External Applicants:
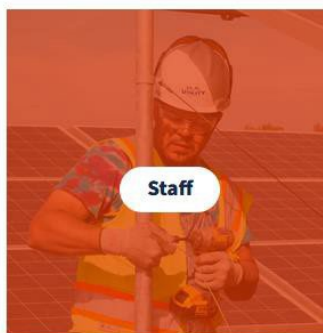
Step 1:

Go to https://jobs.illinois.edu/

Step 2:

Scroll down and click the box for Staff, Faculty or Temporary career opportunities. (If you are a current employee, you must sign in using your employee email and username. See instructions below for Internal Applicants.)

CAREER OPPORTUNITIES

Current Employees

Faculty   Staff   Temporary

Step 3:

Click "Sign In" in the top right of the screen.
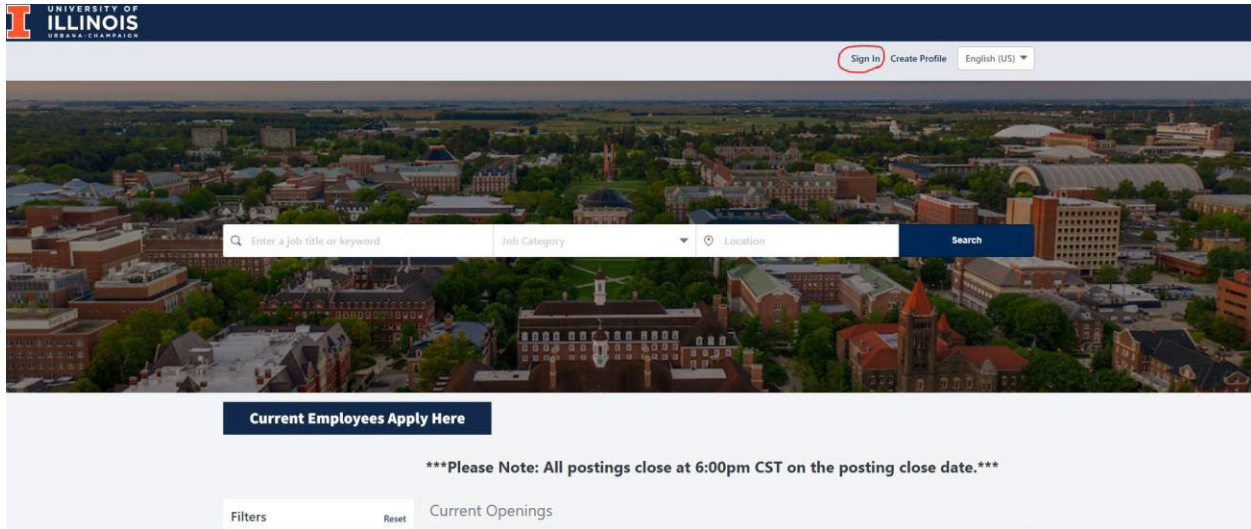
Step 4:

If you have a Cornerstone account already, log in here to access the job board and start applying to opportunities. Otherwise, click the Create a new Profile link and fill out the form. Once complete, you may log in and start searching career opportunities.

Create a Profile

All fields marked * are required.

- Passwords cannot have leading or trailing spaces.
- Passwords cannot be the same as email.
- Passwords must contain both upper and lower case letters.
- Passwords must contain alpha and numeric characters.
- Passwords must contain at least one special character.
- Passwords must be 8 - 20 characters.

* First Name [   ]

* Last Name [   ]

* Email [   ]
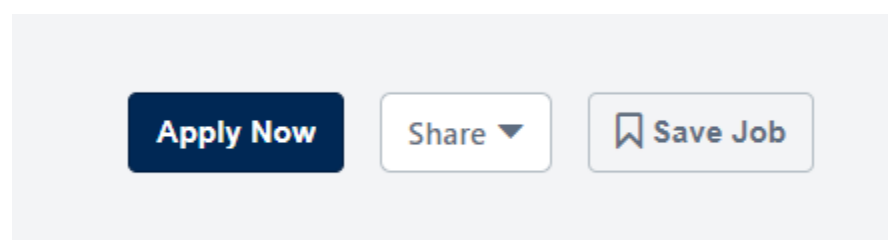
* Confirm Email [   ]

* Phone [   ]

* Password [   ]

* Confirm password [   ]

Language [English (US)   ▾]

[ ] I'm not a robot   reCAPTCHA
                       Privacy - Terms

[ ] By checking this box you agree to our **Terms of Service**
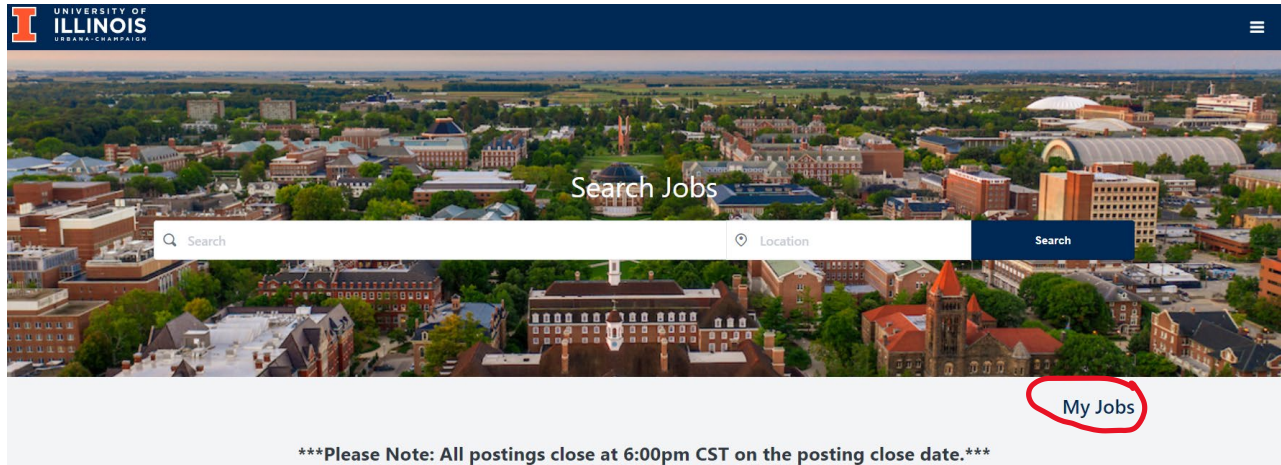
Create Profile

<< Back

Step 5:

Once you log in, select the position you are interested in applying for. Select the Apply Now button at the top or bottom of the screen to start the application process. Follow the instructions that are given on each page to complete the application.

Apply Now   Share ▾   🔖 Save Job

Step 6:

Once you have completed an application, you can view your application status by selecting My Jobs.

Under My Jobs you will need to change the Application Status to **All** to see the positions you have applied for.

At the top of this screen, you can also select the **Check Exam Status** to see your exam history and active registers you are on.

# Internal Applicants:

Step 1:

Go to https://jobs.illinois.edu/

Step 2:

If you are a current employee, click the Current Employees box, or Click Here to log in and search for jobs. (If you are a current employee, you must sign in using your employee email and username.)
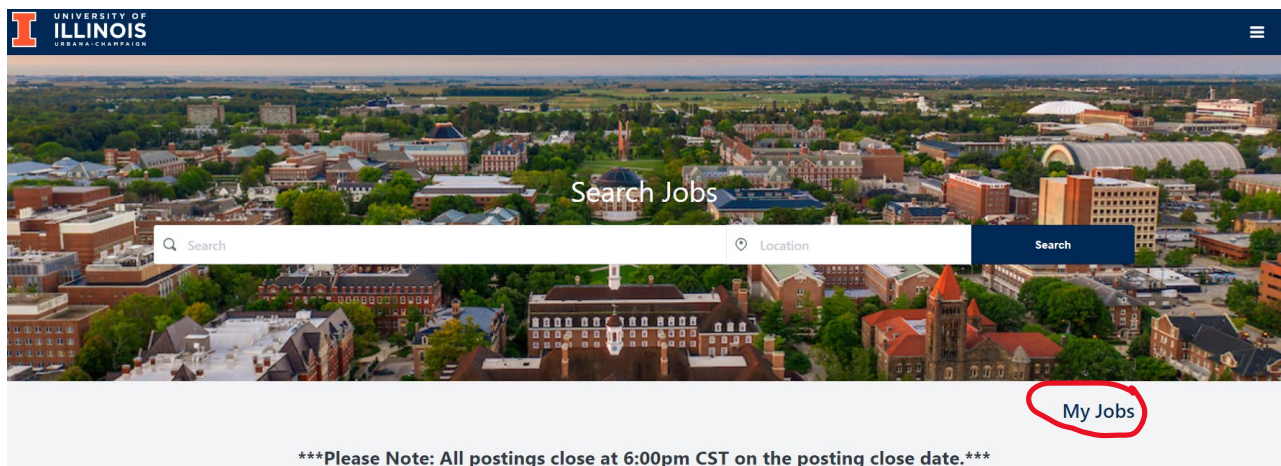
Step 3:

Once you log in, select the position you are interested in applying for. Select the Apply Now button at the top or bottom of the screen to start the application process. Follow the instructions that are given on each page to complete the application.
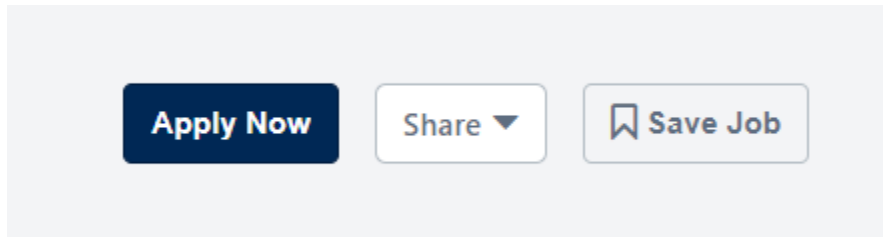
Step 4:

Once you have completed an application, you can view your application status by selecting My Jobs.

Under My Jobs you will need to change the Application Status to **All** to see the positions you have applied for.

Application Status

All ▾

At the top of this screen, you can also select the **Check Exam Status** to see your exam history and active registers you are on.

Check Exam Status | Search Jobs

How to Fill out the Application

Step 1:

Enter you **Contact Information** and **Contact Details**

Step 2:

Upload your resume. To upload your resume, select **Upload Resume/CV**. This will bring you to your File Explorer or Finder where you will search for the document you want to upload. Select the document and then select open. You will now see the document listed under **Resume**.

Resume

Please upload your resume below. Additional documents may be added at the end of this page.

⬆ Upload Resume/CV

When adding documents, the acceptable formats are .doc, .docx, .pdf, and .txt.

Step 3:

Once you have uploaded your resume, the application will pull information from your resume and insert it into the **Employment History** field and the **Education** field. Check these fields for accuracy and add any additional information that needs to be filled in.

Step 4:

If you have any **Licenses and Certifications** to add, click on the link and fill in your information.

Licenses and Certifications

Add Licenses and Certifications

License / Certification Name*

Issuing Agency*

License / Certification Number

Status*

Date Issued*

Expiration Date

Step 5:

To upload documents to the following fields, see the instructions for uploading your resume above:

Transcript/Diploma

If you have any college courses, please upload a transcript or diploma.

⬆ Upload Document

Certifications

⬆ Upload Document

Professional Licenses

⬆ Upload Document

Other Relevant Documentation

⬆ Upload Document

Step 6:

Once you have everything filled out and your documents upload, select Next.

Cancel   Save

Next

Step 7:

Read the Disclaimer and check the box next to I agree

Disclaimer

I certify that to the best of my knowledge the information provided to the University of Illinois in my application is true and complete. I understand that false answers, statements or omissions of any information requested here shall be sufficient grounds for disqualification from employment or immediate termination of employment.

I understand that as a condition of my employment I may be required to undergo a medical examination and/or fitness to work assessment, including drug testing.

I give the University of Illinois permission to investigate my past educational record, criminal history background, employment history and related activities releasing persons, companies or agencies supplying such information from liability. Additionally, the University may verify whether I am prohibited from participation in federal or state health care programs due to fraud, abuse or misconduct. This participation extends to all mandated governmental exclusion listings. By submitting this application, I understand that my inclusion on a state or federal exclusion list may invalidate any offer of employment or require my immediate termination of employment.

Submitting this application to the University of Illinois does not obligate the University of Illinois, the State Universities Civil Service System, or any institution or agency served by it.

☐ I agree

Step 8:

Submit application

Cancel   Save   Back   **Submit**