Applying For Positions at UCF
UCF

TIME
for
change

Application Process

- Electronic for USPS, A&P and Faculty positions
- Submissions can be made via desktop computer, laptop, tablet or smartphone
- New positions open every Friday
- Cover letters and Resumes should be attached via the electronic system
- In order to apply, go to www.jobswithucf.com.

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Available Positions

- **Access new positions:**
- via the “Join Us” yellow tab
- Use the menu on the left to click Search Jobs
- Click the yellow tab for Faculty, Staff, Administrative & Professional or Temporary Positions

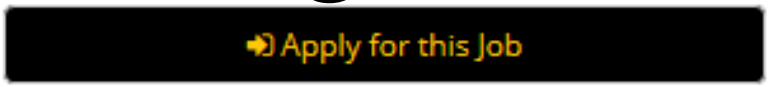
Positions are searchable by:

- Keyword
- Job Category
- College/Area
- Department
- Position Type

Things to Consider Prior to Applying

- Minimum Qualifications
- Position Preferences
- Position Location
- Schedule
- Closing date
- Transcript Requirements

Log in



- Once you find a position that you are interested in, click the “Apply for this job” tab
- Log in or create an account if you have never used the system before

Password Issues:

- If you forget your password, please contact HR via phone at 407-823-2771 or by emailing talent@ucf.edu for a password reset
- Avoid creating multiple accounts

Why A Cover Letter and Resume Are Important

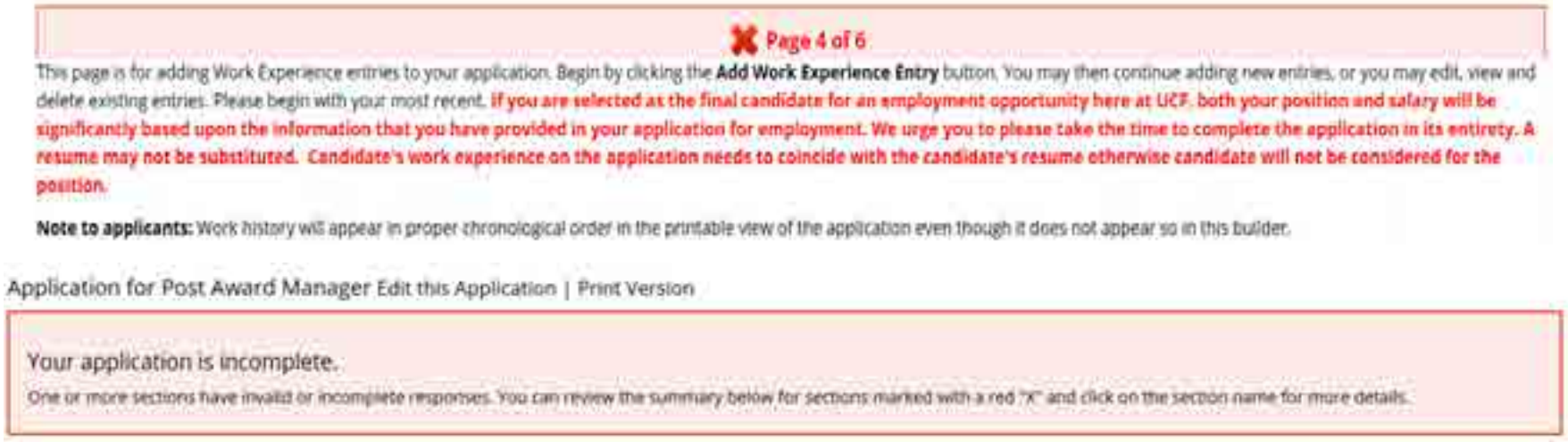
- In the age of electronic applications, a cover letter is a chance to make a first impression and introduce yourself.
- Resumes provide a concise summary of your education, skills and experience
- Providing a cover letter and resume indicate a seriousness and dedication to the job search

Common Application Mistakes

- Failure to attach a cover letter resume
- Incomplete work history
- Job duties left blank
- Waiting until the last moment to apply
- Revising application
- Inability to determine which error is prohibiting the submission of an application

Examples of Application Errors

- Once you complete your application, the system will provide the opportunity to see if there are errors on any of the six sections



The Hire Process at UCF

- Decentralized
- Persistence is key
- Manage jobs- Check the status of all the positions for which you applied online at www.jobswithucf.com
- Typical timeline

Q&A

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