UC RIVERSIDE | Jobs Portal
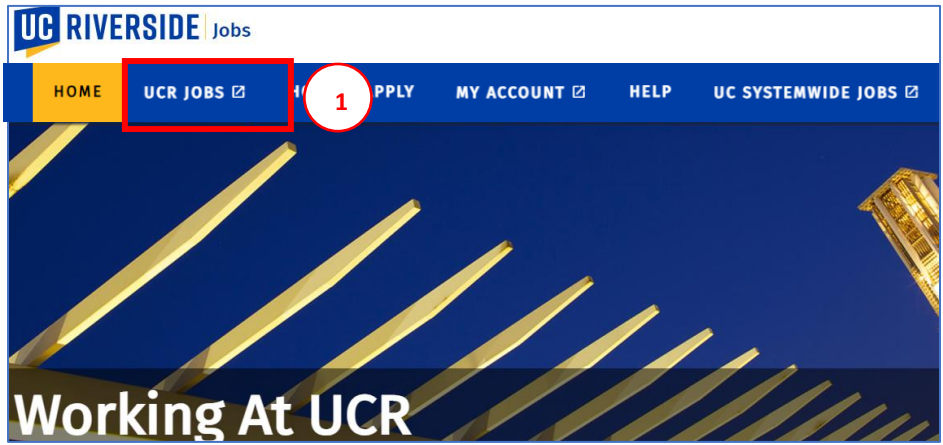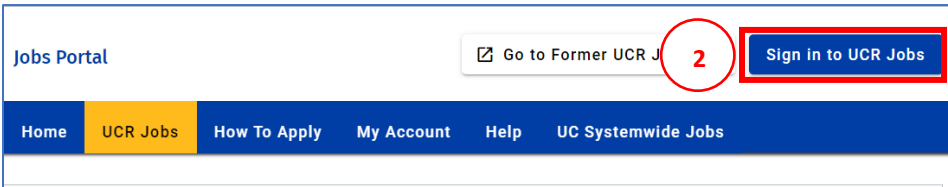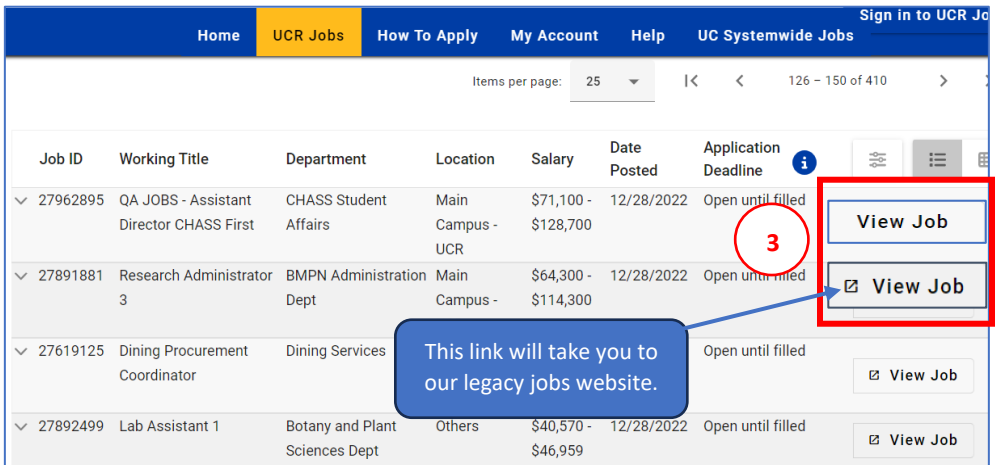
| How To Apply & Submit an Application |

Use these steps to apply for jobs and submit your application to the UCR Jobs Portal. You can refine your job search by using keyword searches or search filters. You must have a current UCR Jobs Account to apply.

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

1. From the **UC Riverside Jobs** homepage, click the **UCR Jobs** tab. This will take you to the current job openings.	
2. From the **UCR Jobs** page sign in to your **UCR Jobs account.**	
3. From the UCR **Jobs** page, click the **View Job** button next to the job opening for which you wish to apply. *Note: A **View Job button** with a **square icon** indicates this job listing is from our legacy iRecruit Website.* If you select this View button it will take you to our legacy jobs website and you will need to apply through our legacy iRecruit Website. Refer to the "**How to Apply Tutorials**" for that website.	

4. You can also click the **View Job** button for a job position from your **My Account** dashboard **Watch List**.	**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.* 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 F... · **④** · View Job ★ 30260939 · Applications Developer · Enterprise Info Systems Dept · Main Campus - UCR · $71,100 - $128,700 · 07/11/2023 · Open until... · View Job ★
5. From the job description page, click the **Apply for this job button**.	Home · UCR Jobs · How To Apply · My Account · Help · UC Systemwide Jobs **QA Jobs - Procurement Analyst** Expand All Collapse All **⑤** ☑ Apply for this job ☰ Similar Jobs ☆ ⤴ Overview Job ID: 30612728 Category: Management and Professional Organization: Planning Budget & Administration Department: Procurement Services Location: Main Campus - UCR Salary: $64,300 - $114,300 Date Posted: August 24, 2023 Application Deadline: Open Until Filled Schedule: 8AM - 5PM Full/Part Time: Full-time(100%) Level of Supervision: General Supervision Other Information: Qualifies for Employee Referral Bonus: Yes / UC Internal Job: No
6. The application page will display. The first step of the application process begins with the **Application Information**. 7. Select each section of the application to **enter** or **review your profile information** and ensure all your information is correct. *Note: All areas of your Profile need to be completed and noted with a checkmark. Refer to the "How to Create and Edit Profile" job aid for more information.* 8. Next, select the **Continue to Resume, Cover Letter and Other Documents** button.	Home · UCR Jobs · How To Apply · My Account · Help · UC Systemwide Jobs **⑥** QA Jo... Procurement Analyst 🧑 Application Information — 📄 Resume, Cover Letter, and Other Documents — 👓 Review and Submit — 📋 Complete ✔ Contact Info **⑦** · First Name * ...ce · Middle Name · Last Name * Chen ✔ Personal Info · Primary Phone * 9511234567 · ☑ International · Secondary · **Application Status Bar** ✔ Education · Primary Email * qa.ucrjobsportal+15@gmail.com · Secondary Email bchen_qaucrjobsportal15@yahoo.com · *Click here to resend verification email.* ✔ Employment · Street Address / PO Box * 789 River Way ✔ Certifications & Licenses · Country * United States o... · State * California · City * Riverside · Zip * 78945 ✔ Additional Info · **⑧** Continue to Resume, Cover Letter, and Other Documents →

How to Apply and Submit an Application   10/30/23

9. From the **Document Selection** page, click the **Add or select a Cove Letter** field to attach your cover letter.

10. Then, click the **Add or select a Resume** field to attach your resume.

11. Attach other documents if needed, by clicking the **Add or select Other Documents** field.

> *Note*: *For the three fields above, you can select a document that you have previously uploaded to your document's library, or you can add a new document. Refer to the" Manage Your Profile Dashboard" job aid for more information.*

12. Next, click the **Continue to Review and Submit** button.

QA JOBS - Analyst

Application Information (9)	Cover Letter, Resume... (10)	Review and Submit (11)	Complete

Add or select a cover letter...

Add or select a resume...

- Add new resume...
- Procurement Analyst_RE
- International Advisor_RE

Add or select other documents...

No cover letter selected...   No other document selected...
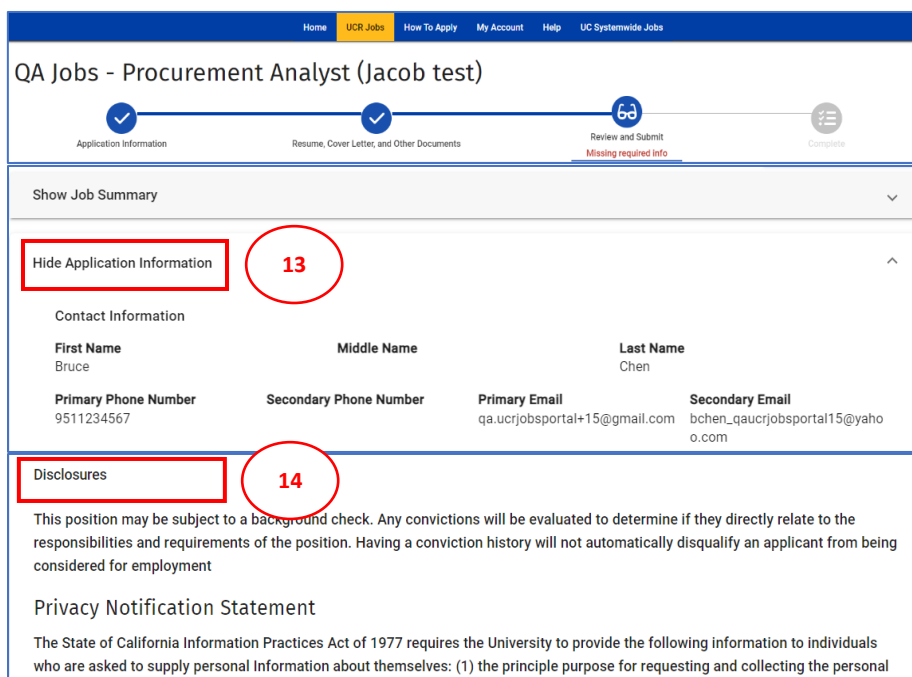

Application Information	Cover Letter, Resume, and Other Documents	Review and Submit	Complete

Replace cover letter...   Replace resume...   Add or select other documents...

Cover Letter
cover
Test cover letter.docx
Date Uploaded: October 18, 2023
Remove   Preview

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

No other document selected...

← Go back to profile   (12) **Continue to review and submit →**

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13. In the **Review and Submit** page, review the **Application Information.**

> *Note*: *If you need to edit or update any information, return to the application information or documents page by clicking the icons on the status bar.*

14. Scroll down to the **Disclosures** section and read all the information provided.

Home   UCR Jobs   How To Apply   My Account   Help   UC Systemwide Jobs

QA Jobs - Procurement Analyst (Jacob test)

Application Information	Resume, Cover Letter, and Other Documents	Review and Submit	Complete
		Missing required info	

Show Job Summary   ⌄

Hide Application Information   (13)   ⌃

Contact Information

First Name	Middle Name	Last Name
Bruce		Chen

Primary Phone Number	Secondary Phone Number	Primary Email	Secondary Email
9511234567		qa.ucrjobsportal+15@gmail.com	bchen_qaucrjobsportal15@yahoo.com

Disclosures   (14)

This position may be subject to a background check. Any convictions will be evaluated to determine if they directly relate to the responsibilities and requirements of the position. Having a conviction history will not automatically disqualify an applicant from being considered for employment

Privacy Notification Statement

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal Information about themselves: (1) the principle purpose for requesting and collecting the personal

15. Complete the Disclosures form by **checking the box** to certify that you have read the above disclosures.

16. Then **Indicate where/how you learned of this position** by selecting from the list provided.

17. Finally click the **Submit Application** button.

> **Note**: *Once you submit your application, you will not be able to edit or update any part of your application for this position. Ensure all your information is correct prior to submitting your application.*

18. The confirmation pop-up window will display. **Confirm** you want to continue to submit your application by clicking **Yes**.

19. The **Application Process** is now **Complete**, and your application has been successfully submitted.

You will receive an email confirmation of your submittal indicating your application's status.