SUCCESS starts here.

Computers are funny things—you have to follow the directions exactly or they often don’t work. If you are still having difficulties applying for a job on our Career Site, use the list below to double-check to make sure you have complied with ALL of the following system requirements.

Please Check The Following

- **You are using Mozilla FireFox (preferred) or MS Internet Explorer.**
  You can **NOT** use Google Chrome—it won’t work. We apologize to Chrome fans.

- **You have cleaned out your cache / cookies in FireFox and/or Internet Explorer.**
  This allows you to start with a ‘clean slate’ and clears out any data that might be blocking you.

- **You have completed your Profile and SAVED it.**
  It’s ‘best’ to upload your resume before entering any information into your Profile*. Your Profile will populate with your name and email, but you MUST enter: your phone number, address, city, county, state, zip and country, plus answer 2 questions about sharing your application. If you have not completed all of the required fields (marked with a *) and clicked SAVE your Profile information is not being kept by the system and you will not be able to apply to any jobs.
  
  *NOTE: If you upload a resume AFTER completing your Profile, the system may have copied over your original Profile with the information from your resume. Double-check to make sure it is correct.

- **You have selected a job and chose Apply.**
  A Profile is not the same thing as an Application—they are two separate steps. To create an Application, log in to your account and go to Search. Find the job you wish to apply for by searching on Keyword or Requisition number—click Apply. You will be taken to your Profile and asked to upload a resume (see note above) – you don’t need to do this again if there is already one there, unless you have made changes. You must click NEXT at the bottom of the page to be taken to the actual Application. Make sure that all fields marked with a * have been completed, including any Additional Questions at the bottom of the Application. Be sure to click Apply and look for the message that your Application has been sent. You can also check receipt by going to Job Management and looking under Jobs Applied.

- **You have filled in every field that has a red asterisk (**).**
  An asterisk means the field **must** contain information. The system will NOT allow you to save a Profile or Application that is missing required information.

*If you have confirmed that you are doing all of the above correctly and still are having difficulties... reach out to Talent Acquisition at Recruiting@ucmail.uc.edu or call 513-556-6381.*