

# HR

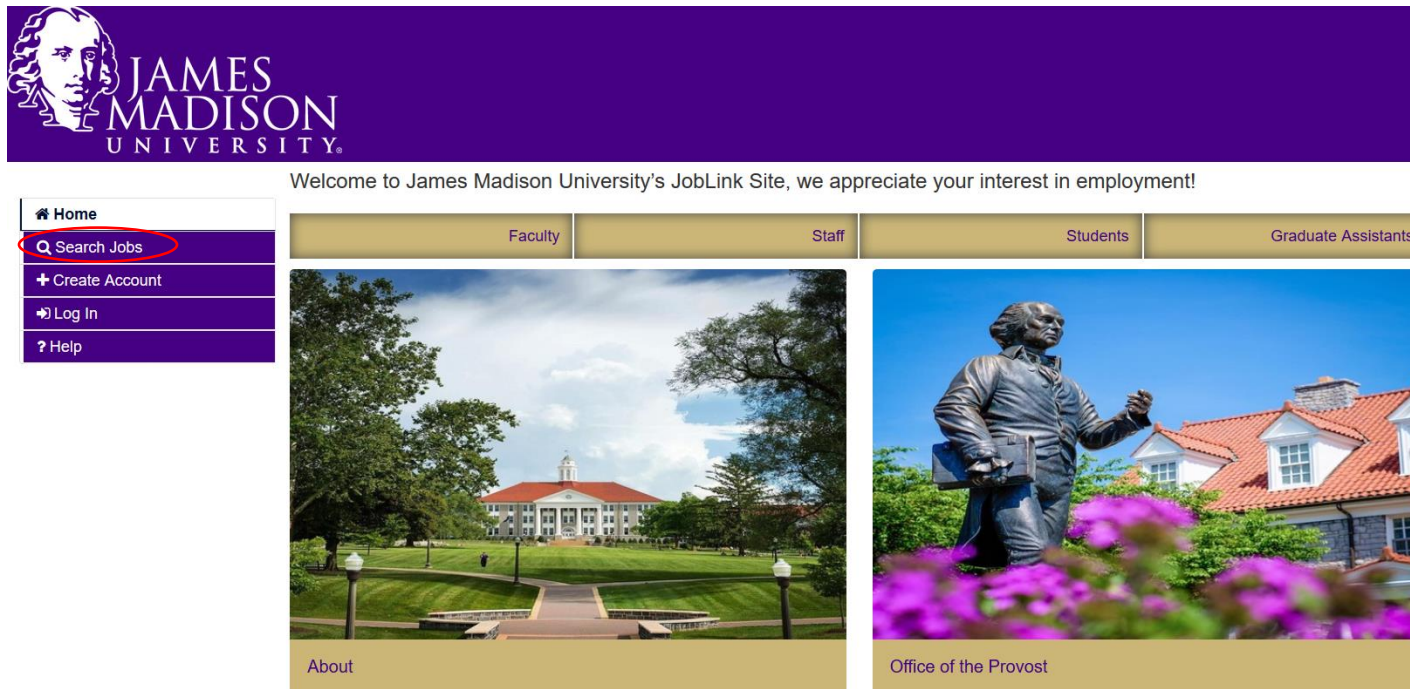
## HUMAN RESOURCES

JAMES MADISON UNIVERSITY

### Applicant Instructions

### Step 1: How to Search and Apply

Visit [JobLink.jmu.edu](http://JobLink.jmu.edu). In the left-hand menu bar, click on "Search Jobs."



The screenshot shows the James Madison University JobLink website. At the top left is the university logo featuring a portrait of James Madison and the text "JAMES MADISON UNIVERSITY". Below the logo is a purple navigation menu with the following items: "Home", "Search Jobs" (highlighted with a red circle), "Create Account", "Log In", and "Help". To the right of the logo is a welcome message: "Welcome to James Madison University's JobLink Site, we appreciate your interest in employment!". Below the welcome message is a horizontal navigation bar with four tabs: "Faculty", "Staff", "Students", and "Graduate Assistants". The main content area is divided into two columns. The left column features a photograph of a large, white, classical-style building with a red roof, surrounded by green lawns and trees, with the caption "About" below it. The right column features a photograph of a bronze statue of James Madison holding a book, standing in front of a building with a red roof and purple flowers in the foreground, with the caption "Office of the Provost" below it.

After selecting “Search Jobs” you will be directed to the following screen:

The screenshot shows the James Madison University job search page. At the top left is the university's logo. A navigation menu on the left includes links for Home, Search Jobs, Create Account, Log In, and Help. The main content area is titled "Search Postings (82)" and includes a sub-header: "View all open Postings below, or enter search criteria to narrow your search." Below this are several search filters: a "Keywords" text input field; a "Posted Within" dropdown menu set to "Any time period"; a "General" dropdown menu with options: Staff, Graduate Assistant, Faculty (AP or Instructional), and Student; a "Department" dropdown menu with options: 100005 - Art Design and Art..., 100006 - Biology Department, 100014 - Chemistry Department, and 100017 - School of Communic...; a "Position Title" text input field; and a "Job Type" dropdown menu with options: Classified, Wage, Temporary, and Administrative and Professional Faculty. A dark blue "Search" button is located at the bottom of the filter section.

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

S1170

100232 -  
Transportation  
E&G

Wage

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.

[View Details](#)

[Bookmark](#)

### Technology Manager - Payroll Services

S1169

100389 - Payroll  
Services

Classified

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...

[View Details](#)

[Bookmark](#)

### Patrol Officer

S1168

100236 - Police  
and Safety


Classified

The Department of Public Safety and Police at James Madison University is accepting applications for a full-time Patrol Officer.

[View Details](#)

[Bookmark](#)

To apply for the position, click on “Apply for this Job” located in the top right corner of the job details page.



**JAMES  
MADISON  
UNIVERSITY**

- Home
- Search Jobs
- Create Account
- Log In
- Help

Wage Vehicle Services Attendant

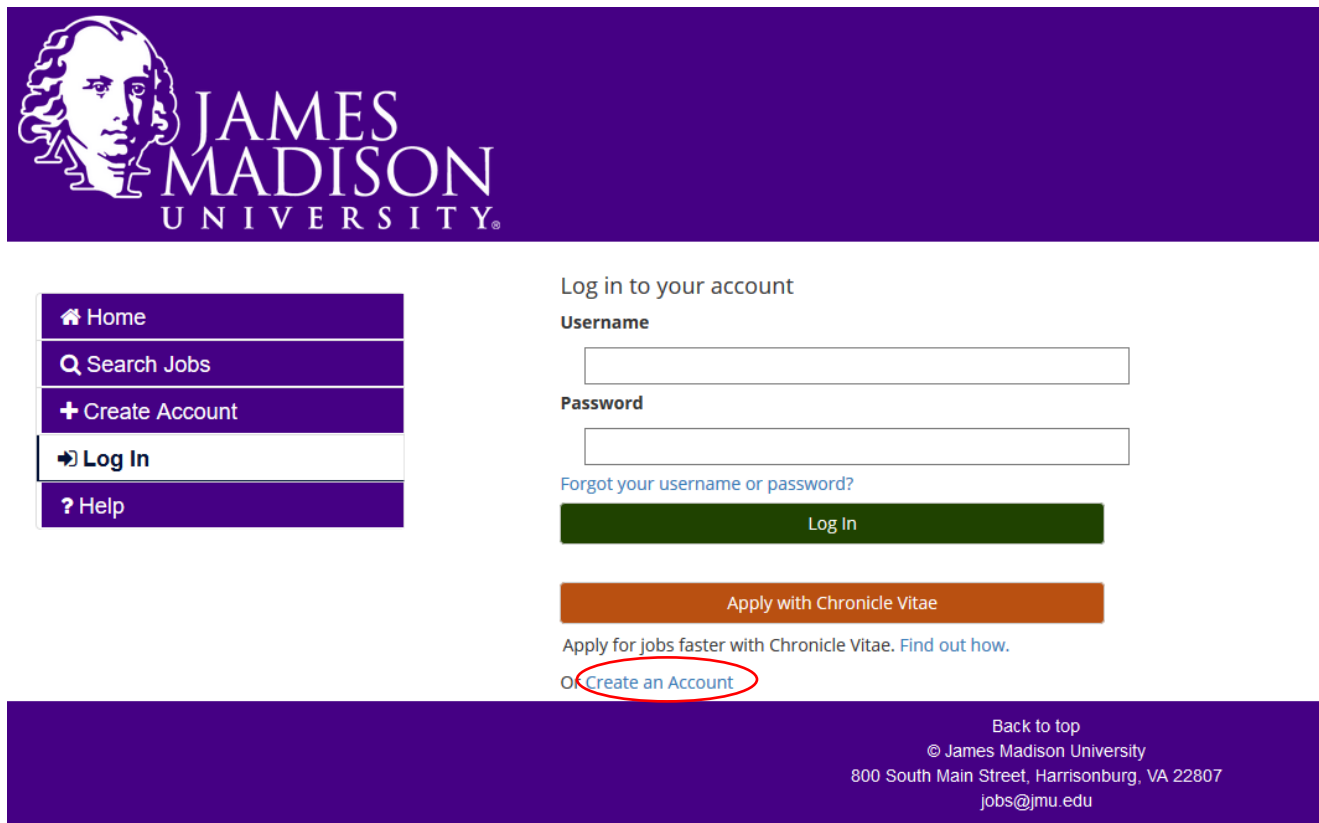
[Bookmark this Posting](#) [Print Preview](#) [Apply for this Job](#)

**Position Details**  
Position Information

<b>Working Title</b>	Wage Vehicle Services Attendant
<b>Position Number</b>	2174

## Step 2: How to Create an Application

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



The screenshot shows the James Madison University job application interface. At the top left is the university logo. Below it is a navigation menu with five items: Home, Search Jobs, Create Account, Log In, and Help. The 'Log In' item is highlighted. To the right of the menu is a login form with the heading 'Log in to your account'. It contains fields for 'Username' and 'Password', a 'Forgot your username or password?' link, and a 'Log In' button. Below the login form is an orange button labeled 'Apply with Chronicle Vitae' and a link 'Apply for jobs faster with Chronicle Vitae. Find out how.'. At the bottom of the form area, the text 'Or [Create an Account](#)' is displayed, with 'Create an Account' circled in red. The footer contains the text 'Back to top', '© James Madison University', '800 South Main Street, Harrisonburg, VA 22807', and 'jobs@jmu.edu'.

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.

Home	Application for Safety and Training Officer: Documents Needed To Apply
Search Jobs	<< Prev      Save changes      Next >>
Your Bookmarked Postings	Documents Needed To Apply
Your Applications	Go
Your Documents	You may be asked to attach any optional or required documents. If you begin applying, but do not finish attaching all of your documents, the documents that you have attached will be held in the system.
Account Settings	Add Required Cover Letter
Logout Kellie	Add Required Resume
Help	<< Prev      Save changes      Next >>
	Documents Needed To Apply
	Go

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.

- Home
- Search Jobs
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Logout Kellie
- Help

### Upload Resume

- Upload a document in any of the following file formats: .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .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.”

Home

Search Jobs

Your Bookmarked Postings

Your Applications

Your Documents

Account Settings

Logout Kellie

Help

Certify and submit your Application for Safety and Training Officer

**Certification**

I hereby certify that all entries on all pages of the application and all attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of the Commonwealth of Virginia. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize the Commonwealth to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

I certify that I have read and agree with these statements.

Please enter your initials to verify your identity.

or [Return to Application](#)

[Back to top](#)  
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800 South Main Street, Harrisonburg, VA 22807  
[jobs@jmu.edu](mailto:jobs@jmu.edu)



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!

**Your Application has been submitted.**

You have successfully submitted your Application.  
Your confirmation code is  
**CN000017860**

Thank you for your interest in this position. Upon the review date the search committee will begin reviewing applications. The screening and selection process will continue until a successful candidate is chosen.

[View Your Completed Application](#)  
[Continue Your Posting Search](#)

- Home
- Search Jobs
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Logout Kellie
- Help

[Back to top](#)  
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[jobs@jmu.edu](mailto:jobs@jmu.edu)

## 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.”

The screenshot shows the user interface for checking application status. On the left is a navigation menu with items: Home, Search Jobs, Your Bookmarked Postings, Your Applications (circled in red), Your Documents, Account Settings, Logout Kellie, and Help. The main content area is titled 'Your Applications (1)' and includes a section for 'Applications to Complete (0)' with a note that applications must be completed before the closing date. Below this is a table for 'Completed Applications (1)' with columns: Confirmation Number, Posting Number, Status, Application Date, and Application Materials. The first row shows an application for 'Safety and Training Officer' with confirmation number CN000017860 and posting number S1124. The status is 'In Progress' with a 'Withdraw Application' link (circled in red). The application date is January 04, 2018, and the materials include Application, Reference Requests, Resume, and Cover Letter. A 'Show your hidden/archived applications' button is at the bottom of the table. The footer contains a 'Back to top' link, copyright information for James Madison University, and the email address jobs@jmu.edu.

Confirmation Number	Posting Number	Status	Application Date	Application Materials
CN000017860	S1124	In Progress <a href="#">Withdraw Application</a>	January 04, 2018	<a href="#">Application</a> <a href="#">Reference Requests</a> <a href="#">Resume</a> <a href="#">Cover Letter</a>

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](mailto:jobs@jmu.edu). Thank you for your interest in employment with James Madison University!