



## THE EMPLOYER OF CHOICE

### APPLYING FOR A JOB

**1. How do I find out about job openings?** All current staff vacancies are posted on the web site. Visit <http://jobs.kennesaw.edu> and click on the "Search Postings" link on the left side of the page. Postings are searchable by title or department. You may also view all openings by clicking "Search" without entering any search criteria. Viewing a specific opening will allow you to apply for that opening. Before applying for a position, please review the job posting to be sure that you have the required skills and experience for the position in which you are interested.

**2. How long are jobs posted?** Generally, job openings are posted for ten days. Some may be posted as open until filled.

**3. How often are new jobs listed?** New jobs are posted at any time based on when they are approved to begin the recruitment process. To view new postings, go to <http://jobs.kennesaw.edu> and click on the link entitled "Search Postings". Click "Search" to view all postings. Sorting the results in the "Job Open Date" by clicking on the arrow next to the title of that column will allow for easy viewing of the most recent postings.

**4. How do I apply for a job?** You apply online for staff vacancies at <http://jobs.kennesaw.edu> as no paper applications are accepted. New users should click on the "Create Application" link and follow the instructions. Once your application is complete, view each opening individually by searching the postings. Choose the "Apply for this Posting".

**5. What if I have already created an application?** If you have already created an application and wish to update your information at <http://jobs.kennesaw.edu> select the "Login" link and enter your username and password. Once logged in, you will see the "Edit Application" link in the left hand navigation.

**6. What if I forget my username and password?** Follow the password retrieval instructions ([I forgot my password](#)) or call HR at 770-423-6030.

**7. What information should I include on my application?** Your application will provide KSU with full details on your skills, abilities, and work experience. It is important that you provide detailed information about your qualifications in order to fully evaluate your application for employment. Please note that resumes and cover letters are not admissible without completing the electronic application and cannot be provided until attached to a specific job opening. When applying for a specific position, cover letters and/or resumes may be requested or required by the hiring manager.

**8. What if I do not own a computer?** Libraries, job resource centers, schools, and other work related support organizations provide computer/internet access. You may also use the computers in Human Resources from 9 a.m. to 4 p.m. Monday through Friday.

**9. May I submit my resume to be kept on file until a suitable position becomes available?** You cannot submit a resume until you apply for a specific posting and then only if the hiring manager has requested a resume. Your resume is then saved on the <http://jobs.kennesaw.edu> website and you may apply for other opportunities at a future date using your saved application.

**10. How long will my application be kept online?** Your application will be kept for at least ninety days providing you continue to be active in your job search at Kennesaw.

**11. Should I mail a copy of my resume or application if I have already submitted it via the website?** No. The application process is an online process and paper applications are no longer accepted.

**12. If I am a current Kennesaw employee, do I have to submit an application?** Yes. All internal applicants must apply online in order to pursue posted career development opportunities.

**13. If I have submitted a resume or application prior to July 1, 2006, do I need to apply again?** Yes. To be considered for vacancies posted on or after July 1, 2006 you must apply online. No paper applications previously on file will be applied to postings that open after July 1, 2006.

## **AFTER APPLYING FOR A JOB**

**14. What happens to my application after I apply for a job?** You will receive immediate confirmation every time you successfully submit an application for a posted vacancy. Your resume will be reviewed by Human Resources and the Hiring Manager. The Hiring Manager will contact you if you are selected for an interview.

**15. Can I check my status for a position?** You may review the status of your application by choosing the "[Application Status](#)" link on <http://jobs.kennesaw.edu>.

**16. How are job interviews scheduled?** The hiring department will contact you if you are selected for an interview. You may be contacted by more than one hiring department if you have applied for more than one job vacancy.

**17. Should I call Human Resources to check on my application?** Due to the high volume of resumes we receive as an Employer of Choice, it is not possible for Human Resources to respond to status inquiries. You will be contacted by the hiring department if you are selected for an interview. You may also check the status of your application online at <http://jobs.kennesaw.edu>.

**THANK YOU FOR YOUR INTEREST IN  
EMPLOYMENT WITH KENNESAW**