External Applicants

How do I find jobs at Yale that I’m interested in?

1. Go to the Careers site (www.yale.edu/jobs) and click on “External Applicant” and then click on “Search Openings.”
2. You can search jobs by:
   - Date posted
   - Job family (Administrative, Research, Financial, etc.)
   - Campus location: Central, Medical, Library
   - Job requisition number, commonly referred to as STARS Req ID
   - Key words
3. Review multiple job postings or one posting at a time.

How can I apply for jobs at Yale University?

Go to the Careers site (www.yale.edu/jobs) and click on “External Applicant” and then click on “Search Openings.” After reviewing the job description of a particular position of interest:

1. Click on Apply to Job(s)
2. If you are a first-time applicant, you will be prompted to create an account with a unique username and password; if you are a returning user, log in with your email address and password.
3. Answer all questions that are part of the application process; review your answers to be sure that the information you’re submitting is accurate.
4. Click the Submit button.
5. Once your resume is in the system, it becomes part of a searchable recruitment database. However, Yale will not consider you an applicant until you submit your resume to a specific job requisition that you’re interested in pursuing.

How can I create an account?

1. Go to www.yale.edu/jobs and click on “External Applicant”, then click on “click here to create a new account.”
2. You will be asked to create an account with a unique email address and password. If you do not have an email account, here is a link to Yahoo or Hotmail so you can create a free email account.

**What if I don’t want to or cannot apply online?**

Applying online is the only means for you to pursue employment or develop your career at Yale.

1. Computers at various locations can provide you with internet access:
   - Yale University libraries
   - Lobby of 221 Whitney Avenue
   - Local public libraries
2. If you need help applying online, please contact Employee Services at 1-203-432-5552.

**How can I confirm that I applied online successfully?**

You will receive an email confirmation. If you need additional help, please contact the Employee Service Center at 1-203-432-5552.

**What happens after I submit my application and resume in the system?**

1. Your application/resume will be reviewed by an HR Recruiter from the Staffing Office.
2. If you meet the minimum requirements for the position you've applied for, your application/resume will be sent to a hiring manager for further review and consideration.
3. You may be called in for an interview by either the Staffing office, or the hiring manager if you are among the best qualified for the position.

Since the volume of applications/resumes that Yale receives is so great, we cannot personally respond to inquiries about the status of your application, but you will receive updates by email as you move along in the process.

**Do I have to re-apply each time I see a job that I'm interested in?**

Yes. You need to apply directly for each and every job you're interested in, even though uploading your resume into your account makes that resume part of Yale's searchable database.

**I am looking for a specific job, but I don’t see it online.**

There may be a few reasons why you do not see the job you are searching for.

1. We post our job opportunities for internal employees before making them available to external applicants. This ensures our employees have the opportunity to advance and develop their careers. It may be possible that the job you are looking for exists, but has not yet been released to the public job posting site.
2. The job may be closed. Once a candidate is selected for hire, the jobs are taken off the websites. We encourage you to submit your resume promptly when you see a job you are interested in. If you wait a few weeks, it may no longer be available.

What if I have different resumes or cover letters that I want to submit for different types of jobs? Is it possible to have more than one version online?

Yes, it is possible with the STARS Resume/CV Manager feature. You can store or edit up to five (5) versions of your resume and cover letter. You may delete these at any time to add new ones. Just log-in to the system once you've created an account and click on Resume/CV Manager.

**NOTE:** If you choose to have an online profile and you have multiple resume copies, you will need to select one resume to be your “default”. This should be your most current and up-to-date version.

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How can I update or delete my resume and/or cover letter?

You can update your resume and/or cover letter with the STARS Resume Manager feature:

- Log-in to the system once you've created an account and click on Resume/CV Manager. You don't have to apply for a job if you wish to only update your resume or cover letter.
• Once in the Resume/CV Manager, there are several columns along the navy blue heading, as indicated in the picture below.
  o By selecting the pencil icon, you will be able to edit the content of your cover letter. However, you cannot edit an uploaded version of your resume. When you click on the pencil icon you will be prompted to upload a new resume. So, you’ll need to make the updates in the saved version on your own computer and then re-upload the new version.

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  o By selecting the binoculars, you can view your resume and/or cover letter.

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  o By selecting the garbage can, you can delete any resume and/or cover letter you wish.

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• To add a new resume or cover letter, select the appropriate “Add new…” button, as noted below in the blue boxes.

**Resume/CV and cover letter manager**

The Resume/CV Manager allows you to store, maintain, and track up to five versions of resumes/CVs and cover letters.

Add new resume/CV  Add new cover letter  Continue

**How often should I update my resume in STARS?**

You should update your resume every six months or as necessary to reflect:

- Changes to your work history or educational status
- New skills
- New software application experience that you've acquired

**How long do you keep applications on file?**

Your resume will remain active for searches in Yale's database for one year.
Once I've created my account and applied for a job that I am interested in, how will I know the status of my job application?

You will receive email updates from Yale as you move along in the process. You can also click on “Job Submission Status” from your STARS home page to view all of your job submissions and your current status in those positions.

**Search openings**
View all current job opportunities, or search on specific criteria to find jobs that match your interests.

**Job submission status**
Check the status of your job submission.

**Edit your profile**
Update your login, contact information, education, and work experience.

What does “closed to further applicants” mean?

This means the hiring manager believes he/she will find someone to hire from the existing pool of applicants, and will not be reviewing additional resumes. You are still eligible to submit your resume. However, it will not be passed along to the manager unless and until the position is re-opened to further applicants.

I am interested in temporary work at Yale. How can I get started?

At this time, Yale Staffing Department does not recruit temporary workers on a per diem basis. If temporary positions were available, they would be posted online to our STARS jobs website. Another option is to register with a local Temporary Employment Agency.