PeopleAdmin Frequently Asked Questions

How do I apply?

In order to begin the application process, applicants can:

Click on Create Account on the left navigation panel on the site. Once an account has been created, applicants may search postings and begin the application process by selecting Apply to this Job. Applicants will then be guided through the application process. When viewing the posting details of a position, select Apply to this Job. Applicants will then be guided through the application process.

NOTE: The application process is not complete until the applicant has certified and submitted their application. Applicants will receive a confirmation number after a successful submission.

Where do I go if I forget my username and password?

From the Login screen, click the Forgot your username or password link located next to the login button. To retrieve your username, you will need to enter the correct email address you entered when you originally created your account. To set a new password, you will need to enter your username. You will then be sent an email with instructions on how to proceed.

If English is not my primary language, is there someone who can assist me in this process?

Please contact the Human Resources Department at (336) 334-5009 between 8 a.m. and 5 p.m., Monday and Friday, to arrange to assistance.

(Por favor, Llame al Departamento de Recursos Humanos a (336) 334-5009 entre las 8 a.m. y 5 p.m., Lunes a Viernes, para hacer planes para asistencia.)

How can I obtain an accommodation for special assistance in completing the application?

Contact Human Resources at (336) 334-5009 between 8 a.m. and 5 p.m. Monday through Friday, to request special assistance.

How long is a position open to receive applications?

The majority of Faculty and Permanent Administration/Research/Executive (EHRA NF) positions are open until they are filled OR they will close and be removed from the website on the close date listed in the Job Posting. As long as the position is posted to the website, the posting will accept applications.

Permanent Staff (SHRA) positions are open to receive applications up until midnight on the close date listed in the Job Posting.

The hiring department determines the length of time a position is open. Each position's closing date is shown on the job posting. Jobs cannot be viewed and applications cannot be submitted after 11:59 p.m. EST/EDT on the closing date. Note: Positions that are Open until Filled are subject to close without warning.

What is the closing date?

The closing date represents the date the posting will be removed from the website and will no longer accept applications. Only applications received before 11:59 p.m. EST/EDT on the closing date may be considered for the position.

Can I submit a resume with my application?

If a Department is willing to accept a resume as part of the application materials, then the applicant will have the opportunity to upload or create a resume in the **Documents needed to Apply** section of the application. All REQUIRED documents the Department has selected to be included with your application materials MUST be uploaded in order to successfully certify and submit your application for consideration. NOTE: Human Resources does NOT accept application materials outside the UNCGjobsearch system.

Can I submit an application without applying for a specific position?

No. Applicants must identify a specific position in order to submit an application. Applicants must select Apply to this Position and certify and submit application materials in order to be considered. Applicants will receive a confirmation number when an application is successfully submitted.

Can I add additional information to my application after it has been submitted?

If you realize pertinent information was left out of your application materials after submission, you may request your application/documentation be made available for you to update. If the position is still open to receive applications and it is deemed appropriate, your application may be updated and resubmitted. You can reactivate your own application in this case. If the position closing date has passed, then updates to application materials may not be made in the system.

Do I complete a new application for each position for which I apply?

No. Once you have completed your online application, it is stored electronically. As you select positions to apply for, you will have the option to update your online application before applying. Additional information which may be necessary for the specific position for which you are applying, such as resume, cover letter, and/or responses to supplemental questions, will be noted in the posting announcements. Further, as part of the Check for Errors and Submit section of the application, the system will give you an error message if any area of your application is incomplete.

How long does my online applicant profile remain in the system?

Your online applicant profile will remain in the system indefinitely.

What happens after I submit my application?

When an applicant applies for a position and has met the training and experience requirements, their application will be reviewed by the Department or assigned Search Committee. If an applicant does not meet the training and experience requirements, their application will not be referred to the department.

Applicants may review the status of their application on the Your applications section of the applicant site.

What does it mean if my application is "In Progress"?

A status of "In Progress" means your application has been referred to the Department or assigned Search Committee for their review. The "In Progress" status will eventually change when a position has either been Filled or Cancelled. The Departments OR Search Committees are responsible for the review and selection process, Human Resources will not be able to provide an applicant with another application status update, other than what the applicant sees.

What should I do if I feel I received a message saying I did not meet the minimum qualifications in error?

When an applicant applies for a position and the education, experience, skills, and/or work history do not meet the department's training and experience requirements for the position, the application will not be referred to the hiring supervisor for review. Applicants for Permanent and Temporary Staff (SPA) positions may contact Human Resources at (336) 334-5009 for additional information if their application has not been referred. Applicants for Permanent Faculty, Permanent and Temporary Instructional/Research/Executive (EPA, NF) and Visiting/Part-time Faculty positions may contact EEO at (336) 334-4510 for additional information if their application has not been referred.

If I have a criminal conviction on my record, can I still apply to the University?

Yes. A criminal conviction does not in and of itself prevent you from being employed by the University. The nature of some convictions, however, may cause certain positions to be unavailable to you. The University will conduct a background check on all new employees (permanent, temporary, transfer and promotional) prior to employment. Failure to completely disclose information about a criminal conviction on an employment application or on an authorization form for a background check is considered falsification of the employment application and will result in your not being eligible for employment at the University.

To whom should I address comments or suggestions regarding the applicant system?

Submit any comments or suggestions to the following email address; hrs@uncg.edu