TIPS FOR COMPLETING UNMC'S ON-LINE EMPLOYMENT APPLICATION

The University of Nebraska Medical Center (UNMC) utilizes an on-line employment application for all staff and faculty job postings. The application can be found on UNMC's employment website: jobs.unmc.edu. For applicants that do not have internet access, computers are available in UNMC's employment office in the Administration building on the corner of 40th and Dewey. There is always someone on staff between 9:00 A.M. and 4:00 P.M (Mon – Fri) to answer questions or provide help with completing the application. The online application is a quick and easy way to apply for employment and can be accessed 24 hours a day, 7 days a week.

Following are some tips to help you create an application that will showcase your competencies:

• Prior to completing the on-line application, gather together your employment and education history information. If you already have a well developed resume, this is a great place to start. It is easy to "cut and paste" information from your resume into the appropriate fields on the online application.

• Complete **all** fields on the application. Omitting information can slow down the employment process because your application will be **flagged as incomplete**, and will not be considered until you have provided **all** the information requested on application.

• Check for spelling and grammatical errors. Be sure to proofread your application and if possible have someone else look at it. Often times, these errors can send a message to the hiring manager regarding lack of attention to detail.

• Be organized when citing your employment history. **List your current position first** and continue with subsequent positions in chronological order.

• Be sure to thoroughly document your job duties in each position without going into too much detail. Bullets are very effective and easy to read. You must document that you possess the required knowledge and experience needed to perform the job. The easier it is for hiring manager to assess that you possess the necessary qualifications for the position, the more likely you will get a call for an interview.

• Include any relevant duties performed in prior jobs, volunteer work, and internships that relate to the position for which you are submitting an application. Make sure to note specific accomplishments that resulted in time/money savings, process improvements, or any special recognition for you or your department.

• Use the job posting as a guide when completing the application. If applying for multiple positions, you may want to change your application to highlight different strengths or prior experience based on the specific position for which you want to apply.

• List your most recent education first. In addition to high school and college information, be sure to include additional vocational schools, training programs, employer provided continuing education, seminars, and certifications that relate to the position.

• Describe your work experience with concrete words rather than vague descriptions.