

MYHR APPLICANT TRACKING SYSTEM – APPLICANT GUIDE

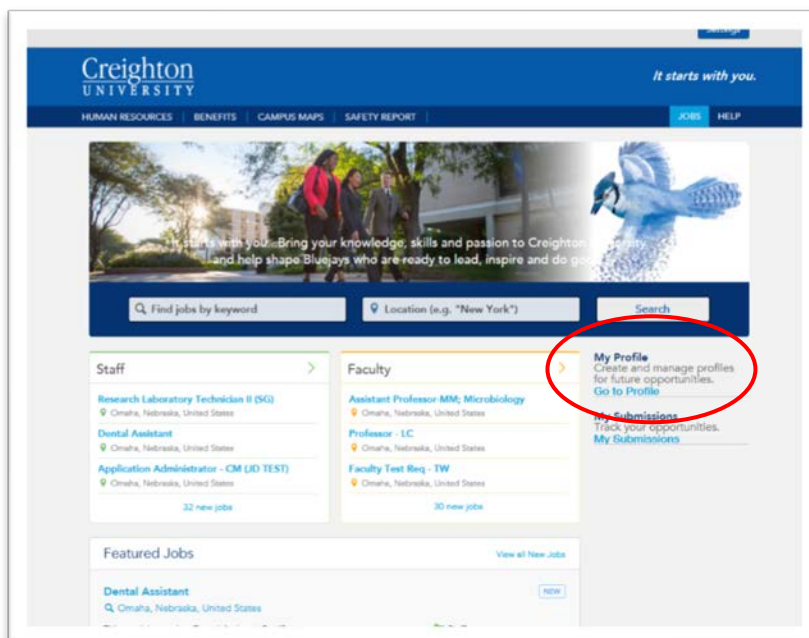
How to create a candidate profile (pages 1– 9)

How to apply for a posting (pages 10 – 19)

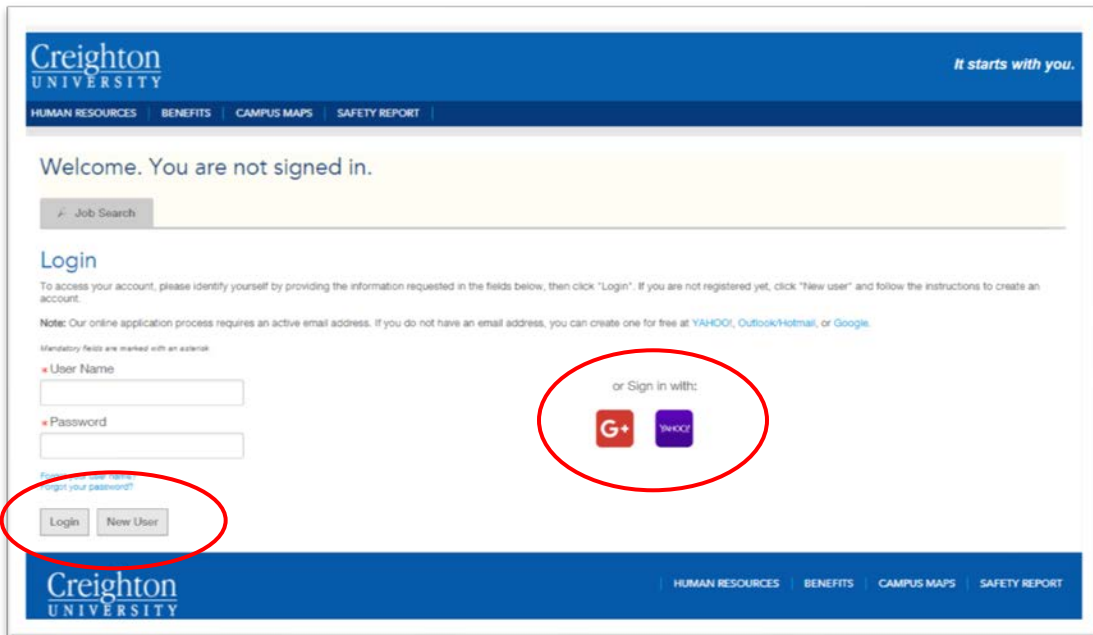
Welcome to the Creighton University’s online job application website. From this page, you will be able to search current Faculty and Staff position openings, create a candidate profile, submit your application, and track your application status throughout the process. Helpful tips before applying:

- You can use the “Find jobs by keyword” search box in the middle of the page to do an initial search of open positions.
- The “Human Resources,” “Benefits,” “Campus Maps,” and “Safety Report” quick links at the top of the home page will open new windows to reference helpful information for candidates applying at Creighton University
- The “Help” button at the top, right hand of the screen will take you to some handy Frequently Asked Questions and give you quick, step-by-step directions on frequent actions.
- If you do not have access to a computer or do not have a browser that supports the application, you are welcome to stop into the Human Resources main office to complete an electronic application.
- In this guide, the verbiage “Train stop” refers to the outline of steps that read horizontally across the top of your page during the candidate profile creation.
- You do not need to add resume or cover letter as an attachment. Throughout the process, there are options to enter your personal information manually. If you are completing the application on your mobile device or if you do not have immediate access to your files, you can bypass the attachment upload process.

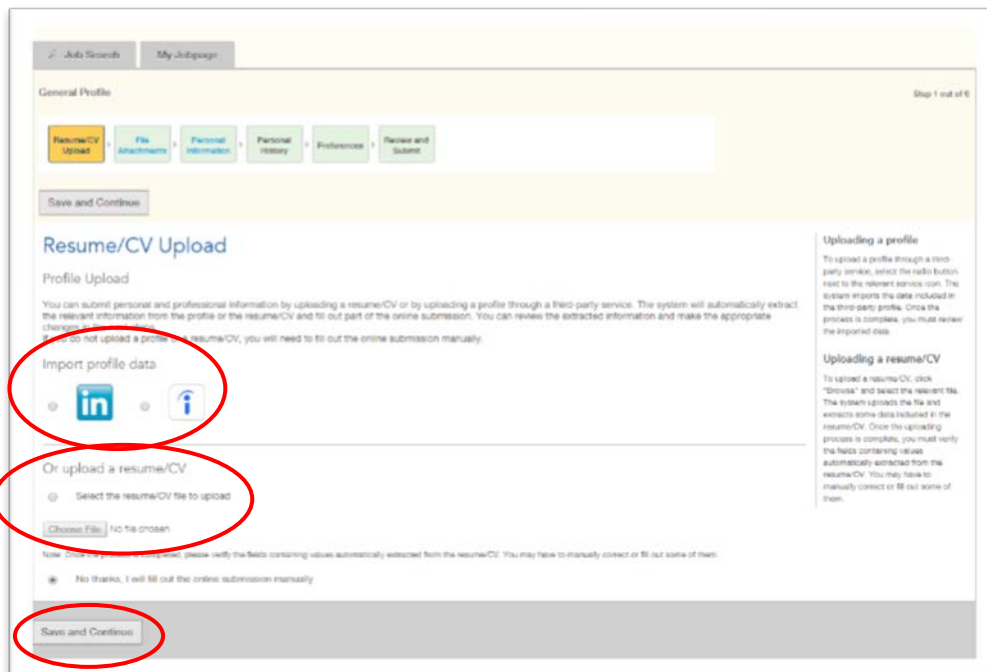
1. To apply for a job, you must first create a candidate profile



2. On the login page, you have three options to access the candidate profile:
 - a. You will either enter your existing User Name and Password if you are a returning user
 - b. You can click “New User” to create a User Name and Password
 - c. You can log in with an existing Yahoo or Google account



3. Once you are registered as a new user or have logged in as a returning user, you will access the “Resume/CV Upload” train stop. Your options at this stage are to:
 - a. Import your profile from LinkedIn or Indeed
 - b. Upload a Resume or CV from your computer
 - c. Answer “No thanks, I will fill out the online submission form manually”
 Once you’re done, click “Save and Continue”



4. At the next train stop, “File Attachments” you can choose a file from your computer to upload and attach, and even add comments regarding the attachments that you’d like to be viewable by the Human Resources and hiring team(s). Once you’ve uploaded a file, click “Save and Continue”

Job Search My Jobpage

General Profile Step 2 out of 6 | Print

Resume/CV Upload File Attachments Personal Information Personal History Preferences Review and Submit

Save and Continue

File Attachments

Attachments

You can attach files to the candidate record (e.g., cover letter, resume/CV, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

No file chosen

Comments about the file

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. Also, please indicate which of the attached documents is your Resume/CV.

Resume/CV	File Name	Date	Comments	Actions
No files are attached.				

Tips

You cannot attach a file that exceeds the allocated limit of 5120 kilobytes.

You can attach a maximum of 25 files, one at a time.

The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and compressed files (.zip).

Attaching files

To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".

Deleting files

To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the corresponding "Delete" button.

5. If you chose to upload an attachment or import your profile from LinkedIn or Indeed, some of the files on the “Personal information” train stop may have prepopulated for you. Otherwise, you will need to complete the “Personal Information” section, specifically all fields with a red asterisk before clicking “Save and Continue” to proceed with the application process.

Job Search My Jobpage

General Profile Step 3 out of 6 | Print

Resume/CV Upload File Attachments Personal Information Personal History Preferences Review and Submit

Save and Continue

Personal Information

Source Tracking

Please indicate how you heard about the job opportunities available within our organization.

* Source Type

Select One...

Personal Information

Please enter all relevant personal information in the fields below.

* First Name Middle Name * Last Name

Preferred Name Professional Name Other Last Name Worked Under:

Suffix

Not Specified

Multiple selections

To (de)select multiple options using a PC, hold down the Ctrl key and click all relevant values (for Mac, use the Command key).

Please enter all relevant personal information in the fields below.

* First Name <input type="text"/>	Middle Name <input type="text"/>	* Last Name <input type="text"/>
Preferred Name <input type="text"/>	Professional Name <input type="text"/>	Other Last Name Worked Under: <input type="text"/>
Suffix Not Specified ▼		
* Street Address (line 1) <input type="text"/>	Address (line 2) <input type="text"/>	
* City <input type="text"/> Search	* Zip/Postal Code <input type="text"/>	
* Place of Residence Country Not Specified ▼		
* Primary Number Not Specified ▼		
Home Phone Number <input type="text"/> ?	Mobile Phone Number <input type="text"/> ?	* Email Address <input type="text"/>

Basic Profile Information

Indicate the employment preferences, conditions and interests in the fields below.

Preferred Salary

Save and Continue

- Next you will come to the “Personal History” section where you will add your Work Experience, beginning with your most recent. If you uploaded a resume/cv or imported from LinkedIn or Indeed, your information may have prepopulated. Otherwise, you will manually enter you’re your current and/or previous employment information. Once you’re done, click “Save and Continue.”

Job Search | My Jobpage

General Profile Step 4 out of 6 | Print

Resume/CV Upload | File Attachments | Personal Information | **Personal History** | Preferences | Review and Submit

Save and Continue

Personal History

Work Experience

List the work experiences below, starting with the most relevant one.

Work Experience 1

Current Job

Employer <input type="text"/> Select	Job Title <input type="text"/>
City <input type="text"/>	State <input type="text"/>
Start Date Month: <input type="text"/> Year: <input type="text"/>	End Date Month: <input type="text"/> Year: <input type="text"/>

Nature of Work Performed

Adding work experience entries

To create one work experience, click "Add Work Experience". A new section including blank fields appears. Enter any relevant information.

Removing work experience entries

To remove a work experience from the list, identify it, then click "Remove Work Experience".

Reordering work experience entries

To reorder work experience entries, click "Move Up" or "Move Down" next to each entry until the relevant work experience reaches the desired position.

Adding education entries

To create one education, click "Add Education". A new section including blank fields appears. Enter any

Start Date
 Month: [dropdown]
 Year: [dropdown]

End Date
 Month: [dropdown]
 Year: [dropdown]

Nature of Work Performed
 [text area]

Supervisor's Name: [text box]
 Supervisor's Title: [text box]
 Supervisor's Phone: [text box]
 Most Recent/Ending Salary: [text box]

Click the check box if we may contact your supervisor

Reason for Leaving
 [text area]

1000 character limit
[Remove Work Experience](#) | [Move Down](#)

Work Experience 2
 Current Job

Employer: [text box] [Select](#)
 Job Title: [text box]

City: [text box]
 State: [text box]

Start Date
 Month: [dropdown]
 Year: [dropdown]

End Date
 Month: [dropdown]
 Year: [dropdown]

click "Move Up" or "Move Down" next to each entry until the relevant work experience reaches the desired position.

Adding education entries
 To create one education, click "Add Education". A new section including blank fields appears. Enter any relevant information.

Removing education entries
 To remove an education from the list, identify it, then click "Remove Education".

Reordering education entries
 To reorder education entries, click "Move Up" or "Move Down" next to each entry until the relevant education reaches the desired position.

Adding certifications/licenses
 To add a certification or license, click "Add Certification/License". A new section including blank fields appears. Enter any relevant information.

Removing certifications/licenses
 To remove a certification or license from the list, identify it, then click "Remove Certification/License".

Reordering certifications/licenses
 To reorder certification/license entries, click "Move Up" or "Move Down" next to each entry until the relevant certification/license reaches the desired position.

7. Scroll down under the "Work Experience" section on the "Personal History" screen to provide your "Education" history. You can key in the Institution name and Major (if applicable) or click the "select" option to the right of the text box for an extensive listing of institutions and/or majors.
 - a. You can click "Remove Education" or "Add Education" to pare down or add to the list of education history

[Add Work Experience](#)

Education

List the educational experiences below, starting with the most relevant education.

Education 1

Institution: [text box] [Select](#)

Education Level: [dropdown: Not Specified]

Major (If Applicable): [text box] [Select](#)

Did you graduate?: [dropdown: Not Specified]

[Remove Education](#)

[Add Education](#)

8. Still on the “Personal History” train stop, you will add any “Certifications and Licenses” that may be relevant to your application or candidate profile. Again, you may opt to hand key the name of the certification or license in, or use the “select” option to choose from an extensive listing.
 - a. The “Remove Certification/License” or “Add Certification/License” options are available to pare down or add to your list.

Once you’ve finished completing the “Personal Information” section, which includes your “Work History,” “Education” and “Certification and License” information, click “Save and Continue.”

Certifications and Licenses

Start by entering the most relevant certification/license and continue adding certifications/licenses until you have entered all that you feel are important to disclose for this job. Do not list expired certifications or licenses.

Certification 1

Certification/License [Select](#)

Issuing Organization

Number/ID

Issue Date

Month

Year

Expiration Date

Month

Year

If this certification/license will be received in the future, enter the expected issuing date.

[Remove Certification/License](#)

[Add Certification/License](#)

9. Next you’ll come to the “Preferences” train stop, where you will specify the work preferences you have, which will assist you in finding career opportunities that match with your preferences.
 - a. You’ll select from the “Job Category” drop-down menu: Staff, Faculty, Student
 - b. A second drop-down menu, “Job Function,” will then appear and you will select from the following list: Academic Support, Administrative/Clerical, Health Care/Research, Professional, and Service
 - c. Next click “Add to List.”
 - d. In the screen shot below, you’ll see that three preferences have already been selected, and that at any time, you can revisit the “Preferences” screen and click “Remove” to deselect any of the Job Field Preferences.
 - e. Click “Save and Continue”

Job Search | My Jobpage

General Profile Step 5 out of 6 | Print

Resume/CV Upload | File Attachments | Personal Information | Personal History | **Preferences** | Review and Submit

Save and Continue Page 1 out of 2

Preferences

Employment Preferences

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section "Job Field".

Job Field

Job Category
Select one... ▼

Add to List | Reset

Job Field Preferences

- Academic Support**
Levels: Staff — Academic Support
[Remove](#)
- Professional**
Levels: Staff — Professional
[Remove](#)
- College of Arts & Sciences**
Levels: Faculty — College of Arts & Sciences
[Remove](#)

Save and Continue Page 1 out of 2

Resume/CV Upload | File Attachments | Personal Information | Personal History | **Preferences** | Review and Submit

Save and Continue Page 1 out of 2

Preferences

Employment Preferences

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section "Job Field".

Job Field

Job Category
Select one... ▼

Job Function
Select one... ▼

- Academic Support
- Administrative/Clinical
- Health Care/Research
- Professional Service

Academic Support
Levels: Staff — Academic Support
[Remove](#)

Professional
Levels: Staff — Professional
[Remove](#)

College of Arts & Sciences
Levels: Faculty — College of Arts & Sciences
[Remove](#)

Save and Continue Page 1 out of 2

After you've clicked "Save and Continue" you'll be asked to list your location preference from the drop-down menu. You'll make a selection from the "State" drop-down menu and then a new drop-down menu will appear, where you'll make a selection under "City." Click "Add to List" once you've identified the location.

Finally click "Save and Continue" to move to the final train stop.

The screenshot shows a web interface for a job application. At the top, there are tabs for "Job Search" and "My Jobpage". Below this is a "General Profile" section with a progress bar showing steps: "Resume/CV Upload", "File Attachments", "Personal Information", "Personal History", "Preferences" (highlighted in orange), and "Review and Submit". A "Save and Continue" button is visible in the top left of the profile section. The main content area is titled "Preferences" and "Employment Preferences". It includes instructions: "Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests. You must select at least one value in the section 'Location'." Under the "Location" heading, there are dropdown menus for "State" (set to "Nebraska") and "City" (set to "Select one..."). Below these are "Add to List" and "Reset" buttons, both circled in red. Further down, there is a "Location Preferences" section showing "Omaha" with "Levels: Nebraska -- Omaha" and a "Remove" link. At the bottom of the page, another "Save and Continue" button is circled in red.

10. At the "Review and Submit" train stop, you will review the information you've entered along the previous steps to ensure accuracy. Under each of the headers (File Attachments, Personal Information, Personal History, and Preferences) you will see a blue "Edit" button, which you'll select if you need to make edits to the information you see listed.

Once you've reviewed your candidate profile, click "Submit."

The screenshot shows a "Review and Submit" screen. At the top, there is a "Preferences" header with an "Edit" button circled in red. Below this is a summary of preferences. Under "Job Field Preferences", there are three options: "Staff -- Academic Support", "Staff -- Professional", and "Faculty -- College of Arts & Sciences". Under "Location Preferences", there is one option: "Nebraska -- Omaha". At the bottom of the page, there is a "Submit" button circled in red. The footer of the page includes the "Creighton UNIVERSITY" logo and links for "HUMAN RESOURCES", "BENEFITS", "CAMPUS MAPS", and "SAFETY REPORT".

Thank You

Process completed

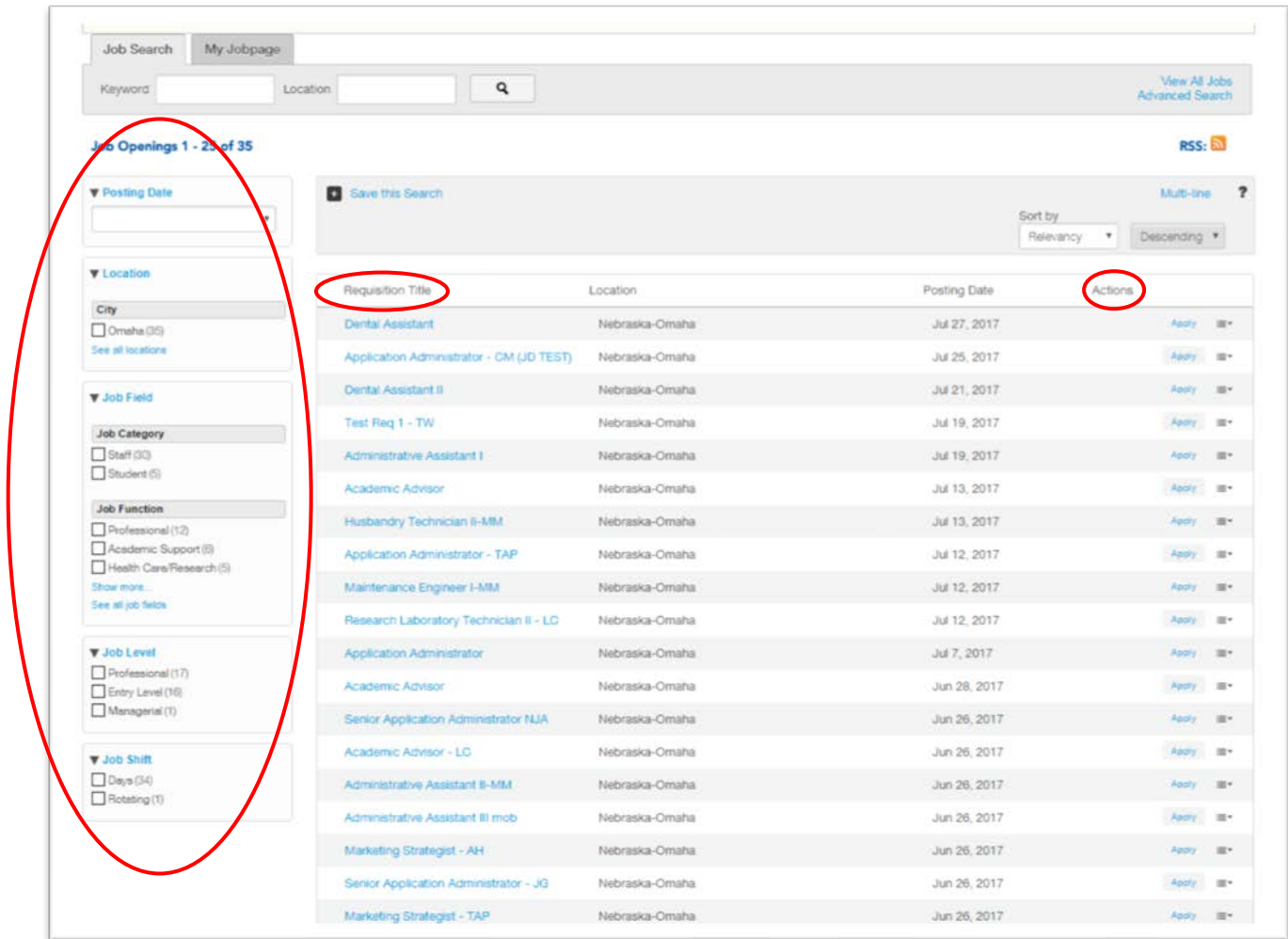
You have successfully submitted your general candidate profile. You can review and update the information you provided each time you log in.

We invite you to further explore the job openings available in our Career section.



How to Apply to a Position:

1. Now that your candidate profile has been added, you can review the job listings by clicking the “Job Search” tab in the top left corner.
 - b. You can filter the job listing information using the left-hand tool bar to drill down under “Location,” “Job Field,” “Job Level,” and/or “Job Shift.”
 - c. If you do not wish to filter, a full listing of all openings will appear in the middle of the screen.



- d. To view a job description or more relevant information about a specific opening, click on the blue “Requisition Title” of the posting.
 - i. You can choose the “Apply Online” option to being completing the application or “Add to My Job Cart” option, and you can return to that posting at a later time.
 - ii. You also have the option to share the position via Facebook, Twitter, Email, etc.

Job Search My Jobpage

Basic Search

Return to the home page Printable Format

Apply Online Add to My Job Cart

Job Description

Application Administrator - CM (JD TEST)-(1700003F)

Primary Location: Nebraska-Omaha
Job: Professional
Job Level: Professional
Employee Status: Part-Time
Job Type: Benefit Eligible
Shift: Days
Grant Funded: No
Job Posting: Jul 25, 2017

Description

Under the general guidance and direction of the Application Administration Director, the Application Administrator will provide product administration and guidance for the use of a defined set of Creighton's production software, applications or tools (Examples: Card Services, Admissions, or Library).

The Application Administrator ensures the availability, functionality and performance of assigned production applications by staying abreast of all upcoming releases and feature updates for their assigned products.

He/she regularly cross trains with other Application Administrators to ensure adequate coverage for all production products. Provides Tier II and Tier III incident and request fulfillment for front line technology and complex end user challenges and creates intuitive knowledge base content for assigned products.

Works closely with architecture, planning, and development teams to receive new technologies as appropriate and subsequently sunset old products. All work is guided by the ITIL Service Operations Framework.

This role operates Service Operations and focuses on the usability, availability and performance of one or more enterprise applications or services. This role will collaborate with development teams and IT Architecture to ensure new products/services are operationally fit.

Qualifications

- Bachelor's degree required in a related field and/or equivalent work experience.
- Minimum of 3 years' experience supporting business or educational applications.
- 1 year's minimum experience on a technology help desk or deskside support position.
- Support of Higher Ed technology products desired.
- Experience with technology contract management, evaluation and negotiation.

e. You can also apply for a posting from the "Job Search" home screen by clicking the blue "Apply" link to the right of the position title.

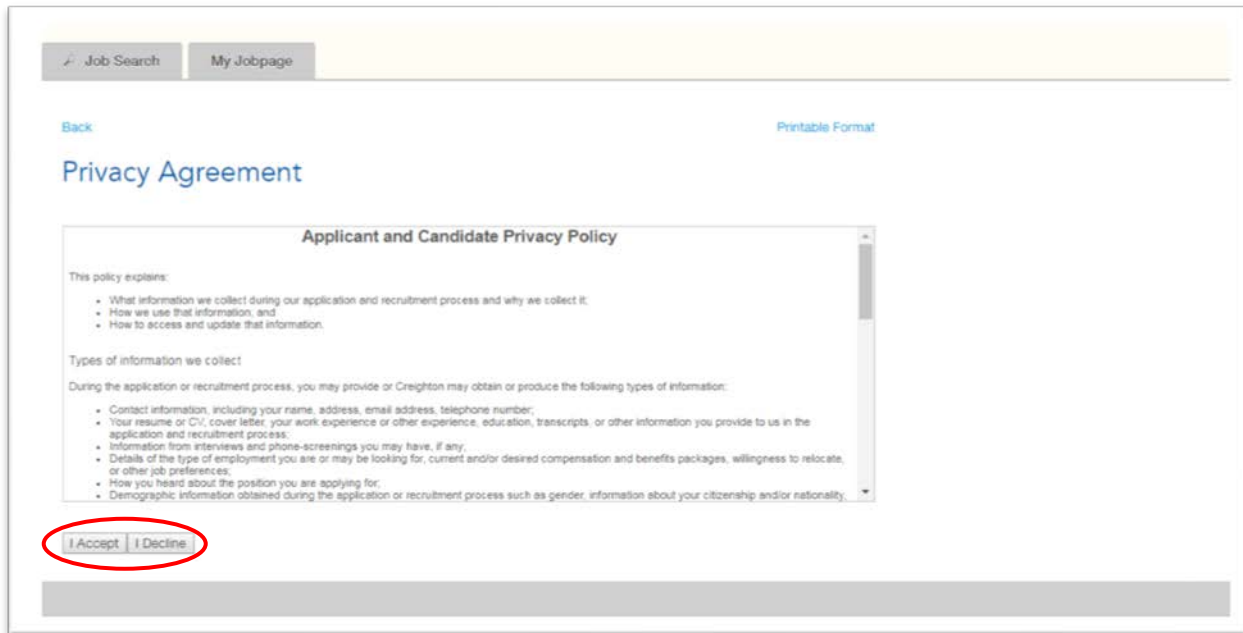
Job Openings 1 - 25 of 35 RSS: [icon]

Save this Search Multi-link ?

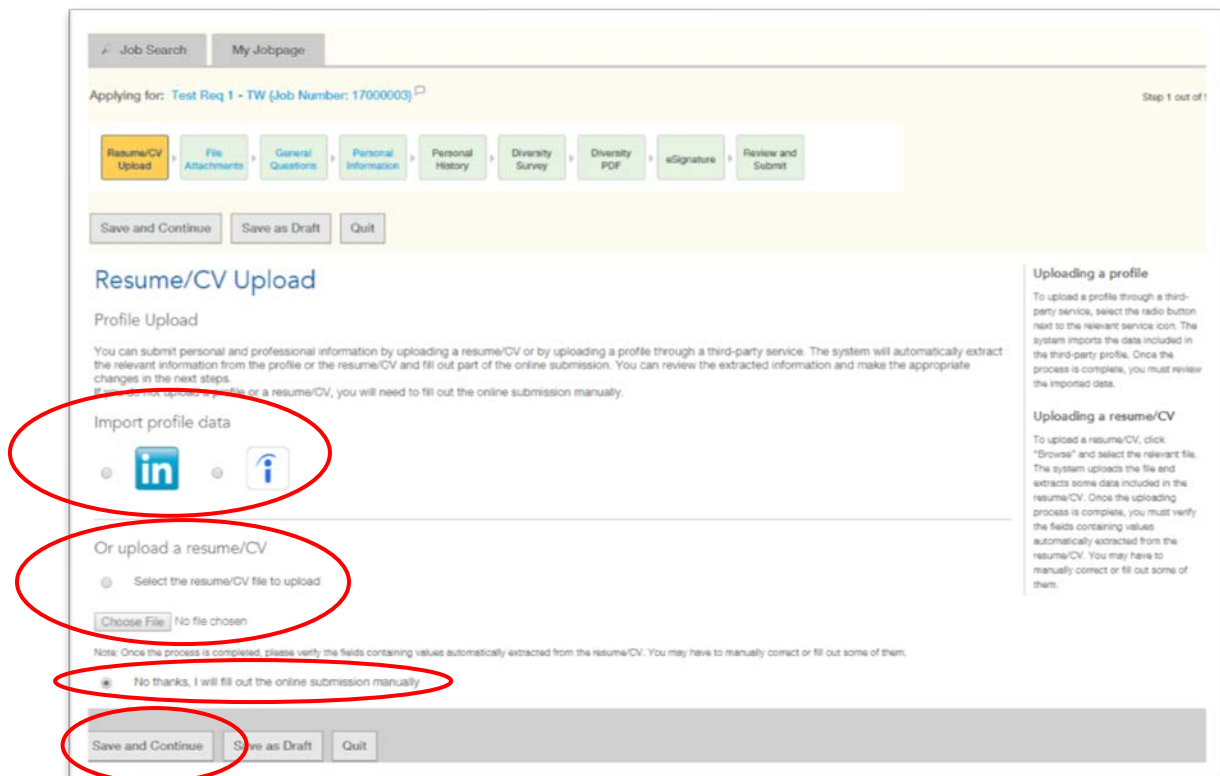
Sort by Relevance Descending

Requisition Title	Location	Posting Date	Actions
Dental Assistant	Nebraska-Omaha	Jul 27, 2017	Apply [icon]
Application Administrator - CM (JD TEST)	Nebraska-Omaha	Jul 25, 2017	Apply [icon]
Dental Assistant II	Nebraska-Omaha	Jul 21, 2017	Apply [icon]
Test Req 1 - TW	Nebraska-Omaha	Jul 19, 2017	Apply [icon]
Administrative Assistant I	Nebraska-Omaha	Jul 19, 2017	Apply [icon]
Academic Advisor	Nebraska-Omaha	Jul 13, 2017	Apply [icon]
Husbandry Technician II-MM	Nebraska-Omaha	Jul 13, 2017	Apply [icon]
Application Administrator - TAP	Nebraska-Omaha	Jul 12, 2017	Apply [icon]
Maintenance Engineer I-MM	Nebraska-Omaha	Jul 12, 2017	Apply [icon]
Research Laboratory Technician II - LC	Nebraska-Omaha	Jul 12, 2017	Apply [icon]
Application Administrator	Nebraska-Omaha	Jul 7, 2017	Apply [icon]
Academic Advisor	Nebraska-Omaha	Jun 28, 2017	Apply [icon]
Senior Application Administrator NJA	Nebraska-Omaha	Jun 26, 2017	Apply [icon]
Academic Advisor - LC	Nebraska-Omaha	Jun 26, 2017	Apply [icon]
Administrative Assistant II-MM	Nebraska-Omaha	Jun 26, 2017	Apply [icon]
Administrative Assistant II mob	Nebraska-Omaha	Jun 26, 2017	Apply [icon]
Marketing Strategist - AH	Nebraska-Omaha	Jun 26, 2017	Apply [icon]
Senior Application Administrator - JG	Nebraska-Omaha	Jun 26, 2017	Apply [icon]
Marketing Strategist - TAP	Nebraska-Omaha	Jun 26, 2017	Apply [icon]
Academic Advisor - cb	Nebraska-Omaha	Jun 26, 2017	View/Edit Submission [icon]

2. The first step of the application process begins with the “Privacy Agreement.” Please read through the “Applicant and Candidate Privacy Policy” on the screen and then select “I Accept” to continue or “I Decline” to cancel.



3. Next you'll start the application process for the specific opening you've selected. If you have not yet uploaded a Resume/CV you can do that at this step or upload your profile information from LinkedIn or Indeed.



4. Under “File Attachments” you will be prompted to upload any documents required as part of the application process. This may be, but is not limited to: resume, cover letter, transcripts, references, samples, etc. Click “Save and Continue” to move forward.

Applying for: **Research Laboratory Technician II - LC (Job Number: 17000029)**

Resume/CV Upload | **File Attachments** | General Questions | Personal Information | Personal History | Diversity Survey | Diversity PDF | eSignature | Review and Submit

Save and Continue | Save as Draft | Quit

File Attachments

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume/CV, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

Choose File No file chosen

Comments about the file

Attach

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume/CV.

Relevant Files	Resume/CV	Date	Comments	Actions
<input type="checkbox"/>	<input type="checkbox"/>	8/7/17		Delete

Tips

You cannot attach more than the allocated limit of files.

You can attach a maximum of one file at a time.

The search tool that searches for candidates to analyze the content of attached files, most compressed files (e.g., .zip).

Attaching files

To attach a file, click select the file you wish to attach. Then, click "Attach".

Deleting files

To delete a file, in the table below, click the "Delete" link. If a file is already attached, you will be prompted to confirm your wish to delete. The corresponding "Delete" link will be visible.

5. The next train stop “General Questions” will ask a series of 5 questions, which require a “yes” or “no” response from the drop-down menu.
- If you answer “yes” to Question 3 (Have you ever been convicted....) you will be prompted to describe the dates and circumstance surrounding the convictions.
- Click “Save and Continue” to move on.

Resume/CV Upload > File Attachments > **General Questions** > Personal Information > Personal History > Job Specific Questions > Diversity Survey > Diversity PDF > eSignature > Review and Submit

Save and Continue Save as Draft Quit

General Questions

Questionnaire

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

- * 1. Are you a current Creighton University Student?
No Selection
- * 2. Are you legally qualified to work in the United States? Proof of citizenship or immigration status will be required upon employment.
No Selection
- * 3. Have you ever been convicted of or pled no contest to a felony or misdemeanor (other than a minor traffic violation is an infraction for which you would be ticketed; driving while under the influence, driving on a suspended license, reckless driving, leaving the scene of an accident and vehicular homicide are not minor traffic violations)? (The existence of a record of conviction is not considered an automatic bar of employment.)
No Selection
- * 4. Have you ever been employed by Creighton?
No Selection
- * 5. To avoid conflict of interest in accordance with the Creighton University Nepotism Policy, are you related to any person now employed by Creighton University?
No Selection

Save and Continue Save as Draft Quit

6. If you uploaded a file resume or imported your profile from LinkedIn or Indeed, then you will notice that the “Personal Information” will have prepopulated. Otherwise, you will need to enter your personal information in the required fields. If the information prepopulated, you will want to review and ensure all the information is accurate. Click “Save and Continue” to move to the Personal History

Applying for: Marketing Strategist - TAP (Job Number: 1700001E) ¹⁻⁴ Step 4 out of 10 | Print

Resume/CV Upload > File Attachments > General Questions > **Personal Information** > Personal History > Job Specific Questions > Diversity Survey > Diversity PDF > eSignature > Review and Submit

Save and Continue Save as Draft Quit

Personal Information

Source Tracking

Please indicate how you heard about this job.

- * Source Type
Select One...

Personal Information

Please enter all relevant personal information in the fields below.

- * First Name
- Middle Name
- * Last Name
- Preferred Name
- Professional Name
- Other Last Name Worked Under:
- Suffix
Not Specified

Multiple selections
To (de)select multiple options using a PC, hold down the Ctrl key and click all relevant values (for Mac, use the Command key).

7. The “Personal History” section will collect your Work Experience, Education, and Certifications and/or Licenses. If you uploaded a file resume or imported your profile from LinkedIn or Indeed, then you will notice that certain fields within the “Personal History” tab will have prepopulated. Otherwise, you will need to enter your personal history in the required fields. Click “Save and Continue” when done.

8. The “Job Specific Questions” tab will have questions in reference to job related experience. Questions can be formatted as open-ended, essay style, drop-down menu, options, etc. Click “Save and Continue” once you’ve completed this section.

1. Please describe your proficiency in project management.

2. Please describe your design esthetic and artistic vision?

* 3. Which of the following best describes your knowledge of advanced MAC software applications including: Adobe InDesign, Photoshop, Illustrator, and Acrobat?

No Selection

* 4. Please indicate your highest level of degree completed.

No Selection

* 5. Do you have a/an active PMP Certification?

No Selection

Save and Continue Save as Draft Quit

9. The “Diversity Survey” train stop will contain Creighton’s diversity statement. Following the statement, you will be required to answer 8 questions from the respective drop-down menus. Click “Save and Continue” to move forward.

Job Search My Jobpage

Applying for: Marketing Strategist - TAP (Job Number: 1700001E) Step 7 out of 10 | Print

Resume/CV Upload File Attachments General Questions Personal Information Personal History Job Specific Questions Diversity Survey Diversity PDF eSignature Review and Submit

Save and Continue Save as Draft Quit

Diversity Survey

Diversity

Please provide the information requested in the fields below regarding diversity.

Creighton University is committed to providing a safe and non-discriminatory educational and employment environment. The University admits qualified students, hires qualified employees and accepts patients for treatment without regard to race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, or other status protected by law. Its education and employment policies, scholarship and loan programs, and other programs and activities, are administered without unlawful discrimination.

Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The University does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment.

It is the policy of the University to make all programs and services available to individuals with disabilities. Inquiries concerning rights and responsibilities under Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 should be directed to the Executive Director for the Office of Equity and Inclusion (see below). To obtain information on accessibility of buildings and programs or to report problems of accessibility, please contact Human Resources (for employees), Cardiac Center or by telephone 402.280.2709 or Office of Disability Accommodations (for students), Old Gym 437 or by telephone 402.280.2166.

The following person has been designated to monitor compliance and to answer any questions regarding the University’s non-discrimination policies:

Ms. Allison Taylor
Executive Director
Title IX Coordinator/Section 504 Coordinator

1. Gender
Not Disclosed

2. Are you Hispanic or Latino?
Not Disclosed

3. Optional Race Category:
If you have identified yourself as Hispanic or Latino, you are not required to select an additional category.
Not Specified

4. Protected Veteran
Not Disclosed

5. Disabled Veteran
Not Disclosed

6. Active Duty Wartime or Campaign Badge Veteran
Not Disclosed

7. Armed Forces Services Medal Veteran
Not Disclosed

8. Recently Separated Veteran
Not Disclosed

Save and Continue Save as Draft Quit

10. The Diversity PDF is an online form, which allows you to voluntarily self-identify your disability status.
 - a. Please read through the form and then select one of the check boxes: “Yes, I have a disability,” “No, I don’t have a disability,” or “I do not wish to answer.”
 - b. In the boxes at the bottom of the page, please provide an electronic signature and enter in today’s date.
 - c. Click “Save and Continue”

Job Search My Jobpage

Applying for: Marketing Strategist - TAP (Job Number: 1700001E) Step 8 out of 10 | Print

Resume/CV Upload File Attachments General Questions Personal Information Personal History Job Specific Questions Diversity Survey Diversity PDF eSignature Review and Submit

Go to page: Job Specific Questions

Save and Continue Save as Draft Quit

Diversity PDF

Form

Please review and complete the form below.

View Actual Size 1 2

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020
Page 1 of 2

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.¹ To help us measure how well we are doing, we are asking you to tell us if you

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 below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your Name

Today's Date

11. The “eSignature” page confirms that the information you’ve entered is true and complete. Once you’ve read and agree with the statement, you will electronically provide your signature. Click “Save and Continue” to reach the final train stop.

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eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

I certify that all information contained in this application is true and complete and that any misrepresentation, falsification or willful omission of facts may result in rescinding of an offer of employment or termination.

I agree to conform and be bound by the rules, regulations, policies and procedures of Creighton University. I also understand that employment at Creighton is “at will” employment and may be terminated at any time by either party. By signing this electronic signature application, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding. I agree that the laws of the State of Nebraska shall govern this Agreement. The electronic signature indicates that I have read, understand and agree with these statements.

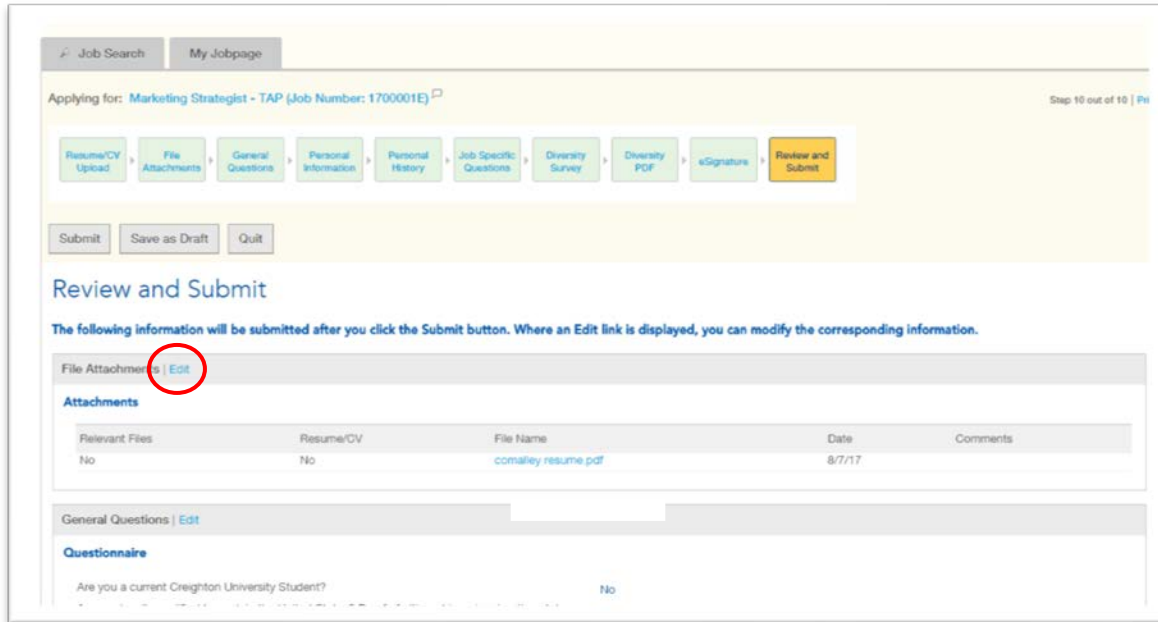
Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

* Please enter your full name:

[Save and Continue](#) |
 [Save as Draft](#) |
 [Quit](#)

11. At the “Review and Submit” train stop, you will review the information you’ve entered along the previous stops to ensure accuracy. Under each of the headers (File Attachments, General Questions, Personal Information, Personal History, Job Specific Questions, Diversity Survey, Diversity PDF and eSignature) you will see a blue “Edit” button, which you’ll select if you need to make edits to the information you see listed.



12. Click “Submit” to finalize your application submission.



13. Lastly, you’ll reach the “Thank You” page, which signifies the completion of your application. On this screen, you will receive instruction on viewing your application status, and can navigate to the list of your applications by clicking “View my Submissions” or you can access or make edits to your candidate profile by clicking “View the General Profile.”

