

Standard List of Modifiers

List all qualifications and competencies that are required. These are the minimum requirements to be successful in the job and may include knowledge, skill, abilities, education, experience, certifications and/or licensure. These will be tied directly to the job duties and responsibilities. In lieu of listing a specific number of years, modifiers are used to determine level of knowledge/experience. These modifiers are listed below:

- **Knowledge of** = Up to 1 year of experience or education and training
- **Working knowledge** = 1 to 3 years of experience
- **Experience** = 2 to 4 years of experience
- **Significant experience** = 4 to 8 years of experience
- **Extensive experience** = 8 years or more of experience

Review and Update your Supplemental Documents (Resume/Cover Letter/ CV)

This can be completed by:

- logging into the applicant portal
- removing the outdated document and
- uploading the new document.

Review and Update your Application

This can be completed by:

- logging into the applicant portal
- removing the outdated information and
- entering the new information.

References vs. Professional References

If the position that you are applying for requires professional references, they must be entered along with their email addresses. This allows W&M to send them a link for completion.

Two fields will illuminate, first one for references and the second is for professional references. The distinction between the two is the professional requires the email addresses of the listed references.

Other Doc

"Other documents" may include a list references, copies of your certifications, or any documents that are requested by the hiring manager as part of your application, such as a writing sample or link to a portfolio. Many of these documents are required in order for your application to be considered complete.

Please review the specific posting under the "Special Application Instructions" section to see which documents are required and which are optional.

Check the status of my application

To check the status of your application, please login to our online Applicant Portal at <https://jobs.wm.edu>

If you are selected after the screening and the selection process is completed, the hiring department will contact you directly to schedule an interview.

Is the department still accepting applications?

Open positions can be found at <http://jobs.wm.edu>. Positions that are no longer accepting applications will no longer be posted on the site.

Are references needed?

Please refer to the posting and application which will identify if the hiring committee needs references. If they are required, you will need to enter at least three with all requested information.

Reference Letters

In most cases, reference letters are not requested in the application. If you'd like, you may add as an attachment but is not required and may not be viewed as part of the application process.