



Searching and Applying for a Job through STARS Yale's Recruitment System

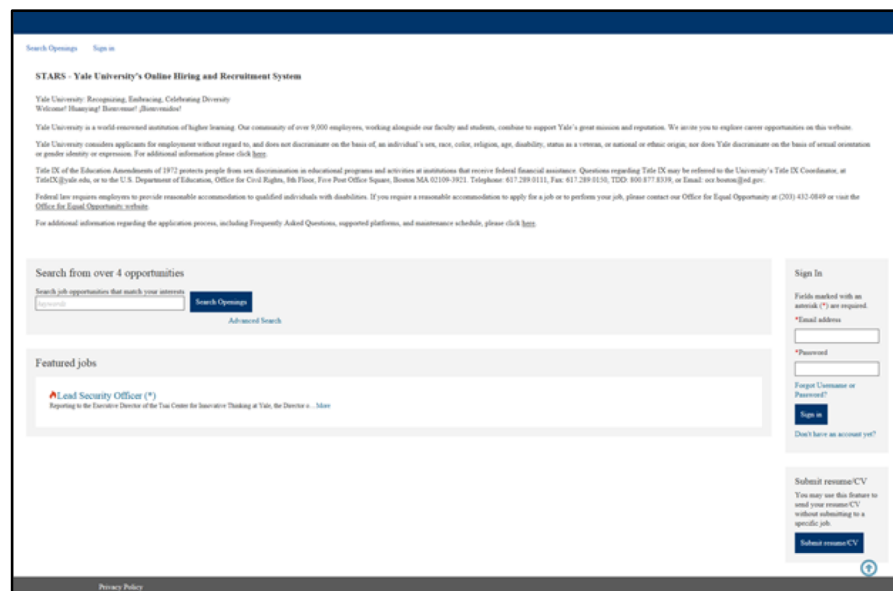
February 15, 2019

Description: Yale's talent recruitment system (STARS) guides you through the application process. You can:

- Search for various jobs in your area(s) of interest.
- Create an online personal account to apply for jobs.
- Receive email notifications regarding your job application status.
- Create, update, and store multiple versions of your resume and/or cover letter using the online STARS Resume Manager feature.

Follow the steps to perform these processes:

- [Search For Jobs](#)
- [Advanced Search](#)
- [Save a Search](#)
- [Create an Account](#)
- [Apply for a Job](#)
- [Candidate Zone](#)



Getting Started

- Go to <https://your.yale.edu/work-yale/careers>

- Scroll down and click on the *External Applicants* link:

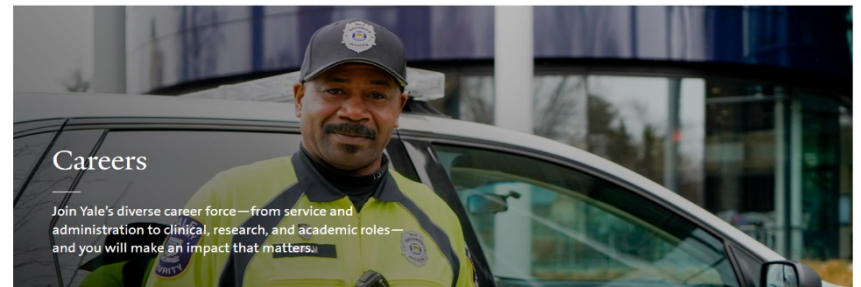
- From the External Applicants page, click on the *Search Openings* link:

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Discover Yale

Make an Impact

Learn why President Peter Salovey calls Yale "a place to grow and thrive."



Explore our Careers

Consider the directions your career can take, including:

- Clinical and Research
- Information Technology
- Hospitality
- Additional Careers

Search Jobs

Take the next step—search for opportunities to advance your career:

- External Applicants
- Internal Applicants
- Temporary Applicants
- Faculty and Academic Positions
- New Haven Hiring Initiatives
- Internships
- Applicant Support Resources

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HOME > WORK AT YALE > CAREERS > EXTERNAL APPLICANTS

CAREERS

Internal Applicants

External Applicants

External Applicants

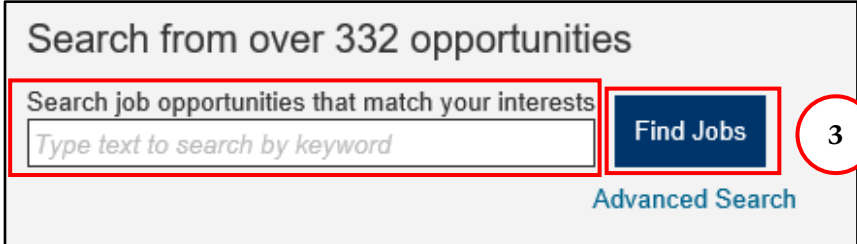
Search Openings

Related Resources

Search For Jobs

Search for a job in STARS:

1. [Navigate to the STARS log in page.](#)
2. Enter search criteria that match your interests.
 - For a list of all open jobs, click **Find Jobs** without entering keywords.
3. Click **Find Jobs**.
 - The *Search Openings* screen appears, displaying any results that match your keywords.
 - The list can be sorted alphabetically, by date posted, or by relevance to your search.
4. Click a posting to open the description for that job.
 - Click **Apply to job** to begin the application process, or click **Save** to save these jobs for later review.



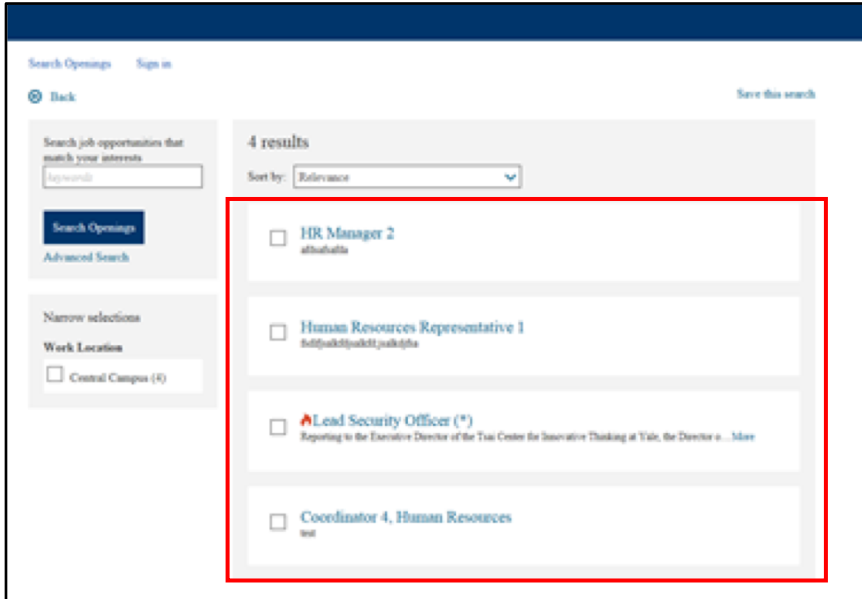
Search from over 332 opportunities

2 Search job opportunities that match your interests

Type text to search by keyword

3 Find Jobs

Advanced Search



Search Openings Sign in Save this search

Back

Search job opportunities that match your interests

Keywords

Search Openings

Advanced Search

Narrow selections

Work Location

Central Campus (4)

4 results

Sort by: Relevance

- HR Manager 2
atshahhls
- Human Resources Representative 1
hstjpskdtjpskdtjpskdtjps
- Lead Security Officer (*)
Reporting to the Executive Director of the Trust Center for Innovative Thinking at Yale, the Director o... More
- Coordinator 4, Human Resources
wst

Continued on next page...

Search For Jobs (Cont.)

Apply for multiple jobs simultaneously:

5. Select the check box for any job to which you wish to apply.
6. Click **Apply to job(s)** to begin the application process, or click **Save** to save these jobs for later review.

To narrow your selection:

7. Select the check box for the work location(s) where you wish to focus your search.
 - The list will automatically adjust to those locations.
8. To remove a location from your search, broaden the results, uncheck the location, or click the “x” icon that appears next to the location in the search results.

Search job opportunities that match your interests

keywords

Search Openings

Advanced Search

Narrow selections

Work Location

Central Campus (4)

5

4 results

Sort by: Relevance

HR Manager 2
afdsafafda

Human Resources Representative 1
fsdfjsaifkfdjsaifkfdjsaifkfdjsa

Lead Security Officer (*)
Reporting to the Executive Director of the Tsai Center for Innovative Thinking at Yale, the Director o... More

Coordinator 4, Human Resources
test

6

Apply to job(s) Save

Search job opportunities that match your interests

keywords

Search Openings

Advanced Search

Narrow selections

Work Location

Central Campus (4)

7

4 results

Your selections: 1

Work Location : Central Campus x

8

Advanced Search

Conduct a more in-depth job search in STARS:

1. Select **Advanced Search**.
 - The *Advanced Search Openings* screen appears.
2. Use the available fields to enter as many specific search criteria as you wish.
 - The more fields of information you enter, the fewer results will appear.
3. Click **Search Openings**.
4. Click a posting to open the description for that job.
 - Click **Apply to job** to begin the application process.

Search from over 4 opportunities

Search job opportunities that match your interests

keywords

Search Openings

Advanced Search

1

This screenshot shows the top of the search interface. A text input field contains the word 'keywords'. To its right is a dark blue button labeled 'Search Openings'. Below the input field is a red-bordered box containing the text 'Advanced Search'. A red circle with the number '1' is positioned to the right of the 'Advanced Search' box.

Search Openings Candidate Zone Sign Out

Back

Keyword

Work Location

Central Campus

Medical School Campus

University Library System

West Campus

NY - Brookhaven Laboratory

FemLab - Batavia IL

Searchable Job Family

Original Posting Date

From: m/d/yyyy To: m/d/yyyy

University Job Title

Assignment Title

STARS Requisition Number

Time Type

Full time

Part time

Post Date

Include postings from: m/d/yyyy

Search Openings Cancel

Privacy Policy

2

3

This screenshot shows the full 'Advanced Search Openings' form. It includes various search criteria sections: 'Keyword', 'Work Location' (with checkboxes for Central Campus, Medical School Campus, University Library System, West Campus, NY - Brookhaven Laboratory, and FemLab - Batavia IL), 'Searchable Job Family', 'Original Posting Date' (with 'From' and 'To' date pickers), 'University Job Title', 'Assignment Title', 'STARS Requisition Number', 'Time Type' (with checkboxes for Full time and Part time), and 'Post Date' (with an 'Include postings from' date picker). At the bottom, there is a dark blue 'Search Openings' button and a 'Cancel' button. A red circle with the number '2' is placed to the left of the main form area, and another red circle with the number '3' is placed to the left of the 'Search Openings' button.

Save a Search

Save your search criteria for a future search:

1. From the Search Results, click **Save this Search**.
2. On the *Save Search* pop-up window, enter a distinctive name for this search.
3. Choose the frequency with which you would like this search to run and notify you of the results.
4. Enter an email address where you would like the updates to be sent.
5. Click **Save**.

4 results

Sort by: Relevance

HR Manager 2
afdsafdsafds

1 Save this search

2 * Search name

3 I want to receive updates

Never

Daily

Weekly

Bi-weekly

Monthly

4 * Email address

5 Save Cancel

The Job Posting, Part 1

15-May-2018

Senior Administrative Assistant

Law School - Faculty Assistants

49605BR

Yale Posting Status

CLOSED TO FURTHER APPLICATIONS

Bargaining Unit

L34 - Local 34 (Yale Union Group)

Duration Type

Regular

Work Location

Central Campus

Work Week

Standard (M-F equal number of hours per day)

Total # of hours to be worked:

37.5

University Job Title

Senior Administrative Assistant

Time Type

Full time

Compensation Grade

Labor Grade D

Worksite Address

127 Wall Street
New Haven, CT 06511

Searchable Job Family

Administration, Secretarial

The Job Posting, Part 2

Position Focus:

Provides a high level of administrative support to Yale Law School faculty. This includes written correspondence, editing and proofreading, assembling and posting course materials, ordering books, processing expense reimbursements, and making complex travel arrangements for faculty and visitors. Assist in basic research. Coordinate library needs. Works with RAs, maintain faculty calendar, maintain faculty office (books, files, arrange cleaning).

Essential Duties

1. Oversees and coordinates administrative, program, and office activities. Establishes, selects, implements, and coordinates office procedures and systems. Serves as principal source of information to students, staff, and faculty on policies, procedures, programs, and office activities. 2. Oversees, instructs, and coordinates activities of support staff. Oversees the preparation of materials for grants, contracts and budgets. Monitors expenditures and reconciles financial statements. 3. Provides editorial support for a journal/publication. Proofreads and edits material for grammatical and factual accuracy. Tracks copy through various editing and production stages. Communicates with authors, printers, and others concerned with published work. 4. Determines administrative, facility, and equipment needs for symposia, lectures, seminars, and conferences. Assembles and arranges for necessary items. Determines sources of data. Compiles, synthesizes and manipulates data. Summarizes findings and writes reports or portions of reports. 5. Greets visitors. Answers and screens telephone calls. Assesses nature of business. Responds to requests for information and provides assistance. Screens and responds to mail. 6. Formats, keyboard, proofread, and edits correspondence, reports, manuscripts, grants, and other material. Assembles attachments and corresponding material. Reviews outgoing material for completeness, dates, and signatures. Composes substantive correspondence and written material. 7. Coordinates travel arrangements. Schedules and coordinates meetings and appointments. Orders and maintains inventory of supplies. Takes minutes or dictation. Performs additional functions incidental to office activities.

The Job Posting, Part 3

Required Education and Experience

Six years of related work experience, four of them in the same job family at the next lower level, and high school level education; or four years of related work experience and an Associate's degree; or little or no work experience and a Bachelor's degree in a related field; or an equivalent combination of experience and education.

Required Skill/Ability 1:

Demonstrated advanced Word, Excel and PowerPoint. Facility formatting material in various ways. Excellent keyboarding skills. Familiarity with cloud based, extensive electronic file storage and shared files, such as: Box, Drop Box. Familiarity with and ability to manipulate Adobe products.

Required Skill/Ability 2:

Excellent spelling, grammar, editing and proofreading skills.

Required Skill/Ability 3:

Demonstrated ability making extensive travel arrangements, gathering information on various options/prices. Proven abilities processing expense reimbursements.

Required Skill/Ability 4:

Ability to be extremely well organized. Demonstrated strong communication skills - written and verbal.

Required Skill/Ability 5:

Basic online research skills and abilities. Proven ability utilizing library resources.

Preferred Education, Experience and Skills:

Bachelors Degree preferred. Experience with Lexis/Nexis, Google Scholar preferred. Experience in a faculty support role with multiple supervisors preferred. Workday experience preferred. Canvas experience preferred.

Weekend Hours Required?

Occasional

Evening Hours Required?

Occasional

Drug Screen

No

Health Screening

No

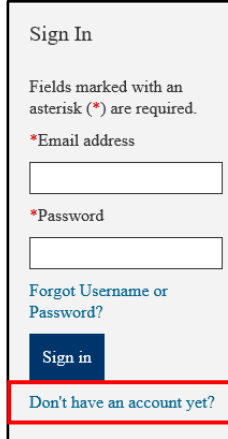
Background Check Requirements

All candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle, DOT certification, drug testing and credit checks based on the position description and job requirements. All offers are contingent upon the successful completion of the background check. Please visit www.yale.edu/hronline/careers/screening/faqs.html for additional information on the background check requirements and process.

Create an Account

To save and manage your searches and documents in STARS, you will need to create an account.

1. In the *Sign In* box, select **Don't have an account yet?**
2. Select **Agree** to the *Authorization and Release*.
 - NOTE: You MUST Agree in order to proceed.
3. Complete the *Let's Get Started* screen.
 - Any field marked with an asterisk (*) is required, and must be completed to proceed.
4. Click **Continue**.



Sign In

Fields marked with an asterisk (*) are required.

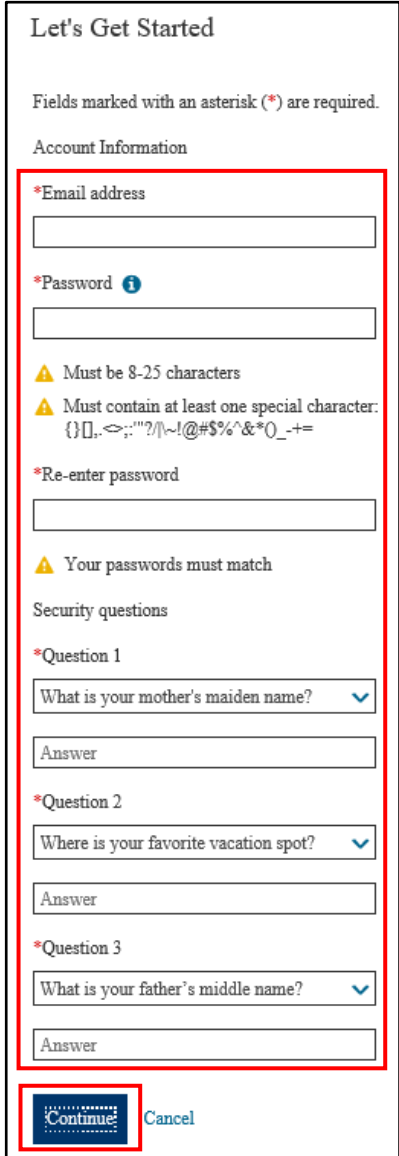
*Email address

*Password

[Forgot Username or Password?](#)

[Don't have an account yet?](#)

A red circle with the number 1 is positioned to the left of the form. A red box highlights the "Don't have an account yet?" link at the bottom of the form.



Let's Get Started

Fields marked with an asterisk (*) are required.

Account Information

*Email address

*Password ⓘ

⚠ Must be 8-25 characters
⚠ Must contain at least one special character:
{ } [] , . < > ; ' " ? / ~ ! @ # \$ % ^ & * () _ + =

*Re-enter password

⚠ Your passwords must match

Security questions

*Question 1
What is your mother's maiden name?

*Question 2
Where is your favorite vacation spot?

*Question 3
What is your father's middle name?

A red circle with the number 3 is positioned to the left of the form. A red box highlights the entire "Let's Get Started" form area. A red circle with the number 4 is positioned to the left of the "Continue" button at the bottom of the form.

Apply For a Job

To apply for a job through STARS:

1. Click to open the job record.
2. Click **Apply to Job**.
3. Click **Let's get started**.
4. Complete the form fields.
5. Click **Save and continue**.

2

Apply to job Save

3

Let's get started Save and finish later

4

Fields marked with an asterisk (*) are required.

*Are you a Yale alumnus/alumna?

Yes
 No

*Are you currently employed at or by Yale University?

Yes
 No

*Have you previously been employed at or by Yale University in a staff (CT, SM, MP) or faculty position?

Yes
 No

*Are you 18 years or older?

Yes
 No

5

Save and continue Save and finish later

Continued on next page...

Apply For a Job (Cont.)

6. Click **Import Profile**.

- This will automatically populate the contact information, education history, and work experience sections on this page with information from your resume.
- Note this step does not upload your resume.

7. Click **Add resume/CV**.

- It is not recommended that you check “use my profile”.

8. Review the information that appears and make any necessary changes.

9. Click **Save and continue**.

Fields marked with an asterisk (*) are required.

6

Import Profile

Resume/CV

You have none selected.

7

[Add resume/CV](#)

Use my profile

9

Save and continue

[Save and finish later](#)

Continued on next page...

Apply For a Job (Cont.)

10. Continue the application process, completing each form and clicking **Save and continue** to move on to the next.

- EEO Information
- Application Source of Interest
- Employment Desired
- Education, Skills, Licenses and Certifications
- Attachments
- Language Skills
- Job Specific Questions
- Electronic Signature

Candidate Zone

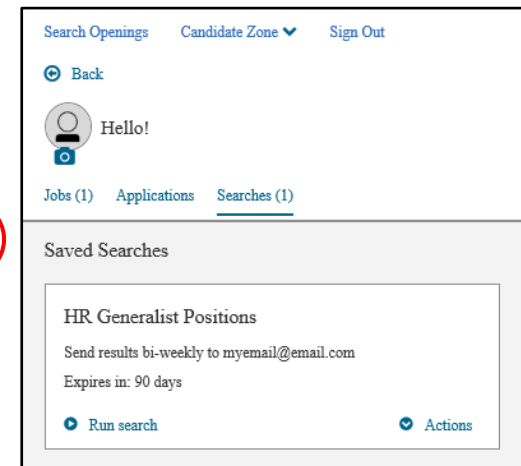
When you log into STARS, you will be able to view all of your saved Jobs, Applications, and Searches from the Candidate Dashboard.

1. Click the **Jobs** link to display a list of any jobs you have saved.
 - Click **Remove** to delete this job from your saved list.
2. Click the **Searches** link to display any job searches you have saved.
 - Click **Run search** to perform a search through all current jobs using the saved criteria.
 - Click **Actions** to Configure the search, renew the search for another period, or to delete the search from your saved list.

1



2

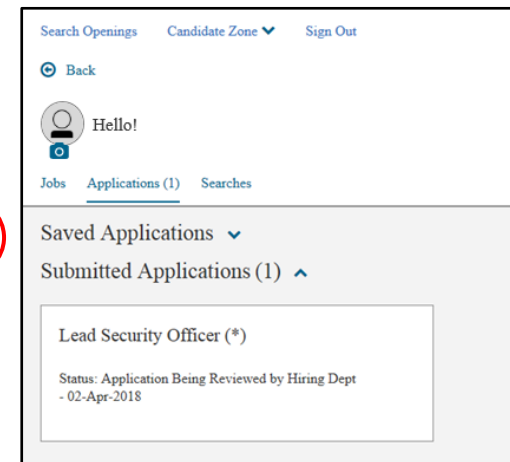


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Candidate Zone - Applications

3. Click the **Applications** link to display a list of any saved or submitted job applications.
 - Submitted applications will display status below.

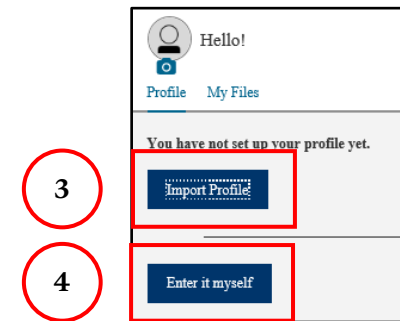
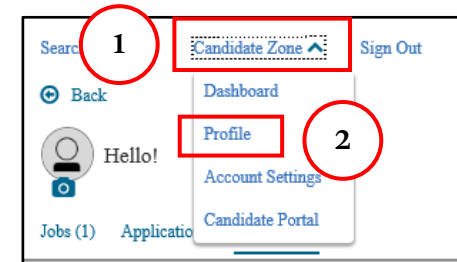
3



Candidate Zone - Profile


To view and update your candidate profile:

1. From the Candidate Zone dashboard, select the **Candidate Zone** dropdown.
2. Select **Profile**.
3. If you have a current resume/CV that you would like to use as the basis for your profile, select **Import Profile**.
 - Click **Browse** and select your resume/CV from your local drive.
4. If you would prefer to enter your profile manually, select **Enter it myself**.
 - Complete all required fields under *Contact Information*.
 - Repeat this process by clicking **Add Education** and completing all required fields.
 - Similarly, click **Add experience** and complete all required fields.
5. Click **Save**.



This screenshot shows the 'Contact Information' form. The form contains several input fields for personal details. A red circle labeled '5' highlights the 'Save' button at the bottom left of the form. The form fields include: First name, Middle name, Last name, Address line 1, Address line 2, Country (set to United States), State/Region/Province, City, Zip/Postal code, Home phone, Work phone, Fax, Other phone, Web address, and Email. Asterisks indicate required fields.

Candidate Zone – Profile (Cont.)




Hello, Lorne Mower!

[Profile](#) [My Files](#)

[Import Profile](#)

Contact Information

Lorne Mower
221 Whitney Ave.
New Haven, CT 06520
United States

Home phone
203-555-1234 

Email
lmowers@gmail.com

Education History

You may include up to 3 of the most relevant schools or programs you have attended.

[Add education](#)

Sarah Lawrence College

Graduation year
1999
This is my most recent education

Major area of study
English

Degree
Bachelor's degree

GPA
3.85

[Update](#) [Remove](#)

Work Experience

You may include up to 5 of your most recent positions.

[Add experience](#)

Acme, Inc.

HR Generalist

2000 - 2017
This is my most recent work experience

Responsibilities
HR Things.

Skills
MS Office
Adobe Acrobat

[Update](#) [Remove](#)

Candidate Zone – My Files

STARS can store up to 5 resumes/CVs, up to 5 cover letters, and any additional documents you might like to upload (certifications, licenses, references, work samples and more).
To upload a document:

1. From the *Profile*, select the link for **My Files**.
2. Select the **Add** button for the document type you'd like to upload.
3. Select the **Browse** button from the popup window, and then select the file you wish to upload from your local drive.
4. Select **Remove** from any uploaded document to delete it from STARS.

NOTE: Items saved here are not submitted for job applications unless specifically tied to the application

The screenshot shows the 'My Files' section of a user profile. At the top, a navigation bar includes a profile picture, the name 'Hello, Lorne Mower!', and a 'Profile' dropdown menu with 'My Files' selected and circled in red with the number '1'. Below this, there are three main sections: 'Resume/CV', 'Cover Letter', and 'Other Document'. The 'Resume/CV' section has an 'Add' button circled in red with the number '2' and a file card for 'Resume1.pdf' with a 'Remove' button. The 'Cover Letter' section has an 'Add' button circled in red with the number '2' and two file cards: 'CoverLetter2.pdf' and 'CoverLetter1.pdf', each with a 'Remove' button. The 'Other Document' section has a dropdown menu and a file card for 'MyReferences2018.pdf' with a 'Remove' button circled in red with the number '4'. The 'References' section is also visible below the 'Other Document' section.