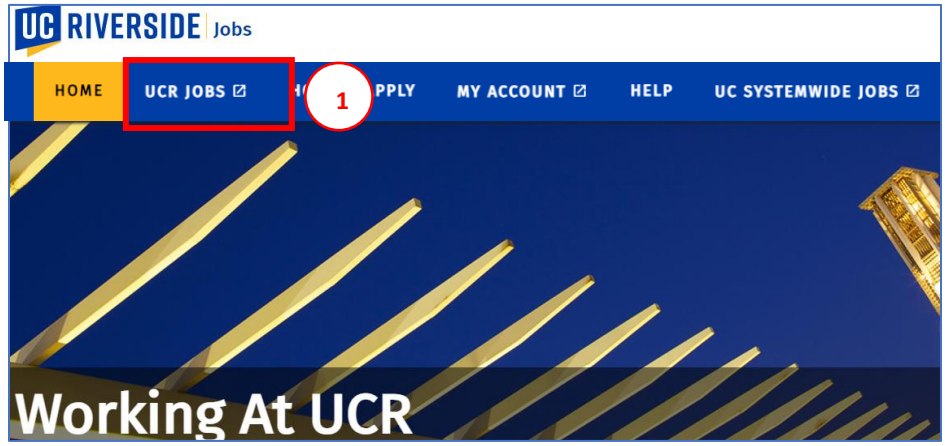
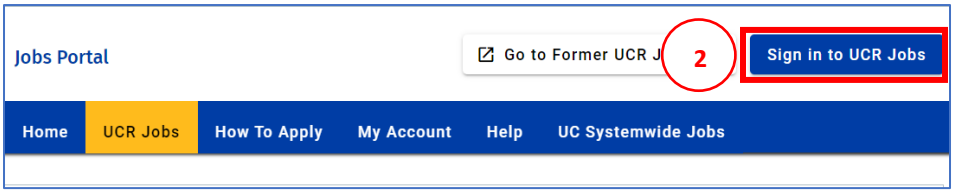
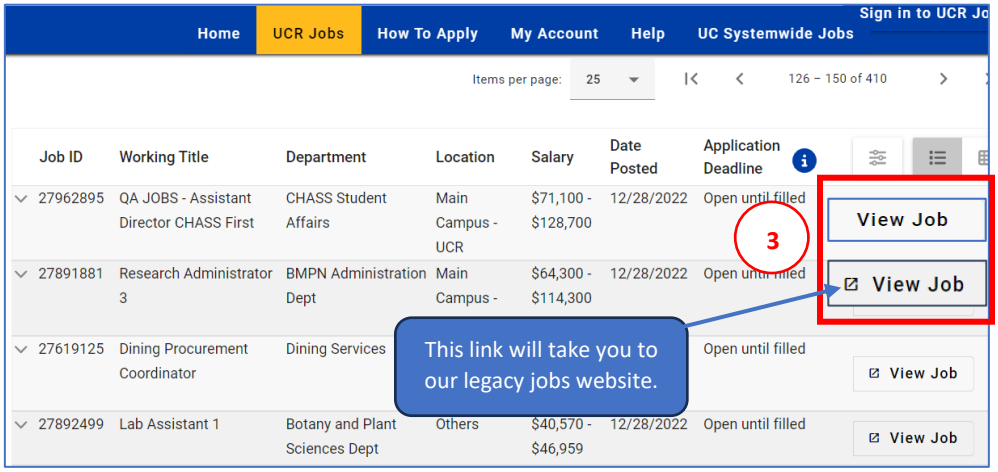
UC RIVERSIDE Jobs Portal

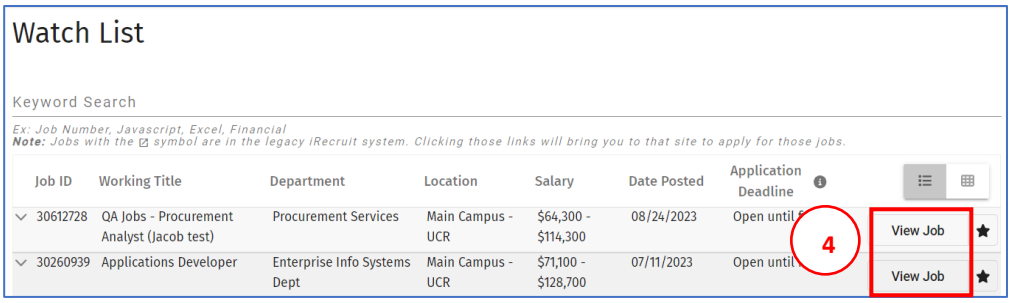
How To Apply & Submit an Application

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.

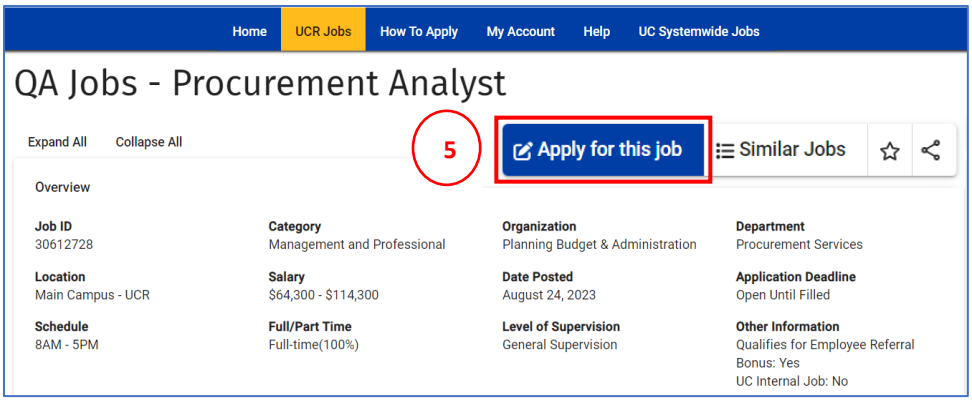
Navigate to: https://jobs.ucr.edu/jobs

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**.



5. From the job description page, click the **Apply for this job button**.

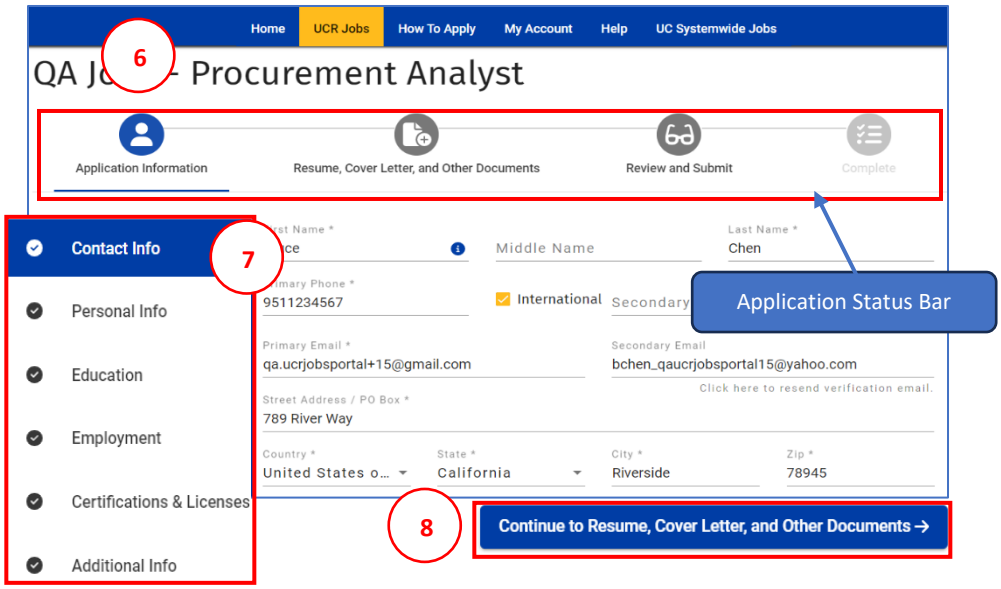


6. The application page will display. The first step of the application process begins with the **Application Information**.

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.*

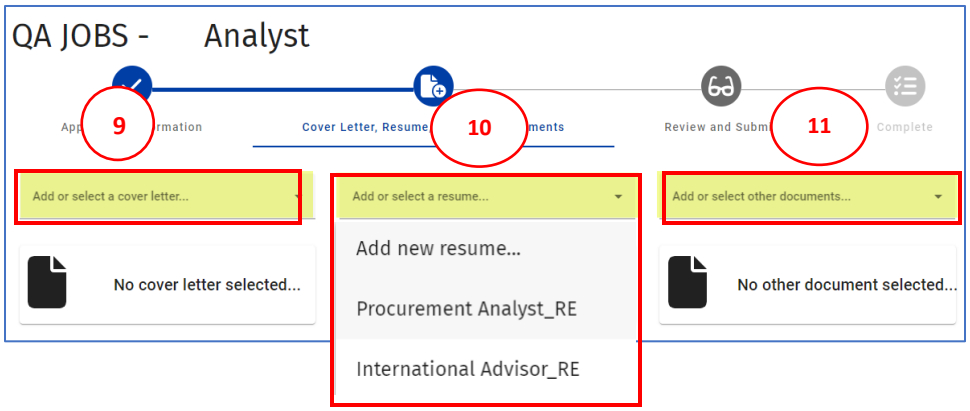
8. Next, select the **Continue to Resume, Cover Letter and Other Documents** button.

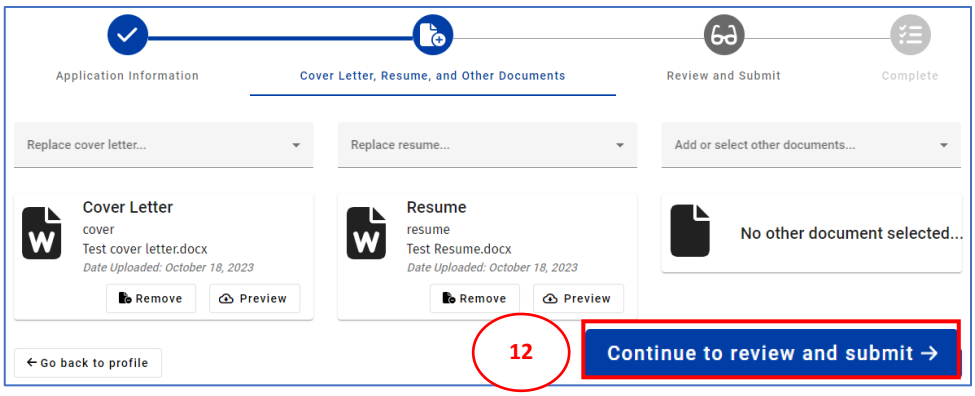


9. From the **Document Selection** page, click the **Add or select a Cove Letter** field to attach your cover letter.
10. Then, click the **Add or select a Resume** field to attach your resume.
11. Attach other documents if needed, by clicking the **Add or select Other Documents** field.

> ***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.

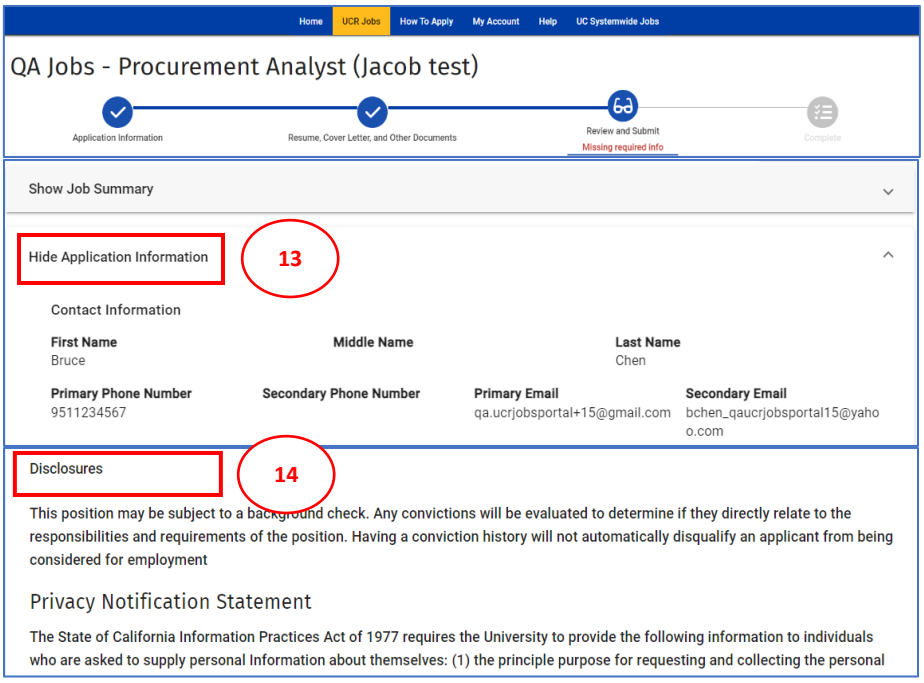




13. In the **Review and Submit** page, review the **Application Information.**

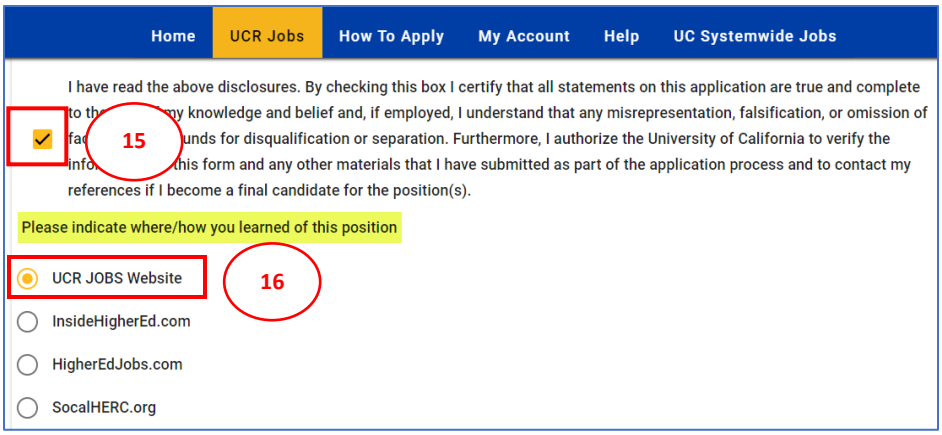
> ***Note**: If you need to edit or update any information, return to the application information or documents page by clicking the icons on the status bar.*

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



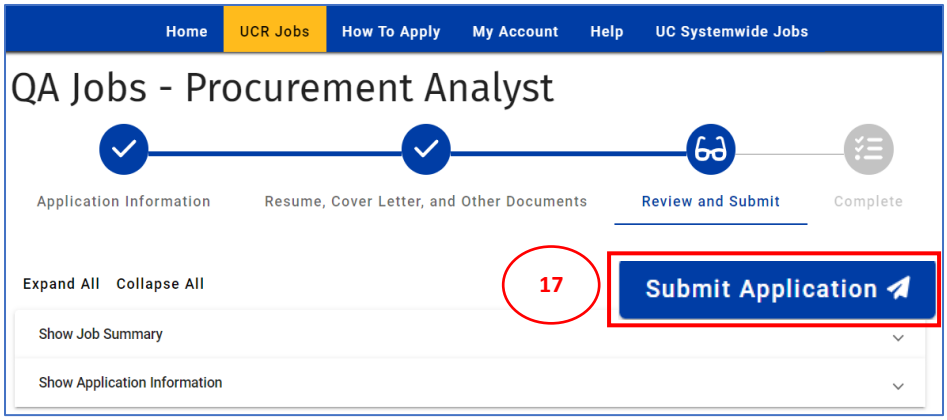
15. Complete the Disclosures form by **checking the box** to certify that you have read the above disclosures.

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

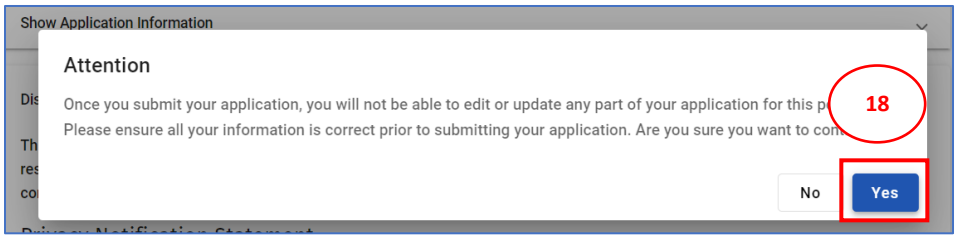


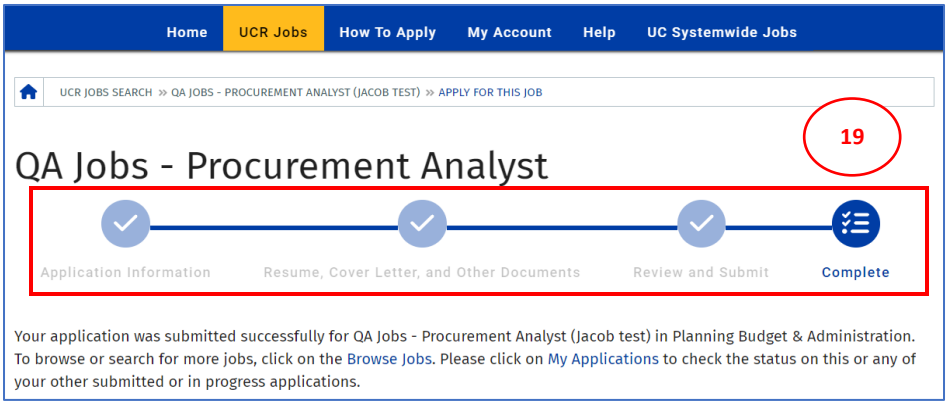
17. Finally click the **Submit Application** button.

> ***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.