



**THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION
OFFICE OF EMPLOYEE SERVICES
APPLICATION TIPS/FAQs**

What if I forget my username and password?

Click “Login Help” and follow the “Forgot your username and/or password” instructions on the UT System Career page.

I would like to update my phone number and/or address, what should I do?

To update your phone number or address, please:

1. [Login to UT System Career page.](#)
2. From your Applicant Home Page, select Update Contact Information.
3. To change your address, phone number or email address, click the Add/Edit Address link, update as needed, and click Submit.

How do I save my application?

To save your application, click on the “Save” button at the bottom of any page. Completed pages will be saved and you will be able to continue entering information when you return. Please note, your application is not complete until you receive a confirmation.

I am having trouble getting through the application and need some help.

Please email the recruiting team at careers@utsystem.edu for assistance.

What information should I include on my application?

Your application should fully describe all of your education, training and work experience. Ensure that ALL sections of the application are completed. It is very important that you provide detailed information about your qualifications and accomplishments through the required documents so we can best evaluate your job application.

What if I have already created an application?

Applications created prior to 5-1-2014 will need to be recreated in our new UT System Career page. If you applied after 5-1-2014 you have already created an application with UT System Administration. You may update your information, by selecting the “Login” link and entering your existing username and password. Once you have logged in, you will be able to apply for additional positions, upload new resume or other information, edit your information, and review previous applications.

Will I be able to attach my resume?

After completing the online application and selecting the position for which you would like to apply, you will be asked to submit your resume and all other requested documents. These documents must be combined into one Word or PDF document and uploaded when prompted to “upload resume”. It is important to read all of the instructions carefully so that you send all of the required attachments for the position. If you do not add the required document(s), your application will not be complete and you will not be considered for the position.



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How long can I use my application to apply for positions?

If you applied after 5-1-2014, the application remains on file for you to utilize in applying for additional positions. Applications can be updated at any time by using the “Edit Application” link. We recommend for you to update your application if it has been 6 months or longer since you last applied.

What should I do if I want to apply to multiple positions?

For serious consideration, we recommend applying to those positions in which you are truly qualified. Once you have created an application in the UT System Career page, you will not be required to duplicate this information. However, you can update this information by accessing the “Edit Application” section of our website, and then clicking on the edit feature.

To apply for multiple positions, simply search the site for any currently open positions by clicking “Search Jobs”. Click “view details” of the positions to view the description. For positions in which you are interested, click on the “Apply for this Posting” link. You will be prompted to upload a resume which can be your resume on file or you may upload your combined document (if required on job posting). You will be directed to the supplemental questions for the new position that you are applying for.

May I submit my resume to be kept on file until a suitable position becomes available?

You cannot submit a resume until you apply for a specific job. There is not a general applicant pool, so you must apply for a position in order for the hiring manager to view your resume.

What if I used the wrong resume to apply for a position?

Once you have applied to a position you may not change the documents you submitted. You may reapply to that job using the correct documents. Then you will need to contact the recruiting team at careers@utsystem.edu to delete the application with the incorrect resume.

I recently applied for a position, how can I find out the status?

To check the status of your application you will have to contact the recruiting team at careers@utsystem.edu.

What do the different status codes mean when I review my application status?

- 020 Applied: This is the 1st phase of the application process; your resume has been submitted but not yet reviewed.
- 070 Offer: An offer has been extended to a candidate for the position.
- 110 Reject: The position has been filled by another candidate.
- 120 Canceled: The requisition has been canceled, and the job is no longer available.



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I have applied for a position and am interested in applying for another position, do I need to re-apply?

Once you have completed your 1st application, the information that you enter will automatically be save. If you apply for another position, you will still need to add the position to your job basket, and select apply. Please note that in order to re-use your existing application information, you will need to login to UT System career page with the User ID and Password you created when you initially applied.

What is the difference between an internal and external applicant?

An internal applicant is a regular full-time or part-time employee (not temporary) at the University of Texas System Administration. Internal applicants must be a regular employee in a current position for a minimum of their probationary period, and not have been the recipient of any corrective action for a period of one year. An external applicant is an individual from outside the University of Texas System Administration. All other applicants including those currently working for another University of Texas Institution will need to apply through the external applicant page.

If I am a current UT System Administration employee, do I have to submit an application?

Yes. You will need to complete and submit all required documents to be considered for the position.

I am having a problem using the Back button to get to a prior page. It keeps returning me to the same page, what do I do?

Answer: Do not use your browser's "back," "forward" or "refresh" buttons to navigate the online careers site. This may cause unexpected results, including loss of data or being logged out of the system. Please use only the navigational buttons within the site.

I am having a technical problem with my computer that is stopping me from completing the application or applying for a job. What can I do?

Follow these instructions to delete your cookies:

- A. If your browser is Internet Explorer 7.0 for Windows
 1. On the Tools menu, click Internet Options, and then click the General tab.
 2. Click Delete in the Browsing History section 3. On the Delete Browsing History menu, click Delete Cookies.
 3. Click Yes
 4. Click Close
 5. Click OK

- B. If your browser is Internet Explorer 6.0 for Windows
 1. On the Tools menu, click Internet Options, and then click the General tab.
 2. In the Temporary Internet Files section, click Delete Cookies, click OK, and then click OK again.



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- C. If your browser is Internet Explorer 5.x for Windows
1. On the Tools menu, click Internet Options, and then click the General tab.
 2. Under Temporary Internet Files, click Settings.
 3. Click View Files.
 4. On the View menu, click to select the Details command.
 5. Highlight them all at once and then either: drag them to the Recycle Bin, press the Delete key, or right-click the files and select Delete.

I have already deleted my cookies and still have technical issues. What else can I do?

Please try the following:

- A. Please check your browser settings and verify that "Pop-ups" are not being blocked. If they are, turn off the Pop-up blocker during your application session.
- B. Please verify that you browser has enabled cookies:
1. Click on the Tools-menu in Internet Explorer.
 2. Click on the Internet Options item in the menu - a new window opens.
 3. Click on the Privacy tab near the top of the window. (See image below)
 4. Move the slider (See image) so that is on one of the levels below Medium High (including Medium, Low, Accept All Cookies. Save changes by clicking Ok and go to one of the configuration pages again.

If I have a disability and cannot submit an on-line application how do I apply for a position?

Please call The Office of Employee Services if you have a disability that prevents you from submitting an online application and would like to make a request for a reasonable accommodation to the application process.