



# UCR JOBS

## Applications in Progress

Work in progress applications and submitted applications can be accessed here.

# Click on the green “Apps in Progress” section

Keep track of your applications to various positions at UCR. Work in progress applications and submitted applications can be accessed here.

The image shows a screenshot of the UCR JOBS account dashboard. At the top, there is a navigation bar with links: HOME | BROWSE JOBS | MY ACCOUNT | HOW TO APPLY | HELP |. To the right of these links is a search bar labeled "SEARCH JOBS" with a "Go" button. Below the navigation bar, there is a secondary navigation bar with links: Master Application | Applications in Progress | Documents | Account Information. The main content area starts with a "Welcome UCR," message followed by a paragraph: "The University of California, Riverside is a dynamic, growing community, committed to excellence and diversity in its workforce. The areas below link to the main areas of your UCR JOBS account. You may visit each area to begin managing your job search at UCR. For more information, click on How To Apply". Below this text are three main sections: "Master Application" (blue header), "Apps in Progress" (green header), and "Documents" (orange header). A large red arrow with the word "CLICK" written vertically inside it points directly to the "Apps in Progress" section. A blue oval highlights the "Apps in Progress" section and its description.

HOME | BROWSE JOBS | MY ACCOUNT | HOW TO APPLY | HELP |

SEARCH JOBS  Go

Master Application | Applications in Progress | Documents | Account Information

Welcome UCR,

The University of California, Riverside is a dynamic, growing community, committed to excellence and diversity in its workforce. The areas below link to the main areas of your UCR JOBS account. You may visit each area to begin managing your job search at UCR. For more information, click on How To Apply

**Master Application**

The UCR JOBS Master Application allows you to store and update information required for applying to staff positions. Your Master Application is created the first time you apply. Once your Master Application has been created, you can use it to apply to multiple positions.

Click on this section to complete or to review and edit your UCR JOBS Master Application

**Apps in Progress**

This section allows you to keep track of your applications to various positions at UCR. Work in progress applications and submitted applications can be accessed here.

Click on this section to check on the status of any of your applications within the UCR JOBS system.

**Documents**

This section allows you to store multiple versions of your resume, cover letter, and other application documents. Personalize your cover letters and resume for different positions to highlight your most important skills and experience.

Click on this section to manage your documents.

# Applications In Progress: “work in progress”

Applications in the “work in progress” section are your applications that have *not* been submitted.

- Click “**Edit & Submit**” in order to update, modify and submit your application.
- Check marked areas indicate areas you have completed on your “work in progress” application.
- In this example a Master Application has been completed. A Resume and Cover Letter have not been provided.

**Applications In Progress**

These applications are "work-in-progress" and have not been submitted.

Action	Job Number	Working Title	Department	Final Filing Date	Master Application	Resume	Cover Letter
<a href="#">Edit &amp; Submit</a> <a href="#">Delete</a>	<a href="#">201103280318</a>	President - save	Distance Learning	06/11/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Applications Submitted**

These applications have been submitted.

Job Number	Working Title	Department	Date Submitted	Status*
<a href="#">201103280318</a>	President - save	Distance Learning	05/13/2011	Applicant

# Applications In Progress: Applications Submitted

Applications in the “**Applications Submitted**” section are your applications that been submitted.

Click the “**job number**” in order to view details of the job.

## Applications In Progress

These applications are "work-in-progress" and have not been submitted.

Action	Job Number	Working Title	Department	Final Filing Date	Master Application	Resume	Cover Letter
<a href="#">Edit &amp; Submit</a> <a href="#">Delete</a>	<a href="#">201103280318</a>	President - save	Distance Learning	06/11/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Applications Submitted

These applications have been submitted.

Job Number	Working Title	Department	Date Submitted	Status*
<a href="#">201103280318</a>	President - save	Distance Learning	05/13/2011	Applicant

# Applications In Progress: Status

Applications In Progress

These applications are "work-in-progress" and have not been submitted.

Action	Job Number	Working Title	Department	Final Filing Date	Master Application	Cover Letter
<a href="#">Edit &amp; Submit</a> <a href="#">Delete</a>	<a href="#">201103280318</a>	President - save	Distance Learning	06/11/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Applications Submitted

These applications have been submitted.

Job Number	Working Title	Department	Date Submitted	Status*
<a href="#">201103280318</a>	President - save	Distance Learning	05/13/2011	Applicant

The “**Status**” box identifies your current status for the applications you have submitted.

## Job Status Definitions:

**Applicant:** You are an applicant for this position. You have either applied during the required posting period or you were an “Expression of Interest” and have converted to an “Applicant”.

**Expression of Interest:** You submitted your application *after* the required posting period. If the hiring department would like to view additional applications you will be converted to an “Applicant” and notified via email.

**Filled:** This position has been filled.

**Canceled:** This position has been canceled.

\*Job Status Definitions

**Applications**  
You are an applicant for this position.

**Expression of Interest**  
You have submitted an application for this position after the initial recruitment period. If the hiring department wishes to see additional applicants, your status will convert to "Applicant".

**Filled**  
This position is filled.

**Canceled**  
This position is canceled.

# Thank you

Please visit the UCR JOBS website  
for additional video tutorials.

<http://jobs.ucr.edu>