HELP SHEET

University **of Portland**
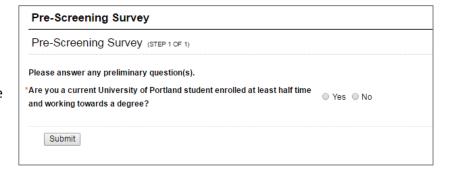
How to Apply for Student Jobs:

1. Find the student job that you would like to apply for on the job board. Click on the job title to view the job details page of that position.

   Student Jobs
   My Test
   Department: Financial Aid
   Summary:
   The purpose of this part time position is to assist the Student Employment Coordinator and Financial Aid Office with various customer service and office tasks. You will be working in the financial aid office and reporting to the Student Employment Coordinator. The position will offer 4-6 hours per work week during the academic year.

2. Click the **Apply for Position** button towards the bottom of the screen.

   Apply for position Back to Job Board

3. This will take you into your Applicant Profile. You will see the job that you are applying for at the top of the page with the Incomplete status next to the job. Click on the **Start** button next to the Pre-screening survey to start your job application.

   Documents to Complete

   My Test - Incomplete
   Pre-Screening Survey

Name	Application Start Date	Submission Date	Action	Job Close Date
Pre-Screening Survey	07/12/16 at 9:04 AM		Start	

4. The positions listed on the student job board are strictly available for matriculated students enrolled at least half-time for the current semester. Once you answer the pre-screening survey, click **Submit**.

   Pre-Screening Survey

   Pre-Screening Survey (STEP 1 OF 1)

   Please answer any preliminary question(s).
   *Are you a current University of Portland student enrolled at least half time and working towards a degree?   ◯ Yes ◯ No
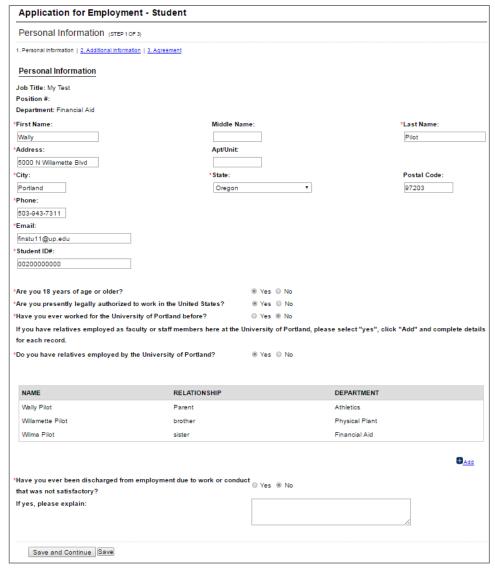
   Submit

5. Your Applicant Profile page will update with Student Application Materials for this position. Click the **Start** button next to the 'Application for Employment – Student' to start your application.
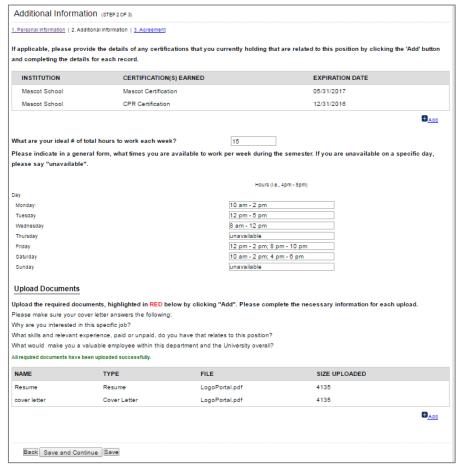
   My Test - Incomplete
   Pre-Screening Survey

Name	Application Start Date	Submission Date	Action	Job Close Date
Pre-Screening Survey	07/08/16 at 10:12 AM	07/08/16 at 10:22 AM	View	

   Student Application Materials

Name	Application Start Date	Submission Date	Action	Job Close Date
Application for Employment - Student	07/08/16 at 10:22 AM		Start	
Confidential EEO Information Student	07/08/16 at 10:22 AM			

6. Complete *Part 1 - Personal Information*. Please make sure to completely answer all of the questions. We do require that you use your University of Portland email address for your application. Once you have completed part 1, make sure to click Save and Continue.
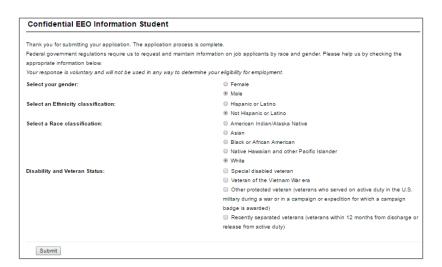

Application for Employment - Student

Personal Information (STEP 1 OF 3)

1. Personal Information | 2. Additional Information | 3. Agreement

Personal Information

Job Title: My Test
Position #:
Department: Financial Aid

*First Name:	Middle Name:	*Last Name:
Wally		Pilot

*Address:	Apt/Unit:	
5000 N Willamette Blvd		

*City:	*State:	Postal Code:
Portland	Oregon ▼	97203

*Phone:
503-943-7311

*Email:
finstu11@up.edu

*Student ID#:
00200000000

*Are you 18 years of age or older? ⊙ Yes ○ No
*Are you presently legally authorized to work in the United States? ⊙ Yes ○ No
*Have you ever worked for the University of Portland before? ○ Yes ⊙ No

If you have relatives employed as faculty or staff members here at the University of Portland, please select "yes", click "Add" and complete details for each record.

*Do you have relatives employed by the University of Portland? ⊙ Yes ○ No

NAME	RELATIONSHIP	DEPARTMENT
Wally Pilot	Parent	Athletics
Willamette Pilot	brother	Physical Plant
Wilma Pilot	sister	Financial Aid

➕Add

*Have you ever been discharged from employment due to work or conduct that was not satisfactory? ○ Yes ⊙ No

If yes, please explain:

[   ]

[Save and Continue] [Save]

HELP SHEET

University *of* Portland

Additional Information (STEP 2 OF 3)

1. Personal Information | 2. Additional Information | 3. Agreement

If applicable, please provide the details of any certifications that you currently holding that are related to this position by clicking the 'Add' button and completing the details for each record.

INSTITUTION	CERTIFICATION(S) EARNED	EXPIRATION DATE
Mascot School	Mascot Certification	05/31/2017
Mascot School	CPR Certification	12/31/2016

➕Add

What are your ideal # of total hours to work each week?   `15`

Please indicate in a general form, what times you are available to work per week during the semester. If you are unavailable on a specific day, please say "unavailable".

Hours (i.e., 4pm - 8pm)

Day	
Monday:	10 am - 2 pm
Tuesday	12 pm - 5 pm
Wednesday	8 am - 12 pm
Thursday	unavailable
Friday	12 pm - 2 pm; 8 pm - 10 pm
Saturday	10 am - 2 pm; 4 pm - 6 pm
Sunday	unavailable

Upload Documents

Upload the required documents, highlighted in RED below by clicking "Add". Please complete the necessary information for each upload.
Please make sure your cover letter answers the following:
Why are you interested in this specific job?
What skills and relevant experience, paid or unpaid, do you have that relates to this position?
What would make you a valuable employee within this department and the University overall?
All required documents have been uploaded successfully.

NAME	TYPE	FILE	SIZE UPLOADED
Resume	Resume	LogoPortal.pdf	4135
cover letter	Cover Letter	LogoPortal.pdf	4135

➕Add

Back | Save and Continue | Save

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7. Complete *Part 2 – Additional Information*. Please make sure to include all pertinent information under additional information.

8. Under the **hours available to work** section include ALL the hours that you can work in order to increase your chances of being selected for a position.

9. Under the **upload document** section, you will upload required application documents. Click the blue **Add** button to upload each document. You will not be able to move forward until all required documents are uploaded.

*In your Cover Letter, please make sure to include any information or answer any questions that were specifically asked in the Job Posting.

10. Once your Additional Information is complete, click Save and Continue.

11. The final portion of the application is *Part 3 – Agreement*. You will need to read and consent to the statement before finishing your application.

12. Once you are done with your application, you can Submit & Continue to Next Form. This will submit your application.
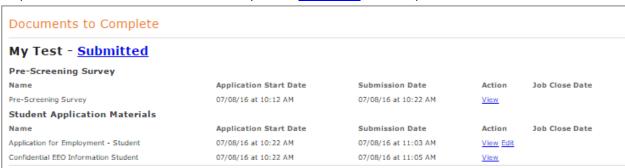

Agreement (STEP 3 OF 3)

Personal Information | 2. Additional Information | 3. Agreement

certify that all information provided in my application and any attached documents are true and complete to the best of my knowledge.

AA/EEO - The University of Portland does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age or any other basis protected by federal, state, or local law in its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs or in employment.

BY PROVIDING MY ELECTRONIC SIGNATURE BELOW, I certify that I have read and agree with these statements. Applicant's Name: **Wally Pilot**

I agree and consent to providing an electronic signature.:   ☑

Please enter your digital signature below exactly as you would sign the document.

Digital Signature: Wally Pilot

Date: 07/08/2016 11:00:AM
User Name: finstu11@up.edu

Back | Submit & Continue to Next Form>>

University
of Portland

13. You will be taken to the Confidential EEO Information. *Your response is voluntary and will not be used in any way to determine your eligibility for employment.* Answer the questions or choose to leave them blank, click **Submit**.

Confidential EEO Information Student

Thank you for submitting your application. The application process is complete.

Federal government regulations require us to request and maintain information on job applicants by race and gender. Please help us by checking the appropriate information below.

Your response is voluntary and will not be used in any way to determine your eligibility for employment.

Select your gender:	○ Female
	◉ Male
Select an Ethnicity classification:	○ Hispanic or Latino
	◉ Not Hispanic or Latino
Select a Race classification:	○ American Indian/Alaska Native
	○ Asian
	○ Black or African American
	○ Native Hawaiian and other Pacific Islander
	◉ White
Disability and Veteran Status:	☐ Special disabled veteran
	☐ Veteran of the Vietnam War era
	☐ Other protected veteran (veterans who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge is awarded)
	☐ Recently separated veterans (veterans within 12 months from discharge or release from active duty)

Submit

14. You will be returned to your Applicant's Profile page where you can view your current status and see previously completed information. Please make sure you see Submitted at the top next to the Job Title

Documents to Complete

My Test - Submitted

Pre-Screening Survey

Name	Application Start Date	Submission Date	Action	Job Close Date
Pre-Screening Survey	07/08/16 at 10:12 AM	07/08/16 at 10:22 AM	View	

Student Application Materials

Name	Application Start Date	Submission Date	Action	Job Close Date
Application for Employment - Student	07/08/16 at 10:22 AM	07/08/16 at 11:03 AM	View Edit	
Confidential EEO Information Student	07/08/16 at 10:22 AM	07/08/16 at 11:05 AM	View	

If it states Incomplete, you have missed a step in the process. You will need to click Continue on the Application under the Action column. You will need to review each page, save and continue until you reach the final Agreement page (See step #11) where your electronic signature is required. Click Submit and Continue to next form.

Financial Aid Scanning Assistant - Incomplete

Pre-Screening Survey

Name	Application Start Date	Submission Date	Action	Job Close Date
Pre-Screening Survey	06/28/16 at 12:46 PM	06/28/16 at 12:46 PM	View	06/29/16

Student Application Materials

Name	Application Start Date	Submission Date	Action	Job Close Date
Application for Employment - Student	06/28/16 at 12:47 PM	In Progress	Continue	06/29/16
Confidential EEO Information Student	06/28/16 at 12:47 PM			06/29/16