Application Process

Internal and External Applicants

Job Opening → **Internal or External Applicant**

- Internal → **Login to Employee Self Service** → **Apply to Job Opening**
- External → **Register on Candidate Gateway** → **Apply to Job Opening**

Apply to Job Opening → **Update Resume text or Upload New Resume** → **Internal or External Applicant**

- Internal → **Add/Modify Preferences**
- External → **Add/Modify Personal Information*** → **Add/Modify Education**

Add/Modify Preferences / **Add/Modify Education** → **Is Screening on Job Opening?**

- Y → **Complete Online Questionaire** → **Enter Referral Source**
- N → **Enter Referral Source**

Enter Referral Source → **Self Identify** → **Submit Application**

Recruiter/TA Coordinator

Hard copy/resume/cover letter/application received → **Add new applicant**

Add new applicant →
- **Verification (references)**
- **Enter applicant contact details (address. phone, etc)**
- **Eligibility and Identity (demographic info, if known)**

→ **Add Application Details** →
- **Paste/Attach Resume/Cover Letter/Attachments**
- **Add/Modify Education**

→ **Add/Modify Preferences**
→ **Enter Referral Source**
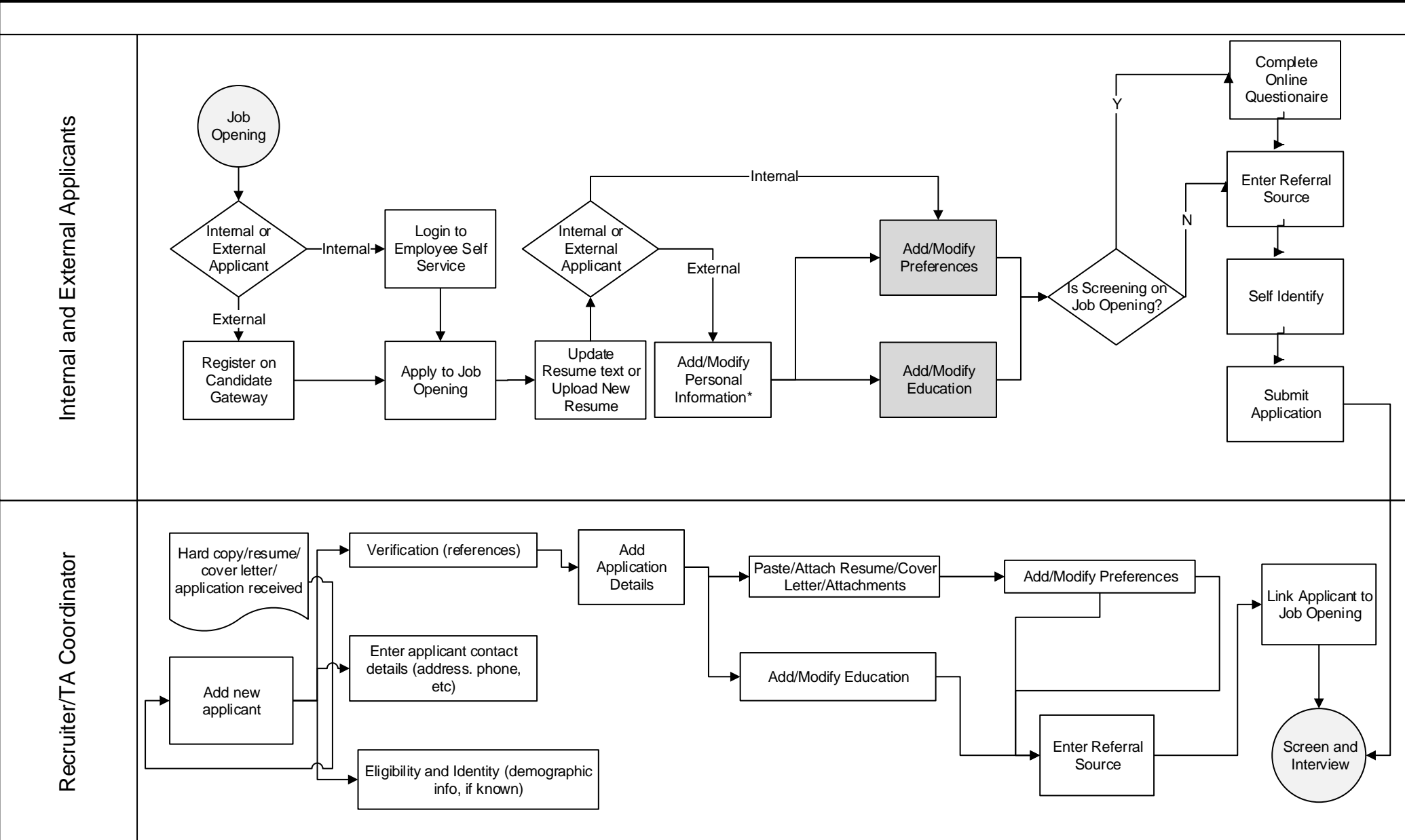
→ **Link Applicant to Job Opening** → **Screen and Interview**

* If Internal Applicant, the Add/Modify Personal Information is done through the My UW Portal

Note: If screening was used on the job opening, and the applicant is being added manually, then screening questions must be asked of the applicant outside of TAM.