NOTE TO ALL APPLICANTS: As of April 15, 2014 Human Resources launched a new UA Staff Employment Jobsite to improve functionality and enhance the application process. As a result of this change, all applicants must create a user account in the new system in order to apply for staff positions posted after April 15th. You will be required to submit an email address in order to set up an account. You will be required to sign in using this email address each time you enter the system. If you created a new user account after April 15th, you may login as usual.

Previous applications or documents submitted prior to April 15, 2014 were not transferred to the new system.

Frequently Asked Questions:

1. **Where can I find employment opportunities at The University of Alabama?**
2. **How do I apply for a staff position at The University of Alabama?**
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4. **Do you accept paper applications?**
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6. **How long will it take to complete an application?**
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8. **Can I apply for more than one job at a time?**
9. **How long are positions open/available to apply?**
10. **I missed the job closing date, can I still apply?**
11. **Are background checks performed for new employees?**
12. **I’m having trouble logging in, can you help me?**
13. **I can’t remember my password. How do I reset it?**
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15. **Can I change my password?**
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17. **How do I check the status of a job I have already applied to?**
18. **How do I enter the company name in the work history section of the application?**
19. **What is the hiring rate or salary range for this position?**
20. **How long should I expect to wait to hear back once my application has been submitted?**
21. **Can you give me more information about the job, the hiring department, search committee, or the hiring official?**
22. **How do I make changes or update documents on my application? OR I answered a question incorrectly. Can I make changes?**
23. **If I have any other questions, who can I contact?**
24. **What if I require special accommodations in completing my application?**
25. **Helpful tips**
1. Where can I find employment opportunities at The University of Alabama?

Staff, faculty, and student positions are posted on UA’s recruitment website at http://jobs.ua.edu/. Job listings are available 24 hours a day from any computer with internet access.

2. How do I apply for a staff position at The University of Alabama?

You can access staff job postings by going to http://jobs.ua.edu and selecting the Staff Employment button. If you are new to the site, you may search for jobs using the “Job Search” option from the panel on the right. Search for positions using keywords, or by appointment type, category, or location. To apply, click on the job title and then click “Apply” at the bottom of the posting to initiate the application process. You will be prompted to create a user account by entering your email address, and then follow the steps to complete the application process. If you have already created a user account, it will prompt you to enter your password.

3. Am I required to fill out all of the fields on the application?

All applications will have some fields that are required, and you will not be able to submit your application until they are completed. Required fields are marked with an asterisk - “*” following the field title and the system will prompt you to complete those fields before submitting. Other fields may not be required; however, it is recommended that applicants complete all fields and sections of each application, as all information provided is considered and an important part of the hiring and selection process.

4. Do you accept paper applications?

No, you cannot submit a paper application for staff positions at UA.

5. What if someone does not have a computer or access to the internet?

Some public libraries have computers with internet access that are available for public use.

6. How long will it take to complete an application?

It varies depending on the detail that the applicant provides in the application. Generally, it will take approximately 30 minutes to complete the online application. You can expedite the process by having available all necessary information, i.e., previous employers, education, certifications, and documents to be attached (if applicable) prior to beginning the application process.

7. Can I withdraw my application once I have submitted it for a specific job posting?

Yes, you may withdraw your application. If you withdraw yourself from consideration, you will not be able to reapply for the position from which you withdrew.

8. Can I apply for more than one job at a time?

Yes, you may apply to any number of postings you feel you are qualified for and interested in.
9. **How long are positions open/available to apply for?**

For exempt (salaried) jobs:
- Regular: Minimum of 14 calendar days
- Temporary: Minimum of 14 calendar days
- EEO 1: Minimum of 30 calendar days

For non-exempt (hourly) jobs: Minimum of 5 business days

10. **I missed the job closing date, can I still apply?**

Once the job closing date has passed, applications are no longer allowed to be submitted or considered for the position.

11. **Are background checks performed for new employees?**

Background investigations are required for all regular and temporary faculty and staff positions. In some cases, additional types of background investigations may be required such as credit check, MVR or drug screen. Human Resources administers the required checks through a third-party vendor.

12. **I’m having trouble logging in, can you help me?**

If you have not applied for a UA Staff position since April 2014, you will need to setup a new user account and complete a new application. To login, you will need the email address and password associated with your user account.

Please note that this is for UA Staff Employment only. The [UA Faculty Employment](http://staffjobs.ua.edu/) and [UA Student Employment](http://staffjobs.ua.edu/) sites are managed separately. User accounts for each site are set up separately and may differ. If you are a user of multiple sites, be sure you are using the correct login information.

13. **I can’t remember my password. How do I reset it?**

From the UA Staff Employment page ([http://staffjobs.ua.edu/](http://staffjobs.ua.edu/)): select “Login”
Then select “Don’t know your password?”

![Existing applicant login](image)

You will then be asked to enter the email address associated with your account. Enter your email address and then click “OK”.

![Don't know your password?](image)

An email will be sent that includes instructions on how to reset your password.

14. I selected reset password, but I did not receive an email.

Check to see if the email may have been redirected to your junk folder. The email will come from noreply=pageuppeople.com@sendgrid.me. Please note: you cannot send emails to this address.

15. Can I change my password?

Yes, when you are logged into the applicant site you can update your password. In the top, right-hand corner of the screen select “account” and from the dropdown select “change password.”

![Account](image)
Enter in your old password, your new password, confirm your new password, and then select “change password.”

![Change password form]

16. Can I update my name, email, or my address on my account?

Yes, when you are logged into the applicant site you can update your profile information by selecting “update profile” from the top right-hand side of the home screen.

![Home screen with update profile button]
From there you are given the option to update your profile information, including your name, email, and address. When you have completed your updates, save your changes.

17. How do I check the status of a job I have already applied to?

Select login, from the UA Staff Employment page.
Login to the applicant site, using the same email and password associated with your user account.

From your home screen, you will see details similar to the example below. If you previously started but did not complete an application, it will be listed under the **Incomplete Applications**. You will be able to complete or make changes to applications until the **Job Close Date**, which is listed in the details for each job posting. After this date, you will not be able to make changes.

You may withdraw from consideration for any position at any time by clicking the ‘Withdraw’ button on the right. Please note: once an application has been withdrawn, you will not be able to reapply for the same position.

The next section shows the positions for which you have successfully **Submitted Applications**. To check your status for each application, click the “View application & status” button (on right) for each position.

The Application Details for the selected position will display, including the current status.
18. How do I enter the company name in the work history section of the application?

Click on the search binoculars next to the company name field.

Enter the company name in the blank field and click search.

![Find a company](image)

If the search does not pull up any results, check the box next to my company is not in this list, enter in the company name, and click select.

![Test Company](image)

19. What is the hiring rate or salary range for this position?

Most positions will list Pay Grade/Pay Range information. If the posting does not disclose the Pay Grade/Pay Range, this information is unavailable at this stage of the recruitment process. Discussions regarding pay for a position are conducted by the hiring department during the final stages of the recruitment process.

20. How long should I expect to wait to hear back once my application has been submitted?

The timeline for hiring staff positions will vary for each position based on a number of factors, including the number of applications received, availability of staff involved in the hiring process, needs of the hiring department, etc. Using the online system is the best way to check the status of positions for which you have applied.

Once submitted, your application and any additional documentation will be available for review for the position(s) to which you applied. The hiring department reviews submitted applications and determines which applicants to contact for an interview. If you are selected for an interview, the hiring department will contact you directly. All applications submitted are reviewed; however, due to the volume of applications received, not all applicants will be selected for interview.

Applications with a “Not Hired” status indicate that the hiring department has concluded their search and the position has been filled.
21. Can you give me more information about the job, the hiring department, search committee, or the hiring official?

In order to maintain a fair recruitment process, we cannot provide names or contact details for search committee members or hiring managers. If your interest is to primarily identify to whom to address your application materials, it is acceptable to address materials using “Dear Hiring Manager” or “Dear Search Committee”.

22. How do I make changes or update documents on my application? OR I answered a question incorrectly. Can I make changes?

Please call the HR Service Center at 205-348-7732 for these types of inquiries. The Service Center can update documents as long as the job posting is still open. Once the job posting has closed, no changes may be made.

23. What if I require special accommodations in completing my application?

For assistance you may contact the HR Service Center at 205-348-7732 or hrsvctr@ua.edu between 8:00 a.m. and 5:00 p.m. Monday through Friday.

24. If I have any other questions, who can I contact?

Please direct questions to the HR Service Center at 205-348-7732.

Helpful tips:

- Use the “Search” feature, at the top right of the Job Search Screen. This feature allows you to search job openings using keywords, which can help you to quickly find available positions that may match your skills and qualifications. This feature will pull any jobs posted with the criteria you enter.

A few examples:

  - If you search for “bachelor’s degree”, it will pull up every job posted that includes the words bachelor’s degree within the posting details.
  - If you search for “facilities”, it will pull up every job posted that includes the word facilities within the posting details.
  - If you search for “HTML”, it will pull up every job posted that includes the word HTML within the posting details.

- When completing an application, remember that details are important. The University of Alabama receives numerous applicants for each position posted. It is your responsibility to provide accurate and detailed information. Resumes, cover letters, and other attachments are helpful, but they are not a substitution for thoroughly completing the application.