



# Applying For Positions at UCF







# 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](http://www.jobswithucf.com).

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JOBS WITH UCF  
**We're hiring.**

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### University of Central Florida Jobs - Higher Education Career Opportunities in Orlando FL

#### Teaching, Research and Academic Careers in Orlando, Florida

At the University of Central Florida, we dream big. Founded in 1963, UCF has grown to be one of the largest universities in the nation for a very good reason: We harness the power of scale in innovative ways to transform the lives of our students and create lasting impact on the world at large.

Located in Orlando, Florida, UCF, with 11 colleges and more than 2,000 faculty members and 9,000 employees create opportunities for more than 63,000 students.

# 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

➔ Apply for this Job

- 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](mailto: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

## Page 4 of 6

This page is for adding Work Experience entries to your application. Begin by clicking the **Add Work Experience Entry** button. You may then continue adding new entries, or you may edit, view and delete existing entries. Please begin with your most recent. **if you are selected as the final candidate for an employment opportunity here at UCF, both your position and salary will be significantly based upon the information that you have provided in your application for employment. We urge you to please take the time to complete the application in its entirety. A resume may not be substituted. Candidate's work experience on the application needs to coincide with the candidate's resume otherwise candidate will not be considered for the position.**

**Note to applicants:** Work history will appear in proper chronological order in the printable view of the application even though it does not appear so in this builder.

Application for Post Award Manager [Edit this Application](#) | [Print Version](#)

Your application is incomplete.

One or more sections have invalid or incomplete responses. You can review the summary below for sections marked with a red "X" and click on the section name for more details.

# 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](http://www.jobswithucf.com)
- Typical timeline



# Q&A

