

## Frequently Asked Questions Applicants

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How do I apply for a position at Old Dominion University?	<p><b>New Users:</b> Click the <b>Search Jobs</b> link at the left or the buttons below to search positions. Click <b>Create Account</b> at the left to create a new account.</p> <p><b>Returning Users:</b> Click <b>Log In</b> and enter your username and password. This enables you to edit your application, review the status of the position you have applied to, and apply to new positions.</p> <p><b>Job Interest Cards/Categories:</b> Click <b>Job Interest Cards/Categories</b> to select job categories for position or areas that interest you and the system will notify you when that job has opened.</p>
Do I have to complete an application online?	Everyone who applies for a position at Old Dominion University is required to submit an online application. All required information is denoted with an asterisk. The more information you are able to provide, the more effectively your qualifications can be evaluated.
Do you accept paper applications?	No, all employment applications must be submitted electronically through the employment website at <a href="https://jobs.odu.edu">https://jobs.odu.edu</a> .
Is there a limit to the number of positions I can apply for?	No, there is not a limit to the number of positions you can apply for.
How long will a posting be listed on the website?	If a posting is viewable on the online system, you may apply to it.
Will late applications be accepted?	Applications will not be accepted after the closing date.
How can I apply for positions that were previously posted?	If the position is not listed on the website, you will not be able to apply for it.
I forget my username or password?	From the Login screen, click the <b>Forgot your username or password link</b> located under the login button. To retrieve your User name you will need to enter your email address. 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.
Is the system accessible to the visually impaired?	Yes, the recruitment system is in compliance with <b>ADA standards</b> for the visually impaired.
How do I navigate through the application?	<p>To navigate through the application, use the <b>Prev, Save Changes, Next</b> buttons. To skip to any section of the application, use the drop down panel on the right hand side of screen and select <b>Go</b>.</p> <p><b>Prev</b> will save any changes and take you to the previous page of the application. <b>Next</b> will save any changes and take you to the next page of the application. <b>Save changes</b> will save changes and keep you on the same page of the application. Use the drop down panel to select a specific section of the application and click <b>Go</b> to move to the section of the application. Selecting <b>Go</b> will save any information on the current page.</p>

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Can I submit a resume with my application?	If the posting is setup to accept a resume as part of the application, then the applicant will have the opportunity to upload or create a resume in the <b>Documents needed to Apply</b> section of the application.
What is the maximum allowable document size for an attachment?	The maximum allowable document size for an individual attachment is 9MB.
What file formats can be attached?	Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.
Can I complete the online application without applying for a specific position?	No. Applications may only be filled out when an applicant selects <b>Apply to this Position</b> . Please note, you will not be considered for a position until you certify and submit your application materials. Applicants will receive a confirmation number when an application is successfully submitted.
How long does my online applicant profile remain in the system?	Your online applicant profile will remain in the system indefinitely.
How long will a position I have applied for remain on the Your Applications display?	Will display until the position is closed.
What happens after I submit my application?	The applicant will receive a confirmation email. The status of the application will be <b>Under Review</b> by the search committee. The applicant will be contacted if <b>Selected for an Interview</b> . The applicant will receive an email when the status is <b>No Longer Under Consideration</b> . Note: Applicants may review the status of their application on the <b>Your Applications</b> section of the applicant site.
Should I complete the Veteran's Preference section of the application?	If you have served in the U.S. Military, are the spouse of a veteran who died or was disabled from service-connected circumstances, or are a dependent of a veteran who died from service-connected circumstances, you are invited to complete the Veteran's Preference section of the application. This section is voluntary.
I can't access the system from my computer. What should I do?	It's possible you may be experiencing a problem specific to your computer or Internet connection. Try a different internet browser such as Firefox, Internet Explorer, Chrome, Safari. Make sure the URL you are typing is <a href="https://jobs.odu.edu">https://jobs.odu.edu</a> . If still unable to access job site, contact Human Resources at (757)683-3042.
How can I obtain an accommodation for special assistance in completing the application process?	If you are an individual with a disability and require reasonable accommodation, please contact the Office of Institutional Equity & Diversity at (757) 683-3141.
How long is a position open to receive applications?	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 after the minimum posting timeframe has elapsed.