When a job seeker sees a job they are interested in applying to, they must complete an online application to ensure consideration. The process below is what an applicant will experience when applying to opportunities posted on the employment website.

1) Position of interest identified.

2) After clicking on the Business/Advertised title for the position, the applicant will see the job summary and other important details about the position. The applicant will click ‘Apply Now’ to begin the application process.
3) The applicant is asked to login to their existing applicant account or create an account via a pop-up window.

**TROUBLESHOOTING TIP:** An applicant cannot create an account until they apply for a position. A valid email address is required to set up this account.

4) After entering a valid email address, the applicant will check off on the Privacy Statement message and then click ‘Next.’

5) Applicants have the option to upload a resume to keep in their applicant account for future use. Information can be prefilled from Facebook or LinkedIn, should the applicant choose to connect one of these accounts. This step is not mandatory and can be skipped by clicking ‘Continue.’
6) The second page of the application is the Personal details page. New applicants will set a password.

**TROUBLESHOOTING TIP:** These personal details are stored to the applicant’s account.
7) After they set a password, the applicant will be asked to fill out Personal Information, including legal eligibility status and visa sponsorship status.

8) The next three pages of the application contain Voluntary Demographic and Self-Identification Questions including demographic questions, disability status and protected veteran status.
Voluntary Self-Identification of Disability:

Voluntary Self-Identification of Protected Veteran Status:
9) Once the voluntary information is collected, applicants must upload documents as outlined in the How to Apply section of JEMS PVL.

   **TROUBLESHOOTING TIP:** The Talent Acquisition Specialists may customize your application before it is released to the employment website to ensure the document uploads you chose appear on the Application Materials page.

10) Applicants will provide their Education history for Academic Staff and University Staff positions.

   **TROUBLESHOOTING TIP:** Education history will be stored in the applicant’s account.

   The types of educational experience collected here include College/University, High School or equivalent, and Vocational Studies. Institution name, degree type and major information are also collected:
11) If the reference form is selected as part of the application, the applicant will provide the names and contact information for three references.
12) After the reference form is completed, the applicant will electronically sign a Reference Release form.

13) The applicant will have the ability to request application confidentiality.

14) Prior to submitting the application, the applicant will be asked to certify the information they provided is true.
15) On the Submit page, the applicant will identify where they heard about the opportunity.

**TROUBLESHOOTING TIP:** Sources are listed in a dropdown menu and the applicant must choose a source from this list. The applicant will not have the option to type in their own source.

16) Once a source is chosen, the applicant will click ‘Submit application.’

**TROUBLESHOOTING TIP:** Once the application is submitted, the applicant cannot make changes to it. If the applicant needs to make a change to their application materials after submission, the Division should contact the assigned Talent Acquisition Specialist.

17) The applicant will receive an immediate message acknowledging the submittal of the application.
An email will automatically go out to the applicant to acknowledge the submittal of the application.

**TROUBLESHOOTING TIP:** Applicants are informed in the email acknowledgement that the selection process will begin soon. It is best practice that applicants are provided with updates during the recruitment process via status moves or electronic communications.