Internal Candidate Apply for a Job at Tufts

Access Internal Candidate Log In Site

Click “Sign In” to sign in to your Account.
Log In with Tufts Username and Password

Click “Log In.”

For security reasons, please quit your browser when you finish using services that require single sign-on.
Job Search
You may search all jobs, or refine your search by entering relevant information from the drop-down menus. Note the Search Tips on the right side of the page.
View selected Job Description

Click on the Job Title to view the Job Description. You may apply for the job by clicking on “Apply”. Or, you may add the job to your “cart” by clicking on “Add to My Job Cart”.

**Investment Analyst - Test**
- Requisition ID: 14000156
- Work Locations: United States-Massachusetts-Medford/Somerville
- Schedule: Full-time
- Job Posting: Apr 28, 2014

**Special Projects Administrator - LAD**
- Requisition ID: 14000179
- Work Locations: United States-Massachusetts-Boston, United States-Massachusetts-Medford/Somerville
- Schedule: Full-time
- Job Posting: Apr 24, 2014

Apply | Add to My Job Cart |  SHARE  ▷  ▶  ▼
Applying for the Job
The workflow visual at the top of the page will highlight the step that you are completing in the application process. You can navigate to earlier and later steps by clicking on the “>” icon.

Note the tip to upload your resume on the right side of the page.

Click “Save and Continue” to navigate to the next step in the workflow.
File Attachments

You may attach files such as Cover Letters, references or related documents on the File Attachments page.

Tips
- You cannot attach a file that exceeds the allocated limit of 1024 kilobytes.
- You can attach a maximum of 10 files, one at a time.
- The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and compressed files (zip).

Attaching files
- To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".

Deleting files
- To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the corresponding "Delete" button.
**Personal Information**

As an Internal Candidate, a number of the fields will populate automatically. Note the required fields designated by the red asterisk.

Select the “Source Type”, which is how you hear about the job. Click “Save and Continue” to move to the next tab “General Questions”.

![Personal Information form screenshot](image-url)
**General Questions**

Use the drop down menu to select the answer to each required question.

1. Are you 18 years of age or older?
   - No Selection

2. Are you authorized to work in the United States?
   - No Selection
Employment History

When you upload a resume, the Employment History “Work Experience” fields will populate. Note how you can add, remove and reorder work experience on this page.
**Education**

Education fields will populate from the attached resume. As with the work experience, note you may add, remove and reorder the education entries on this page.

**Certifications and Licences**

As with Education and Work Experience, add, remove or reorder certifications and licenses.
eSignature
Read and acknowledge the eSignature Statement. Enter your full name in the text box and click “Save and Continue”.

Applying for: Investment Analyst - Test (Job Number: 14000156)

Step 7 out of 11 | Print

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a handwritten signature.

I certify that the facts contained in this application are true and correct to the best of my knowledge, and I understand that if I am employed, false or concealed statements on this application shall be grounds for dismissal at any time when discovered. I understand that this employment application is valid for the position I am presently applying for and that Tufts University is not obligated to retain or consider this application for future openings. Notwithstanding any law to the contrary, I understand and agree that if hired, my employment is at-will, which means I or Tufts University may terminate my employment at any time for any reason or no reason at all without prior notice. I also understand that no representative of Tufts University (other than an officer of Tufts University) has the authority to enter into any agreement modifying my at-will employment, and only then if such agreement is in a written and signed document by a Tufts University officer. I understand that this application does not guarantee a current job opening and does not obligate Tufts University to hire me. I understand that if hired, I will be required to furnish proof of identity and right to work in the United States. An employee’s failure to provide a valid Social Security Number for wage reporting purposes may result in personnel action up to and including termination.

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please sign your acceptance by entering the information requested in the fields below.

[Please enter your full name]

Save and Continue | Save as Draft | Quit
**Diversity Form**

Note the explanation of the purpose of this page. Select the response, and then enter your name and the completion date in the provided fields.

**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. 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
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

**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

**Your Name**

**Today's Date**
**Diversity Survey**

The Diversity Survey is required and for any of the questions that you do not feel comfortable answering, there is a selection “I do not wish to provide this information”.

![Diversity Survey](image-url)
**Additional Information**

On the Additional Information page you can select to receive an email notification when a new position matching your profile is posted. You can also select additional Job Field Preferences that correspond with your professional interests.
Summary Page

The Summary Page allows you to review the information that you included in the application, and when you are ready, click “Submit”.

This summary displays the information included in the job submission form. To modify some specific information, click “Edit” next to the relevant section.
Process Completed message

Thank You

Process completed

Thank you for sending us your online job submission. If your employment profile corresponds to our requirements, a member of our human resources department will contact you.

We invite you to view the job openings available in our Career section and to further explore the functionalities of your account.

View My Submissions  View the General Profile  View All Jobs