

## PeopleAdmin Application Process

### How does the application process work?

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Applicants can complete their applications online from any computer with Internet access. After the closing date or application review begin date, the Department or assigned Search Committee will begin the review and screening process. Candidates that selected for further consideration, will be contacted directly by the Department or assigned Search Committee for an interview or additional information. You may check the status of your application by logging into the account you created at <https://jobsearch.uncg.edu>.

### What does EHRA and SHRA mean?

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University positions are classified as Subject to the Human Resources Act (SHRA) or designated as Exempt from the State Personnel Act (EHRA).

North Carolina General Statutes 116 and 126 require that all employees of the State be classified SHRA except those who fall into specific employment categories as follows: persons holding permanent tenure, instructional and research staff, physicians, dentists and senior academic and administrative officers. These classifications are already determined before the employment search begins.

### Is there a different application for EHRA and SHRA positions?

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Yes. EHRA applications do not have an education or employment entry section. A resume/CV will be required to be uploaded by the applicant, and any other documents the Department or assigned Search Committee deem relevant for the review process.

SHRA applications have an education and employment entry section. SHRA applications must be completed in its entirety in order for an applicant to be considered. Resumes will not be accepted in lieu of the application, but they could be an additional document the Department or assigned Search Committee require to be uploaded.

### All of my pertinent information is on my resume. Do I still have to submit an application?

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Yes. An electronic application is required for each vacant position. For SHRA positions the resume is only a supplement to the applications.

### Can I attach a resume or cover letter?

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You will be able to attach a resume or cover letter only if the Department or assigned Search Committee requests it. For such postings, you will be prompted on how and when to attach your resume. Electronic documents in the Word or PDF format can be attached during this process. Please note that attaching a resume does not substitute for completing the SHRA application form.

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

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Yes. You can apply for multiple positions once you have completed your online application. The application you originally submitted will still be in the system available for you to update and/or submit for another job posting, days or even weeks, later. All you have to do to apply for another job is log back on to the online site, search postings, select the position that interests you and apply.

### Can I save my application before I finish completing it?

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You must first complete all of the required fields notated with a red asterisk before the application can be saved. If you run into a time crunch and cannot finish the entire application, you may complete just the required fields and come back later to finish the application and apply for a specific posting. Please be sure to go back and complete all the information on the application. An incomplete application will not be accepted.

## **Can I withdraw my application after I have submitted it for a specific job posting?**

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Yes. You may withdraw your application at any time from the “Applicant Status” page. However, you will not be able to re-apply for that position once you withdraw your application. Please be sure to electronically withdraw your application even if you have verbally withdrawn your application by speaking with the Department or assigned Search Committee.

## **When and how can I make changes to my application?**

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You can only update an application, if the position is still actively posted to the UNCGjobsearch website. NOTE: If you edit a submitted application, you need to always re-certify and re-submit that application for the changes to be accepted. This will change your application submission date to the new re-certification and re-submission date.

- Using the online site, log in using your username and password.
- Looking at the left navigational menu bar, click on “Manage Applications”.
- You should be able to edit any application that is still considered active and posted to our site.
- Make the desired changes to your application and save. Your original application is replaced with the new version.
- The next time you apply for a position; your revised application will be submitted.

## **I missed the deadline. Can I still apply?**

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**No.** Once a closing date has passed, no applications will be accepted for that posting.

## **Can I apply by sending my resume via email?**

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**No.** The application process must be certified and submitted in order to be considered.

Exceptions only occur when a particular position gives specific instructions on how to apply elsewhere. These types of positions are set up to NOT accept electronic applications through the UNCGjobsearch website.

## **If I submit my application without the other required documents, will this delay the review process?**

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Your application will not be accepted without the required attachments.

## **Once I submit my application, how long will it be before I hear from someone?**

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There is no set timeframe as to when you will be notified if you are selected for an interview. Please understand that the review process takes time. You will be contacted if the Department or assigned Search Committee feels that an interview is necessary. If you are not contacted, there may be several reasons, including withdrawing the position, organizational changes, other applicants who were better matched, etc.

## **May I contact or apply directly to the department responsible for posting the position?**

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We recommend that you do not call the department or search committee. Only job seekers who complete an online application will be considered to employment

## **I saw a posting on the website and now it is no longer listed. May I still apply for that posting?**

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**No.** Once the position is closed, it is removed from the job postings page and we no longer accept applications for the posting.