

# Creating a Candidate Profile in STARS

Yale University Office for Postdoctoral Affairs

## 1. Candidate Applies to Job:

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### Job details

Job 1 of 1

[Apply to job](#)

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<b>Name of Person Hired</b>	██████████
<b>STARS Requisition number</b>	26255BR
<b>Department</b>	Ob/Gyn
<b>Work Location</b>	Medical School Campus
<b>Worksite Address</b>	310 Cedar Street
<b>Type of Employment</b>	Full Time
<b>Work Week</b>	Flexible or Non-Standard (for anything other than Standard)
<b>University Job Title</b>	Laboratory Associate
<b>Job Summary</b>	The applicant will participate the projects in the lab through reference search, technical support. The applicant will continue work on and finish the book chapter from previous position.
<b>Duration of Appointment</b>	not renewable beyond the current end date
<b>Supervisor</b>	██████████
<b>Primary Departmental Contact</b>	██████████
<b>Departmental Contact Email Address:</b>	██████████
<b>Primary Department Contact Phone Number</b>	██████████
<b>Background Check Requirements</b>	All External 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 <a href="http://www.yale.edu/hronline/careers/screening/faqs.html">www.yale.edu/hronline/careers/screening/faqs.html</a> for additional information on the background check requirements and process.
<b>Affirmative Action Statement:</b>	Yale University considers applicants for employment without regard to, and does not discriminate on the basis of, an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression.

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## 2. Candidate creates a new account: (If candidate doesn't already have one)

### STARS - Yale University's Online Hiring and Recruitment System

Welcome! Huanying! Bienvenue! Sobre!

Welcome to Yale! If you've found your way to this website you are either already a Yale Postdoc or are interested in becoming one. If you are currently a Yale Postdoc click on the Postdoc specific links to the left to learn about the services and resources available to you. As you scroll through this site, keep in mind that there are two similar but distinct classifications of Postdocs. Those who are funded from Yale-administered research grants or contracts or other University resources, are called Postdoc Associates and classified as Yale employees. Those who are funded either from training grants to the University or to the individual from an outside source are called Postdoc Fellows and are non-employees. The offer letter you received from your department/advisor will note your official title. Postdoctoral Affairs is happy to answer any questions you may have or direct you to the correct people to help. Please do not hesitate to contact us! If you are looking for a postdoc position at Yale please click on "Applying to be a Postdoc" below or to the left.

Yale University is an affirmative action/equal opportunity employer. Yale values diversity in its faculty, staff, and students and strongly encourages applications from women and members of underrepresented minority groups.




For additional information regarding the application process, including Frequently Asked Questions, supported platforms, and maintenance schedule, please click here.

Log in to access your profile and jobseeker tools. First time visitors, [click here to create a new account.](#)

E-mail address

Password

[Forgot your password?](#)

Sign in with   

#### Search openings

View current job opportunities, or search on specific criteria to find jobs that match your interests. All job applications must be submitted online through STARS. Paper applications are not accepted.

**Attention Yale M&P, C&T and S&M staff members:** Please do not search for or apply to positions on this External Applicants gateway, as you may miss job opportunities that are only available to Yale internal applicants. To ensure you are seeing all open positions, please search for and apply to job opportunities using the [Internal Yale Applicants](#) gateway only.

#### Submit resume/CV

View information about how to submit your resume/CV and how to upload a certificate.

## Create account screen



[? Help](#)

### Create login

Enter your e-mail address and choose a password which will enable you to log in and access your information in the future. Select security question(s) and enter your answer(s). This information will be used to authenticate your identity in case you forget your password.

[Password security tips](#)

Select a security question

Answer to your security question

#### Password guidelines

- Your password must be a minimum of 6 and a maximum of 25 characters.
- Your password may not be the same as your login e-mail address.
- Your password will be case-sensitive.

If you do not have an e-mail address, you can choose one from [Yahoo Mail](#) or [Hotmail](#) to sign up for a free account.

### 3. Upload a CV

Home       Resume/CV and cover letter manager

[? Help](#)

#### Resume/CV and cover letter manager

[Social networking information](#)

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](#)

#### Resumes/CVs

You have no resumes/CVs or cover letters on file.

[Add new resume/CV](#)   [Add new cover letter](#)   [Continue](#)

[Privacy policy](#)

https://sstagingjobs.brassring.com/?SID=^yb2Z2jOe2CSMcGXhH1W221UqUbl/AtabiolvYu9nO\_slp\_rhc\_j9II - Windows Internet Explorer

#### Add resume/CV [? Help](#)

To add an existing resume/CV, either upload it by clicking the Browse button, or paste it into the space provided. If you do not have a resume/CV, you can build one.

[Save](#)   [Cancel](#)

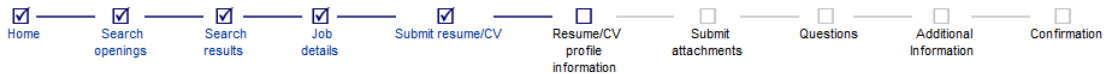
Choose one of the methods below to submit your resume/CV. If you don't have a resume/CV, you may [click here to create a profile](#) with your contact information, experience and education.

Upload my resume/CV from my computer      File to upload: C:\Users\kp335\Desktop\   [Browse...](#)

Enter my resume/CV by typing or copying it in      Name this resume/CV:       (Maximum file size: 3 MB)

[Save](#)   [Cancel](#)

### 3. Update contact information and work experience



[? Help](#)

#### Resume/CV profile information

Please complete the fields provided below. Fields with an \* are required.

**HELPFUL TIPS:**

1. Leave the *End year* field blank for Present Employment on the Work Experience tab.
2. On the Education tab, include the year for degrees earned but leave the year blank for degree programs in progress.
3. Check spelling!

**You must use your legal name as it appears on a Passport, U.S. Driver's License, U.S. Military ID, or INS ID (Green Card).**

If your address below is an international address, please replace it with the following fields:

Address Line 1: Yale University

Address Line 2: 333 Cedar Street

City: New Haven

State/Regional Province: CT

Zip Code/Postal Code: 06520

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<b>Contact information</b>		<b>Work experience</b>
*First name: Kathy	Middle name: Postdoc	*Last name: Test
Address line 1: Street address or post box number 245 first Avenue	Address line 2: Suite number, apartment number or other secondary part of your address	Country: United States
*City: W Haven	State/Region/Province: Connecticut	
*Zip/Postal code: 06516		
*Home phone:	Work phone:	Other phone (i.e. mobile):
*Contact e-mail address: kppdp@gmail.com <small>This e-mail address will be used to contact you.</small>	Fax:	Web address:

**Disclaimer:** By submitting your information, you are indicating consent to our Authorization and Release.

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<b>Contact information</b>	<b>Work experience</b>
----------------------------	------------------------

Position or job title	Organization name	Start year	End year	Most recent	Actions
GRADUATE RESEARCH ASSISTANT	HARVARD UNIVERSITY CAMBRIDGE	2006	2014	●	Edit Delete
TEACHING FELLOW	HARVARD UNIVERSITY	2009	2009	●	Edit Delete
TEACHING FELLOW	HARVARD UNIVERSITY	2008	2008	●	Edit Delete
ASSISTANT STAFF	MIT LINCOLN LABORATORY	2004	2006	●	Edit Delete
INTERN	LAWRENCE LIVERMORE NATIONAL LABORATORY	2003	2003	●	Edit Delete

The maximum limit (5) has been reached. You may edit or delete an existing work experience entry to continue.

**Disclaimer:** By submitting your information, you are indicating consent to our Authorization and Release.

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## 4. Upload required documents. Refer to the on-screen instructions to determine which documents you should upload.



### Submit attachments

Please upload the documents which correspond to your position title, as shown below:

#### Postdoctoral Associates & Postdoctoral Fellows

- proof of doctoral degree. Please upload a copy of your doctoral diploma. If you do not yet have your diploma, please upload a letter from a Dean or University Registrar stating that you have completed all of your degree requirements and stating the date on which your degree will be conferred. We are unable to accept letters from thesis advisers or departmental faculty.
- proof of health insurance if you will be waiving health insurance through Yale University
- proof of external funding if you will be financially supported by an external funding agency. Suitable documentation includes a fellowship award notice, letter of support from a funding agency, or letter of financial support from the home institution.

#### Postgraduate Fellows & Postgraduate Associates

- proof of health insurance if you will be waiving health insurance through Yale University
- proof of external funding if you will be financially supported by an external funding agency. Funding must be at least \$2,100/month. Yale School of Medicine postgraduate fellows ONLY: If you are coming to the Yale School of Medicine as a visiting student, you may provide evidence of personal funds including a bank statement or letter of financial support from family members.

#### Visiting Fellows & Laboratory Associates

- proof of health insurance.
- proof of external funding. Funding must be at least \$2,100/month and may not include personal funds. Suitable documentation includes a copy of your current paycheck, a letter of financial support from your current employer, or other documentation from your current employer indicating that your salary will be continued while at Yale. If you have any attachments that would support your application, you may upload them here.

Instructions for uploading documents:

- Click 'Browse' to search your computer for the file to upload.
- Select the category of the attachment from the drop down menu.
- Click the 'Upload' button to upload all selected attachments.

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### Select files

Select the Browse button to select files to upload.

The attachment must have a file extension of .avi, .bmp, .csv, .doc, .gif, .htm, .html, .jpg, .mov, .mp3, .mp4, .mpeg, .mpg, .ppt, .pdf, .rtf, .swf, .tif, .txt, .wmv, .xls, .xml, .docx, .pptx, .xlsx

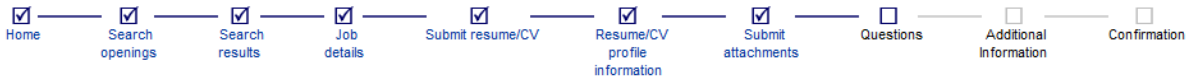
File 1:

[Attach more files](#)

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## 5. Answer the question below.



### Questions

Please answer a few questions: Fields with an \* are required.

[Continue](#) [Save as draft](#) [Back](#)

\*How did you learn of opportunities with Yale University?

**Disclaimer:** By submitting your information, you are indicating consent to our Authorization and Release.

[Continue](#) [Save as draft](#) [Back](#)

### Questions

Please answer a few questions: Fields with an \* are required.

[Continue](#) [Save as draft](#) [Back](#)

\*How did you learn of opportunities with Yale University?

A dropdown menu with the following options: Select one, Select one, College, Contacted by Yale HR, Employee Referral, Executive Search Firm, Newspaper/Magazine, Open House/Career Fair, Other Internet, Professional Association, Yale University Website.

**Disclaimer:** By submitting your information, you are indicating consent to our Authorization and Release.

[Continue](#) [Save as draft](#)

## 6. Complete Additional Information Screen (EEO Form and Postdoctoral Applicant Information Form). Complete both forms even if you are not a postdoctoral applicant.

**Additional information**

Please answer a few additional questions

**EEO Form**

The following information is requested on a voluntary basis to assist us in the collection of statistical information on the composition of the applicant pool for University staff positions. This information will be kept confidential and will be used only in the administration of Yale University's Equal Opportunity/Affirmative Action plan. It will not be used in any way to determine your eligibility for employment.

[Click here to read the definitions of each Race/Ethnicity category.](#)

Gender:  Female  
 Male  
 Decline to complete

Question 1: Are you Hispanic or Latino?

Hispanic or Latino

Question 2: Check one or more of the following groups in which you consider yourself to be a member:

Asian   
 Black or African American   
 Native Hawaiian or other Pacific Islander   
 American Indian or Alaska Native   
 White

\*\*\*\*\*  
 INVITATION FOR VOLUNTARY INCLUSION IN THE AFFIRMATIVE ACTION PROGRAM FOR PROTECTED VETERANS

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- \* A "disabled veteran" is one of the following: (a) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or (b) a person who was discharged or released from active duty because of a service-connected disability.
- \* A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- \* An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- \* An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

\*If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.  I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE  
 I AM NOT A PROTECTED VETERAN.

\*\*\*\*\*  
 Voluntary Self-Identification of Disability

Form CC-305  
 OMB Control Number 1250-0005  
 Expires 1/31/2017

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.

- 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:

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. If you require a reasonable accommodation to apply for a job or to perform your job, please contact our Office for Equal Opportunity at (203)432-0849 or visit its website at [Office for Equal Opportunity](#).

\* Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](#).

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Yale University considers applicants for employment without regard to, and does not discriminate on the basis of, an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression.

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### Postdoctoral Applicant Information Form

\*Citizenship Status  Non Citizen National as defined by [http://travel.state.gov/law/noncit\\_cert.html](http://travel.state.gov/law/noncit_cert.html)  
 Permanent Resident of the United States  
 U.S. Citizen

\*Select country of citizenship

\*Disadvantaged background  Yes  
 No

(Individuals who come from a family with an annual income below established low-income thresholds or come from a social, cultural, or educational environment such as that found in certain rural or inner-city environments that have demonstrably and recently directly inhibited the individual from obtaining the knowledge, skills, and abilities necessary to develop and participate in a research career)

\*Have you previously been affiliated with Yale in any formal way (such as as a student, staff member, temporary employee, etc.)?  Yes  
 No

\*Do you require a work visa?  Yes  
 No

\*Do you have a U.S. Social Security number?  Yes  
 No

\*Marital Status

Institution Information

\*Highest Degree Earned

\*Year Degree Received

\*Institution Name

Doctoral Thesis Title (if applicable):

Thesis advisor:

7. Submit your application materials. Click on submit and a confirmation message will appear on the screen:

Text appearance (with your HTML formatting):

Thank you for completing your online profile. We will contact you if we require additional information or documentation. You will receive a final communication once your appointment at Yale has been approved. Please carefully review this final offer as it will contain any changes/updates that may have occurred since applying to the preliminary offer. Please contact your business office contact immediately if there are any discrepancies.

Text placement (area highlighted in red):

[Home](#) > [Search openings](#) > [Search results](#) > Confirmation [? Help](#)

---

**Confirmation**

Thank you, Renae B, for your submission

**You have successfully submitted to the following job(s):**

Residential Sales Representative, 132BR

We would like to take this time to express our appreciation to you. We will review your skills and experience to see if there is a match with our open positions. If there is, you will be contacted by a member of our recruitment team. Thank you.

powered by  


Your Yale department or the Yale Office for Postdoctoral Affairs will contact you for any questions related to your profile.