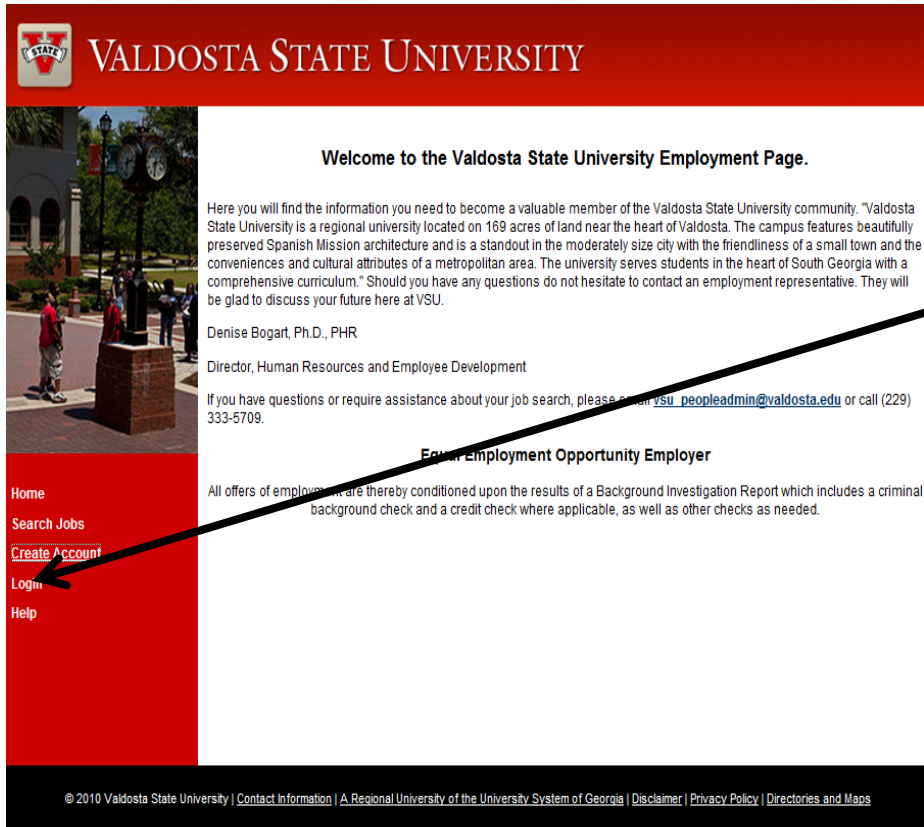# Applicant Guide: Steps to Apply for a Job

VALDOSTA STATE UNIVERSITY

Welcome to the Valdosta State University Employment Page.

Here you will find the information you need to become a valuable member of the Valdosta State University community. "Valdosta State University is a regional university located on 169 acres of land near the heart of Valdosta. The campus features beautifully preserved Spanish Mission architecture and is a standout in the moderately size city with the friendliness of a small town and the conveniences and cultural attributes of a metropolitan area. The university serves students in the heart of South Georgia with a comprehensive curriculum." Should you have any questions do not hesitate to contact an employment representative. They will be glad to discuss your future here at VSU.

Denise Bogart, Ph.D., PHR

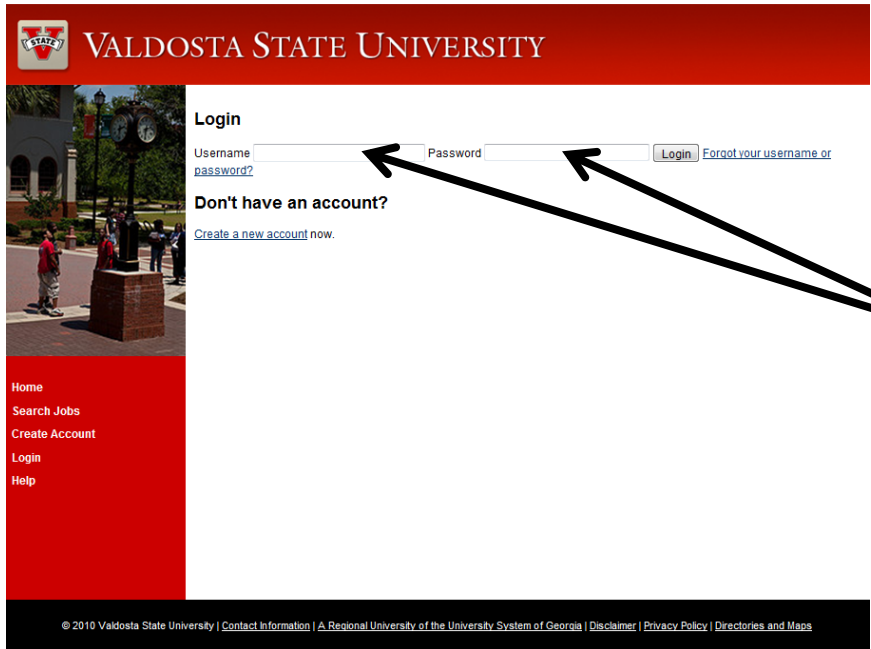Director, Human Resources and Employee Development

If you have questions or require assistance about your job search, please email vsu_peopleadmin@valdosta.edu or call (229) 333-5709.

Equal Employment Opportunity Employer

All offers of employment are thereby conditioned upon the results of a Background Investigation Report which includes a criminal background check and a credit check where applicable, as well as other checks as needed.

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> To login and begin applying to your position click "Login".

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Login

Username [ ]   Password [ ]   [Login]   Forgot your username or password?

Don't have an account?

Create a new account now.

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> Simply type your username and password that you created to apply for jobs.

Applicant Guide: Steps to Apply for a Job

This is what your computer screen will look like when you log into your account.

Click "Search Jobs" to begin searching for open positions for which you would like to apply.

Click "Bookmarked Jobs" for any jobs that you have bookmarked to view later. This is an easy way to save and come back to jobs that you might find interesting.

Click "Your Applications" for all completed or incomplete applications you have in process.

Click "Your Documents" to upload any electronic documents you may need such as a resume or letters of reference.

Click "Account Settings" to update contact information about yourself, such as phone number or address.

Click "Demographic Info" only if you wish to provide demographic information about yourself. It will by no means be used for selection purposes and is completely voluntary.

VALDOSTA STATE UNIVERSITY

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Denise Bogart, Ph.D., Ph

Director, Human Resources and Employee Development

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On this page, search for a job by a keyword or just scroll through the jobs below. Click on the job title of any job(s) that interest you.

Here you can find out more about the position with Posting Details and Position Summary. Read the "Supplemental Questions" and required "Applicant Documents". You can bookmark this job for later use, email it to a friend, or if you feel you are a qualified applicant, apply to this job by clicking on the links.

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Application for LEGAL RESEARCH ANALYST I - Legal Affairs: General Information

Save changes   Next >>   General Information

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Next** button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

Required fields are indicated with an asterisk (*).

Contact Information

*	First Name	
	Middle Name	
*	Last Name	
	Address1	
	Address2	

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Account Settings

> Any field with a red * must be filled out. Fill out as much general information as you can before proceeding. When you complete this page, click "Next" to continue to the next page of information or click "Save Changes" so that you can come back to the application later. Both of these options are found at the top and bottom of the page.

VALDOSTA STATE UNIVERSITY

Application for LEGAL RESEARCH ANALYST I - Legal Affairs: Employ History

<< Prev   Save changes   Next >>   Employment History

Please enter your previous employers beginning with the most recent by clicking the **Add a Employment Hist**

When finished, please click either the Next button or you can go to different pages of the application by sel from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your dat

Required fields are indicated with an asterisk (*).

Previous Employers
Add Previous Employers Entry

<< Prev   Save changes   Next >>   Employment History

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> To add employers to your employment history click "Add Previous Employers Entry". Fill out the required information. If you need to add more employers click "Add Previous Employers Entry". Once finished, click "Next" to continue the application or click "Save Changes" to save the application for later.

Applicant Guide: Steps to Apply for a Job

Select the highest level of education completed, then click on the "Add Education Entry" to add education history. When completed, click "Next" to continue or "Save Changes" to save the application for later.

If references are requested, click "Add Reference Letter Entry" for references you wish to include. You will be asked to provide a name, email, and phone number for all entries made. Click "Add Reference Letter Entry" again to add additional references. Click "Next" to continue with your application or "Save Changes" to save the application for later.

VALDOSTA STATE UNIVERSITY

Application for LEGAL RESEARCH ANALYST I - Legal Affairs: Supplemental Questions

[<< Prev] [Save changes] [Next >>]   Supplemental Questions [Go]

Required fields are indicated with an asterisk (*).

* 1. Have you ever been convicted of a felony?
  - ○ Yes
  - ○ No
  - ● No Answer

2. Do you have a Master's degree?
  - ○ Yes
  - ○ No
  - ● No Answer

* 3. Do you have a Bachelor's degree?
  - ○ Yes
  - ○ No
  - ● No Answer

[<< Prev] [Save changes] [Next >>]   Supplemental Questions [Go]

Navigation: Home / Search Jobs / Bookmarked Jobs / Your Applications / Your Documents / Account Settings / Demographic Info / Logout

Click on the answers to various questions concerning the position you are applying for then click "Next" to continue with your application or "Save Changes" to save your application for later.

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Application for LEGAL RESEARCH ANALYST I - Legal Affairs: Applicant Documents

[<< Prev] [Save changes] [Next >>]   Applicant Documents [Go]

You may be asked to attach any optional or required documents. If you begin applying, but do not finish attaching all of your documents, the documents that you have attached will be held in the system.

Add Required Resume
Add Optional Cover Letter

[<< Prev] [Save changes] [Next >>]   Applicant Documents [Go]

Navigation: Home / Search Jobs / Bookmarked Jobs / Your Applications / Your Documents / Account Settings / Demographic Info / Logout

Click "Add Required Resume" if a résumé is required. You must have an electronic copy of your résumé to submit.

Applicant Guide: Steps to Apply for a Job

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Return to your Application for LEGAL RESEARCH ANALYST I - Legal Affairs | Write a Resume | Select Previously Added Resume

Upload a Resume

To upload your document(s), provide a name and description of the document. To choose a file to upload, click the **Browse** button and select the file from your computer. If you wish to write your document, click the **Write a Document** link. To attach a previously uploaded document, click on the **Select Previously Added Document** link.

The following types of documents can be attached: doc, docx, pdf, rtf, rtx, txt, tiff, tif, jpeg, jpe, jpg, png, xls, xlsx. If your document is not one of these file types, please convert it to pdf format prior to attaching.

When you are ready to submit your document(s), click the **Submit** button.

Name

Resume 03-05-12 06:19:57

Description

File to Upload

Choose File | No file chosen

Submit

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> If you do not have a résumé you can either click "Return to your Application" and save your application for later, or you can click "Write a Resume" and you will be given a text box to create a résumé.

> If you have a résumé on the computer you are using click "Choose File" to manually search through your computer for the résumé. Once the file has been selected, click

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Application for LEGAL RESEARCH ANALYST I - Legal Affairs [Certify and Submit]
edit this application | print version

✓ **General Information**

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Next** button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

Contact Information

First Name	tutorial
Middle Name	
Last Name	tutorial
Address1	
Address2	
City	valdosta
County	
State	GA
Zip Code	31602

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> You can review your full application on the last screen. This is where you can review your full application to make sure all information is accurate. If there is an error you can click "edit this application" to make corrections. Otherwise, click "Certify and Submit" to submit your application.