

East Tennessee State University (ETSU)
eJobs at ETSU
Frequently Asked Questions

Q.) How do I obtain an ETSU application for employment?

A.) Apply for a regular budgeted position at ETSU using the eJobs at ETSU online system. Please visit the ETSU employment opportunities website for instructions at: <http://www.etsu.edu/humanres/employment/opportunities.aspx>; or visit eJobs at ETSU at: <https://jobs.etsu.edu>.

If you are applying for temporary or adjunct positions you must also complete an online application, print the application, and submit the paper application to the department where you wish to work. Temporary and adjunct job vacancies will be posted to eJobs at ETSU beginning in 2010.

If you do not have Internet access, please utilize a computer at your local public library or at your local Tennessee Career Center. If you are a current ETSU employee, you may utilize the ETSU Employee Development Center's computer lab by calling 9-6130 to schedule an appointment. The ETSU Office of Human Resources has limited computer Internet access available for use by both current employees and prospective applicants in Burgin Dossett Hall, Room 307.

Q.) Do I have to complete an employment application?

A.) Yes, all applicants for employment must complete either the standard employment application or a Faculty Profile. The employment application takes less than 20 minutes to complete.

Q.) How do I save my application?

A.) If you close your browser, or if you lose your Internet connection prior to completing your application, log in again and select "Edit Application." Completed pages will be saved and you will be able to continue entering information. Your application is not complete until you receive a confirmation number.

Q.) Can I send in my resume or curriculum vita?

A.) Yes, your resume or curriculum vita may be attached to your completed online application or Faculty Profile.

Q.) Can I copy selected information from another electronic document and past the information into the electronic eJobs application?

A.) Yes.

Q.) Do I have to take a typing or other pre-employment test?

A.) The ETSU Office of Human Resources discontinued administering typing tests on October 1, 2009. However, hiring departments may administer a pre-employment test to all final applicants following approval from the Office of Human Resources.

Q.) Can I change or update my application?

A.) You may change/update your general application at any time. Once you have submitted an application to a specific job vacancy you may not change/update your application. You may however call the Office of Human Resources at 423-439-4457 to update your application's address and telephone number only.

Q.) Can I withdraw my application from consideration for a job?

A.) Yes, you may withdraw your application from a search. If you withdraw from an active search you may not reapply to the same search.

Q.) Who can I call if I have technical questions on how to use eJobs at ETSU?

A.) Please call David Smith, Technical Coordinator, Office of Human Resources, ETSU, at 423-439-5890, or email smithdm1@etsu.edu.

Q.) Who can I call if I have questions about my application or about a posted vacancy?

A.) Please call the Office of Human Resources at 423-439-4457, or visit the Office of Human Resources in Room 307, Dossett Hall.

Q.) Who can I call if I have to request an accommodation for a disability to complete the application process?

A.) Please call the Office of Human Resources at 423-439-4457, or visit the Office of Human Resources in Room 307, Dossett Hall.