

APPLICATION INSTRUCTIONS:

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

The screenshot shows the homepage of the UNA Online Employment System. The header features the UNA logo and the text "Department of Human Resources • Online Employment System" with the tagline "Changing Lives. Creating Futures." Below the header, there is a navigation menu on the left with options: HOME, SEARCH POSTINGS, CREATE APPLICATION, and LOGIN. The main content area has a heading "Welcome to the career site for The University of North Alabama!" and a sub-heading "To see our current open positions, please click on a Job Category below:". There are two links: "Faculty Positions" and "Staff Positions". A warning message states: "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." Below this, there are sections for "New Users" and "Returning Users". The "New Users" section includes instructions to click "Search Postings" to search and "Create Application" to apply. The "Returning Users" section instructs to click "Login" to enter credentials. The browser's address bar shows "Internet" and "100%".

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.

This screenshot is identical to the one above but includes annotations. A black arrow points from the "CREATE APPLICATION" link in the left navigation menu to a text box on the right that says "Click 'Create Application' to start." Another black arrow points from the "LOGIN" link in the left navigation menu to a text box on the right that says "If you have previously created an application/faculty profile, click 'Login.'". The rest of the page content is the same as in the previous screenshot.

3. Search for Jobs: Search all current openings for employment.

Department of Human Resources • Online Employment System

Changing Lives. Creating Futures.

HOME
SEARCH POSTINGS
CREATE APPLICATION
LOGIN

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](#)

Click "Search Postings" to search all current posted positions.

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.

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

Department of Human Resources • Online Employment System

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HOME
SEARCH POSTINGS
APPLICATION STATUS
MANAGE APPLICATIONS
CHANGE PASSWORD
LOGOUT

To view the position details and/or apply to a position, click on the **View** link below the Job Title. To sort, click on the arrow next to the column title.

RETURNING USERS: Please **STOP** and read this important message!
If you need to **edit your application information** before applying for a position, please login and click on the 'Manage Applications' link on the navigation bar to the left. **You will not be allowed to change your application information after you have applied for a position.**

Job Title	Job Open Date	Department
Tenure Track Assistant Professor View	07-17-2007	Accounting & Business Law
Sample Job Posting View	07-17-2007	Human Resources

To view open postings, please enter your search criteria below. You may view all open postings by not specifying any search criteria and clicking on the **Search** button.

Search Postings

To view the posting, click "view".

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.

The screenshot displays the 'Job Details' page for a Tenure Track Assistant Professor position. The page header includes the UNA logo and 'Department of Human Resources • Online Employment System' with the tagline 'Changing Lives. Creating Futures.'. A navigation menu on the left lists: HOME, SEARCH POSTINGS, APPLICATION STATUS, MANAGE APPLICATIONS, CHANGE PASSWORD, and LOGOUT. A 'Return to Search Results' link and a 'Printer-Friendly Version' icon are visible. A text box instructs users to edit application information before applying and notes that changes are not allowed after application. A prominent 'APPLY FOR THIS POSTING' button is highlighted with a callout box stating: 'To apply for a posting, simply click “apply for this posting”'. Below this is a table of position information:

Position Information	
Job Title:	Tenure Track Assistant Professor
Department:	Accounting & Business Law
Job/Position Summary:	Teaches and advises students in Accounting and Business Law. Conducts professional research.
Additional Responsibilities:	
Posting Date:	07-20-2007
Closing Date:	Open Until Filled

The Windows taskbar at the bottom shows the 'start' button, system tray icons, and the time '8:46 AM'.

When you have finished applying for the position, the system will generate a confirmation number which applies specifically to your application to that position.

The screenshot shows the 'Your Application Has Been Submitted' confirmation page for the Tenure Track Assistant Professor position. The page header is identical to the previous screenshot. A message box at the top reads: 'Welcome Squarepants, Spongebob. You are logged in. Thursday, July 19, 2007'. The main heading is 'Your Application Has Been Submitted Tenure Track Assistant Professor'. The confirmation number is highlighted: 'The following is your confirmation number. Please save this number for future reference: 553184'. Below this, a thank-you message states: 'Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.' Two notification sections follow: 'Faculty and Staff/Service Employment Process Notification' and 'Adjunct Employment Process Notification'. The Windows taskbar at the bottom shows the time '9:10 AM'.

- 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.

The screenshot shows the 'Department of Human Resources • Online Employment System' interface. The user is logged in as 'Squarepants, Spongebob' on Thursday, July 19, 2007. The main heading is 'Application Status'. Below this, a message states: 'The table below lists the positions you have applied to.' A bullet point instructs the user to click on the 'Withdraw Application' link for that position, with a note: '(Note: If you withdraw your application, you will not be able to apply for the same position again).'

The 'Application Status' table contains one record:

Job Title	Confirmation Number	Application	Application Date	Status	Attached Documents	View Documents
Tenure Track Assistant Professor View	553184	View Staff or Service Application	07-19-2007	In Progress Withdraw Application		

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

- 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.