East Tennessee State University (ETSU)
eJobs at ETSU
Hints for Completing Your Employment Application or Faculty Profile

- The ETSU employment application is the primary tool used to select applicants for interview and hire. Please complete the application as thoroughly and accurately as possible.
- Faculty will be required to complete a shorter employment application called the Faculty Profile. Faculty will also attach their curriculum vita/resume to the Profile before submission.
- All requested supporting documentation requested in the job advertisement must be attached and submitted with the online application or your application will be considered incomplete.
- You must click "Certify changes and save application" on the final page of the application to save the information you have entered.
- For security purposes, the employment system automatically logs you off when it senses no activity for 60 minutes.
- Please do not use your browser's Back, Forward, or Refresh buttons to navigate through the eJobs site. Use the eJobs navigational buttons.
- Your application for employment is not complete until you receive a confirmation number.
- If you close your browser or lose your Internet connection prior to completing your application, log in again and select "Edit application." Complete pages will be saved and you will be able to continue entering information.
- The employment application takes less than 20 minutes to complete.
- To receive a confirmation number (confirming that you successfully applied for a job vacancy), you must have an active email address. If you do not have an email account, you may access several Internet sites that will assist you in setting up a free personal email account, i.e., Hotmail, Google, Yahoo, etc.

Information Required to Begin Your ETSU Employment Application or Faculty Profile

<u>Identification</u>

- Name
- Address
- Telephone Number
- Names and contact information for employment references (not required on Faculty Profile)
- Education/Training Schools attended (not required on Faculty Profile)
- Work History/Experience (not required on Faculty Profile)
- Skills-special training licenses, certifications, computer/office skills (not required on Faculty Profile)
- After you have completed the ETSU employment application or Faculty Profile, you must attach to your application/profile the documentation required in the job advertisement, i.e., resume, curriculum vita, reference letters, copies of transcripts, cover letter, etc. Attachments should be in Microsoft Word (.doc or .docx), Excel (.xls) PDF (.pdf), Power Point (.ppt) or Text (.txt) formats.

For technical assistance with eJobs please contact the ETSU Office of Human Resources via live chat support at http://www.etsu.edu/humanres/chat.htm, by email at jobs@etsu.edu, or by telephone at 423-439-5825.

For questions about a posted vacancy, please contact the department listed on the position advertisement. Contact information for ETSU departments is accessible via the ETSU Department Index at http://www.etsu.edu/etsu/az.asp.