

Applicant Guide

How to apply for jobs:

www.uaf.edu/uafhr



By choosing “Apply for Jobs” This takes you to the Careers at UA page or you can access this page direct:
www.alaska.edu/jobs



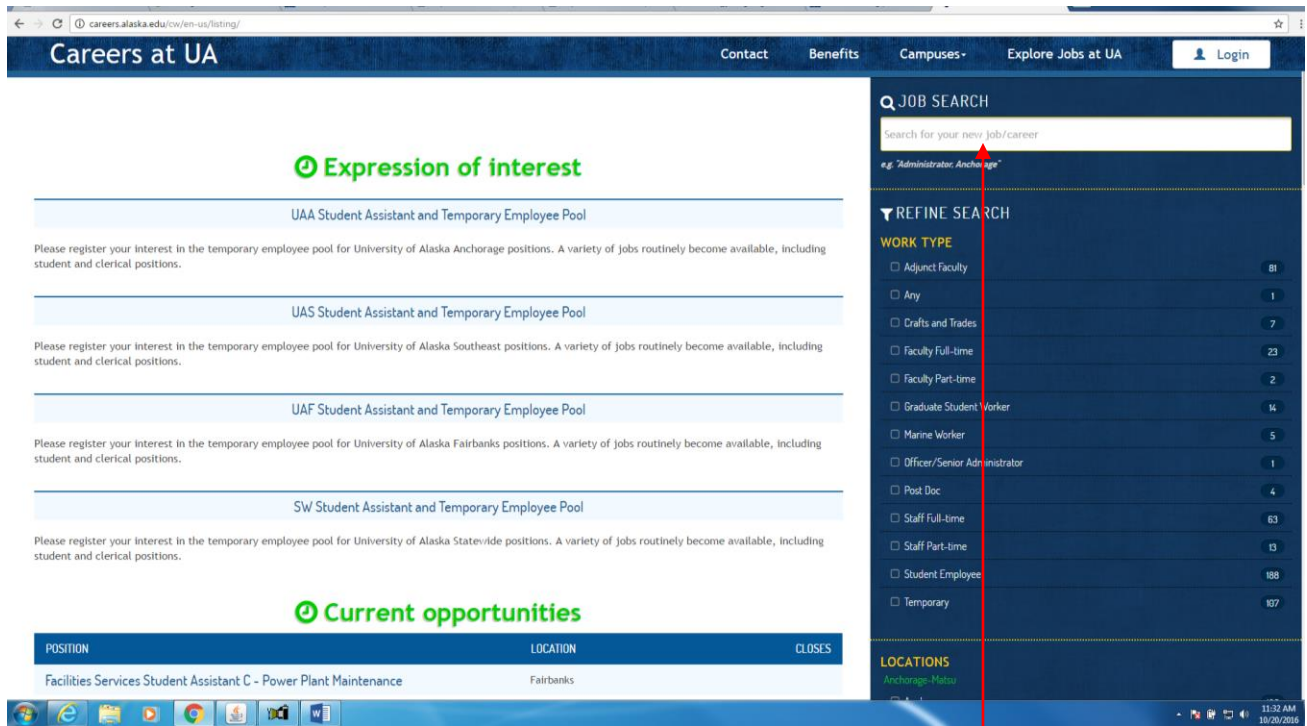
You can either search for current job openings (Explore Jobs at UA)

OR

If you have already applied for a job you may login and manage/view your application status.

Please note: you are unable to search for jobs from the login page, you must be on the Careers at UA page to search for current openings.

The Pool Positions listed below (Expression of Interest) simply collects your data for possibility of temporary positions. To be considered for a specific job you must apply to that posting under (Current opportunities). You may use the Refine Search to narrow the openings you wish to see.

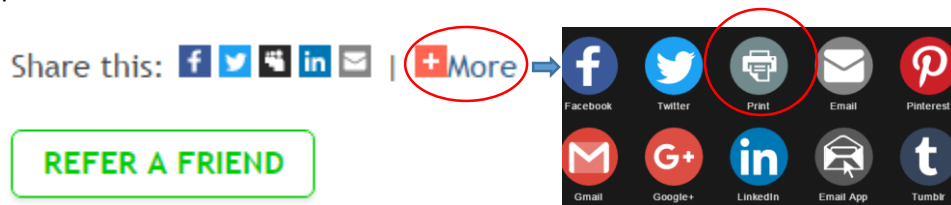


If you have been given a specific job number, you may enter that in the Job Search Field and press enter. This will bring you directly to the posting and the ability to apply. **Be sure there are no selected filters; this may prevent the posting from opening.** Use filters when searching for jobs in specific locations and/or types (i.e., temporary, student, staff).

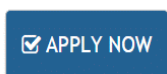
As you scroll through the listing, you will see [job titles](#) and a quick summary of the department/unit where the job opening resides.

For further information click on the [job title](#). Please read the entire document as specifics about applying are included. You may use your back arrow to return to the listing of open positions.

There are several options at the bottom of the posting to share with yourself and/or others. If you wish to print a copy, please choose more and you will be presented with several icons including the option to print.

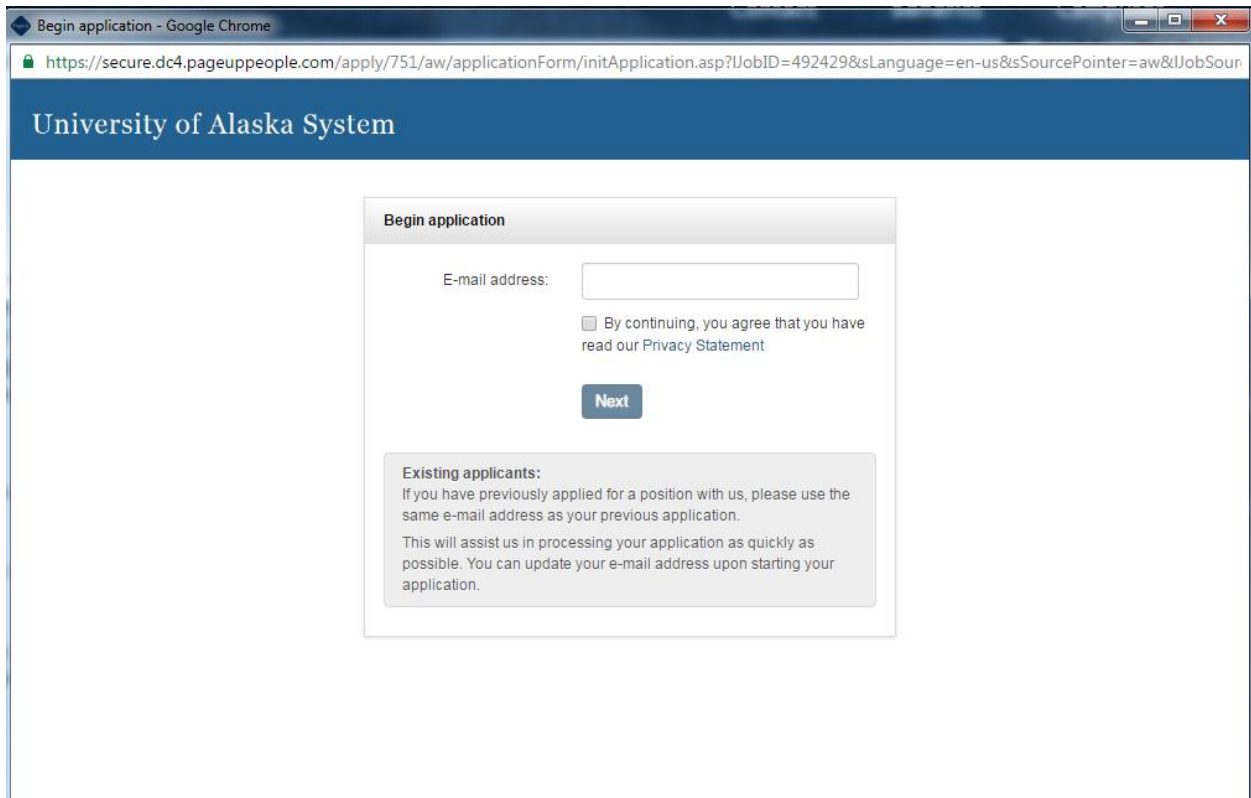


Once you find an open position you wish to be considered for, choose the Apply Now Button.



The remainder of this document is a step by step pictorial of the application process; if you would prefer there is a video tutorial located: <https://www.youtube.com/watch?v=swwTtbpha68&feature=youtu.be>

Once you choose the Apply Now button a separate window opens*. Enter your email address, if you have previously developed a profile it will request your password associated with this email address. If this is the first time you have applied for a UA position you will be asked to complete the registration process.



Please note: throughout the process indication that system is working appears in lower left hand corner:



There is no need to choose the button again.

***CAUTION:** If you navigate away from this page. You may feel you lost your screen; hover over your browser icon from navigation bar to 'find' the screen(s) in the background.



Example using Google Chrome – you can see that your screen is still open, just click on it from here:

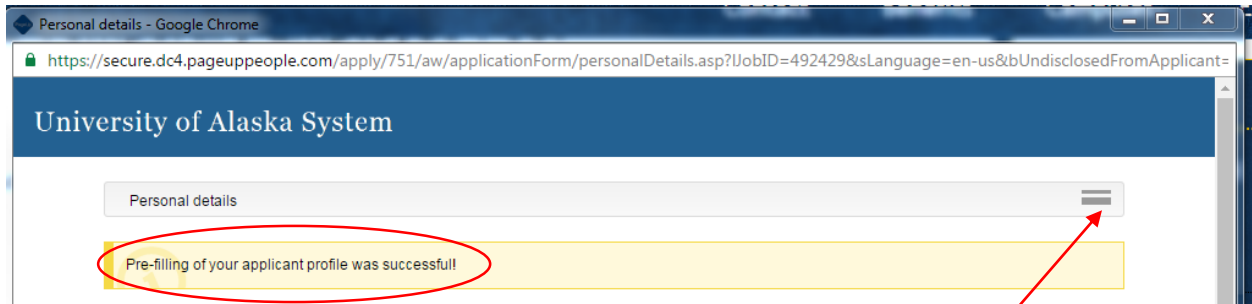


If this is the first time you have applied for a job using the Careers at UA, you will be presented with the option to pre-populate data from another source (i.e., resume). If you choose the continue button you will be allowed to manually complete application.


The screenshot shows a web browser window with the following content:

- Header:** University of Alaska System
- Section:** Save time on your application
- Text:** We can help fill out the application by pre-filling some of the information:
- File Upload Section:** A stack of file format icons (DOC, DOCX, TXT, PDF) with the text "Attach resumé from:" and three buttons: "Upload file", "Dropbox", and "Google Drive".
- Social Media Section:** A small preview of a social media profile with the text "Prefill using:" and two buttons: "Facebook" and "LinkedIn".
- Action:** A central "Continue" button.
- Footer:** © 2015 University of Alaska. Powered By PageUp People

If you choose to upload a document or link you will be notified if importing was successful. Please review all forms to be sure required information is entered, for instance you will need to be sure that mandatory drop downs are chosen. (i.e. Title, State, Employment status and creation of a password.)



Please note this menu allows you to choose each specific section of the application. It is recommended if this is your first application to use the buttons on the bottom of each page.

<p>Save and continue Save and exit</p> <p>Please fill in all mandatory fields marked with an asterisk (*). </p>	<p>True for every form throughout application, fields marked with (*) are mandatory. This is the only notification you will see. Please note: you will not be notified of missing mandatory fields until you have completed the entire process.</p>
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Save and continue button will bring you to the next page of the application. Save and exit will end your application process but you will be reminded that you have only saved a draft.

<p>If Save and exit:</p> <p>You have saved a draft of your application</p> <p>Please remember you need to return and submit your form.</p> <p>Back to home Close window</p> <p>When you log in again you will see under your Incomplete applications, you are given an opportunity to complete application or Withdraw. Be cognizant of close and/or review dates. If you do not complete and submit your application prior to this date, regardless if you have started the process you may not be considered for this opening.</p> <p>Incomplete applications</p> <p>Complete application Withdraw</p>

You may choose to work on specific sections of your application packet by choosing from the menu at the top of each page:

CAUTION: If you choose to set up your Job Alert during the application process – it will open a new window once complete just close the window and you should be returned to your Document Uploads page.

University of Alaska System

Save and jump to: Home > Personal details > Criteria > Document Uploads > Personal Information > Mandatory Information > Education > Work Experience > Voluntary Demographic Questions > Voluntary Agreement > Submit

Document Uploads

To upload a file:

1. Click 'Browse...' and select the file from your computer.
2. Click 'Upload' to send the resume to us, this may take a few minutes depending on the speed of your internet connection. To delete a file that you have uploaded, click 'Delete'.

Please attach your resume (CV)* Jen_Resume 2014.docx (28 kb) Delete

Please attach your Cover letter Letter JY.docx (11 kb) Delete

Supporting Documents (e.g. Portfolio, letter of reference, etc.)

[Upload file](#)
[Dropbox](#)
[Google Drive](#)

Do we have your permission to contact you via e-mail about other opportunities you might be interested in? Yes

To set up your own Job Alert click [HERE](#).

[Continue](#) [Save and exit](#)

[BACK TO JOBS LISTING](#)

[SUBSCRIBE](#)

Remember to complete all questions marked with an *

Save and jump to: Home > Personal details > Criteria > Document Uploads > **Personal Information** > Mandatory Information > Education > Work Experience > Voluntary Demographic Questions > Voluntary Self-Identification of Disability > Voluntary Veterans Agreement > Submit

Personal Information

Are you authorized for unrestricted employment in the United States?

Unrestricted employment means that you are a U.S. Citizen, permanent resident, or you have a visa status that allows you to work for anyone you want to without restriction.*

Are you an immediate family member of a current University of Alaska employee?

Definition of "Immediate Family Member"

- Yes
- No
- I don't know

Are you currently a University of Alaska employee?*

- Yes
- No

Are you currently a University of Alaska student?*

- Yes
- No

Are you currently providing any services to the University of Alaska, or have you previously provided services to the University of Alaska, for which you were or will be paid as an independent contractor or vendor?

If you are selected for a position, you may not be able to continue your independent contractor or vendor relationship with the University of Alaska. If you have questions, please contact your campus Human Resources office.

- Yes
- No

Please enter your UA ID Number. If you do not have one, enter "None."

UA ID is 8 digits long and begins with the number "3". You may obtain your UA ID by visiting UAOnline or viewing your timesheet.*

Save and jump to: Home > Personal details > Criteria > Document Uploads > Personal Information > **Mandatory Information** > Education > Work Experience > Voluntary Agreement > Submit

Mandatory Information

Have you ever been convicted of a felony?*

Have you been convicted of a misdemeanor in the last 10 years?*

Do you presently have charges pending against you for a felony or misdemeanor?*

If you were successful in uploading your resume, much of this information on the Education and Work Experience forms should populate for you; please be sure to review for accuracy and additional information. **Remember drop down menus do NOT populate.**

Where you see a picture of a binocular; you must click on the binocular for a search option and choose from list. These search options utilize pop-up windows, be sure your browser allows pop-ups.

Be sure to scroll all the way to the bottom of Education page, the list of current certifications and additional licenses must be completed **or** N/A must be entered as this is a required field.

University of Alaska System

Save and jump to: Home > Personal details > Criteria > Document Uploads > Personal Information > Mandatory Information > **Education** > Work Experience > Voluntary Demographic Questions > Voluntary Self-Identification Agreement > Submit

Education


Please detail your education below, starting from your highest level of education:


Highest level of education

Type of education: College / University Graduate

Degree type: Select

Discipline: Select

Major: 

Second major: 

Additional majors:

Country: Select

Institution: University of Alaska Fairbanks

Education status: Select

Education 2

Type of education: Select if relevant

Education 3

Type of education: Select if relevant

To add more education, click the button below

Add more

Please list any current certifications or additional licenses you have, that support your qualifications for this position. If you do not have any, enter N/A.*



Work Experience

Please detail your employment experience below:

Current/most recent employer

Employment status:*

Your occupation:

Your job title:

Your responsibilities:

Date started with company:

Date ended with company:

Company name:

Company industry:

Country you worked in:

City you worked in:

Department:

Manager's name:

Your reason for leaving:

Watch for the required drop down at bottom of work experience page:

May we contact your above employers?*

Although the following pages indicate Voluntary; be aware of several required (*) questions that must be answered in order for your application to be complete.

Voluntary Demographic Questions

Voluntary Demographic Questions

Federal government regulations require us to gather and maintain information on job applicants by race, ethnicity, gender, and veteran status for reporting purposes only. Please help us by checking the appropriate information below. Your response is voluntary and will not be used in any way to determine your eligibility for employment.

You may choose to "Not Disclosed" if you do not wish to provide the information.

Are you a U.S. citizen?

- Yes
- No

Date of Birth

Day Month

Gender*

- Male
- Female
- Not Disclosed

Are you Hispanic or Latino?

Select

Click for Category Definitions.*

Race Category Please mark the one box that describes the race/ethnicity category with which you primarily identify.

Click for Category Definitions.*

- | | |
|---|---|
| <input type="checkbox"/> Alaska Aleut (AA) | <input type="checkbox"/> Alaska Eskimo - Other/Unspec (AE) |
| <input type="checkbox"/> Alaska Indian - Haida (AH) | <input type="checkbox"/> Alaska Indian - Other/Unspec (AI) |
| <input type="checkbox"/> Alaska Indian - Tlingit (AK) | <input type="checkbox"/> Alaska Native - Other/Unspec (AN) |
| <input type="checkbox"/> Alaska Eskimo - Inupiaq (AQ) | <input type="checkbox"/> Alaska Native - Southeast (AS) |
| <input type="checkbox"/> Alaska Indian - Athabaskan (AT) | <input type="checkbox"/> Alaska Eskimo - Yupik (AY) |
| <input type="checkbox"/> Black or African American (BL) | <input type="checkbox"/> American Indian - Not AK Native (IN) |
| <input type="checkbox"/> Native Hawaiian /other Pacific Islander (NH) | <input type="checkbox"/> Asian (SI) |
| <input type="checkbox"/> White (WH) | <input type="checkbox"/> Not Disclosed |

Pre-Offer Protected Veteran Self-Identification Form

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. § 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

1. A **"disabled veteran"** is one of the following: a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.
2. A **"recently separated veteran"** means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
3. An **"active duty wartime or campaign badge veteran"** means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
4. An **"Armed forces service medal veteran"** means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.*

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE
- I AM NOT A PROTECTED VETERAN
- I CHOOSE NOT TO SELF-IDENTIFY

Continue

Save and exit

University of Alaska System

Save and jump to: Home > Personal details > Criteria > Document Uploads > Personal Information > Mandatory Information > Education > Work Experience > Voluntary Demographic Questions > **Voluntary Self-Identification of Disability** > Voluntary Agreement > Submit

Voluntary Self-Identification of Disability

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017
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. (i) To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five 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
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy



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

Voluntary Self-Identification of Disability

Form CC-305
 OMB Control Number 1250-0005
 Expires 1/31/2017
 Page 2 of 2

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

(i) Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Three references must be entered.

University of Alaska System

Save and jump to: Home > Personal details > Document Uploads > Personal Information > Mandatory Information > Education > Work Experience > Voluntary Demographic Questions > Voluntary Self-Identification of Disability > **References** > Agreement > Submit

References

Reference 1

First name:*

Last name:*

Type of referee:*

Organization:

Reference position:*

Home phone:*

Cell phone:

E-mail address:*

Save and Jump to: Home > Personal details > Criteria > Document Uploads > Personal Information > Mandatory Information > Education > Work Experience > Voluntary Demographic Questions > Voluntary Self-Identification > **Agreement** > Submit

Agreement

I certify that the application and/or resume submitted are a complete and accurate description of my work experience, education, and background. I further certify that the answers to the above questions are true and complete to the best of my knowledge.*

Equal Opportunity/Affirmative Action: The University of Alaska is an equal employment opportunity/affirmative action employer and educational institution. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, veteran status, physical or mental disability or any other status protected by law. Applicants needing reasonable accommodation to participate in the application and screening process should contact the local Human Resources office.

When you have agreed and click continue you will see one of two things:

Application submitted

Your application has been submitted.


Applicant profile

If you would like to also be considered for other positions as they become available, you can enter our applicant pool by creating an applicant profile.
If you have already created a profile with us, please ensure your information is up to date.

[Edit profile](#)

[Back to home](#)


[Close window](#)

OR if there are any missing mandatory fields (*) you will be presented with a listing of the form(s) that has missing information. Please click on the form name – you will notice that any required information missing that **text will appear in RED**. You can either choose the continue button at the bottom of each page going back through the whole application or use the menu  option on the top right to choose a specific form and/or submit.

University of Alaska System

Save and jump to: [Home](#) > [Personal details](#) > [Criteria](#) > [Document Uploads](#) > [Personal Information](#) > [Mandatory Information](#) > [Education](#) > [Work Experience](#) > [Voluntary De Agreement](#) > [Submit](#)

Submit application

 You are unable to submit this application as you have not completed all mandatory questions.

The following pages contain mandatory questions that need to be completed:

- [Document Uploads](#)
- [Education](#)
- [Voluntary Self-Identification of Disability](#)
- [References](#)
- [Agreement](#)

Click the above links to complete these questions.

[Save and exit](#)

You should receive an email from HR@alaska.edu titled Application received

Application received

Inbox x

HR@alaska.edu <HR-751@mail.pageuppeople.com>
to me

Oct 21 (4 days ago) ☆

Dear Jennifer,

Thank you for your recent application for the position of UAF Human Resource Student Assistant A,B or C with University of Alaska Fairbanks.

Your application will be processed and assessed in line with the specific requirements for this position. Please be advised that the selection process will commence in the near future and we will keep you informed of your progress either via phone or email after the application close date.

To view the application close date for this job, please visit the University of Alaska careers website at <http://careers.alaska.edu/cw/en-us/listing/> and search for this job.

We appreciate the time you have taken to prepare your application and thank you for considering University of Alaska Fairbanks as a prospective employer.

Kind Regards,

University of Alaska Fairbanks

If you do not see the email; please review your status at Careers at UA (instructions below) to be sure your application is complete.

Once your application has been successfully submitted you may continue to review the status of your application and/or withdraw your application by visiting <http://www.alaska.edu/jobs/>

Choose Login from upper right corner:

You will be presented with options for each application you have in process:

Incomplete applications

You have no incomplete applications.

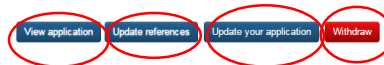
Submitted applications

▶ Facilities Services Student Assistant C - Maintenance and Auxiliary & Contract Services (497232)

University of Alaska Fairbanks

Application submitted 24 Oct 2016 at 1:49pm AKST

Current status: Application acknowledgment



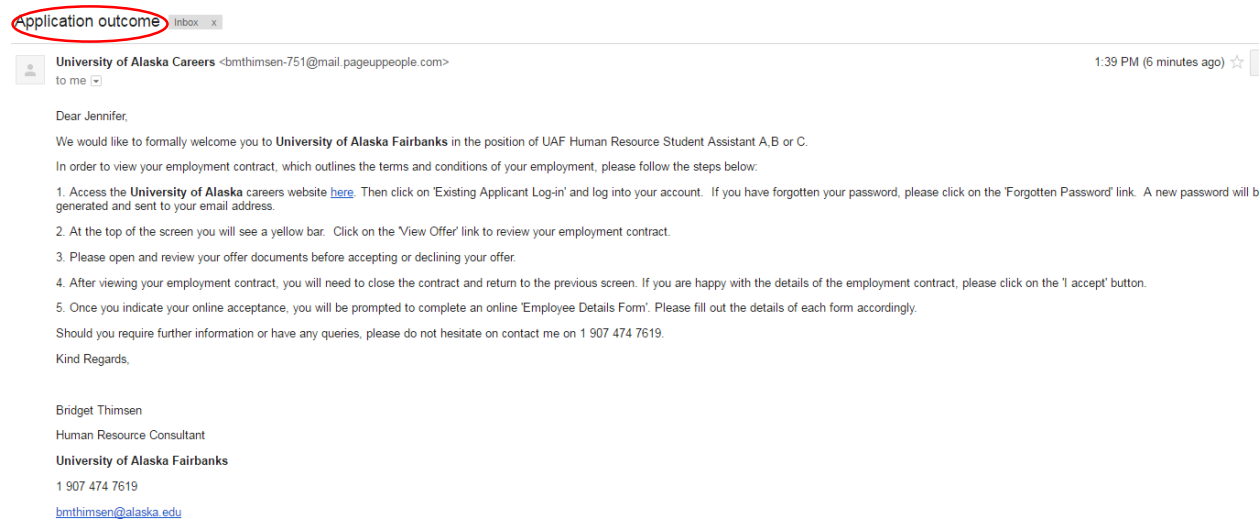
View application: You will be able to see the application you submitted and how you answered questions. You can view that you attached documents by name, but are not able to download.

Update references/Update your application: You may update these documents before your application has been reviewed; once action has been taken (your application status has changed), you will no longer be able to update.

Withdraw: If you withdraw from a job posting, you will no longer see these in your Submitted applications listing; however if the position is still open you may reapply.

When action is taken on the recruitment for which you applied you will be notified via an email from “University of Alaska Careers” titled “Application outcome”. Please watch to be sure these emails are not caught by your spam filters!

Example of success email:



If you are the successful candidate read email carefully for further instructions on officially accepting the position. You must log in to the University of Alaska Careers website, or following link in the email.

Once logged in you will see the yellow bar indicating you have an Offer Awaiting. Click on the blue link “View Offer”.

Welcome Jennifer

You have been made an employment offer for your **UAF Human Resource Student Assistant A,B or C** application.

[View Offer](#)

You must download and review the contract letter before being presented with the accept/decline buttons.

Employment offer

Congratulations, you have been made an employment offer for your **UAF Human Resource Student Assistant A,B or C** application.

[I accept](#)

[I decline](#)

[Back to home](#)

Choose if you wish to accept or decline the offer.

Watch for status indicator at bottom left of your screen.

You have been requested to complete a form for your **UAF Human Resource Student Assistant A,B or C** application.

[Complete the form](#)

This will bring you back through each form, or you can choose which form(s) to access:

Save and jump to: [Home](#) > [Personal details](#) > [Additional Information](#) > [Voluntary Self-Identification Forms](#) > [Social Security Exemption for Temporary Employees](#) > [Student Status Verification for Eligible Employment](#) > [Notification Acknowledgement](#) > [Declaration](#) > [Submit](#)

Please read all instructions closely as you must complete all documents in order for your offer to be moved forward:

Save and jump to: Home > **Personal details** > Additional Information > Voluntary Self-Identification Forms > Social Security Exemption for Temporary Employees > Student Status Verification for Eligible Employment > Notification Acknowledgement > Declaration > Submit

Personal details

Congratulations on your new position with the University of Alaska, we wish to extend you a warm welcome.

To assist with the onboarding process we require you to provide us with some important information as outlined within this form. Please complete all mandatory information at your earliest convenience.

First name (as on Social Security card)*

Last name (as on Social Security card)*

Middle name (as on Social Security card)

Note: Enter your last, first and middle names above as they appear on your Social Security card; failure to do so may result in an inquiry by the Internal Revenue Service (IRS) or other federal, state, or University entities. For verification purposes and required tax reporting, the University may request that you present a valid Social Security card upon hire.

Preferred name (if different from first name above)

Please list any other names you have used at the University of Alaska

HR Mailing Address (mailing address you would like all HR communication to be sent, e.g. W-2 forms, pay checks, benefit documentation, etc.)

Street Address or PO Box*

City*

State*

Zip*

Country*

Personal email address*

Primary Phone*

Be sure to continue at the bottom of each page. If you choose to save and exit you will be reminded that you have to complete further information:

If you choose to Save and exit

You have saved a draft of your application

Please remember you need to return and submit your form.

Congratulations and welcome to our University. You can now access the Onboarding portal for important information relating to your new position. [Go to employee portal](#)

If you have logged out and need to return to finalize your hire paperwork, you can access the site directly: <https://secure.dc4.pageuppeople.com/apply/751/aw/applicationForm/default.asp>

When clicking on the links for reading in the Notification Acknowledgement, once you have read them simply close that window and you will be returned to the form for completion.

Notification Acknowledgement

[Statement of User Responsibility and Rules of Conduct](#)

*

- I have READ and fully UNDERSTAND the Statement of User Responsibility and Rules of Conduct printed on this form and shall comply with such statement and rules. This includes access to personal ID and/or operator number. I understand that violation of such may result in disciplinary action up to and including the termination of my employment and may also include prosecution under federal and state law.

[Drug-Free Schools & Communities Act Annual Notice to Employees](#)

*

- I acknowledge that I have read the Drug-free Workplace Act

[Statement Concerning Your Employment in a Job Not Covered by Social Security](#)

*

- I acknowledge that I have read and understand the Statement Concerning Your Employment in a Job Not Covered by Social Security

[Ethics Disclosure Memo](#)

*

Upon accepting declaration you must continue before seeing the submit button.

Declaration

Employee Declaration

PLEASE NOTE: Once you click 'Submit', you will not be able to edit your information. Please check all your information before submitting.

I confirm all of the information I have supplied within this form is true and accurate.*

- Yes - the information I have supplied is true and accurate

Election and Salary Conversion Authorization I authorize the University of Alaska to reduce my salary in an amount equal to the cost of the benefit options that I have selected above. I understand that this election and/or salary conversion is for the appropriate plan year, and election of the Flexible Spending Account(s) cannot be revoked or changed until the next open enrollment, unless there is a loss of eligibility or life event. Any change must be made within 30 days from the date of the life event. (Please contact your human resources office or refer to your Employee Benefits Handbook for life event definition.)*

- Yes - I authorize the reduction in my pay for the deductions I have selected

[Continue](#)

[Save and exit](#)

Required paperwork for hire is not complete until you have chosen to Submit.

Submit form

To complete your form, press the 'Submit' button. By submitting this form, you are confirming that all information contained in this form is correct.

[Submit](#)

[Save and exit](#)

Once submitted you will be presented with the OnBoarding website. Please review your Task List for additional items that must be completed to finalize your employment relationship.

UAF University of Alaska Fairbanks ONBOARDING

Home Our Values My Benefits First Day First Week Safety FAQs

Message from Interim Chancellor Thomas

Welcome to the University of Alaska Fairbanks and congratulations on your new job!

You have chosen to be part of a university that is at the cutting edge of teaching and research with a diverse mission: The University of Alaska Fairbanks is a Land, Sea, and Space Grant university and an international center for research, education, and the arts, emphasizing the circumpolar North and its diverse peoples. UAF integrates teaching, research, and public service as it educates students for active citizenship and prepares them for lifelong learning and careers.

What makes all this possible? Our most valuable resource is our people. UAF is an all-inclusive, safe and welcoming community. UAF employees have a passion for excellence in everything that we do.

I want your experience as an employee to be a challenging, yet engaging and satisfying, tackling exciting projects, receiving encouragement, and support. Please know that your hard work matters, has impact on UAF's success and is greatly appreciated.

Again, welcome! I look forward to seeing you out and about, and encourage you to stay connected with our University through social media, the Cornerstone and our campus listservs.

Office of the Chancellor

Task List

Before First Day

Personnel Release Form	Done: 7 Mess
New Hire Position Information	Done: 0 Mess
New Hire Modification	Done: 0 Mess
New Hire Postcard	Done: 0 Mess

It is a good idea to log in again to be sure your 'form' was successfully completed.

▶ UAF Human Resources Student Assistant A, B, or C (497481)

University of Alaska Fairbanks

Application submitted 21 Oct 2016 at 2:54pm AKST.

Current status: Offer accepted, post-hire form complete

If you need additional assistance with the application process, please contact the UAF Office of Human Resources at (907) 474-7700.

If you see anything in this guide that needs to be updated, please send an email to the recruitment team (uaf-jobs@alaska.edu).