How to create a General Profile in the new JOBS.OU.EDU

Welcome to the University of Oklahoma’s New Jobs Website.

On May 11 we relaunched jobs.ou.edu with a new recruiting and application system called Taleo. Because of this move, there are two things you should know:

1. **New Application Needed** - You will need to complete a new application to apply for jobs posted in the new jobs.ou.edu website.

2. **Applications Submitted Before May 11** - Job applications submitted before May 11 are not visible in the new jobs.ou.edu website, but...

1. **Select the External Applicants portal**
2. Select the My Jobpage tab
3. Read and Accept the Privacy Agreement
4. Select New User
5. Register
6. Sign in and select the My Jobpage tab again
7. Select the Access My Profile link
8. Save and Continue through each step
9. Review information and select Submit.