Applicant Instructions

Step 1: How to Search and Apply

Visit JobLink.jmu.edu. In the left-hand menu bar, click on “Search Jobs.”
After selecting “Search Jobs” you will be directed to the following screen:

You may narrow your search by using the filter options above. You can search specifically by department, position title or job type. If you have a specific posting number, you may type that into the “Keywords” field to search for a specific job. For best results, use only one search criterion at a time.
To view all open positions, click “Search,” leaving all search fields defaulted to “Any” or just “blank.”

To view the details of the job, click on the “Working Title” of the job you are interested in.

**Wage Vehicle Services Attendant**

James Madison University is seeking applications for a Vehicle Services Attendant for the Transportation Department. This is typically a weekday, daylight position, but flexibility in scheduling and some weekend work is required.

**Technology Manager - Payroll Services**

Payroll Services at James Madison University is accepting applications for a Technology Manager to manage complex technical and operational support for the Payroll Services office and assist with implementation of new capabilities and/or systems. Duties and responsibilities include providing effective supervision to Payroll Transaction Analysts, by ensuring accuracy and integrity of all payroll...

**Patrol Officer**

The Department of Public Safety and Police at James Madison University is accepting applications for a Full-time Patrol Officer.
To apply for the position, click on “Apply for this Job” located in the top right corner of the job details page.
Step 2: How to Create an Application

After selecting “Apply for this Job” you will be directed to the following screen:

If you are a new user click the “Create an Account” link. Existing users can login with their username and password. Follow the prompts to create a new account and complete the application.
Step 3: How to Attach Documents

As you are completing the application, you will be prompted to attach any required and/or optional documents by clicking on the “Add Required Resume” button, for example, as part of the applications process. Documents will say if they are required or optional and documents may be uploaded in any of the following formats: .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls, or .xlsx. If your document is not in one of the listed formats, please convert it to a PDF before uploading it. Encrypted or password-protected documents are not supported.
If you do not already have your resume saved to attach to your application, you may click on the “Write Resume” option and a text box will open up that will allow you to write your resume to attach to your application.

Upload Resume

- Upload a document in any of the following file formats: .doc, .docx, .pdf, .rtf, .rtx, .txt, .tif, .tiff, .jpeg, .jpg, .png, .xls, .xlsx
- If your document is not in one of the above formats, please convert it to a PDF before uploading it.
- Encrypted or password-protected documents are not supported.

Name:

Resume 01-04-18 10:01:42

Description (optional):

File to Upload:

Browse...

Alternatives

- Write Resume
- Use Previously Uploaded Resume

Add to my Application
Step 4: How to Certify and Submit your Application

Once you have completed your application and it is free from errors, you will need to certify and submit your application, in order to finish applying to the job. You may do this by checking the certify box, typing your initials into the blank field and clicking on “Submit this Application.”
When you have certified and submitted your application, you will receive a confirmation number. Your application is not finished until you have received a confirmation number!
Step 5: How to Check your Application Status

You can check your application status by logging into your account at JobLink.jmu.edu and clicking on “Your Applications” on the left of the screen. In the “Status” field, you will be able to see your current application status and withdraw your application, if you choose to. When the text reads “In Progress,” it indicates that the hiring committee has received your application and is in the process of reviewing applications. Once a selection is made, the status of your application will show “Job Filled.”

If you have difficulty using the site or need guidance, please contact the Human Resources Recruitment & Employment Services Team at (540)-568-3597 or jobs@jmu.edu. Thank you for your interest in employment with James Madison University!