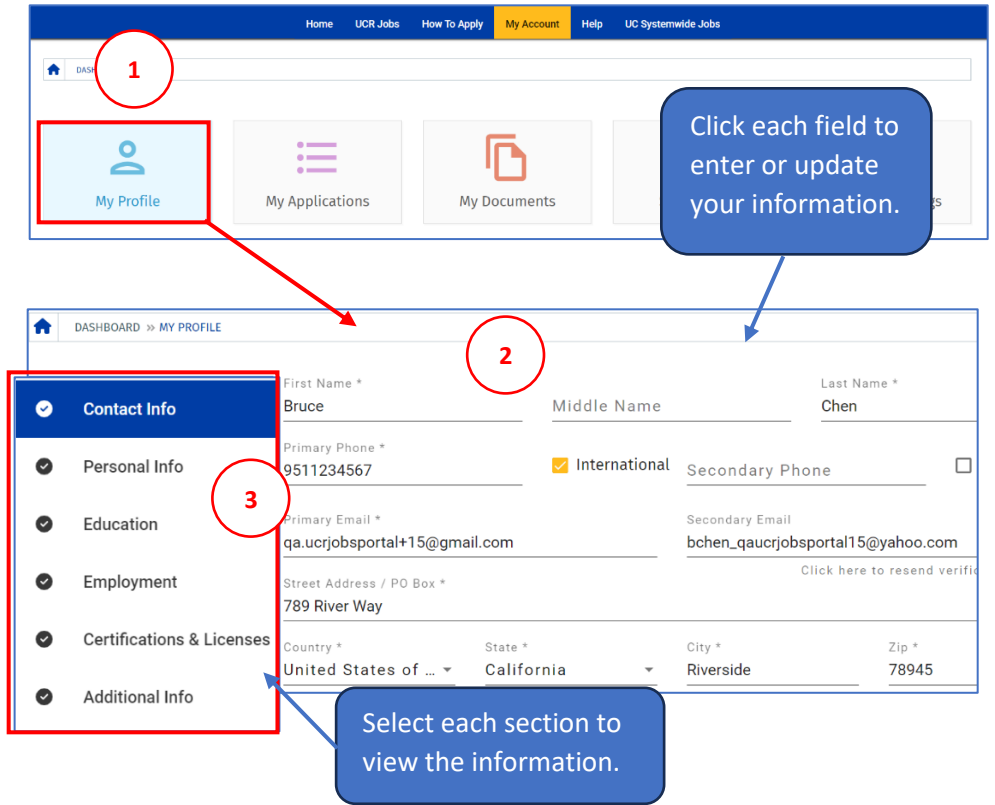
My Applications Tile

1. The **My Applications** tile allows you to keep track of your applications for the various positions at UCR.

2. Clicking the **My Applications** tile will display a list of your job applications and their status.

   Pending and submitted applications can be accessed here.

   You can continue to complete a pending application from this tile.

Manage your applications here.

Applications may be viewed, archived, or cancelled if not already submit... ap on the menu to the right of an application to view your options.

3. Use the **Keyword Search** field to search your applications for certain criteria using keywords.

You can search by **Job ID**, **Working Title**, **Category**, **Department**, **Position Information**, or **Location**.

4. Toggle the **Show Archived** button to view or hide applications that have been archived.

5. **Column Header** categories can be sorted in ascending or descending order by **Clicking** on each header.

6. The **Profile Progress** indicates the completion percentage for each application.

7. The **Documents** column lists what documents have been included with the application or are pending.

8. The **Submission Status** column indicates whether the applications was **Submitted** or is **Work in Progress**.

9. The **Application Status** column identifies your current status for the position. There are 4 categories: **Applicant**, **Expression of Interest**, **Filled** and **Canceled**.

10. Applications may be continued, viewed, archived, or cancelled if not already submitted. Click the **three-button menu** to the right of an application to view and select your options.

Job Status Definitions:

- **Applicant**: You are an applicant for this position.

- **Expression of Interest**: You have submitted an application for this position after the initial recruitment period. If the hiring department wishes to see additional applications, your status will convert to "**Applicant**".

- **Filled**: This position has been filled.
- **Canceled**: This position has been canceled.

My Documents Tile

1. The **My Documents** tile allows you to store multiple versions of your resume, cover letter and other application documents. Click the **My Documents** tile.
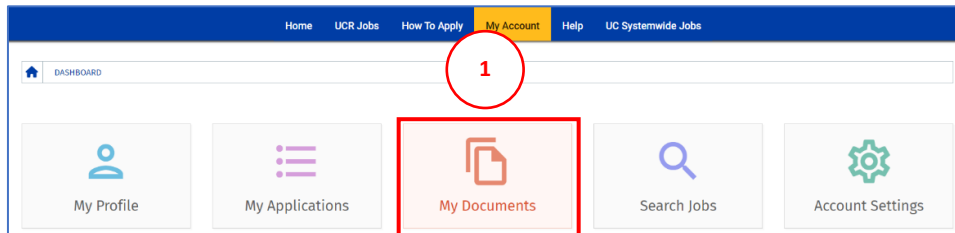
2. Your **documents library** opens.

3. Click the **Add New Document** button to upload a resume, cover letter or other document to your document library.

Note: You can upload personized resumes and cover letters for different positions and for later use in the application process.
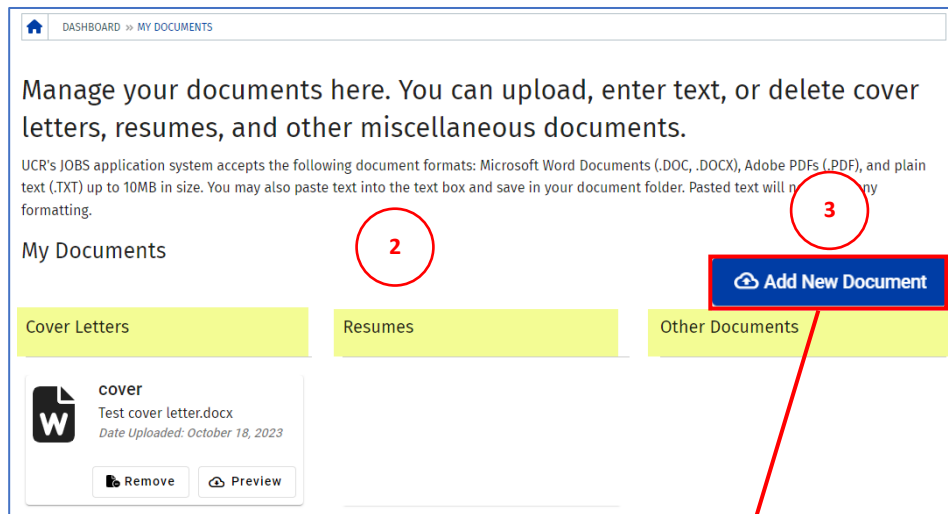
4. The **Upload Documents** pop up window displays. There are two options to upload documents, **Upload File** or **Type or Paste Text.**

5. To **Upload a File**, first, click the **Document Title** field and enter your document name.

6. Next, click the **Document Type** drop down arrow and select the type of document you will be uploading.

7. Then **click or drag** a file to the grey file box to upload.

8. Once you have selected your file, click the **Upload** button.
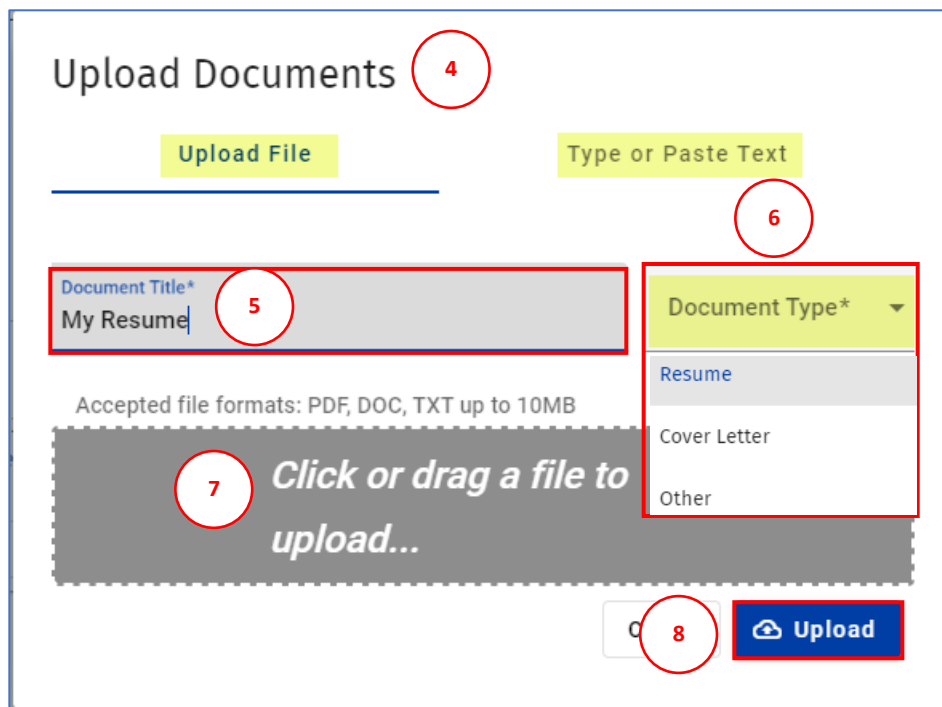
9. Your uploaded document will now appear in your **Document Library** and is ready to be used in the application process.

10. Once a document is in your document library you can **Preview** or **Remove** it.

My Documents

Cover Letters   Resumes   Other Documents

Add New Document

cover
Test cover letter.docx
Date Uploaded: October 18, 2023

Remove   Preview

resume
Test Resume.docx
Date Uploaded: October 18, 2023

Remove   Preview

---
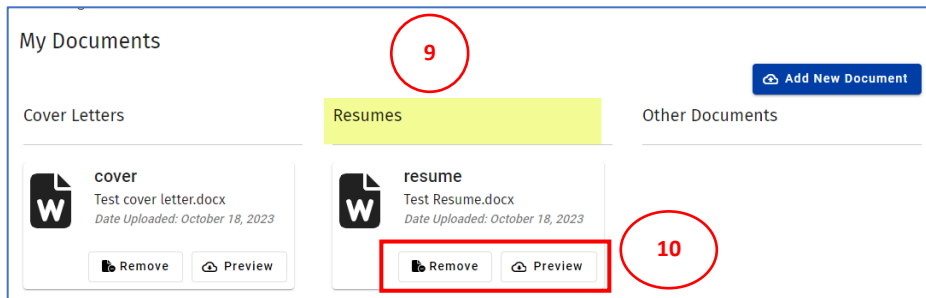
11. The second option for is to type or paste the contents of your document. Click the **Type or Paste Text** field.

12. Enter your document name in the **Document Title** field.

13. Click the **Document Type** field to select what type of document you would like to add.

14. Next, **type or paste** your document in the text box.

15. Then click the **Upload** button.

Upload Documents

Upload File   Type or Paste Text

Document Title*   Document Type*

Type or paste the contents of your document here.*

0/4000

Upload
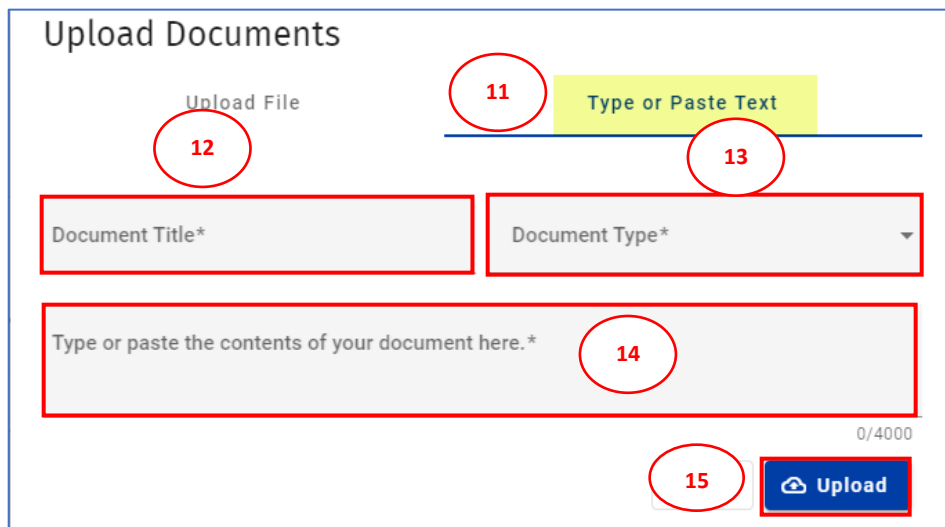
Search Jobs Tile

1. From your **Profile Dashboard** you can select the **Search Jobs** tile to search for current job opportunities.

2. The **Job Search** page displays a listing of all available job openings.
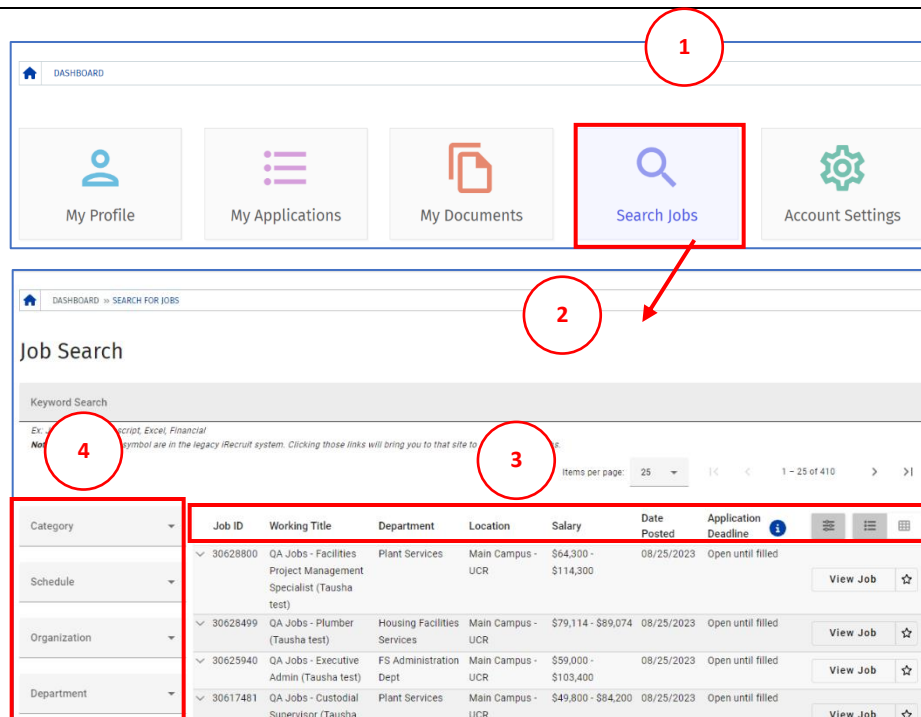
3. You can sort the job listing by category by clicking any of the **Column Headings**.

4. Use the **Advanced Search** filter to also sort the job listing by using additional job criteria.

Click the drop-down arrow for each category to select criteria.

DASHBOARD

My Profile   My Applications   My Documents   Search Jobs   Account Settings

DASHBOARD » SEARCH FOR JOBS

Job Search

Keyword Search

Ex: ...script, Excel, Financial
*No...   ...symbol are in the legacy iRecruit system. Clicking those links will bring you to that site to...

Items per page: 25 |<   <   1 – 25 of 410   >   >|

Category		Job ID	Working Title	Department	Location	Salary	Date Posted	Application Deadline			
Schedule		30628800	QA Jobs - Facilities Project Management Specialist (Tausha test)	Plant Services	Main Campus - UCR	$64,300 - $114,300	08/25/2023	Open until filled	View Job	☆
Organization		30628499	QA Jobs - Plumber (Tausha test)	Housing Facilities Services	Main Campus - UCR	$79,114 - $89,074	08/25/2023	Open until filled	View Job	☆
Department		30625940	QA Jobs - Executive Admin (Tausha test)	FS Administration Dept	Main Campus - UCR	$59,000 - $103,400	08/25/2023	Open until filled	View Job	☆
		30617481	QA Jobs - Custodial Supervisor (Tausha	Plant Services	Main Campus - UCR	$49,800 - $84,200	08/25/2023	Open until filled	View Job	☆

5. Use the **Keyword Search** field to search for jobs using specific keywords. You may type in a single keyword, multiple keywords, or Job ID numbers.

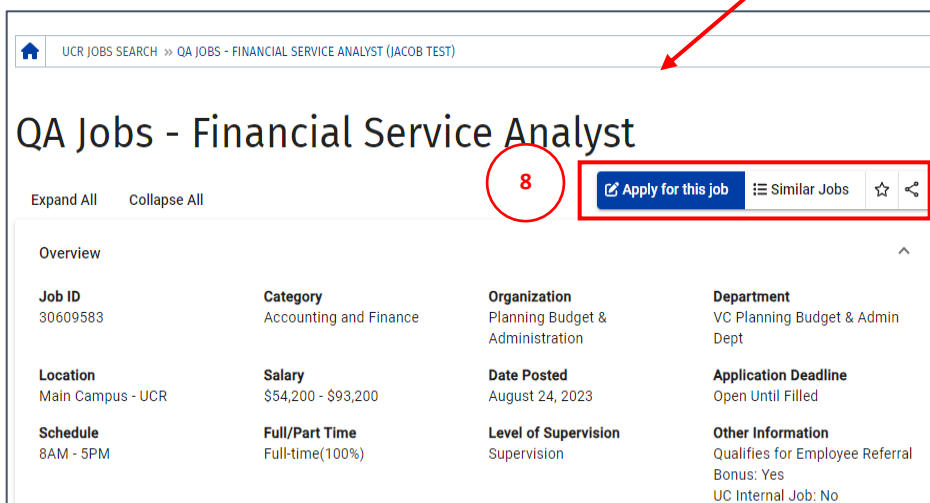| UCR JOBS SEARCH |
| --- |
| Keyword Search |
| Human Resources ⊗ Excel ⊗ Financial ⊗ ⑤ |
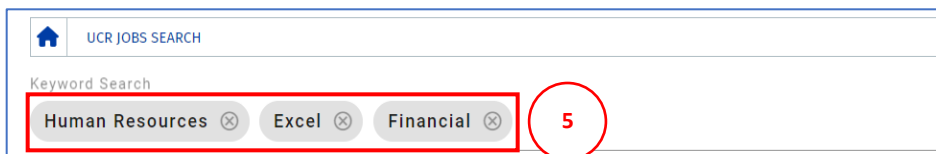
6. Click the Star icon to favorite the job opportunity and add it to your **Watch List**.

|					
			Items per page: 25 ▼	|< < 1 – 25 of 410 > >|	⑥
Department	Location ↑	Salary	Date Posted	Application Deadline ℹ	⚙ ☰
CHASS Deans Office Dept	Coachella Valley	$71,100 – $128,700	02/06/2023	Open until f ⑦	View Job ☆
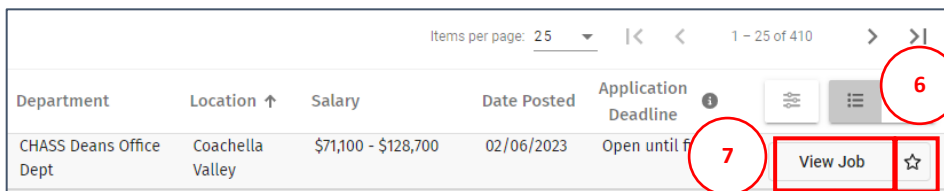
7. Click the **View Job** button to view the complete job description.
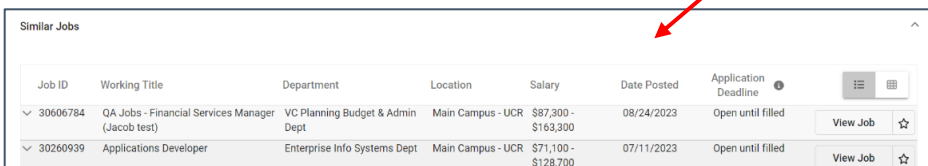
8. From the **Job Description** page, you can:

- **Apply for this job**
- View **Similar Jobs**
- **Favorite** this job
- **Share** this job on social media

UCR JOBS SEARCH » QA JOBS – FINANCIAL SERVICE ANALYST (JACOB TEST)

QA Jobs - Financial Service Analyst

⑧ ✎ Apply for this job ☰ Similar Jobs ☆ ⤴

Expand All   Collapse All

Overview ⌃

Job ID 30609583	**Category** Accounting and Finance	**Organization** Planning Budget & Administration	**Department** VC Planning Budget & Admin Dept
Location Main Campus - UCR	**Salary** $54,200 - $93,200	**Date Posted** August 24, 2023	**Application Deadline** Open Until Filled
Schedule 8AM - 5PM	**Full/Part Time** Full-time(100%)	**Level of Supervision** Supervision	**Other Information** Qualifies for Employee Referral Bonus: Yes UC Internal Job: No

9. Click the **Apply for this job** button to begin the application process for the job opening

QA Jobs - Financial Service Analyst

⑩

Expand All   Collapse All   ⑨ ✎ Apply for this job ☰ Similar Jobs ☆ ⤴
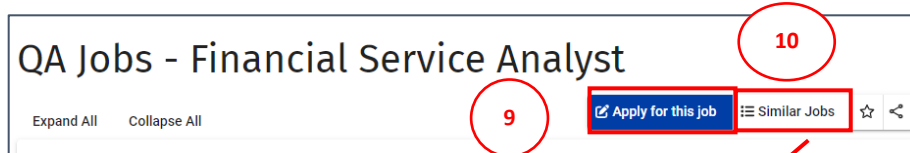
10. Clicking the **Similar Jobs** button displays a listing of jobs within the same category as the job displayed.

Similar Jobs							⌃
Job ID	Working Title	Department	Location	Salary	Date Posted	Application Deadline ℹ	☰ ▦
⌄ 30606784	QA Jobs - Financial Services Manager (Jacob test)	VC Planning Budget & Admin Dept	Main Campus - UCR	$87,300 - $163,300	08/24/2023	Open until filled	View Job ☆
⌄ 30260939	Applications Developer	Enterprise Info Systems Dept	Main Campus - UCR	$71,100 - $128,700	07/11/2023	Open until filled	View Job ☆

UC RIVERSIDE | Jobs Portal

Account Settings Tile

1. The **Account Settings** tile is where you can select email notifications for job openings and set alert setting for your **UCR Jobs** account.
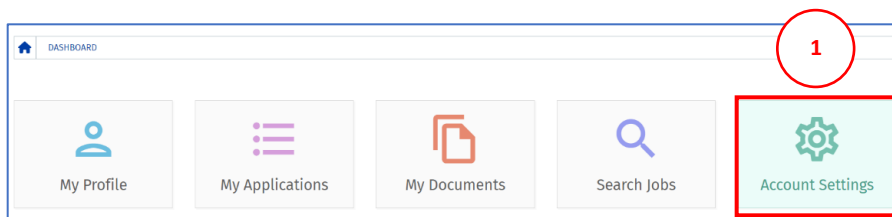
2. In the **Email Subscription Information** tab toggle, the **Yes** button to confirm you want to receive notifications from UCR about new job postings.

3. **Select** the **job categories** for which you want to receive an email notification.