



JobLink FAQ's for Applicants

How do I create an application?

Go to JobLink.jmu.edu and click on the “create application” link on the left hand side of the screen.

What do I do if I forget my password?

At the log-in screen select the “I forgot my password” link. This will prompt you for your secret question and answer to get your password back. If you cannot remember your secret question and answer contact Recruitment Services at 540-568-6165.

How can I check the status of my application?

When you log-in to JobLink on the far right there will be a “status” column. This column will read, “application received”, “in progress” or “filled”. This is the best way to get updated information.

How do I edit my application?

Once you have logged in to JobLink, look on the left hand side of the screen where there is a “manage documents” link. Select this link and then select the “edit application” link. Please be aware that once you submit an application for a particular job you will not be able to edit that application.

Where do I attach my cover letter/resume?

This is one of the last steps in the application process. After you click on the “apply for this position button”, the system will prompt you to attach any necessary documents.

It's not letting me finish attaching documents?

Documents that are required are denoted with an asterisks (*) in the Required column. The system will not allow you to finish applying if you have not attached these materials.

I can't find the position I was looking for?

There are many ways to search the system. On the left side of the screen select the link to “search job openings”.

- From there you can view all of JMU's open position by simply clicking on the Search button at the bottom of the page.
- There are three key word searches in the General Info., Duties & Responsibilities and Working Title boxes. Type in a key words(s) and select the search button at the bottom of the screen.
- If you know the posting number (0400_ _ _) you can type it into the Request/Posting Number box and select the search button.

**Please note that if a position has been closed or filled it will no longer be on the JobLink website.*

Once I have created an application how do I apply for a position?

On the left side of the screen select the “search job opening” link. Locate the position you are interested in and select the ‘view” link under the job title. Then select the “apply for this position” button and follow the instructions to complete the application process.

Do I need to send any other information?

Any additional material that a department may request will be in the “Special Instructions to Applicants” box located just below the “Qualifications” box.

What happens after I finish applying?

After you have received a confirmation number your application will go to the hiring manager who is in charge of that particular search. The Department will then contact those individuals whom it wishes to interview.