



## APPLICANT INSTRUCTIONS

### STEP 1: HOW TO SEARCH AND APPLY

Visit [joblink.jmu.edu](http://joblink.jmu.edu). In the left-hand menu bar, you will have the option to “Search Job Openings.”

**JAMES MADISON UNIVERSITY.**

*Employment Opportunities*

HOME  
**SEARCH JOB OPENINGS**  
CREATE JOB PROFILE  
CREATE APPLICATION  
LOGIN

HR HOME  
STUDENT EMPLOYMENT  
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CONTACT US

**Welcome to the applicant site for JMUJobLink!**

We appreciate your interest in employment with James Madison University.

**JMU Mission Statement**

We are a community committed to preparing students to be educated and enlightened citizens who lead productive and meaningful lives.

**About the University**

For more information about James Madison University, please click one of the buttons below.

About James Madison University      Resources for Prospective Faculty

**Search Openings and Apply for Positions**

Please click on the appropriate button or link below to begin your Faculty, Staff or Student job search. To complete an application, click the **CREATE APPLICATION** link at the left of this page.

To search all open positions, click the **SEARCH JOB OPENINGS** link at the left of this page. When the search criteria comes up, click on the **SEARCH** button at the bottom of the page.

**Returning Users.** click the **LOGIN** link to the left and enter your username and password in order to **edit your existing application** information, **apply for new jobs**, and **review the status of positions** for which you have applied.

View/Apply for Instructional Faculty Positions (Part-Time)      View/Apply for Administrative and Professional Faculty Positions  
View/Apply for Instructional Faculty Positions      View/Apply for Miscellaneous Positions

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

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**Search Job Openings**

To view **open** postings, please enter your search criteria below. You may view all open postings by not specifying any search criteria and clicking on the **SEARCH** button.

**Search Job Openings**

College/Division: Any      Position Type: Any  
Request/Posting Number:      Working Title:      Type Definitions  
State Role Title: Any      Duties and Responsibilities Key Word:      General Info Key Word:     

SEARCH      CLEAR RESULTS

You may narrow your search by using the drop down boxes. You can search specifically by college/division, posting number, position type or title. 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.” To view the details of the job, click on “View” under the title of the position.

<b>Applications Analyst</b> <a href="#">View</a>	0404293	10-04-2011	Open Until Filled	Cl
<b>Assistant Director, Operations</b> <a href="#">View</a>	0404288	09-30-2011	Open Until Filled	Admin Profess
<b>International Leaders in Education Student Intern Pool- IE</b> <a href="#">View</a>	0404286	09-28-2011	11-07-2011	St
<b>Head, Department of Communication Sciences and Disorders</b> <a href="#">View</a>	0404284	09-27-2011	Open Until Filled	Instructio
<b>Linux Systems Administrator</b> <a href="#">View</a>	0404282	09-23-2011	Open Until Filled	Cl
<b>Visiting Assistant Professor - Department of Physics and Astronomy</b> <a href="#">View</a>	0404279	09-22-2011	Open Until Filled	Instructio
<b>Assistant Professor, School of Hospitality, Sport &amp; Recreation Mgt.</b> <a href="#">View</a>	0404277	09-21-2011	Open Until Filled	Instructio

To apply for the position, click on “Apply For This Posting,” located above and below the posting.

## JAMES MADISON UNIVERSITY.

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HOME

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### Job Details

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[Printer-Friendly Version](#)

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**APPLY FOR THIS POSTING**

**Position Information**

Optional Applicant Documents:	
Required Applicant Documents	Cover Letter Curriculum Vitae

## STEP 2: HOW TO CREATE AN APPLICATION

After selecting “Apply For This Posting,” you will be directed to the following screen:

**JAMES MADISON UNIVERSITY.**

HOME  
SEARCH JOB OPENINGS  
CREATE JOB PROFILE  
CREATE APPLICATION [Return to Posting](#)  
LOGIN

**Login to Continue**

**New Applicant:**  
[Fill out a new Application](#) if you have not yet completed an application using this system.

**Existing Users:**  
If you already have an electronic application on file, please login to the site with your User Name and Password.

User Name:   
Password:

**LOGIN**

[I Forgot My Username/Password](#)

If you are new user click the link to “Fill out a new Application.” Existing users can login with their username and password.

Follow the prompts to complete the application.

## STEP 3: HOW TO ATTACH DOCUMENTS

Select the documents you wish to attach and click “Attach” to the left of the document type, to attach the related document.

6 Records

Required	Attach / Remove	Document Type	Attached Document	View Document
*	<a href="#">Attach</a>	Resume		
*	<a href="#">Attach</a>	Cover Letter		
*	<a href="#">Attach</a>	List of 3 Professional References		
	<a href="#">Attach</a>	Letter of Reference #1		
	<a href="#">Attach</a>	Letter of Reference #2		
	<a href="#">Attach</a>	Letter of Reference #3		

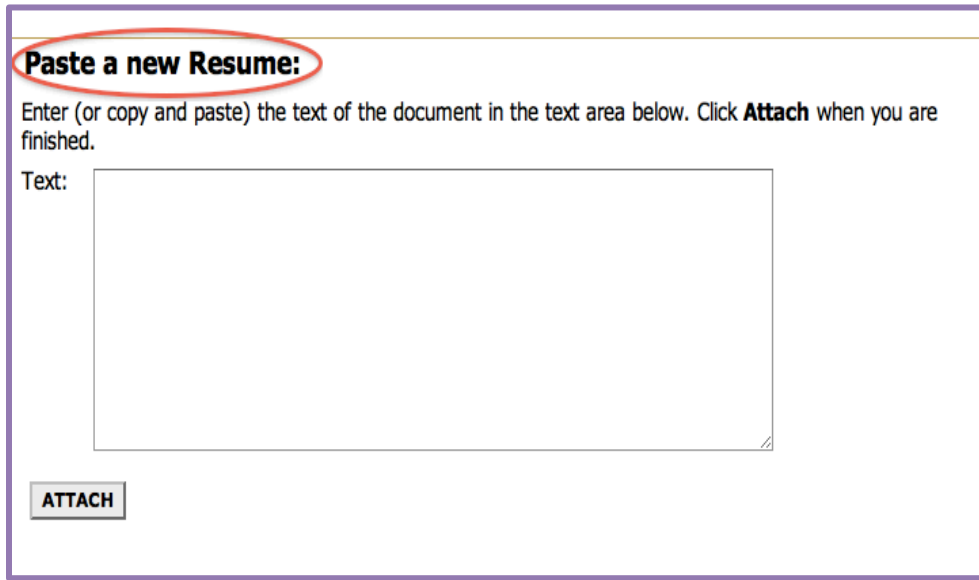
**ATTACH ADDITIONAL DOCUMENTS LATER**

**CANCEL APPLYING TO THIS POSTING**

Documents must be in a Microsoft Word or .pdf format and no larger than 2MB. Those documents that have an asterisk are required in order to complete your application.

Repeat this step to attach additional documents.

If you have not saved the documents in Word or .pdf format, you can cut and paste them into the text box provided.



**Paste a new Resume:**

Enter (or copy and paste) the text of the document in the text area below. Click **Attach** when you are finished.

Text:

**ATTACH**

When you have completed this step, select “Finished Attaching Documents,” and follow the prompts to “Save” and “Confirm.”

**Your Application Has Been Submitted  
Instructional Faculty**

**The following is your confirmation number. Please save this number for  
future reference: 706159**

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

**"Your Right to Know"**

Your application is not finished until you receive a confirmation number!

## STEP 5: HOW TO CHECK YOUR APPLICATION STATUS

You can check your application status by logging in to your account at [joblink.jmu.edu](http://joblink.jmu.edu) and viewing your Job Application History. In the Application Status field, you will be able to see your current status. 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 box will show "Job Filled."

Application Status								
The table below lists the positions you have applied for.								
<ul style="list-style-type: none"> <li>To remove your application from consideration for a position, click on the 'Withdraw Application' link for that position in the Status column.               <ul style="list-style-type: none"> <li>If you withdraw your application, you will NOT be able to reapply for this current posting.</li> <li>If the position has been filled you will no longer be able to withdraw from that position.</li> </ul> </li> </ul> <p><b>(Note: If you withdraw your application, you will NOT be able to reapply for this current posting.)</b></p>								
Application Status								
20 Records								
Working Title	Confirmation Nbr	Posting Number	Application	Application Date	Status	Attached Documents	View Documents	References Received
<a href="#">Police Cadet- IE View</a>	676672	0403559	<a href="#">View Student App</a>	09-13-2010	Application Withdrawn	Resume	<a href="#">Res</a>	0 of 0 <a href="#">View Status</a>
<a href="#">Admissions Tour Guide- IE View</a>	689514	0403955	<a href="#">View Student App</a>	03-24-2011	In Progress	Resume	<a href="#">Res</a>	0 of 0 <a href="#">View Status</a>
<a href="#">Camp Counselor - IE View</a>	691109	0403890	<a href="#">View Student App</a>	04-10-2011	In Progress			0 of 0 <a href="#">View Status</a>
<a href="#">Police Cadet- IE View</a>	650359	0402188	<a href="#">View Student App</a>	10-13-2009	Position Filled			0 of 0 <a href="#">View Status</a>

If you have difficulty using the site or need guidance, please contact Human Resources at (540)-568-6165 or [jobs@jmu.edu](mailto:jobs@jmu.edu).

Thank you for your interest in employment with James Madison University!