



Applicant Instructions for JMU JobLink

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Go to <https://JobLink.jmu.edu>

Applicant Tutorial

- For a PowerPoint presentation on how to apply for a position using the JobLink system, please select the “APPLICANT TUTORIAL” link on the left side of the screen.

Searching for Positions

To perform a quick search of a specific category of postings, simply select one of the buttons displayed on the home page of the application website. Your choices are listed below.

- View/Apply for Instructional Faculty Positions
- View/Apply for Administrative and Professional Faculty Positions
- View/Apply for Classified/Full-time Positions
- View/Apply for Wage/Part-time Positions
- View/Apply for Student Positions
- View/Apply for Graduate Assistant Positions
- View/Apply for Teaching Assistant Positions
- View/Apply for Doctoral Student Positions
- View/Apply for Temporary Positions

There are many other ways to search for postings:

- Along the left side of the screen, select the “SEARCH JOB OPENINGS” link.
 1. To view all of JMU’s open positions, simply select the SEARCH button.
 2. If you know the Request/Posting Number (040____) enter it into the empty field with that title and select the SEARCH button.
 3. To select postings using the Position Type drop down list:
 - a. Select the type you are interested in and then select the SEARCH Button.
 - b. There is a link to the Type Definitions that will help you determine what jobs you are looking for.
 4. There are 3 key word searches: Working Title, General Information and Duties & Responsibilities.
 - a. Only use one key word search at a time.
 - b. Enter a word into the empty white field next to the key word search you wish to use, and then select the SEARCH button.
 - c. *Please note that the key word searches are very specific. For example, if you enter the word Nurse into the Working Title search and the title of the job includes the word Nursing, the search will not find that position.*
 5. There are also drop down lists by College/Division and State Role Title.
 - a. Simply select the College/Division or State Role Title you are interested in and then select the SEARCH button.

- Once you select a job category from the home page or use the SEARCH JOB OPENINGS option, a position or list of positions will appear.
 - a. To see more details on an individual position, select the “View” link underneath the Working Title.
 - b. To return to the list of openings, select the “Return to Search Results” link near the top or the bottom of the page.
 - c. To apply for the position, select the APPLY FOR THIS POSTING button.
 - If you have an existing account, enter your User Name and Password, then select the LOGIN button.
 - *Please skip the information on Creating an Application and go to the Applying for a Position information. If necessary, you will want to edit your position before applying.*
 - If you have never created an account, select the “Click here” link in the shaded New Applicant box. *Skip to step 3 of the Creating an Application section.*

Creating an Application

1. From the main website at <https://JobLink.jmu.edu>, Select the “CREATE APPLICATION” link on the left side of the screen

2. Select the radio button next to the type of application you wish to complete, and then select the GO button. Each job posting will identify which application you are to complete. The four types of applications are Staff Application, Faculty Profile, Student Application, and Graduate Student Application.
3. You will now create a user account. Enter a User name and password. You will have to enter your password a second time. Then select the CONTINUE TO PAGE 1 OF APPLICATION button.
4. Enter a secret question and answer in case you forget your password. Select the SAVE AND CONTINUE TO NEXT button.
5. Personal Information Page
 - a. Complete the page as completely as possible. *Please note the required fields are denoted with an asterisk (*)*.
 - b. Select the SAVE AND CONTINUE TO NEXT button.
6. Voluntary Demographic Data page
 - a. Federal government regulations require us to gather and maintain information on job applicants by race and gender. Your response is voluntary and will not be used in any way to determine your eligibility for employment.
 - b. Select the SAVE AND CONTINUE TO NEXT button.
 - c. ***Faculty Applicants: Please skip to step 12 at this time.***
7. Education History page
 - a. Select the ADD NEW ENTRY button, enter the appropriate information, and then select the ADD ENTRY button to save the new entry. *Please note the required fields are denoted with an asterisk (*)*.
 - b. Repeat step “a” as necessary. *Please note that your entries will appear in the order that they are entered. It is best to enter your most recent education experience first and then work your way back to your first education experience.*
 - c. When you are finished entering your education history, select the SAVE AND CONTINUE TO NEXT button.
8. Employment History page
 - a. Select the ADD NEW ENTRY button, enter the appropriate information, and then select the ADD ENTRY button to save the new entry. *Please note that the required fields are denoted with an asterisk (*)*.
 - b. Repeat step “a” as necessary. *Please note that your entries will appear in the order that they are entered. It is best to enter your most recent education experience first and then work your way back to your first education experience.*
 - c. When you are finished entering your employment history, select the SAVE AND CONTINUE TO NEXT button.
9. Licenses and Certifications/Availability page
 - a. Enter the appropriate information. This page is where you would want to provide information on any trade specific certifications. (CDL, Plumbing, Electrical, Software, etc.) *Please note the required fields are denoted with an asterisk (*)*

- b. Select the SAVE AND CONTINUE TO NEXT button.
10. References page
 - a. Please list the names and contact information of three professional references.
 - b. Select the SAVE AND CONTINUE TO NEXT button.
11. Criminal History page
 - a. Answer the question, “Have you ever been convicted for any violation(s) of law, including moving traffic violations?”
 - b. If yes, please provide details.
 - c. Review the authorization statement regarding verifying an applicant’s background.
 - d. Select the SAVE AND CONTINUE TO NEXT button.
12. View Application Summary
 - a. Please review you application to ensure that all information is correct.
 - b. Read the certification statement and if you agree, select the CONTINUE button, then select the CONFIRM button.
- If you created your application for the first time after searching for positions, please skip to step 4e under the Applying for a Position section.
- If you started at step 1 of the Creating an Application section, please go to step 1 of the Applying for a Position section.

Applying for a Position

Attention: You must edit an application before you apply for a job. Once you have applied for a position, you will not be able to edit the application you have submitted. Please skip to the Edit Application section at this time if you need to make changes to your application.

If you are not currently logged in, please go to <https://JobLink.jmu.edu> and login.

1. Along the left side of the screen select the “SEARCH JOB OPENINGS” link.
2. Follow the instructions to Search for Positions.
3. Once you have located the position you want to apply for, select the “View” link under the Working Title.
4. To apply for the position, select the APPLY FOR THIS POSTING button.
 - a. Select the radio button next to the source of how you heard about this position.
 - b. Answer any posting specific questions associated with the position you are applying for.
 - c. Read the Certify Application statement at the bottom of the page.
 - d. Check the empty white box.
 - e. Select the SUBMIT ANSWERS TO SUPPLEMENTAL QUESTIONS WITH MY APPLICATION button.
 - f. Attaching Documents
 - i. Required documents are denoted with an asterisk (*) in the Required column. If a document is required, the system will not let you apply until the document is attached.

- ii. To attach a document, select the “Attach” link. You will have three options:
 1. Select a previously saved document – if you have previously applied for a job you can attach the same document.
 2. Upload a new document – this is where you can attach a document from a drive on your computer or from a disk.
 3. Paste a new document – this is where you can copy and paste a document or type a new one.
 - iii. After your document appears in the appropriate box, select the ATTACH button at the bottom of the page.
 - iv. Select the CONFIRM ATTACHING DOCUMENTS button.
 - v. Repeat steps i-iv as necessary, depending on how many documents are required.

Note: To remove a document simply select the “Remove” link, then select the CONFIRM REMOVING DOCUMENT button.

Note: To view a document, select the “View” link under the View Document column.
 - vi. Select the FINISH ATTACHING DOCUMENTS button
 - g. Confirm page
 - i. Select the YES button to confirm you want to finish attaching documents.
5. You will then receive a confirmation number. Select the OK button. You have finished applying for the position.

Editing an Application

Attention: You must edit an application before you apply for a job. Once you have submitted your application, you will not be able to edit the application you have submitted.

- After you have logged in, select the “MANAGE APPLICATIONS” link on the left side of the screen.
- Select the “Edit Application” link.
- Complete steps 4 through 12 of the Creating an Application section.

Checking the Status of a Application

- To check the status of your application, simply login to the system. Your records will come up and show you what positions you have applied for and their statuses. Your status column will have one of three statements:
 - Application Received – your application has been received but not reviewed by the department,
 - In Progress – your application is being/has been reviewed by the department, or
 - Filled – the position has been filled.

Withdrawing from a Position

Note: If you choose to withdraw from a position, you will not be able to reapply for it.

- After you have logged in, look under the status column. Select the “Withdraw Application” link.
- Select the Confirm button.

Forgotten password

- If you have forgotten your password, please call Recruitment Services at 540-568-6728 or email jobs@jmu.edu.