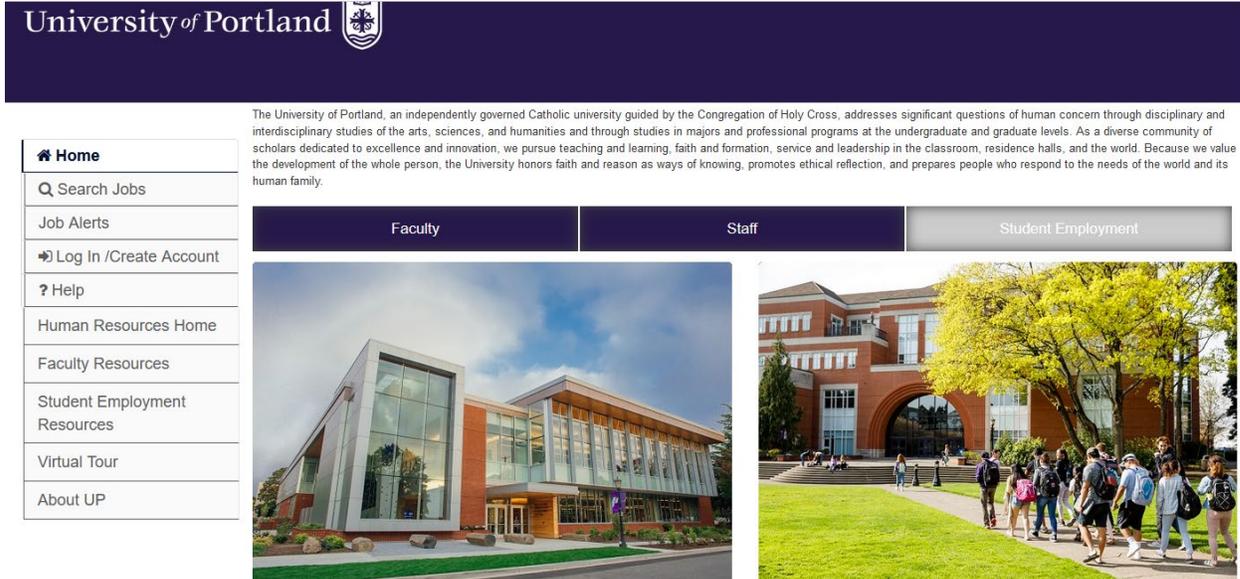


PeopleAdmin  
Student Employment Job Application Help Guide  
Updated: July 2023

1. Accessing PeopleAdmin:

You can access the Student Employment job board at: [uportland.peopleadmin.com](http://uportland.peopleadmin.com).

Select **Student Employment** from the three job category options.



Review the posted student employment job positions. We encourage you to apply to any job postings in which you are interested and meet the minimum qualifications listed.

2. Creating a PeopleAdmin Account



To create a PeopleAdmin account (or log into an already existing account), select **Log In/Create Account** from the side navigation.

The screenshot shows the login and account creation form. It includes a sidebar menu with 'Log In /Create Account' highlighted. The main form has the following elements:

- Text: "Log in to your account"
- Text: "Required fields are indicated with an asterisk \*"
- Text: "\* Username" followed by an input field.
- Text: "\* Password" followed by an input field.
- Text: "Forgot your username or password?" with a link.
- Text: "Log In" button.
- Text: "Log In with LinkedIn" button.
- Text: "Or Create an Account"

Either enter your previously established log in credentials or select **Create an Account**.

Select **Create Account** again. We do not recommend logging in with LinkedIn, as it may disrupt email notifications regarding your application status.

NOTE: Your PeopleAdmin application profile will not be connected to your UP Single Sign On.

This screenshot shows the 'Create an Account' form. It includes:

- Text: "Create an Account"
- Text: "Please provide the requested information below to create your account. You must have an account to apply to open positions."
- Text: "Create account" button.
- Text: "Log In with LinkedIn" button.

Or [Log in](#) to your account

### Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Save time and upload your resume to prefill sections of your application.

#### Upload Your Resume

No file selected.

#### Login Information

Required fields are indicated with an asterisk \*

\* Username

Cannot include special characters

\* Password

Password should be at least 6 characters

\* Password Confirmation

Please re-enter your password

\* Email

Please enter a valid email address

\* Email Confirmation

Please re-enter your email address

Input all required and optional fields.

Please use your UP STUDENT EMAIL to insure you receive all email notifications regarding your application. Select **Create Account** at the bottom of the screen.

### 3. Submitting An Application

After creating and logging into your account, review the Student Employment job postings listed under the Student Employment tab on the Home page. To view the position details of a posting, click on the job title.

After reviewing the position details thoroughly, you may **Bookmark this Posting** to revisit the posting at a later date or start your application by selecting **Apply for this Job**.

Many of the Personal Information fields will pull through from your applicant profile. Please confirm your **UP Email** and **Student ID Number** are accurate.

University of Portland

New Application started.

Application for TEST Help Desk Assistant: Personal Information

Save changes Save & Continue Check Information

Personal Information

Go

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

Required fields are indicated with an asterisk (\*).

Contact Information

\* First Name

Middle Name

\* Last Name

Preferred Name

Home	Application for TEST Help Desk Assistant: Personal Information
Search Jobs	Save changes Save & Continue Check Information
Job Alerts	Personal Information
Your Bookmarked Postings	Go
Your Applications	For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.
Your Documents	Required fields are indicated with an asterisk (*).
Account Settings	Contact Information
Logout Claire	* First Name
Help	Middle Name
Human Resources Home	* Last Name
Faculty Resources	Preferred Name
Student Employment Resources	
Virtual Tour	
About UP	

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## General Information

\* Are you a current University of Portland student enrolled at least half time and working towards a degree?

\* Are you 18 years of age or older?

\* Are you presently legally authorized to work in the United States?

\* If you are offered a position, will you now or in the future need this institution to sponsor you for a work visa?

\* Have you ever worked for the University of Portland before?

\* Have you ever been discharged from employment due to work or conduct that was not satisfactory?

If yes, please explain:

\* Do you have relatives employed by the University of Portland?

### Relatives

Add Relatives Entry

Save changes

Save & Continue

Check Information

Personal Information

Go

---

Answer the required questions under **General Information**. Note: you are still eligible for student employment if you are under the age of 18. However, you cannot work in the following departments: Facilities, Bon Appetit, or Campus Safety.

Select **Go**.

Application for TEST Help Desk Assistant: Educational History

◀ Previous   Save changes   Save & Continue   [Check Information](#)

Educational History ▾

**Go**

Please enter your educational history beginning with the most recent by clicking the **Add Post High School Education Entry** button.

Required fields are indicated with an asterisk (\*).

Highest Education

Please identify the highest level of education that has been completed or is in process

Bachelors Degree or Equivalent ▾

Post High School Education

* School Name	University of Portland
* School Location (City, State, Country if not USA)	Portland OR
* Fields Of Study	Business
Degree Type	Bachelors ▾
Date Degree Received or Expected	05/01/2026
<input type="checkbox"/> Remove Entry?	

**Add Post High School Education Entry**

Add your **Education History** information. This should be the degree(s) you are currently working on and the estimated date of completion.

If you have previous Education History (for example, an Associates), you can add multiple entries.

Select **Go**.

Application for TEST Help Desk Assistant: Documents Needed To Apply

◀ Previous   Save changes   Save & Continue   [Check Information](#)

Documents Needed To Apply ▾

**Go**

You may be asked to attach any optional or required documents. If you begin applying, but do not finish attaching all of your documents, the documents that you have attached will be held in the system.

[Add Optional Resume](#)

[Add Optional Cover Letter](#)

◀ Previous   Save changes   Save & Continue   [Check Information](#)

Documents Needed To Apply ▾

**Go**

Upload the **Documents Needed to Apply**. This page will indicate whether a document is optional or required.

Select **Go**.

Application for TEST Help Desk Assistant: References

References

**Go**

Please enter your reference information by clicking the Add References Entry button.

When finished, please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

Required fields are indicated with an asterisk (\*).

Contact References

If you become a finalist for this position, may we contact your references:

Yes, no need to contact me first.

References

Add References Entry

References

**Go**

Upload your Reference’s contact information by selecting **Add Reference Entry**. Must student employment applications will not require References, but it is best practice to provide 1 – 3 references on your application.

Application for TEST Help Desk Assistant: Voluntary Self Identification of Disability

Voluntary Self Identification of Disability

**Go**

Voluntary Self Identification of Disability

Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple Sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes:

- Yes, I have a disability (or previously had a disability)  
 No, I do not have a disability  
 I do not wish to answer

Review the **Voluntary Self-Identification of Disability** and the **Reasonable Accommodation Notice**. Select **Go**.

Application for TEST Help Desk Assistant: Voluntary Self Identification of Protected Veteran Status

◀ Previous Save changes Save & Continue Check Information

Voluntary Self Identification of Protected Veterans ▾

Go

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans.

These classifications are defined as follows:

- A **"disabled veteran"** is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - A person who was discharged or released from active duty because of a service-connected disability.
- A **"recently separated veteran"** means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An **"active duty wartime or campaign badge veteran"** means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An **"Armed Forces service medal veteran"** means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate answer below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Voluntary Self Identification of Protected Veteran Status

Disability and Veteran Status:

Please select ▾

◀ Previous Save changes Save & Continue Check Information

Voluntary Self Identification of Protected Veterans ▾

Go

Review the Voluntary Self Identification of Protected Veteran Status. Select **Go**.

Application for TEST Help Desk Assistant: Demographic Information

◀ Previous Save changes Save & Continue Check Information

Demographic Information ▾

Go

Voluntary Demographic Information

Gender

Please select ▾

Select an Ethnicity classification

Please select ▾

Select a Race classification:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other

Please select all that apply.

◀ Previous Save changes Save & Continue Check Information

Demographic Information ▾

Go

Review the Volunteer Demographic Information. Select **Go**.

Review your application materials. To make any desired edits, select the section title (ie: Personal Information, Educational History, etc). When you are satisfied with your application materials, select **Certify and Submit**.

Certify and submit your Application for TEST Help Desk Assistant

#### Certification

I certify that all information provided in my application and any attached documents are true and complete to the best of my knowledge. All employment is subject to successful completion of a Background Check. The University of Portland is an equal opportunity employer dedicated to achieving a diverse faculty and staff. The University of Portland does not discriminate in its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs or in employment on the basis of race, color, national or ethnic origin, sex, disability, age, sexual orientation, or any other basis protected by and consistent with the law. The University expressly reserves its rights and obligations to maintain its commitment to its Catholic identity and the doctrines of the Catholic Church. By providing my electronic signature below, I certify that I have read and agree with these statements.

I certify that I have read and agree with these statements.

or [Return to Application](#)

Review the Certification statement. Select the check box and select **Submit this Application**.

**Your Application has been submitted.**

You have successfully submitted your Application.

Your confirmation code is

CN00000011

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

[View Your Completed Application](#)

[Continue Your Posting Search](#)

When your application has been submitted, you will be given a confirmation code. You will also receive an email with this confirmation code and FAQ answers. If you have additional questions about your application, you can email [studentemployment@up.edu](mailto:studentemployment@up.edu).