

Editing a Candidate Profile in STARS

Yale University Office for Postdoctoral Affairs

1. Log into your account:

STARS - Yale University's Online Hiring and Recruitment System
Yale University: Recognizing, Embracing, Celebrating Diversity

Welcome! Huanying! Bienvenue! ¡Bienvenidos!

Thank you for choosing Yale University for your training and scholarly activities. Please carefully follow the instructions that follow to ensure that we have all of the information necessary to initiate your appointment. The process has several important steps:

1. Please review the job position. Contact your faculty mentor or the faculty member's home department if you have questions or concerns.
2. Once you are comfortable with the terms described in the job description, please create an online account so that you may complete a biographical profile.
3. You will be instructed to upload a CV, and we prefer that it is formatted as a pdf document.
4. Biographical information will automatically be extracted from your CV. Please ensure that the information extracted is accurate.
5. Depending on the type of position you are seeking at Yale, you will be asked to upload proof of degree, proof of external funding, and/or proof of non-Yale health insurance.
6. Federal law requires us to ask you questions about your race and ethnicity. These questions are optional.

Once you have completed your online profile, we may contact you with questions or further instructions. Please note that your position at Yale is contingent upon providing all of the required documentation in your online profile. Your position is also contingent upon successful completion of a background check. Finally, for those who require a visa to enter the United States, your appointment is contingent upon your having the proper U.S. immigration status.

Within one to two weeks of your start date you will receive confirmation that your appointment at Yale has been processed. Please keep that final communication for your records.

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.

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 username?](#)

[Forgot your password?](#)

2. If you need to upload a new CV, click on *Resume/CV manager* and follow the instructions.

[? Help](#)

STARS - Yale University's Online Hiring and Recruitment System

Welcome! Huanying! Bienvenue! Sobre!

As you progress through this site, a navigational toolbar will appear at the top of each page. Please use the links within this toolbar rather than the Back button on your browser if you wish to return to a screen you've already visited. Additional navigation and browsing recommendations are found at www.yale.edu/jobs.

If you would like to update your resume or cover letter, please go to the personal profile section.

Maintenance takes place on the STARS system the third Saturday of every month from 3:00 am to 11:00 am. During this time, **the STARS system may not be available.**

Search openings

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

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 initially posted on the Internal Yale Applicants gateway for a specified period of time prior to being posted externally. To ensure you are seeing all open positions, please search for and apply to job opportunities using the Internal Yale Applicants link only. Thank you.

Edit your profile

Update your login, contact information, education, and work experience.

Resume/CV manager

Upload, edit, or delete up to five versions of your resume/CV and cover letter.

Search agent manager

Create, update, or delete saved searches.

Job cart

View or submit your resume/CV for jobs you previously saved.

Saved drafts

Did you save a draft to complete later? You may complete any drafts that you have saved.

Social networking information

Map your social media accounts to your profile

Log out

Resume/CV and cover letter manager

[Social networking information](#)

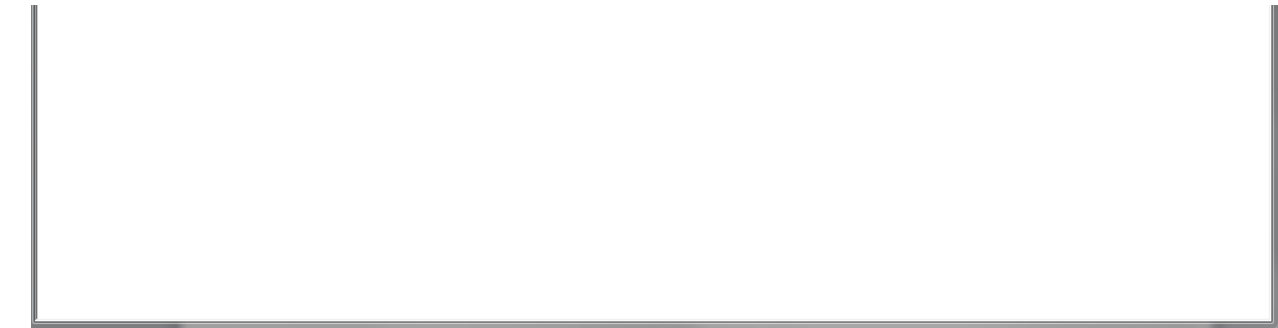
The Resume/CV Manager allows you to store, maintain, and track up to five versions of resumes/CVs and cover letters.

[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](#)



3. If you need to edit any information you previously submitted, click *Edit your profile* and tab through the screens to access the fields you need to update.

Welcome, Kathleen Popielarczyk!

As you progress through this site, a navigational toolbar will appear at the top of each page. Please use the toolbar for navigation. Additional navigation and browsing recommendations are found at www.yale.edu/jobs.

If you would like to update your resume or cover letter, please go to the personal profile section. Maintenance takes place on the STARS system the third Saturday of every month from 3:00 am to 11:00 am.

[Search openings](#)

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[Edit your profile](#)

Update your login, contact information, education, and work experience.

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Did you save a draft to complete later? You may complete any drafts that you have saved.

[Social networking information](#)

Map your social media accounts to your profile.

[Log out](#)

[Home](#) [Edit profile](#)

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[Edit profile](#)

Please update or review your contact information, work experience, and attachments.

Please be sure that the name you provide is your legal name as it appears on any of the following documents: Passport (US or International); Driver's License (USA only); State Issued ID (non-driver); U.S. Military ID; or INS ID (green card). Thank you.

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

Please be sure that the name you provide is your legal name as it appears on any of the following documents: Passport (US or international); Driver's License (USA only); State issued ID (non-driver); Military ID; or INS ID (green card).

Save

Back



Contact information

Work experience

Education

Attachments

Questions

Position or job title:
GRADUATE RESEARCH ASSISTANT

Organization name:
HARVARD UNIVERSITY CAMBRIDGE

Responsibilities:

Skills:

Start year:
2006

End year:
2013

Most recent:



[Edit](#) [Delete](#)

Position or job title:
TEACHING FELLOW

Organization name:
HARVARD UNIVERSITY

Responsibilities:

Skills:

Start year:
2009

Contact information

Work experience

Education

Attachments

Questions

School or Educational institution:

HARVARD UNIVERSITY

Major or Area of study:

PHYSICS

Degree:

DOCTORATE

GPA:

Grad year:

Most recent:



[Edit](#) [Delete](#)

School or Educational institution:

PRINCETON UNIVERSITY

Major or Area of study:

PHYSICS

Degree:

ASSOCIATES

GPA:

Grad year:

2004

Most recent:



[Edit](#) [Delete](#)

4. Upload any new documents required for your position.

Home Edit profile

[? Help](#)

Edit profile

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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 CodePostal Code: 06520

Please upload the documents which correspond to your position title, as shown below, by clicking on the Attachments tab:

Postdoctoral Associates & Postdoctoral Fellows

- a. 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.
- b. proof of health insurance if you will be waiving health insurance through Yale University
- c. 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

- a. proof of health insurance if you will be waiving health insurance through Yale University
- b. 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

- b. proof of health insurance.
 - c. 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.

[Save](#) [Back](#)

Contact information Work experience **Attachments** Questions

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

Add new attachment File 1:

[Attach more files](#)

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

[Save](#) [Back](#)

5. Click the *Save* button to save any changes you have made to your profile.