

Old Dominion University

Application Completion Procedures

jobs.odu.edu

Applying for classified and hourly positions is done on-line at jobs.odu.edu. At this web site you can view current job postings in complete detail and apply using the on-line application.

Benefits of using this system are:

1. It is the only way to apply for classified and hourly positions.
2. You complete just one on-line application that you can use to apply for multiple jobs now and in the future.
3. You create a user account that allows you to return to the system at any time to check the status of your application, edit your application, apply for other openings
4. View the job postings and apply any time any where from a computer with internet connection.

1. Before Starting Your On-line Application... Be Prepared

- Have all the details of your education and employment history together.
 - Dates of employment
 - Post secondary education information: dates of attendance, hours completed, degree received & date if applicable
 - Job References: names, addresses, phone numbers
- Have any documents that you may want to attach to your application ready.
 - Resumes, cover letters - Acceptable formats are Word (.doc) and Acrobat (.pdf)

2. Log In To The Secure Web Site: jobs.odu.edu

- **New Users will create a user id and password as the first step in creating an application.**
 - Click on the **“Create Application”** link on the left side of the screen.
 - Select your own user name & password that you will use in the future – write this down for future reference. (Business cards are available for this purpose)
 - Complete all required fields marked with a red asterisk.

3. Create an On-line Application

- Follow the directions on the screen, completing all required fields marked with a red asterisk.
- Be thorough. This is the primary information used to evaluate your job qualifications.
- Check the certification box on the last page and then save your application.

4. Search Postings and Apply

- Click on the **“Search Postings”** link on the left side of the screen
- Search by Job Title, Department, Job Category, or leave them all as “Any” for a complete list of all current vacancies.
- **“View”** the job posting in which you are interested.
- Click on **“Apply for This Job Posting”** to submit your application for this specific job.
- Answer the supplemental questions for this job.
- Certify your application and submit your application.
- Upon successfully submitting your application, you will see a confirmation page. (If you don't get a confirmation page, your application has not been submitted. Read any on-screen messages to correct the problem.)
- From there you can go to the “Manage Jobs” section. Here you attach resumes & cover letters.

5. Attaching Resumes and Cover Letters

- Click on the “**Manage Jobs**” link on the left side of the screen and then “**Manage Documents**” next to the job for which you want the documents attached.
- Click on “**Attach**” next to the type of document you are submitting.
- Follow instructions to upload from a disk or cut and paste into the space provided.
- Once submitted, attachments cannot be edited.

6. Log off

- For security reasons, you should log out of the system when you have completed the process.

For further assistance you can email us at jobsearch@odu.edu or call the Department of Human Resources at (757)-683-3042 during regular business hours.