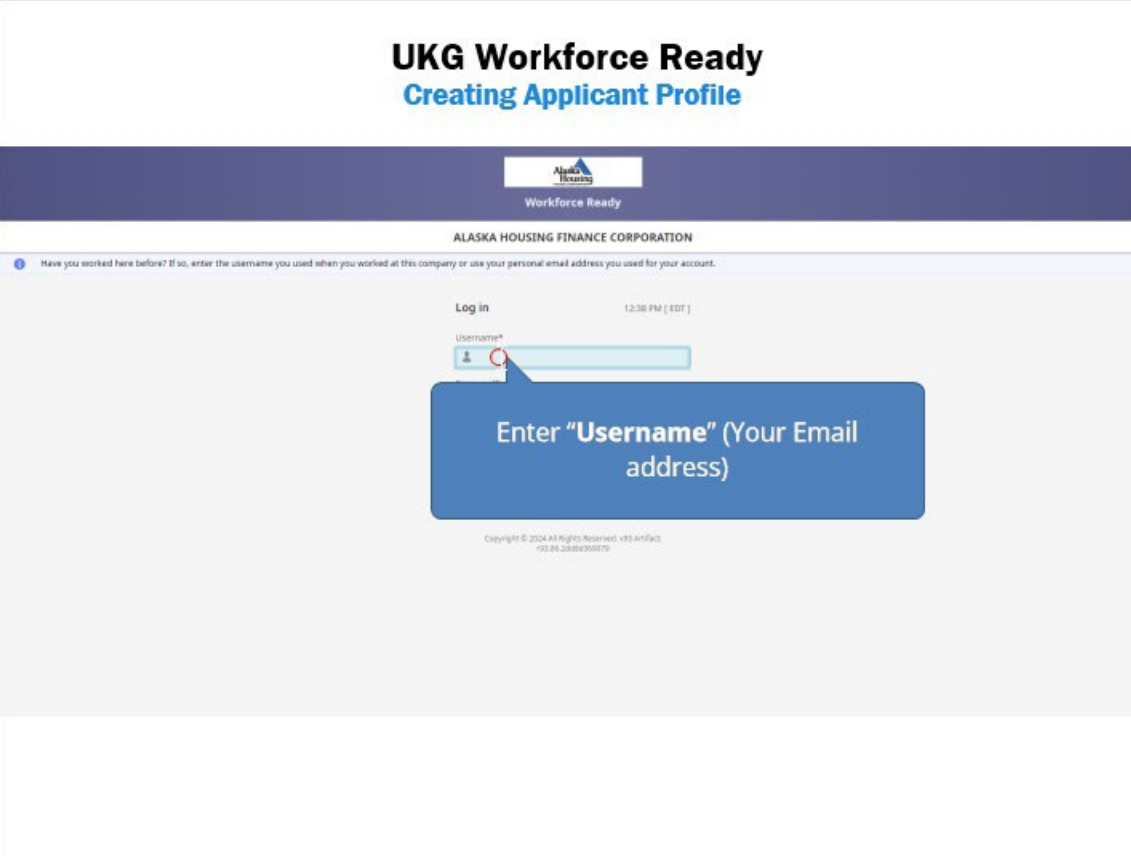



UKG Applicant Portal - Creating an Applicant Profile

1. My Jobs Portal

1.1 Enter Username



UKG Workforce Ready
Creating Applicant Profile



Workforce Ready

ALASKA HOUSING FINANCE CORPORATION

Have you worked here before? If so, enter the username you used when you worked at this company or use your personal email address you used for your account.

Log in 12:38 PM (EDT)

Username*




Enter "Username" (Your Email address)

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r02.88.2406200979

1.2 Enter Password

UKG Workforce Ready

Creating Applicant Profile



Workforce Ready

ALASKA HOUSING FINANCE CORPORATION

Have you worked here before? If so, enter the username you used when you worked at this company or use your personal email address you used for your account.

Log in

12:38 PM (EDT)

Username*

Password*

Log In

[Forgot username?](#)

[Forgot password?](#)

Create a new account

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Enter a **"Password"** and click **"Create new account"** or **"Sign In"** if returning

1.3 Contact Info

UKG Workforce Ready

Creating Applicant Profile

My Job Portal > My Applicant Profile

12:08 PM (EST)

Search

0%

Last Updated on: Jul 16, 2024 12:36 PM

Contact Information

Resume

Skills

Work Experience

Education

ESD Information

Professional References

My Summary

Please complete and save all sections of the applicant profile. Don't forget to save when you complete your pages.

The following information will allow us to contact you regarding possible job opportunities. If you are offered a position, you will be required to provide documentation verifying your responses to some of these questions.

Personal Information

Salutation

Last Name *

50

Secondary Email

Code

Cell Phone

Primary *

Code

Home Phone

Primary *

Address

Country *

United States

Street *

Zip *

99504

City *

Anchorage

State *

Alaska

Fill out all asterisk "Contact Information Fields"

Notes:

1.4 Save & Continue

UKG Workforce Ready

Creating Applicant Profile

My Jobs Portal > My Applicant Profile

Professional References

My Summary

Suffix

Personal Email*

Secondary Email

Code

Work Phone

Code

Cell Phone

Code

Home Phone

Address

Country*

Street*

Zip*

City*

State*

Additional Information

Security Question (Optional)

Question

Answer

Primary*

Primary*

Primary*

4300 Boniface Parkway

99504

Anchorage

Alaska

Save & Continue

Once all Form Fields are completed Click the "Save & Continue" button

1.5 Upload Resume

UKG Workforce Ready

Creating Applicant Profile

My Job Portal > My Applicant Profile

12:08 PM (EST)

Search

12%

Last Updated on Jul 16, 2024 12:08 PM

Contact Information

Resume

Skills

Work Experience

Education

ESQ Information

Professional References

My Summary

Save time and populate your profile during a resume upload. For the best results download the preferred resume format template.

Resume Upload

You may load one single file into this area. If you would like to load both a cover letter and resume, please save them as one file prior to uploading. You will have the option to paste a cover letter at the end of your application.

Add Resume

Add your resume and allow our Applicant Profile Builder to fill in your information. Don't have a resume? No worries, fill out as much as you can. Be sure to fill in all required fields.

To change your current Resume, please select 'Upload Resume' to search and upload a new file. Be sure your resume meets the upload requirements.

- Valid resume formats are PDF, DOC, DOCX, TXT, RTF.
- Uploading your resume could take several minutes depending on file size and your internet connection.

Applicant_Resume.pdf (276.9 KB)

Created: 07/16/2024 by Minnie St

Upload Resume

Not sure if you have the right file?

Download the help document when you upload.

Resume Format

Additional Information

Available Start Date

mm/dd/yyyy

Referral

Add "Resume" by clicking the "Upload Resume" button

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1.6 Additional Info Fields

UKG Workforce Ready

Creating Applicant Profile

My Job Portal > My Applicant Profile
My Applicant Profile

Applicant_Resume.pdf (276.9 KB)
Created: 07/18/2024 by Minnie So

Upload Resume

Not sure if you have the best resume format?
Download the help document which covers our preferred resume format.

Resume Format

Additional Information

Available Start Date
Enter a date

Additional Information

Objective Summary

Summary

Populate From LinkedIn Save Save & Continue

Complete "Additional Information" fields

1.7 Save & Continue

UKG Workforce Ready

Creating Applicant Profile

My Jobs Portal > My Applicant Profile

Created: 07/16/2024 by Minnie So

Upload Resume

Not sure if you have the best resume format?
Download the help document which covers our preferred resume format.

Resume Format

Additional Information

Available Start Date

07/16/2024

Referral

Company Website

Additional Information

Objective Summary

Summary

Click the "Save & Continue" button

Save & Continue

1.8 Skills

UKG Workforce Ready Creating Applicant Profile

My Job Portal > My Applicant Profile

Populate From LinkedIn

Save

Save & Continue

Incomplete

Last updated on: Jul 16, 2024 12:46 PM

23%

Contact Information

Resume

Skills

Work Experience

Education

EEO Information

Professional References

My Summary

Skills

Other Skills

Other Skills

Enter "Skills"

Populate From LinkedIn

Save

Save & Continue

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1.9 Save & Continue

UKG Workforce Ready

Creating Applicant Profile

My Jobs Portal > My Applicant Profile

Populate From LinkedIn

Save

Save & Continue

Incomplete

Last updated on Jul 16, 2024 12:46 PM

23%

Contact Information

Resume

Skills

Work Experience

Education

EEO Information

Professional References

My Summary

Skills

Other Skills

Other Skills

Organization, Time Management, etc

Click the "Save & Continue" button

Save & Continue

1.10 Work Experience

UKG Workforce Ready Creating Applicant Profile

Incomplete

Last updated on Jul 16, 2024 12:46 PM 37%

Contact Information

Resume

Skills

Work Experience

Education

EEO Information

Professional References

My Summary

Work Experience

Start with your current/most recent employer and click Add Another Company to include more work history.

General Information

Current/Most Recent Employer/Company Name #1 *

Show Details

Alaska Housing Finance Corp

Manage job details

+ Add Another Company

Populate From LinkedIn

Save

Save & Continue

Enter "Work Experience"

Populate From LinkedIn

Save

Save & Continue

1.11 Show Details

UKG Workforce Ready

Creating Applicant Profile

Incomplete

Last updated on Jul 16, 2024 12:46 PM

37%

Contact Information

Resume

Skills

Work Experience

Education

EEO Information

Professional References

My Summary

Populate From LinkedIn

Save

Save & Continue

Work Experience

Start with your current/most recent employer and click Add Another Company to include more work history.

General Information

(Current/Most Recent Employer) Company Name #1 *

Alaska Housing Finance Corporation

Show Details

Hide Details

+ Add Another Company

Save

Save & Continue

Click the "Show Details" button and complete the "Details" Fields.

Click "Save & Continue" button to progress

1.12 Education Fields

UKG Workforce Ready

Creating Applicant Profile

My Job Portal > My Applicant Profile

Incomplete

Last updated on: Jul 16, 2024 12:42 PM

Contact Information

Resume

Skills

Work Experience

Education

EEO Information

Professional References

My Summary

Education

Start with your current/most recent school attended and click Add Another School to include more education history.

General Information

Highest Education Completed *

(Current/Most Recent School)

School Name #1 *

Show Details

+ Add Another School

Populate From LinkedIn

Save

Save & Continue

Complete "Education Fields"

Click "Save & Continue" to progress

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1.13 EEO Info

UKG Workforce Ready

Creating Applicant Profile

My Job Portal > My Applicant Profile

Populate From LinkedIn

Save

Save & Continue

Incomplete

Last updated on Jul 16, 2024 12:44 PM

62%

Contact Information

Resume

Skills

Work Experience

Education

EEO Information

Professional References

My Summary

EEO Information

To comply with government regulations and reporting requirements, we request that you answer the following VOLUNTARY questions. Refusal to provide this information will not subject you to any adverse treatment.

Gender

Undefined

Ethnicity

Additional Information

Populate From LinkedIn

Save

Save & Continue

Complete "EEO Information" fields

Click "Save & Continue"

1.14 References

UKG Workforce Ready
Creating Applicant Profile

My Job Portal > My Applicant Profile

Professional References

Reference #1
Company *

Reference #2
Company *

Reference #3
Company *

Enter "Professional References"

Progress: Incomplete (75%)
Last updated on Jul 16, 2024 12:44 PM

- ✓ Contact Information
- ✓ Resume
- ✓ Skills
- ✓ Work Experience
- ✓ Education
- ✓ EEO Information
- Professional References**
- My Summary

Buttons: Populate From LinkedIn, Save, Save & Continue

1.15 Show Detsils

UKG Workforce Ready
Creating Applicant Profile

My jobs Portal > My Applicant Profile

12:45 PM (2024)

Search

Populate From LinkedIn Save Save & Continue

Professional References

Reference #1

Company *
Alaska Housing

Contact Person *
Relationship to Contact *
Manager
Phone Number *
Years Known *
3
Email
May we contact this reference? *
Yes

Hide Details Clear

Reference #2

Company *
Alaska Housing

Show Details

Reference #3

Company *

Show Details

Click the "Show Details" button to complete all fields

Click "Save & Continue" to progress

Left Sidebar:

- Incomplete 75%
Last updated on Jul 16, 2024 12:44 PM
- Contact Information
- Resume
- Skills
- Work Experience
- Education
- EEO Information
- Professional References
- My Summary

1.16 Summary

UKG Workforce Ready

Creating Applicant Profile

My Job Portal > My Applicant Profile

12:45 PM (EST)

Search

My Job Portal > My Applicant Profile

87%

Last updated on Jul 16, 2024 12:45 PM

Contact Information

Resume

Skills

Work Experience

Education

EOB Information

Professional References

My Summary

To complete your Applicant Profile - please add your signature.

I hereby certify and affirm that the information provided in connection with the application process is true and accurate.

I hereby authorize Alaska Housing Finance Corporation to investigate all information pertinent to my application, including but not limited to my current and/or former employers or any other person or entity. I hereby authorize all persons and entities to provide information to Alaska Housing Finance Corporation for the purpose of my application. I understand that any offer of employment may be rescinded, or my employment terminated if my representation is found to be false.

I understand that any omission, misrepresentation, or falsification in connection with this application may result in my application being rejected. I understand that if I am hired by Alaska Housing Finance Corporation, I must abide by all the rules and regulations of the company without notice at the discretion of Alaska Housing Finance Corporation.

Minimize

Contact Information

Personal Information

Name

Personal Email

Cell Phone

Address

Country

Street

Zip Code

United States

4300 Boniface Parkway

99504

City

State

Anchorage

Alaska

Scroll down through
"Summary" and check for
accuracy.

Click "Signature" button at
bottom to advance

1.17 Signature

UKG Workforce Ready

Creating Applicant Profile

12:46 PM (EST)

Search

My Job Portal > My Applicant Profile

Graduated

Business

S.A.

EEO Information

Gender

Female

Ethnicity

Professional References

Reference 1

Company

Alaska Housing

Phone Number

Reference 2

Company

Alaska Housing 2

Phone Number

907-330-8250

Relationship to Contact Manager

May we contact this reference?

Yes

Add Signature

Please type your (Minnie So) password to confirm.

Password *

By clicking the "I Agree" button, you acknowledge that you have read, understand and agree that your profile is accurate and complete before applying for a job.

Add Signature

Add "Signature" a.k.a. your password to sign

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1.18 Agree

UKG Workforce Ready
Creating Applicant Profile

My Job Portal • My Applicant Profile

Graduated Business S.A.

EEO Information

Gender
Female

Ethnicity

Professional References

Reference 1

Company
Alaska Housing

Phone Number

Reference 2

Company
Alaska Housing 2

Phone Number
907-330-8250

Years Known
1

Relationship to Contact
Manager

May we contact this reference?
Yes

Add Signature

Please type your (Min 8)

Password *

By clicking the "I Agree" button, I have read, understand and agree to the terms and conditions of the application and complete before applying for my position.

Cancel **I Agree**

Click the "I Agree" button

Add Signature