

While exploring career opportunities or applying for an open position, we realize that you may have questions. In an effort to provide you with as much information as possible, we have created frequently asked questions relevant to our application and recruiting processes.

The Application Process

1. Do I have to complete an application, or can I just submit my resume?

To be considered for a position, applicants must complete and submit applications online. Resumes may be attached to the online application if requested. Resumes and cover letters are not generally required for staff postings.

2. Can I apply and/or submit my resume directly to the hiring department?

UNMC's employment website is the central intake site for all faculty and staff applications. Only applications submitted online through the employment website will be considered.

3. How do I apply for a position?

To begin the application process, create an account by using the navigation links on the left side of the screen "Create Account". Complete **all** fields to establish your username and password. Search for the desired posting you would like to apply for and click on "Apply to Posting." Complete **all** sections of the application. If you are a returning applicant and have previously applied for a job with us, log in to the employment website at jobs.unmc.edu and click on Login. The system will ask for your username and password.

4. The posting has allowed me to attach a resume to my application. Do I still need to complete all the fields of the online application?

Yes, you still need to complete **all** fields in the application. The application was designed to allow hiring managers to quickly access and evaluate your qualifications. Your resume will provide additional information regarding your employment history.

5. Can I reference, "Please See Resume" in completing the fields in the online application?

No. Applications referencing "Please See Resume" will be considered an incomplete application.

6. Does it matter what format my resume is in?

Yes, please use PDF, Microsoft Word, or text files. The system will automatically convert your document to a PDF file.

7. If I don't remember my username and/or password, what can I do?

If you can't remember your username and/or password, click on "Forgot your username or password?" and enter your email address to receive your username. Enter your username to reset your password. If you don't remember the email address on file or no longer have access to that email address, please contact email jobs@unmc.edu.

8. Can I withdraw my application after I have applied for a position?

Yes, you may withdraw your application. This is done from the “Your Application/Profiles” menu link on the left hand side. If you withdraw yourself from consideration, you will not be able to reapply online for the position from which you withdrew.

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

Yes, you may apply for more than one position.

10. Do I need to fill out a whole new application for every position I am interested in applying for?

No, however you will need to apply individually for each position of interest which meets your skills and qualifications. Your application will only be considered for the actual position that you applied to.

11. What should I do if I'm having difficulty submitting my application online or attaching the required documentation?

For assistance, you may email jobs@unmc.edu. A human resources representative will assist you within 24 hours (M-F).

12. Why do I need to provide a PIN number containing the last 5 digits of my Social Security number?

Your Social Security number is used as a unique identifier to establish your profile within the applicant system. (This number is not affiliated with anything outside of this application process and does not constitute a valid Social Security number.)

13. Why do I receive error messages when I try to submit the application?

There may be several reasons why you're receiving this error message. First, look at the red bar at the top of the page. This will tell you the area that needs attention. Please note that each field has a specific text limit. If you continue to receive error messages, email jobs@unmc.edu.

14. Can modifications be made to my on-line application after it's been submitted for a posting?

No.

15. Can I modify my application before submitting for a posting?

Yes.

16. How long does my application stay on file?

As required by the University of Nebraska Systems' retention policy, employment applications for non-hired candidates are kept four years.

17. How do I check the status of my application?

Login and click on “Your Application/Profiles”. In the section titled, Completed Application/Profiles it will list the positions you have applied for and your application status. The application statuses are as follows:

Application Status

Application Incomplete
Application Withdrawn
Did Not Meet Minimum Qualifications
In Progress

Not Under Consideration
Offered Job

Definition

Application has been screened by HR and is missing information.
Applicant has withdrawn their application from the posting.
Answer(s) to supplemental questions disqualified application.
Application is under further consideration by the hiring department.
Application has been declined.
Position has been offered to applicant.

Position Cancelled
Under Review by Hiring Department
Under Review by Human Resources

Posting has been cancelled.
Application has been forwarded to the Hiring Department.
Application has been forwarded to Human Resources for review.

The Recruiting Process

1. How long is a posting open to receive applications?

Staff postings are required to be posted for a minimum of 7 business days and may close at any time after the 7 day minimum at the hiring department's discretion.

2. What happens after I submit my application?

- A. After you submit your application and supporting documents, you will receive an automatic reply acknowledging receipt of your information.
- B. Your application is then screened by Human Resources for verification of minimum qualifications. If your application meets the minimum qualifications, your application will be forwarded to the hiring department for review. If not, you will receive an email stating your application is no longer under consideration for the posting.
- C. The hiring manager will review your qualifications and experience. If the hiring manager feels that you are a potential match for a position, someone from his or her department will contact you either by phone or email. The first phase of the process could include an initial phone interview or an on-site interview. Each department is responsible for their own hiring and candidate selection.

3. How will I know if my application has been received by the hiring department?

Once reviewed by Human Resources and released for the Hiring Manager's review, you will immediately receive an automated email reply to the email address that you provided advising you of the status of your application.

4. I submitted my application through the online application system. When will I hear from someone about the job?

Every hiring manager has a different timetable for reviewing applications and scheduling interviews.