

Application Instructions

► **GO ONLINE** – The UNA Online Employment System may be accessed by going to:

<http://jobs.una.edu>.

► **CREATE APPLICATION/FACULTY PROFILE**

For a staff position, create an application or for a faculty position, create a faculty profile. The application/profile can be used to apply for any posted position thereafter. Each applicant will be prompted to create a unique username and password to apply for postings and to re-access the site.

► **SEARCH FOR JOBS** - Search all current openings for employment.

► **APPLY** – An applicant may apply for any job for which he/she meets the minimum qualifications. The applicant may be asked questions regarding his/her qualifications and will have the ability to add a resume/CV, cover letter, or other supporting materials.

► **MANAGE** - Check the status of all jobs for which you have applied, add additional documents or withdraw your application. Update and edit your profile at any time by using your username and password.

► **LOG IN/LOG OUT** - Log in using your username and password. Log out every time you leave the site; if there is no activity after sixty minutes, the site will automatically log you out.



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It is the policy of the University of North Alabama to afford equal opportunities in education and in employment to qualified persons regardless of age, color, creed, disability, national origin, race, religion, or sex, in accordance with all laws, including Title IX of Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1991, and Executive Order 11246. The coordinators for nondiscrimination policies are: for students, Irons Law Firm, 219 North Court Street, Florence, AL 35630, and for students, the Director of Human Resources and Affirmative Action, 217 Bibb Graves Hall, telephone 256-765-4291 or email: humanresources@una.edu.

Online EMPLOYMENT SYSTEM

jobs.una.edu



HISTORY IN THE MAKING



WELCOME!

Thank you for your interest in employment with the University of North Alabama. UNA is pleased to offer the **Online Employment System** for all faculty and staff open positions. The Online Employment System will allow an applicant to search postings, apply for open positions, and submit his/her supplemental application materials online. Once applications are received through the system, it facilitates an electronic selection and approval process, making for a more rapid, efficient, and user-friendly process.

The purpose of this brochure is to provide you, the applicant, with information regarding the Online Employment System and to help you with instructions on how to use the system.

Posting Information

The job opportunities listing is updated daily and can be accessed via the web at <http://jobs.una.edu>. Some positions are posted as promotional opportunities. The promotional opportunity designation is for those postings only open to current UNA employees while job vacancy/faculty vacancy postings are open to any applicant. All postings are posted for a minimum of seven days.

Applicant Definition

In order for an individual to be considered an applicant, he/she must complete and submit an online application for a specific position using the University's Online Employment system. Paper applications, faxes, and emails are not accepted, and unsolicited resumes will not be added to any applicant pool. Therefore, an individual who submits an unsolicited resume is not considered an applicant.

FREQUENTLY ASKED QUESTIONS

How do I find out what jobs are available at the University of North Alabama?

The job listing for all open positions is available 24 hours a day at <http://jobs.una.edu> on any computer with internet access. All job listings are posted on our job posting boards outside of our office also.

How do I apply for a job?

Create a username and password to be used to log in. Once you have logged in to the system, you may create your application/profile online at any time. You may also search open positions before creating the online application. Step-by-step instructions are included in this brochure.

Can I apply for more than one position at a time?

Yes, once you have completed your online application/profile through the Online Employment Service, you can apply for as multiple positions that match your qualifications. When you re-visit the site, the original application/profile you created will be available for you to use and/or update to apply for other positions.

How long can I use my application/profile to apply for positions?

Applications remain on file indefinitely. Applications can be updated at any time. If your contact information, educational history, or employment history changes, be sure to update your application/profile.

Can I apply directly with the department in which I wish to work?

No. The UNA Online Employment System is the central intake point for all open positions. Only applicants who apply through the system will be considered for employment.

How will I know if a position for which I applied has been filled?

You will receive an email when any position for which you have applied has been filled. You may also check the status of your application by logging into the system and viewing the listing of positions for which you have applied. Once the position is filled, the status of the position will change to "position filled".

When/how can I make changes to my application/profile?

Changes can be made to your application/profile at any time. Any changes you make to your application/profile will be included for any new position for which you apply. If changes to an application/profile that has already been submitted are necessary, please make the changes to your application/profile and then email Human Resources at employment@una.edu and we can attach the most recent application.

Can I attach documents relevant to my application?

Yes, you will be given the opportunity to attach an electronic resume/CV and/or cover letter as you apply for each position. Also, this resume/CV will be held in your account on the system for future use. Certain postings may require additional documents to be attached.

Can I use different resumes/CVs for different positions?

Yes. You can submit a new resume/CV for each position that you apply for. The site will hold several versions of your resume/CV and cover letter.

What if I don't have access to a computer?

The Office of Human Resources, located at 217 Bibb Graves Hall, has computers available Monday-Friday 8:00 a.m. until 4:30 p.m. The UNA library also has computers available for use during extended hours. Additionally, the Online Employment System can be accessed through any computer with internet access.