Applicant Instructions: How to Search and Apply

Visit joblink.jmu.edu
Click on “Search Jobs” in the left-hand menu
After selecting “Search Jobs” you will be directed to this screen where you may browse all open, current positions by navigating the pages. Narrowing search options is possible by using the filters listed. You may search by a specific department, position title, or job type. If you have a posting number you are looking for, typing it into the Keywords field will bring that job up. *For best results, use only one search criterion at a time.*
To view the details of the position, click on the title of the job you are interested in or “View Details.” The posting will list all job details including (but not limited to): general information, duties and responsibilities, qualifications, conditions of employment, documents needed to apply (if any), supplemental questions, pay band, and pay rate/range. Please pay special attention to all job posting details.
After thoroughly reading the position details and taking note of a closing date (if there is one) click on “Apply for this Job” at the top right corner of the job details page.
How to Create an Application

After selecting “Apply for this Job” you will be directed to this screen. Existing users can login with their username and password. If you are a new user, click the “Create an Account” link. Follow the prompts to create a new account and complete the application with all required information.
How to Attach Documents

As you are completing the application, you will be prompted to attach any required and/or optional documents by clicking the “Add Required Resume” button, for example, as part of the application process. Documents will say if they are required or optional. All documents must be in 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 prior to uploading it. Encrypted or password-protected documents are not supported.
From this screen, you may click “Choose File” to browse the documents on your computer. You may keep the original file name or, change the name of the file you are uploading.

If you do not have your resume saved to attach to your application, you may click on “Write Resume” and a text box will open up that will allow you to write your resume to attach to your application.
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.” After certifying and submitting your application, you will receive a confirmation number. Your application is not complete until you have received your confirmation.
Checking your Application Status
You can check your application status by logging into your account at joblink.jmu.edu and clicking “Your Applications” on the left of the screen. In the “Status” field, you will be able to see your current application status as well as have the option to Withdraw Application, if you chose to. When the text reads “In Progress,” it indicates that the hiring committee has received your application and are in the process of reviewing applications. Once a selection is made, the status of your application will show “Job Filled.”

<table>
<thead>
<tr>
<th>Completed Applications (1)</th>
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<tbody>
<tr>
<td><strong>Confirmation Number</strong></td>
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<td>----------------------------</td>
</tr>
<tr>
<td>Temporary Administrative Pool</td>
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<tr>
<td>Archive</td>
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</tbody>
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Show your hidden/archived applications
Thank you for your interest in employment with James Madison University!

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.