Begin here: https://ukjobs.uky.edu

Step 1. Create Your Account

1.) Select Create Account from the left-hand toolbar
2.) Fill out all required fields (marked with a red asterisk *) and hit create
   a. Your account is created, and you will be automatically logged in. You can then begin your job search.

Step 2. Search for Available Positions

1.) Select Search Jobs from the left-hand toolbar
2.) Make selections in as few as one search options OR simply hit Search to view all available jobs
3.) The search results screen will only show some information about the position
4.) Select “View” to see the full job posting and/or apply for a position

Step 3. Apply for Positions

Once you’ve found a job you are interested in.....

1.) Select “Apply for This Posting”
2.) Complete the application by following all required steps on each page. Required fields will be marked with a red asterisk (*).
   a. Be aware of specific formats requested by the system, such as phone numbers or dates. You will not be able to continue without proper completion of these fields.
3.) Attach a resume and/or cover letter (if applicable)
4.) Answer questions specific for the job you are applying to

If you have any additional questions, please do not hesitate to contact us at:

Phone: (859) 257-9555, option 2  
E-mail: UKJobs@email.uky.edu