

Frequently Asked Questions

How do I check my application status?

Log into your account at www.uvmjobs.com and click on the 'Your Applications' link on the left. This page will show you all of your submitted applications (as well as any applications that you have started but not yet submitted).

The 'Status' column will tell you the status of your application.

It's been a while since I applied, when will I hear from UVM regarding my application?

Each department at the University of Vermont handles their own recruitments and their timeline for filling their positions is not usually made public. Often the recruitment process takes longer than most people are used to. Sometimes it can take several weeks, or even months, before you will hear from the department.

I made a mistake on my application, how can I fix it?

Once an application is submitted, it cannot be changed. Please carefully review your application before submitting it. If your contact information has changed, please contact employment@uvm.edu and we can notify the department.

I accidentally uploaded the wrong document, how do I replace it?

Once an application is submitted, it cannot be changed. This includes adding, removing, or editing any attachments. Please carefully review your application and the attachments before submitting it.

How do I know if the job I'm interested in is still accepting applications?

If a job posting still appears in the list at www.uvmjobs.com then that means the hiring manager for that position is still accepting applications (even if it looks like it has been posted for a long time). They can remove the job from appearing on the site at any time and will do so when they no longer want new applications to come in.

I saw an advertisement for a job but I cannot find it on your site. What happened to it?

If a job no longer appears in the list at www.uvmjobs.com then that means the hiring manager for that position removed it from the web because they are no longer accepting new applications. Sometimes our advertising runs a little bit longer than our job postings are up.

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

Yes! You will only be considered for the positions that you specifically apply to. We encourage applicants to apply to every job posting that interests them.

If I apply to a position, will I be considered for other, similar positions also?

No! You will only be considered for the positions that you specifically apply to. We encourage applicants to apply to every job posting that interests them.

How can I get in touch with the hiring manager for a job posting?

Generally, our hiring managers ask to remain anonymous. If they give their contact information in the job posting itself, then you can contact them directly. If you have any questions about our application process, please contact employment@uvm.edu or call our main HR phone line at 802-656-3150.

Is there a way to see how much a job will pay?

All of our staff job postings have fields called “Hiring Min” and “Payband Max”. These will have the minimum and maximum pay rate or salary for the position. The actual salary offer is determined after a top candidate is chosen.

For any other questions, please contact Human Resource Services at employment@uvm.edu or 802-656-3150.