



# HUMAN RESOURCES

*Illinois State University*

## ISU Jobs Application Tips & Tricks

[Jobs.IllinoisState.edu](http://Jobs.IllinoisState.edu)

- Do you have a computer with internet access? If not, you can visit Milner Library, your local public library, Western Avenue Community Center or Human Resources. The HR Office's computer is accessible Monday-Friday from 7:30 a.m. to 4:30 p.m.
- Do you have a **valid** email account? All correspondence regarding your application will be done via email. If you do not have a current account, you may create a free account at [Hotmail.com](http://Hotmail.com) or [Gmail.com](http://Gmail.com).  
Please note your email address here for future reference: \_\_\_\_\_
- When you create your online application at [Jobs.IllinoisState.edu](http://Jobs.IllinoisState.edu) you will need to create a user name and designate a password.  
User name: \_\_\_\_\_ Password: \_\_\_\_\_  
Contact Human Resources at 438-8311 for assistance if you forget your user name or password.
- Your application can be completed at any time - 24/7! Besides basic contact information, you will need the following information to complete your application:
  - Educational background information, including name, city, and state of any and all schools attended, as well as degree type and credit hours earned if you attended college or university
  - Employment history – this must be listed from the most recent going back. Remember to include periods of unemployment, military service, etc. **ALL** time periods must be accounted for.
    - If listing part-time work, be sure to include the approximate hours per week.
    - Formatting from copy/pasted text does not carry over into ISU Jobs. You will want to review any pasted text for accuracy and format.
- Make sure you thoroughly complete each section as the information you provide to us on the application will determine your qualifications for each position.
- If you find that you do not have the necessary information to complete your application, make sure to click the "Save Application" button before log out of the system. All application information will be lost if the application is not saved.
- When all information is completed on your application, you will have a chance to view what you entered and certify that all information is accurate to the best of your knowledge and belief. This certification is your electronic signature. Make sure you confirm in order to finish submitting your application.
  - After completing this application, you have *not* applied for a position. This is simply a generic application that you can later use to apply for specific positions.
- Once your application is complete, use the "Search Postings" link on the left navigation bar.

- Look for a posting that may be of interest to you. When you find a posting you wish to apply for, you will want to have the following information ready to attach:
  - Resume, references, cover letterNot all postings require this documentation, but it will take you less time to apply for positions if you already have these documents prepared. The system is compatible with either Microsoft Word or Adobe PDF format.
- Some postings might ask you to answer questions. For the short or long answer questions, we suggest that you type your answers in Microsoft Word, use spell check, and then copy/paste your answers into the application. ISU Jobs does not allow for spell checking, so you will want to be careful with the text that you enter.
- When the application is almost finished, the system will ask you twice to confirm that you are ready to submit your application for consideration. You are asked twice because you are unable to go back to edit your application or supplemental documentation after you submit the application. Once you are confident and ready to finish applying to the posting, click on confirm. You will then receive a confirmation number that shows all materials were submitted successfully.
- Once you have applied to postings, you can always check your application status. The grid on your ISU Jobs homepage will show the status of each posting to which you have applied.

**Be sure to view our online Frequently Asked Questions in the Prospective Employees section of the Human Resources website.**

If you need further assistance, contact Human Resources at (309) 438-8311 or email [recruiting@ilstu.edu](mailto:recruiting@ilstu.edu)