

AggieTalent Application Process FAQ's

1. Do I need to fill out an application?

To be considered for a position at NC A & T State University, you must create an application, certify and submit the application to an active job posting. In order to start an application, select Apply for this Job on the posting. Required information is indicated with an asterisk (*). However, the more information you provide, the easier it will be for Hiring Managers to effectively evaluate your skills, abilities and qualifications.

2. How do I reset my password?

You need to have an applicant account to reset your password.

On the employment site, click **Log In**, and then click **Forgot your username or password?** Enter your username under **Forgot Password** and click **Set New Password**. The system will send a password reset message to the email address associated with that username. When you click the link in that email, you will be brought to the employment site, where you can select a new password.

If you selected a challenge question when creating your account, clicking **Set New Password** will prompt you for the correct answer to this question before you can update your password. No email will be sent.

3. My password was reset but I still can't login. What do I do?

If you're running into problems logging in, please contact the Division of Human Resources @ 336-334-7862

4. How do I submit a resume?

You will be able to submit additional application materials through the application materials process. Each posting is unique and each hiring manager/search committee determine which documents to accept and which of those documents to make required or optional.

5. I'm having a problem attaching documents.

If you are unable to attach any required or optional documents to your application, use these troubleshooting tips:



1. Close all browsers, reopen the browser, and clear your browser cache. Without opening any other windows or tabs, log in to your account, open your application and re-attach the document. This is the most frequent resolution to this issue.
2. Documents that contain passwords, digital signatures or other artifacts such as watermarks may not convert properly. If your document contains any of these items, please print and scan the document, then upload the scanned version to your application.
3. The maximum file size is 5 MB. To reduce the file size, scan the document at a reduced dpi/lower resolution setting, and set your scanning software to black and white instead of color.

6. How can I obtain accommodation for assistance in completing the application process?

For assistance, please contact the Division of Human Resources @ 336-334-7862

7. How long is a posting open to accepting 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. If 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 closing without warning.

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

9. 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 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 any application status, other than what the applicant sees.



10. Can I apply more than once to a position?

Only one application can be submitted to an active position per account.

Once an application has been withdrawn from a position, the application can no longer be submitted using the same account.