
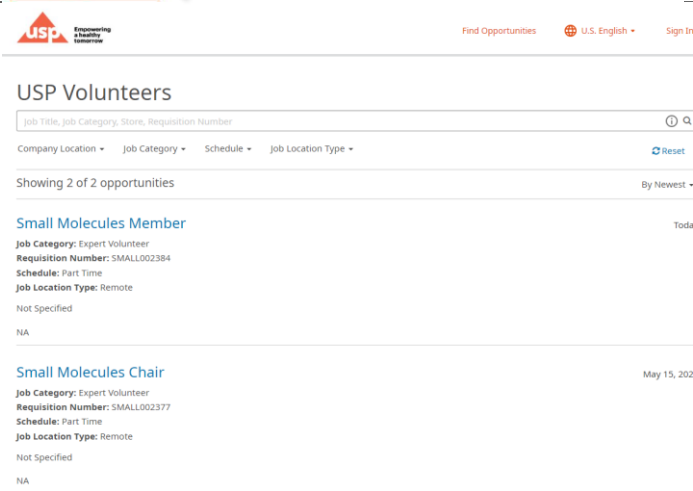



Expert Volunteer Application Guide

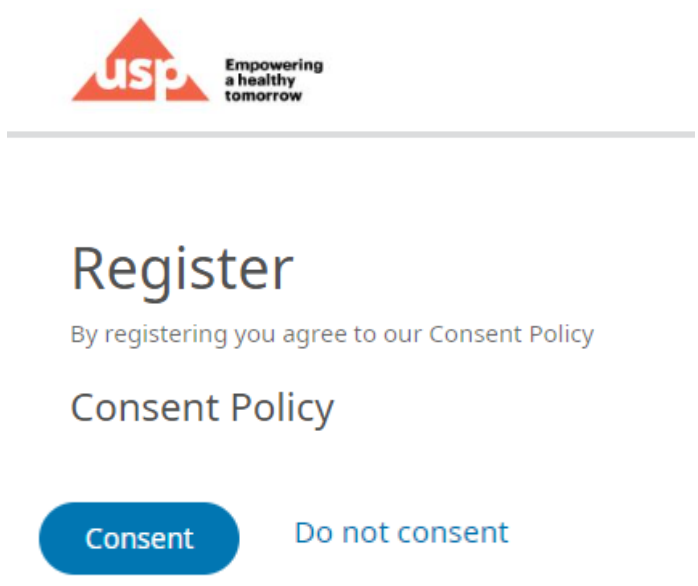
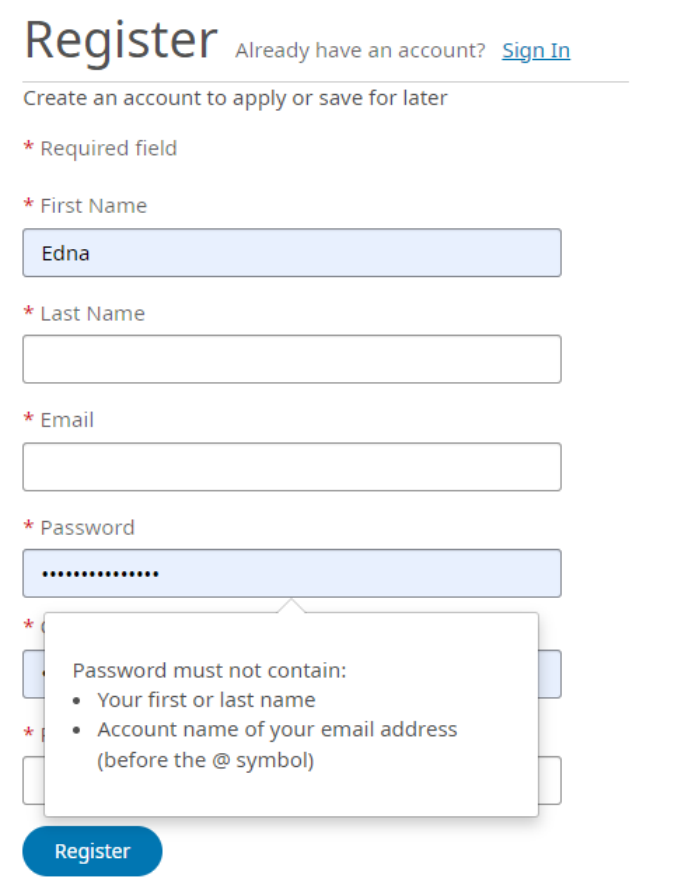
This guide is prepared to aid your application process. Some questions can be skipped for Expert Volunteer applicants.

NOTE: Please be aware that this application is part of a USP-wide employment system. As such, there are elements of the application that are “hard-wired” and cannot be altered for the purposes of Expert Volunteer Recruitment. This means some questions/terminology (i.e. Job, Start Date, Employee, Employer, Consent Policy) in the applications are more relevant to employment applicant than to Expert Volunteers. We understand that this may cause confusion, however, do not be concerned and continue with your application for Expert Volunteer. We apologize for the inconvenience.











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Step No.	Step Description	Screenshot
1.	Click “Apply” on	 <p>Amplify the impact of your passion and expertise</p> <h2>Become a USP Expert Volunteer</h2> <p>Watch the video</p> <p>Everyone deserves access to safe, high-quality medicines, dietary supplements and foods. USP Expert Volunteers play a critical role in helping to ensure that's possible. With a range of scientific, academic, and professional backgrounds, our Expert Volunteers collaborate with other scientific leaders on solutions that have a real and lasting impact by shaping and setting USP quality standards and solutions that safeguard and advance global public health.</p> <p>Share your scientific, professional and real-world insights to help find solutions to current and emerging health challenges. Submit your application to become a USP Expert Volunteer and amplify your impact.</p> <p>Apply now!</p>
2.	Select a Volunteer Opportunity of interest on the USP Volunteer Opportunity site	 <p>USP <small>Engineering a Healthier Tomorrow</small> Find Opportunities U.S. English Sign In</p> <h3>USP Volunteers</h3> <p>Job Title, Job Category, Store, Requisition Number <input type="text"/></p> <p>Company Location Job Category Schedule Job Location Type Reset</p> <p>Showing 2 of 2 opportunities By Newest</p> <p>Small Molecules Member Today</p> <p>Job Category: Expert Volunteer Requisition Number: SMALL002384 Schedule: Part Time Job Location Type: Remote Not Specified NA</p> <p>Small Molecules Chair May 15, 2024</p> <p>Job Category: Expert Volunteer Requisition Number: SMALL002377 Schedule: Part Time Job Location Type: Remote Not Specified NA</p>
3.	Click on one of two application methods available.	 <p>Apply now Apply With LinkedIn</p>



Step No.	Step Description	Screenshot
4.	<p>Review <i>Consent Policy</i> & indicate your decision via available buttons.</p>	
5.	<p>Create a profile. Please note that your email address will be used as your username in the Application Tracking System (ATS).</p> <p>Password must meet the following criteria:</p> <ul style="list-style-type: none"> • 8 characters or more • 1 uppercase and 1 lowercase character • 1 number • 1 symbol (like !@#%&^) 	

Step No.	Step Description	Screenshot
6.	<ul style="list-style-type: none"> Upload your resume Complete Contact Information Confirm the following sections are extracted correctly from uploaded resume. Adjust if necessary. <ul style="list-style-type: none"> Work Experience Education Skills 	<p>The screenshot shows the 'Small Molecules Chair' application page. At the top, there is an 'Upload Resume' button with a green arrow pointing to it. Below this, there are four sections: 'Contact Information' with a green 'Complete' button, 'Work Experience' with a green 'Confirm' button, 'Education' with a green 'Confirm' button, and 'Skills' with a green 'Confirm' button.</p>
7.	<p>The following sections can be skipped if they are irrelevant to you:</p> <ul style="list-style-type: none"> Behaviors Motivations Licenses & Certifications Links Documents (Confirm your resume is listed) 	<p>The screenshot shows several sections of the application form. 'Behaviors' has a red 'SKIP' button and a pencil icon. 'Motivations' has a red 'SKIP' button and a pencil icon. 'Licenses and Certifications' has a plus sign and a yellow 'OPTIONAL' button. 'Links' has a red 'SKIP' button. 'Documents' has a green 'Confirm' button.</p>
8.	<p>For the “Questions” section, please complete:</p> <p>“How did you hear about this opportunity?”</p> <p>Skip inputs for:</p> <ul style="list-style-type: none"> Were you referred by a current employee? When can you start? <p>This field defaults to the day of your application.</p>	<p>The screenshot shows the 'Questions' section. It includes a red asterisk indicating a required field. The question is 'How did you hear about this opportunity?' with a dropdown menu showing 'Choose...'. A green 'Complete' button is next to the dropdown. Below this is the question 'Were you referred by a current employee?' with radio buttons for 'Yes' and 'No', and a red 'SKIP' button. At the bottom is the question 'When can you start? (MM/DD/YYYY)' with a date field showing '05/16/2024' and a red 'NO ACTION REQUIRED' button.</p>

Step No.	Step Description	Screenshot
9.	<p>Complete the following required sections:</p> <ul style="list-style-type: none"> <i>Is this your first time applying to be a USP Expert Volunteer?</i> <i>Sector</i> <i>Please specify sector if Other selected (else N/A)</i> <i>What is your country of origin?</i> <p>NOTE: At USP, we value diverse perspectives and recognize that many scientists from different countries live all over the world. We believe scientific debate also benefits from the variety of perspectives and backgrounds of our Expert Volunteers. For this reason, we are interested in BOTH where scientists reside and which countries they are originally from.</p>	<p>* Is this your first time applying to be a USP Volunteer Expert?</p> <p>* Sector </p> <p>* Please specify sector if Other selected (else N/A) </p> <p>* What is your country of origin? </p>
10.	<p>Enter your name in the text box to acknowledge the <i>Statement of Intent</i></p>	<p>* Statement of Intent: At USP, we believe there is strength in our differences. We know, and the evidence supports, that teams made up of diverse backgrounds build a more dynamic organization that allows for greater creativity, collaboration, innovation and better outcomes. At USP, we believe Equity equals Excellence. Therefore, we intend to ensure that we attract a global, robust, diverse and qualified volunteer applicant pool. In striving to create an organization that fosters meaningful inclusion, we are asking the following questions about gender identity (all applicants), and race/ethnicity (US applicants only). This information will assist us in identifying gaps in the reach, access and knowledge about this opportunity and our recruitment efforts. Please note that disclosing information in this section is entirely voluntary but highly encouraged. The data gathered on this document informs USP's ability to measure our outreach efforts and honor our commitment to DEIB. Please type your name to acknowledge the statement.</p> <p></p> <p>4000 characters left</p>
11.	<p>Complete the following required sections:</p> <ul style="list-style-type: none"> <i>What is your gender?</i> <i>Which race/other ethnicity best describes you?</i> <ul style="list-style-type: none"> This question is for US applicant only. Select <i>Not Applicable (Non-US resident)</i> for all non-US residents. <i>Primary, Secondary, and Tertiary desired focus areas</i> 	<p>* What is your gender? </p> <p>* Which race and/or ethnicity best describes you? (US applicants only) </p> <p>Primary desired focus area: </p> <p>* Secondary desired focus area: </p> <p>* Tertiary desired focus area: </p> <p>* Thank you for your interest in serving as an Expert Volunteer. In addition to Expert Volunteer opportunities, are you interested in other volunteer roles, including Expert Panel and Expert Advisor? </p>



Step No.	Step Description	Screenshot
	<ul style="list-style-type: none"><i>Your interest in becoming an Expert Panel and/or Advisor</i>	
12.	<p>Confirm application accuracy.</p> <p>Once you leave this page, you won't be able to edit the information you entered.</p> <p>Click "Submit" to submit your application.</p>	