

TIPS FOR COMPLETING UNMC'S ONLINE EMPLOYMENT APPLICATION

To be considered eligible for employment at UNMC, an applicant must fully complete an application and meet all required qualifications as defined within the position description.

The University of Nebraska Medical Center (UNMC) utilizes an online employment application for all staff and faculty job postings. For applicants that do not have internet access, computers are available in UNMC's employment office in the Administration building at 426 S. 40th St. (On the corner of 40th and Dewey). There is always someone on staff between 9:00 A.M. and 4:00 P.M (Mon – Fri) to answer questions regarding your application. The online application is a quick and easy way to apply for employment and can be accessed 24 hours a day, 7 days a week.

NOTE: Due to modified operations on our campus, our offices are currently closed to the public until otherwise specified. If you have any questions, please contact UNMC Strategic Staffing at jobs@unmc.edu.

Following are some tips to help you create an application that will showcase your competencies:

- Prior to completing the online application, gather your employment and education history information. If you already have a well-developed resume, this is a great place to start. It is easy to “cut and paste” information from your resume into the appropriate fields on the online application.
- Complete **all** fields on the application. Omitting information can slow down the employment process because your application is **incomplete**, and will not be considered until you have provided **all** the information requested on the application.
- Check for spelling and grammatical errors. Ensure to proofread your application and, if possible, have someone else look at it. Often times, these errors can send a message to the hiring manager regarding lack of attention to detail.
- Be organized when citing your employment history. **List your current position first** and continue with subsequent positions in chronological order.
- Ensure to document your job duties in each position. Describe your work experience with concrete words rather than vague descriptions. Bullets are very effective and easy to read. You must document that you possess the required knowledge and experience needed to perform the job. The easier it is for hiring manager to assess that you possess the necessary qualifications for the position, the more likely you will get a call for an interview.
- Include any relevant duties performed in prior jobs, volunteer work, and internships that relate to the position for which you are submitting an application. Make sure to note specific accomplishments that resulted in time/money savings, process improvements, or any special recognition for you or your department.
- Use the job posting as a guide when completing the application. If applying for multiple positions, you may want to update your application to highlight different strengths or prior experience based on the required qualifications of the position for which you want to apply.

- List your most recent education first. In addition to high school and college information, ensure to include additional vocational schools, training programs, employer provided continuing education, seminars, and certifications that relate to the position.