Applicant Frequently Asked Questions

Q: How do I search and apply for positions at WesternU?

A: Please visit our employment website: https://jobs.westernu.edu. The first time you apply, you will be prompted to register and create your Candidate Profile.

Q: How do I submit a resume or other applicant documents for employment considerations?

A: Due to our desire to give each candidate the attention and consideration that they deserve, WesternU uses an online applicant system to better manage the application and hiring process. In order for resumes and other applicant documents to be considered for employment they must be submitted electronically through the online applicant system.

Q: How long after submitting my application online can I expect to hear from someone at WesternU?

A: Upon submitting your application, you will receive a confirmation code in addition to an email confirming receipt. Your resume is typically reviewed within 21 days by the Hiring Committee of that position. Once a decision has been made, you will be notified via email/phone call and you will also receive a status update on your completed application.

Q: Is there a way to check the status of my application online?

A: Yes! You can log into your profile and check your status on each of the positions that you have applied to at any time by clicking on the 'Your Applications' link.

Q: How do I learn more about the History and Mission of WesternU?

A: Please visit our WesternU 'About' page http://www.westernu.edu/university/university-about/university-history/. Also please be sure to view our 'Videos' page for additional visual presentations http://www.westernu.edu/university/western-videos/western-expansion/.

Q: Do I need to create a separate profile if I am applying for more than one position?

A: You can apply to multiple positions with the same profile. Click "Apply" under the position you are interested in applying to. The system will prompt you to log in with the username and password that you selected when you created your profile.

Q: Will I be at a disadvantage if I apply to multiple positions at the same time?

A: You may apply for multiple positions if they match your experience and qualifications however we do not recommend that you apply to positions if you do not meet the minimum qualifications.

Q: Will it be advantageous if I apply to the same position multiple times?

A: No, we do not recommend this using this strategy as submitting an application more than once for the same position will NOT increase your chances of being contacted.

Q: My Password is not working or I forgot my Password. What should I do?

A: Click the "Forgot your username or password" link. You will be prompted to enter your username and to answer your 'Challenge Question' that you originally answered when you created your profile. Once that has been entered correctly you may enter your new password.

Frequently Asked Questions Continued

Q: My Username is not working or I forgot my Username. What should I do?

A: Click the "Forgot your username or password" link. Enter the email address you used when you created your profile and your Username will be emailed to you.

Q: How long are the job postings generally on the Employment Website?

A: A position remains on our Employment site until it is filled unless otherwise indicated in the posting closing date. Typically if the position you are interested in can no longer be found on the Employment site then the position has been filled.

Q: How do I send a job opportunity to a friend?

A: Click the "Email to a friend" which is located below the job description as well as within the posting itself. All the relevant details on the job will be included in the message that the referral receives. Click "Send" to forward the information to your friend.

Q: What does the 'Bookmark this Job' feature do?

A: The 'Bookmark this Job' feature allows you to bookmark or save a selected posting for later review.

Q: Who do I contact if I need to edit/change/upload additional applicant documents?

A: You may contact Human Resources via email **Employment@WesternU.Edu** to have your application reactivated. Once reactivated by HR, you will receive an automated email with instructions on how to edit/change/upload your applicant documents.

Q: Who do I contact for Technical Support assistance?

A: If you are experiencing technical difficulties please email **Employment@WesternU.Edu**.