Register and Apply

1. Click the **New User** link to proceed with the registration

2. Enter the **required** information (highlighted)

3. Enter your **address information** as it should appear on your application

4. Click on the link to **View Terms and Conditions**, then select the checkbox to **Agree to the Terms and Conditions**

5. Then click **Register**

6. Once your account is registered, select **View All Jobs**

The University of Texas at San Antonio
Office of People Excellence

Strategize > Source > Assess > Hire
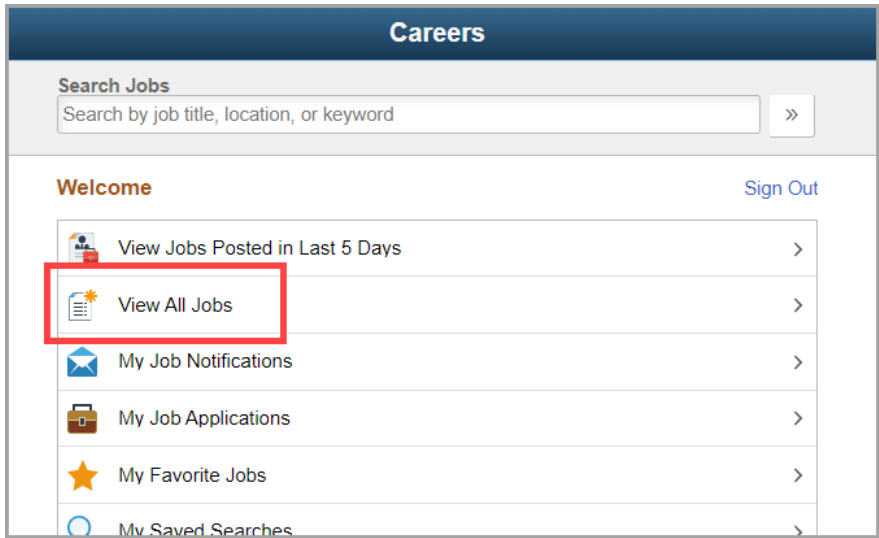
7. On the left-side bar, you can filter the available job openings by **Location**, **Department**, Job **Family** and **Year**, or you can search for a Job Posting by **Keywords** in the top search bar
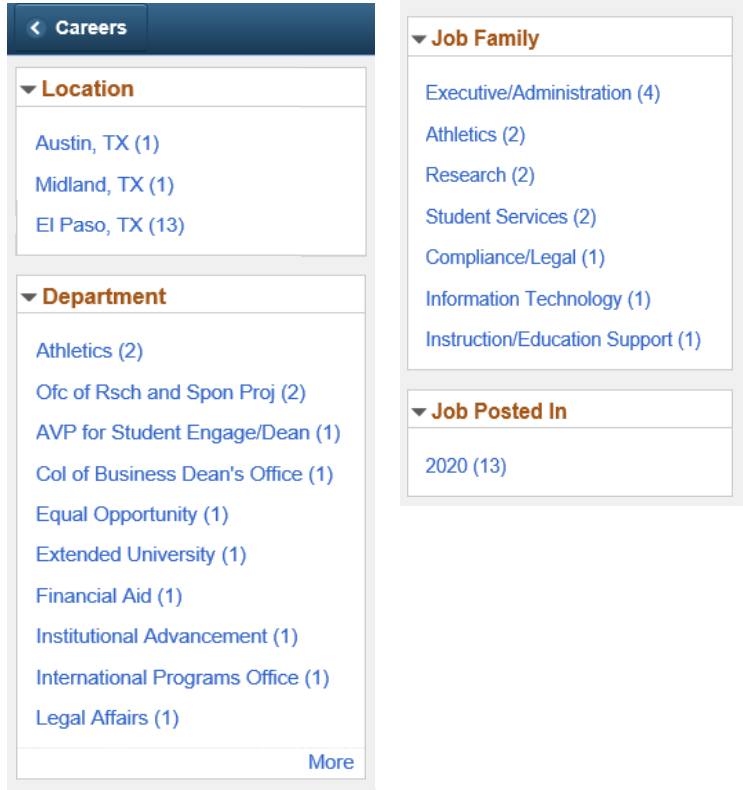
Search Jobs

Search by job title, location, or keyword   »

Clear Search   Save Search

8. Click on the **Job Posting** you to which you wish to apply

Senior Capital Program Analyst

Job ID	5063
Location	Austin, TX
Department	Office of Capital Projects
Job Family	Facilities/Construction
Posted Date	06/02/2020
Close Date	Open Until Filled

9. After reviewing the Job Posting, click **Apply** for Job

Job Description

Senior Capital Program Analyst

Apply for Job

Full/Part Time   Full-Time

10. Click the link to **View Terms and Conditions**, then select the **Checkbox**

Apply for Job

Step 1 of 5: Start

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

View Terms and Conditions

☐ I agree to the Terms and Conditions

11. Click **Next** to proceed

Apply for Job   Next >

from job preferences to work experience. The step-by-step process
y before submitting.

fully. By selecting the "I agree to the Terms and Conditions"
nd acknowledge your agreement with them. If you do not agree, you
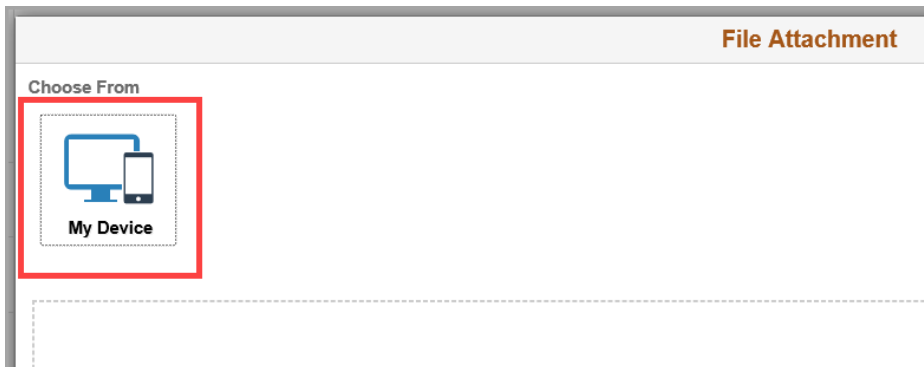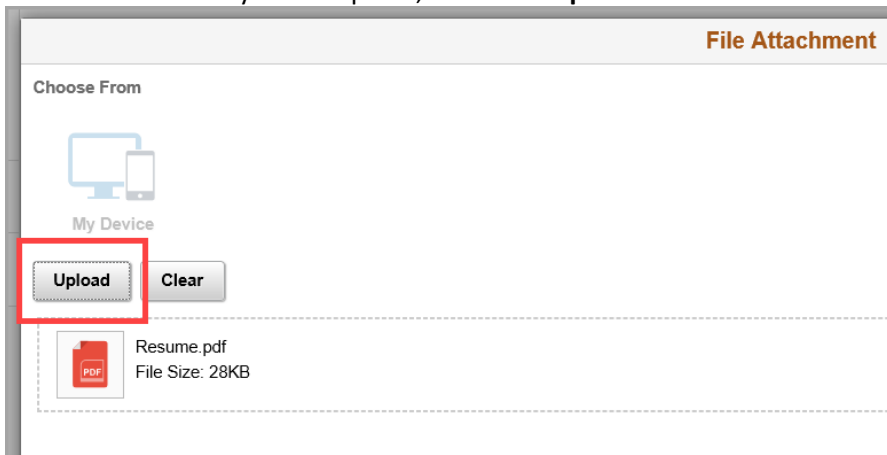
ions

onditions

12. Attached any required and relevant documents

1	Start Complete	**Step 2 of 5: Resume**
2	**Resume** In Progress	**Resume Attachment (Required)**
3	Please complete each section of the application below fully and completely. In order to further consider your application, we ask that you submit a Word or PDF version of your resume and all required application materials. Not Started	You have not provided a resume. [Attach Resume] **Cover Letter Attachment** You have not provided a cover letter. [Attach Cover Letter]
4	Self-Identify Not Started	
5	Review and Submit Not Started	

13. Select **My Device**

File Attachment

Choose From

My Device

14. Select the file from your computer, then click **Upload**

File Attachment

Choose From

My Device

Upload   Clear

Resume.pdf
File Size: 28KB

15. Once the files have completed, click **Done**

File Attachment

Done

Upload Complete
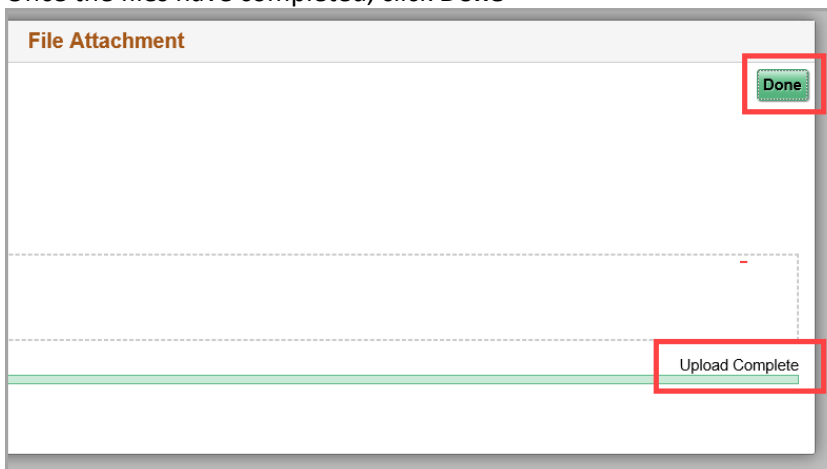
16. Repeat the steps as necessary, the click **Next**

< Previous | Next > | ⋮
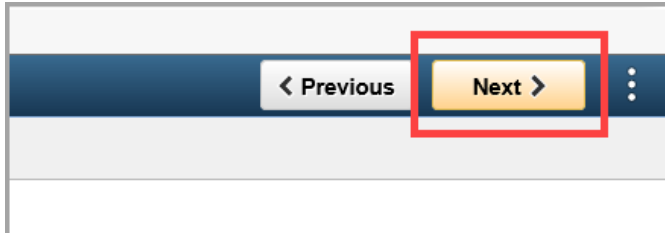
17. Click **Add Degrees** and **Add Reference** as needed

Step 3 of 5: Please complete each section of the application below fully and completely. In order to further consider your application, we ask that you submit a Word or PDF version of your resume and all required application materials.

Degrees

You have not added any degrees.

Add Degrees

References

You have not added any references.

Add Reference

18. Answer the **Questionnaire** items by select the appropriate answer buttons

Questionnaire (Required)

1. Are you at least 18 years of age?
   ○ Yes
   ○ No

2. Upon employment, can you provide document(s) to establish your identity and eligibility to work in the United States?
   ○ Yes
   ○ No

3. Would your employment eligibility be contingent on the sponsorship or transfer of your work visa?
   ○ YES. (Enter the date your visa expires in the text box at the end of this application questionnaire section.)
   ○ No

4. Are you related by kinship or marriage to any current employee or any member of the Board of Regents to The University of Texas system?
   ○ YES. (Please provide the Employee Name, Relationship to the Applicant, and the Employee department in the text box at the end of the application questionnaire section.)
   ○ No

19. Click **Next**

< Previous   Next >

20. Select the appropriate **Disability** option to self-identify

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 me
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

Please select one of the options below:

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

○ **NO, I DON'T HAVE A DISABILITY**

○ **I DON'T WISH TO ANSWER**

21. Enter your **Veteran** information, if applicable

Self-Identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by sel
Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness
efforts we undertake pursuant to VEVRAA.

○ I identify as one or more of the classifications of protected veteran listed

☐ Disabled Veteran

☐ Recently Separated Veteran

☐ Active Duty Wartime or Campaign Badge Veteran

☐ Armed Forces Service Medal Veteran

○ I am a protected veteran, but I choose not to self-identify the classification to which I belong

○ I am not a protected veteran

◉ I am not a veteran

Military Discharge Date [_____]

22. If you wish to self-identify, answer the **Diversity** questions, or select **"I decline to answer"**

Ethnicity and Race Identification

Are you Hispanic or Latino?

○ Yes, I am Hispanic or Latino.

○ No, I am not Hispanic or Latino.

What is your race? Select one or more.

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Pacific Islander

☐ White

☐ I decline to answer

Gender

What is your gender?

○ Female

○ Male

☐ I decline to answer

23. Next, **review** your application details by clicking the arrow for each section

24. Finally, click **Submit** to finalize your application