



Overview/Description

This document provides step-by-step instructions on **Applying for Jobs**. This process reviews **Applicants** navigating to the **Careers Portal** and applying for **Job Openings**.

Prerequisite(s)

N/A

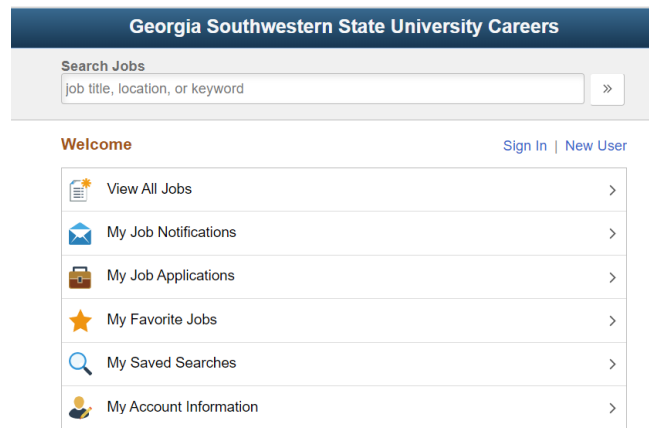
Instructions

In order to Apply for Jobs, navigate to the “Careers” portal of the USG Institution posting the Job Opening.

Navigation

USG Careers Portal

1. Navigating the Careers Portal Welcome Page



- a. If an Applicant signs in, the system knows who he/she is and does not require the rekeying of any existing data into the system.

View All Jobs	Shows all Job Postings. Applicant can sort or filter accordingly.
My Job Notifications	View online offers, disposition, interview notification, etc.
My Job Applications	Stores current Job Applications that are in progress and not submitted
My Favorite Jobs	Stores favorite jobs
My Saved Searches	Search criteria that has been previously saved by the Applicant. No need to rebuild complicated searches.
My Account Information	Change/update contact information



2. Search Jobs

- a. An Applicant can search **Job Openings** by using a keyword and narrow down results using the filters to the left. **Note Applicant can apply without a job as well.**

The screenshot shows the 'Search Jobs' interface. On the left, there are several filter categories: Business Unit (GA Southwestern State Univ (14)), Job Family (No Value (14)), Location (GA Southwestern State Univ (14)), Department (Athletic Administration (1), Dept English & Modern Language (1), Disability/ADA Services Dept (1), Financial Aid (1), Rosalynn Carter Institute (6), School Education (1), School of Nursing (1), Student Housing-Apartments(LLC (1), Student Success Center (1)), Full/Part Time Status (Full-Time (7), Part-Time (7)), and Regular/Temporary Position (Regular (10), Temporary (4)).

The search bar contains the keyword 'Manager'. Below the search bar, it says '14 jobs found for: "Manager"'. The results list includes:

- Head Women's Soccer Coach**: Job ID 217612, Location GA Southwestern State Univ, Department Athletic Administration, Posted Date 11/12/2019.
- Administrative Assistant**: Job ID 217443, Location GA Southwestern State Univ, Department Dept English & Modern Language, Posted Date 10/30/2019.
- Shuttle Van Driver (Part-time)**: Job ID 217568, Location GA Southwestern State Univ, Department Student Success Center, Posted Date 10/30/2019.
- Financial Aid Counselor**: Job ID 217255, Location GA Southwestern State Univ, Department Financial Aid, Posted Date 10/28/2019.
- OFC Recruitment Manager**: Job ID 217167, Location GA Southwestern State Univ, Department Rosalynn Carter Institute, Posted Date 09/18/2019.

- b. Applicant can sort or filter accordingly.

The screenshot shows the 'Search Jobs' interface with a 'Sort' dropdown menu open. The search bar contains the keyword 'job title, location, or keyword'. Below the search bar, it says '37 jobs found.'. The results list includes:

- Orientation and Transitions Coordinator**: Job ID 217382, Location GA Southwestern State Univ, Department First Year Experience, Posted Date 11/14/2019.
- Assistant Professor or Lecturer, Reading Education**: Job ID 217639, Location GA Southwestern State Univ, Department EG-Early Childhood Dept, Posted Date 11/12/2019.
- Head Women's Soccer Coach**: Job ID 217612.



3. Applying for Jobs

a. Select the **Job Posting** applying for to open the details of the **Job Posting** and Click **"Apply for Job"**.

OFC Recruitment Manager

Job ID 217167
 Location GA Southwestern State Univ
 Department Rosalynn Carter Institute
 Posted Date 09/18/2019

< Search Jobs
Job Description

< Previous Job
OFC Program Manager

Job ID 217001 Full/Part Time Full-Time

Location GA Southwestern State Univ Regular/Temporary Regular

[Apply for Job](#)

Job Summary

Operation Family Caregiver (OFC) is a unique coaching program launched in 2013 by the Rosalynn Carter Institute for Caregiving (RCI). The program provides free and confidential support to the families of those who have served our nation and return home with visible or invisible injuries (including post-traumatic stress, traumatic brain injury, and/or other physical disabilities). OFC is delivered by a coach, who trains and empowers people in this new role of "caregiver." The program has impacted nearly 1,000 families to date and has resulted in reduced caregiver depression and health complaints, and an increase in caregiver satisfaction with life.

The Program Manager position will be responsible for managing the day-to-day aspects of the program, including supervising staff, establishing and managing relationships with partners (in collaboration with the executive director), overseeing the supervision of coaches, increasing recruitment of caregivers into the program, and directing relevant communications, data analysis, and research as it supports the program. They will also work closely with RCI's staff to manage the program budget, including current and prospective grants. The ideal candidate will be an experienced professional who has expertise managing multiple priorities, can communicate efficiently and effectively with various stakeholders, and is successful at developing and managing relationships.

This is an established program in its fifth year, successful so far and ready to scale. We are currently putting into place new systems that will position the program for growth, including installing a new data collection system, establishing new content partnerships, and completing a program evaluation that will help identify what has worked and what direction the program should take going forward. We are looking for a Program Manager who can learn from these findings and use the new systems as a launchpad to take the program to the next level. This may require updates to program protocol and procedures, so experience with program development and implementation will be beneficial.

Because RCI is headquartered in Southwestern Georgia, one of the key responsibilities for this position is to strengthen Operation Family Caregiver's presence and relationships within the military and veteran community in Washington, DC. This will require being highly visible: serving as a spokesperson at conferences or with media, attending events and conferences, and meeting with people of a variety of experiences and backgrounds. As such, the Program Manager should have experience or an understanding of military culture.

The Program Manager for Operation Family Caregiver will report to RCI's Executive Director who is based in Americus, Georgia. This is a remote position, and a successful candidate will be self-motivated and resourceful. Someone successful in this position will be collaborative and work well in partnership with others. Occasional travel will be required.

This is a grant-funded position, and employment is contingent upon grant funding.

Responsibilities

- Design, implement, and coordinate program activities and conduct research to achieve program goals
- Collect, compile and analyze information relevant to programs
- Adhere to project timelines, track and maintain budget expenditures; and ensure timely high-quality implementation
- Coordinate program meetings, site visits, outreach activities, and events
- Keep up-to-date on information tracked in databases and prepare reports on projects
- Facilitate communication by answering partner inquires, and presenting activities and results
- Supervise and support outreach staff to locate and reach military caregivers who could benefit from this program
- Supervise and support training and implementation staff on program delivery, site support, coach supervision, and partner engagement
- Support communications staff in developing collateral materials, social media posts, talking points, and other communications materials to contribute to raise awareness and generate referrals
- Establish a presence and credibility for OFC
- Conduct phone calls and meetings with military and veteran organizations to introduce them to OFC
- Secure speaking engagements on panels or at events sponsored by local organizations, etc.
- Attend networking meetings with veteran and military organizations, social service and community care providers, acting as an ambassador for OFC
- Performs other related duties as assigned

Required Qualifications

- Bachelor's degree in a related field
- Exposure to, and familiarity with, military culture
- Valid driver's license




b. **Step 1 – Start:** Read the requirements of the **Job Posting**. If you agree to the Terms and Conditions Statement, check the box and Click **Next**.


c. **Step 2 – Resume/CV:** Attach **Resume/CV, Cover Letter** or any **other documents** pertinent to applying to the **Job Posting** and Click **Done**, once complete. Click **Next** (The option to return to Previous pages can be done by selecting).



File Attachment [Done](#)

Choose From

 My Device

 DUMMY RESUME.docx
File Size: 21KB

Upload Complete

[Exit](#) **Apply for Job**

OFC Program Manager

1 Start Complete	<p>Step 2 of 8: Resume/CV</p> <p>Resume/Curriculum Vitae Attachment (Required)</p> <p>*Resume Title <input type="text" value="DUMMY_RESUME.docx"/></p> <p>Attached File DUMMY_RESUME.docx Change Resume</p> <hr/> <p>Cover Letter Attachment</p> <p>*Cover Letter Title <input type="text" value="DUMMY_SampleCoverLet"/></p> <p>Attached File DUMMY_SampleCoverLetter.doc Change Cover Letter</p>
2 Resume/CV In Progress	
3 Additional Attachments Not Started	
4 Qualifications Not Started	
5 Questionnaire Not Started	
6 References and Referrals Not Started	
7 Self-Identify Not Started	
8 Review and Submit Not Started	

- d. **Step 3 – Additional Attachments:** To be considered for a **Job Posting** the required documents must be attached. **Additional Attachments** can be attached here. Select **Add Attachment** type and add **Attachment Title**. Click **Continue**. Upload **Additional Attachment**. Click **Done** once the upload is complete. The option to “**Use a Different Attachment**” is given, if the **Additional Attachment** needs to be changed. If there is no change, Click **Done**. Click **Next** (The option to return to Previous pages can be done by selecting).

< Previous
Next >



✕ Exit
Apply for Job

OFC Program Manager

- 1 **Start**
Complete
- 2 **Resume/CV**
Complete
- 3 **Additional Attachments**
In Progress
- 4 **Qualifications**
Not Started
- 5 **Questionnaire**
Not Started
- 6 **References and Referrals**
Not Started
- 7 **Self-Identify**
Not Started
- 8 **Review and Submit**
Not Started

Step 3 of 8: Additional Attachments

All required documents must be attached or your application may not be considered.

See the Required Documents to Attach section on the job posting for details.

Add Attachment

*Attachment Type

*Attachment Title

- Curriculum Vitae
- Leadership Philosophy
- Letter of Recommendation
- License Details
- Media (Audio/Visual)
- Other
- Personal References
- Portfolio
- Professional References
- References
- Research Interest
- Sample of Curriculum
- School Schedule
- Teaching Philosophy
- Transcripts
- Win/Loss Record
- Writing Sample

Add Attachment

*Attachment Type

*Attachment Title



File Attachment

Choose From

My Device

Upload Clear

DUMMY REF per-job-reference-list1.doc
File Size: 31KB

File Attachment Done

Choose From

My Device

DUMMY REF per-job-reference-list1.doc
File Size: 31KB

Upload Complete

Cancel **Add Attachment** Done

*Attachment Type Professional References

*Attachment Title Professional References

Attached File DUMMY_REF_per-job-reference-list1.doc

Use Different Attachment

Exit Apply for Job

OFC Program Manager

1 Start Complete

2 Resume/CV Complete

3 **Additional Attachments** In Progress

4 Qualifications Not Started

5 Questionnaire Not Started

6 References and Referrals Not Started

7 Self-Identify Not Started

8 Review and Submit Not Started


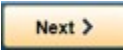
Step 3 of 8: Additional Attachments

All required documents must be attached or your application may not be considered.

Attached File	Attachment Title	Attachment Type
DUMMY_REF_per-job-reference-list1.doc	Professional References	Professional References

- e. **Step 4 – Qualifications (Work Experience, Degrees, Honors and Awards, Language Skills, and Licenses and Certifications):** Each of the **Qualifications** sections can be completed by Clicking on the corresponding button.



Once you are done completing one **Qualification** section, Click **Done**  to advance to next **Qualifications** section. After completing all of the **Qualifications** sections, Click **Next**. 

OFC Program Manager Apply for Job

Step 4 of 8: Qualifications

Work Experience
You have not added any work experience.

Degrees
You have not added any degrees.

Honors and Awards
You have not added any honors and awards.

Language Skills
You have not added any language skills.

Licenses and Certifications
You have not added any licenses and certifications.

Add Work Experience

*Start Date

End Date

*Employer

*Ending Job Title

Supervisor

Supervisor Email

Supervisor Phone

OK to contact? Yes No

Is This Your Current Position? Yes No

Reason for Leaving

Job Duties



Cancel **Add Degrees** **Done**

*Date Acquired 12/02/2019

*Degree

MAJOR

Country United States

State

School Code

School Description

Second Major

Minor

Graduated No

Year Acquired

Terminal Degree for Discipline No



Cancel **Add Honors and Awards** **Done**

*Effective Date 12/02/2019

*Honor or Award

Grantor





Cancel **Add Language Skills** **Done**

*Effective Date

*Language

Reading Proficiency

Speaking Proficiency

Writing Proficiency

Native Language **No**

Able To Translate **No**

Able To Teach **No**





Cancel **Add Licenses and Certifications** **Done**

*Effective Date

*License

Country

State

Renewal Required **No**

Renewal In Progress **No**

Suspended Indicator **No**

Expiration Date

If other, specify here:

License/Certification Number

Issued By

- f. **Step 5 – Questionnaire:** Questions included in the **Questionnaire** must be answered by the Applicant in order to be considered for a **Job Posting**. Completion of this step is required to advance to the next step. Once complete, Click **Next** (The option to return to Previous pages can be done by selecting).





✕ Exit
Apply for Job

OFC Program Manager

1 Start
Complete

2 Resume/CV
Complete

3 Additional Attachments
Complete

4 Qualifications
Complete

5 Questionnaire
In Progress

6 References and Referrals
Not Started

7 Self-Identify
Not Started

8 Review and Submit
Not Started

Step 5 of 8: Questionnaire

Questionnaire (Required)

1. Do you have at least a Bachelors Degree OR will you receive this degree in the next 3-6 months? (If applicant doesn't currently have the Bachelors Degree, you must inform the hiring manager upon being scheduled for an interview)

No
 Yes

2. Are you legally eligible for employment in the United States?

Yes
 No

3. Will you now or in the future require sponsorship for employment visa status?

Yes
 No

Open Ended Questions (Required)

1. Are you a current or former employee of any University System of Georgia school? If so, please provide details of your employment and/or retirement.

Word Count Total Words 0

2. Have you ever been discharged or forced to resign from employment? If so, please give name of employer(s) and reason(s):

Word Count Total Words 0

g. **Step 6 – Reference and Referrals:** After **Adding References**, identifying the **Referrals**, and Identifying if you are a **former employee**, Click **Next** (The option to return to Previous pages can be done by selecting).



✕ Exit
Apply for Job

OFC Program Manager

1 Start
Complete

2 Resume/CV
Complete

3 Additional Attachments
Complete

4 Qualifications
Complete

5 Questionnaire
Complete

6 References and Referrals
In Progress

7 Self-Identify
Not Started

8 Review and Submit
Not Started

Step 6 of 8: References and Referrals

References

You have not added any references.


Referrals

*How did you learn of the job?

Specific Referral Source

Are you a former employee No



Cancel **Add Reference** **Done** 

Reference Information

*Reference Type

*Reference Name

*Title

Employer

Phone

Email Address

Address

Country

Address 1

Address 2

Address 3

City

Apply for Job

OFC Program Manager

1 Start Complete	<p>Step 6 of 8: References and Referrals</p> <p>References</p> <p>You have not added any references.</p> <p>Add Reference</p> <p>Referrals</p> <p>*How did you learn of the job? <input type="text"/></p> <p>Specific Referral Source <input type="text"/></p> <p>Are you a former employee <input type="text"/></p>
2 Resume/CV Complete	
3 Additional Attachments Complete	
4 Qualifications Complete	
5 Questionnaire Complete	
6 References and Referrals In Progress	
7 Self-Identify Not Started	
8 Review and Submit Not Started	

Referrals

*How did you learn of the job?

Specific Referral Source

Are you a former employee

- Aiken Standard Newspaper
- Atlanta Journal Constitution
- Augusta Chronicle
- Chronicle of Higher Education
- Chronicle of Higher Education Employee
- Georgia Department of Labor
- Indeed
- Inside Higher Education
- Job Board
- LinkedIn
- Open House HR-Job Fair
- Other
- SC Employment Commission
- Science Careers
- Television
- The Signal Newspaper



h. **Step 7 – Self – Identify – Disability:** You are invited to provide the information requested regarding **Disability**. Once complete, Click **Next** (The option to return to Previous pages can be done by selecting).



✕ Exit
Apply for Job

OFC Program Manager

- 1 **Start**
Complete
- 2 **Resume/CV**
Complete
- 3 **Additional Attachments**
Complete
- 4 **Qualifications**
Complete
- 5 **Questionnaire**
Complete
- 6 **References and Referrals**
Complete
- 7 **Self-Identify**
In Progress
- Disability
In Progress
- Veteran
Not Started
- Diversity
Not Started
- 8 **Review and Submit**
Not Started

Step 7 of 8: Self-Identify - Disability

Form CC-305
 OMB Control Number 1250-0005
 Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

¹Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

i. **Step 7 – Self – Identify – Veteran:** You are invited to provide the information requested regarding **Veteran** status. Once complete, Click **Next** (The option to return to Previous pages can be done by selecting).





✕ Exit
Apply for Job

OFC Program Manager

- 1 **Start**
Complete
- 2 **Resume/CV**
Complete
- 3 **Additional Attachments**
Complete
- 4 **Qualifications**
Complete
- 5 **Questionnaire**
Complete
- 6 **References and Referrals**
Complete
- 7 **Self-Identify**
In Progress
- 8 **Review and Submit**
Not Started

Step 7 of 8: Self-Identify - Veteran

Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - A person who was discharged or released from active duty because of a service connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Self-identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I identify as one or more of the classifications of protected veteran listed

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classification to which I belong

I am not a protected veteran

I am not a veteran

Military Discharge Date

Reasonable Accommodations Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of

- j. **Step 7 – Self – Identify – Diversity:** You are invited to provide the information requested regarding **Diversity** status. Once complete, Click **Next** (The option to return to Previous pages can be done by selecting).





✕ Exit
Apply for Job

OFC Program Manager

- 1 **Start**
Complete
- 2 **Resume/CV**
Complete
- 3 **Additional Attachments**
Complete
- 4 **Qualifications**
Complete
- 5 **Questionnaire**
Complete
- 6 **References and Referrals**
Complete
- 7 **Self-Identify**
In Progress
- Disability
Complete
- Veteran
Complete
- Diversity
In Progress
- 8 **Review and Submit**
Not Started

Step 7 of 8: Self-Identify - Diversity

You are invited to provide the information requested regarding diversity.

Diversity

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self- identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender

What is your gender?

Female

Male

I decline to answer

Ethnicity and Race Identification

Are you Hispanic or Latino? [Definition](#)

Yes, I am Hispanic or Latino.

No, I am not Hispanic or Latino.

What is your race? Select one or more. [Definition](#)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

I decline to answer

k. **Step 8 – Review & Submit:** After reviewing all **7 Steps** in **Applying for Jobs**, use **Step 8** to verify all information. Once complete, Click **Submit** (The option to return to Previous pages can be done by selecting).

< Previous
Submit

✕ Exit
Apply for Job

OFC Program Manager

- 1 **Start**
Complete
- 2 **Resume/CV**
Complete
- 3 **Additional Attachments**
Complete
- 4 **Qualifications**
Complete
- 5 **Questionnaire**
Complete
- 6 **References and Referrals**
Complete
- 7 **Self-Identify**
Complete
- 8 **Review and Submit**
In Progress

Review your application and make any changes before submitting.

Step 8 of 8: Review and Submit

My Contact Information

Email Lameisha Estelle@usg.edu	Address 123 ELM STREET, ATHENS, GA 30606
Phone 706/583-0000	Contact Method Not Specified

[Modify](#)

- [▶ Online Screening Notice](#)
- [▶ Resume/Curriculum Vitae Attachment](#)
- [▶ Cover Letter Attachment](#)
- [▶ All required documents must be attached or your application may not be considered.](#)
- [▶ Work Experience](#)
- [▶ Degrees](#)
- [▶ Honors and Awards](#)
- [▶ Language Skills](#)
- [▶ Licenses and Certifications](#)
- [▶ References](#)
- [▶ Referrals](#)
- [▶ Disability](#)
- [▶ Veteran](#)
- [▶ Diversity](#)

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- I. **Application Confirmation** will be received when **Applying for Jobs** has been successful. An Applicant can view the status of their submitted Applications, Open Application, and/or withdraw from an Application, if desired by clicking on the “Careers” link. The “Careers” link will return the Applicant to the **Careers Portal Welcome Page**.

Application Confirmation

You have successfully submitted your job application

Jobs Applied For

Job Title	OFC Program Manager	Posting Date	09/09/2019
Job ID	217001	Application Date	12/02/2019
Location	GA Southwestern State Univ		

Online Screening Results

Job Title	OFC Program Manager	Job ID	217001
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We are pleased to advise that the application you have submitted has been accepted for further consideration in terms of our recruitment policy. You may review your submitted application by using the View Submitted Application link. We will contact you by email notifying you of whether your application has been successful or not as soon as possible. Your application, if found suitable is made available in our system to other recruiters who may consider linking you as an applicant to any available positions for which they may consider you suitable. In the event of your being linked to further job openings you will receive an email notification. Please note that any false or incorrect information will render this application void.

- [Home](#) [Careers](#)
- [View Submitted Application](#)

Georgia Southwestern State University Careers

Search Jobs

 »

Welcome LAMEISHA

[Sign Out](#)

- View All Jobs >
- My Job Notifications >
- My Job Applications 1 >
- My Favorite Jobs >
- My Saved Searches >
- My Account Information >

< Careers
My Job Applications

My Job Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
OFC Program Manager	217001	GA Southwestern State Univ	Submitted	12/02/2019 12:48PM	12/02/2019 12:48PM	Withdraw >

My Resumes

Attached File	Job ID	Resume Title	Date Created
DUMMY_RESUME.docx	217001	DUMMY_RESUME.docx	12/02/2019 12:15PM

My Cover Letters and Attachments

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
DUMMY_SampleCoverLetter.doc	217001	DUMMY_SampleCoverLetter.doc	Cover Letters	12/02/2019 12:13PM
DUMMY_REF_per-job-reference-list1.doc	217001	Professional References	Professional References	12/02/2019 12:20PM