1. Go Online: The UNA Online Employment System may be accessed by going to [http://jobs.una.edu](http://jobs.una.edu). You should see the following screen:

![Welcome to the career site for The University of North Alabama!](image1.png)

New Users
- To search positions, click the Search Postings link on the navigation bar.
- To apply for a job, click the Create Application link on the navigation bar, then follow the directions.

Returning Users
- Click the Login link on the navigation bar, and enter your username and password.

2. Create Application/Faculty Profile: First, click “Create Application” or if you have previously created an application/faculty profile, click on “Login.” Once you have created an application/faculty profile, it can be used to apply for any posted position thereafter. You will be prompted to create a unique username and password to apply for postings and to re-access the site.

![Welcome to the career site for The University of North Alabama!](image2.png)

Click “Create Application” to start.

If you have previously created an application/faculty profile, click “Login.”

When you find a position in which you may be interested, view the position details.

Click “Search Postings” to search all current posted positions.

To view the posting, click “view”.

Welcome to the career site for The University of North Alabama!

To see our current open positions, please click on a Job Category below:

- Faculty Positions
- Staff Positions
- Other

It is recommended that you do not use your browser's "Back", "Forward", or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

New Users:
- To search positions, click the Search Postings link on the navigation bar.
- To apply for a job, click the Create Application link on the navigation bar, then follow the directions.

Returning Users:
- Click the Login link on the navigation bar, and enter your username and password.
- This section ends.
4. Apply: You may apply for any job for which you meet the minimum qualifications. You may be asked questions regarding your qualifications and will have the ability to attach a resume/CV, cover letter, or other supporting materials.

To apply for a posting, simply click “apply for this posting”.

When you have finished applying for the position, the system will generate a confirmation number which applies specifically to your application to that position.
5. Once you have applied for a position, you will have the ability to check the status of your application or withdraw your application for a position. You may also update and edit your profile at any time by using your username and password.

6. 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.