Frequently Asked Questions

Q) Where do I begin?

A) To begin the application process, select a user name and password that you will remember. **Your user name and password may not be the same.** For future reference, write down your username and password. You will need these the next time you visit the site to check the status of your application or to apply for another position.

Q) What information will I be asked to provide?

A) You will be asked to provide personal information such as your name, address, and phone number. You will also be asked to provide information about your education and employment history, as well as information about your references. You may be asked to provide contact information for your references. Please gather this information before beginning the application process.

Applicants for faculty positions will be asked to submit additional materials. Refer to the instructions included in the posting. You may be asked to submit a cover letter, curriculum vitae, transcript, a statement that describes your teaching and research interests, and a writing sample. Submit your application materials in accordance with the instructions. (The instructions may advise you to send some of your application materials by mail to the search committee.)

Q) What if I have already created an application?

A) If you have already created an application using this online employment system, return to the Home page, click on the Login link, and enter your user name and password. Click on Manage Application to edit your existing application, apply to new positions without re-entering your application information, or review the status of positions to which you have applied. (Changes made to your application will not become part of any application(s) that you have already submitted.)

Q) What if I am not ready to fill out the application at this time?

A) If you do not want to complete an application at this time, please click **Cancel** at the bottom of the page.

Q) Do I have to fill out an application?

A) Everyone who applies for a position is required to create an application. System-required information is denoted with an asterisk (*). Additional application materials may be required. Review the position posting for application instructions, which may advise you to submit some materials by mail to the search committee. Your application will not be complete until you have attached all required documents and submitted the required materials. In some instances, the more information you provide the easier it will be to effectively evaluate your skills, abilities and qualifications.

Q) How do I save my application?

A) You must click **SAVE AND CONTINUE TO NEXT** or **SAVE AND STAY ON THIS PAGE** to save
the information you have entered. If you close your browser prior to clicking **SAVE AND CONTINUE TO**
NEXT or **SAVE AND STAY ON THIS PAGE** your application and account will be saved, but you will lose
the information on the last page that was not saved. If you have closed your browser before completing your
application, you may return to the web site, click on the Login link and enter your user name and password to
continue with your application.

Q) What if I want to submit a resume?

A) You will be able to submit a resumé each time you apply for a position. Instructions will advise you when
and how to attach your resumé. *Please **note** that attaching a resumé is not a substitute for completing the*
application form.
Applicants for faculty positions will be asked to submit a curriculum vitae. Instructions will direct applicants
for faculty positions to attach their c.v. or mail it along with other application materials to the search
committee.

Q) Can I copy selected information from another electronic document?

A) Yes, you can. For example, you can copy and paste the information from a Word or WordPerfect
document directly into the appropriate fields in the application form.

Q) My document was created on a Mac, what do I need to do?

A) If you need assistance with converting files from Mac to PC, please visit the following web page, created
by the National Teacher Training Institute:
http://www.thirteen.org/edonline/ntti/resources/workshops/digital_file/pdfs/moving_files.pdf.