



INFORMATION TECHNOLOGY

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WU Recruitment Applicant Website Quick Guide

Purpose

This document contains troubleshooting tips and helpful information for using the Washington University applicant website.

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Passwords

- If you are having trouble logging in and have already reset your password, make sure you are using the most recent auto-e-mailed temporary password.

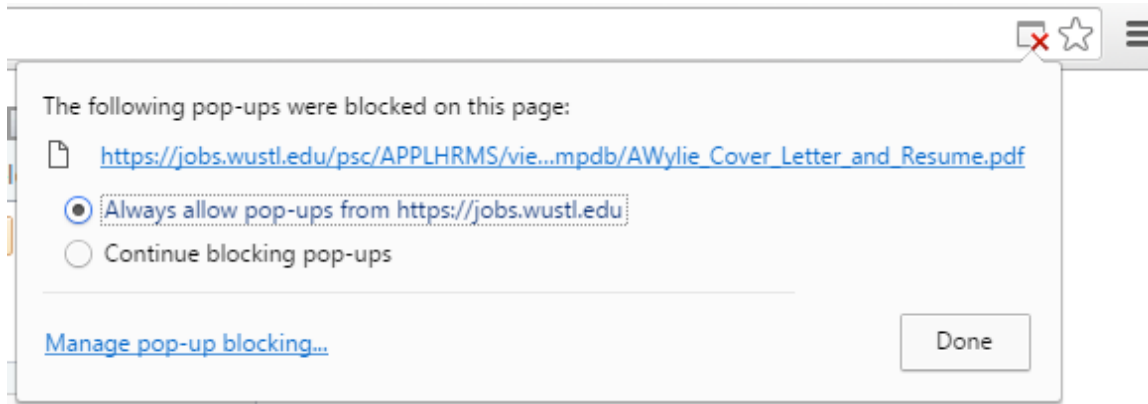
System Error Messages

If you receive an error message, try the following to resolve the issue:

- Close all other internet browser windows and tabs and try again.
- Try using a different internet browser to access the site.



- Make sure your browser version is up to date.
- Temporarily disable pop-up blockers or allow pop-ups from this site.

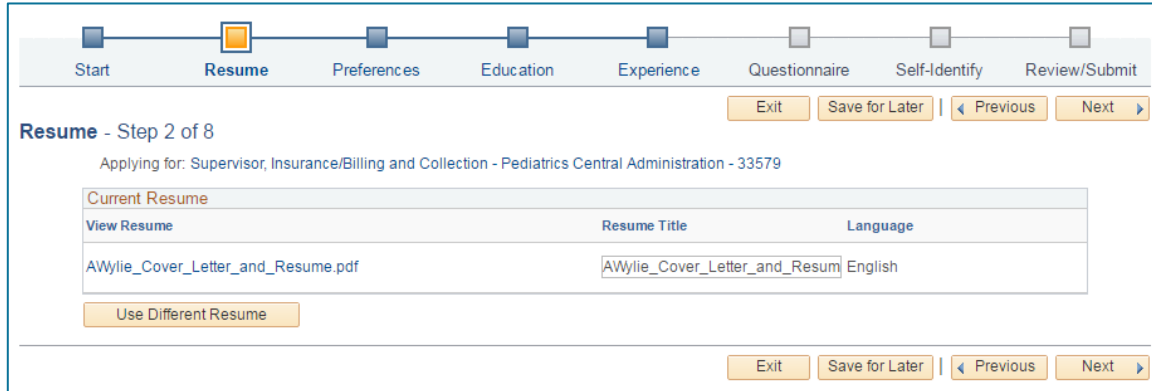


- This site is not yet mobile compatible. Access it from a PC for an optimal experience.



Uploading Resumes

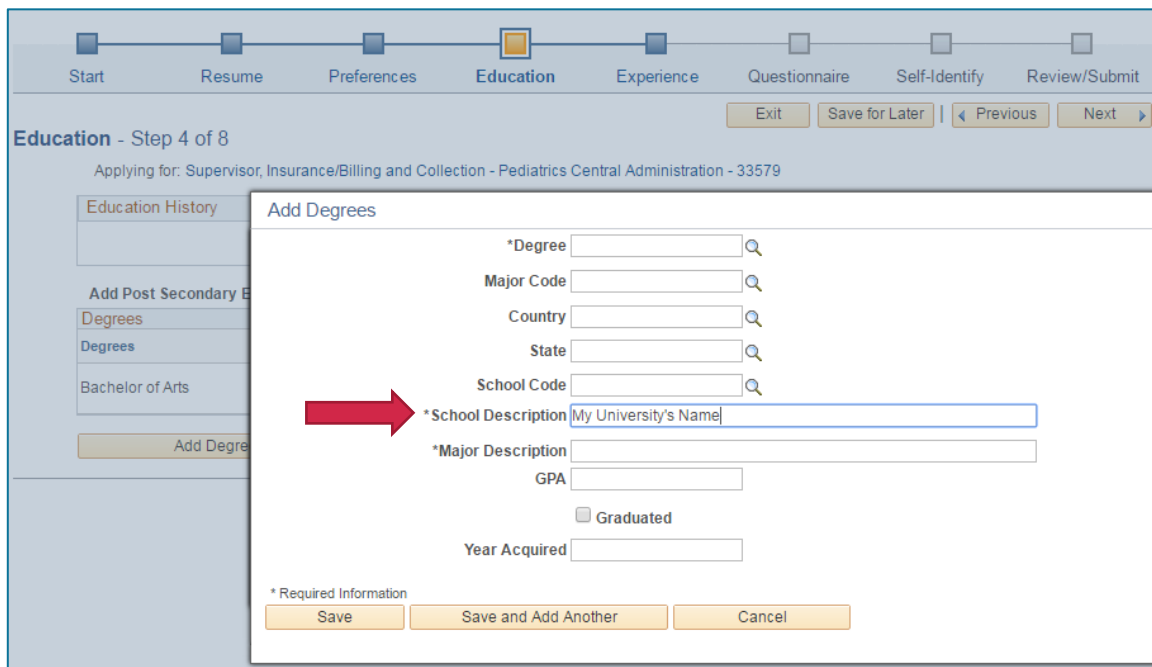
- For each application that you submit, you can upload a single, unique cover letter/resume/CV document in order to permit the option of tailoring your resume to that specific position.
 - If you would also like to include a position-specific cover letter, combine that letter and your resume into one document. Upload the combined cover letter/resume document in the Resume section.



- Once an application is submitted for a particular position, you will be unable to change the uploaded resume or application information for that position.
- If you apply for a different position, you will be able to modify your information and have the option to upload a new resume or select from a list of all previously uploaded resumes. The hiring manager(s) for a particular position only see the version of your resume that you select for that position.

Inputting your School

- If you do not find your university or institution in the School Code list, leave the code blank and enter your school name in the School Description field. This field will accept free form text.



Uploading Additional Supporting Attachments

- There is an additional option to upload attachments linked to your profile in the My Activities section (e.g. performance evaluations, letters of reference, work samples, etc.).
- Added attachments appear the same for all positions and Hiring Managers.
 - These are accessible to the Hiring Managers by a link.
 - If attachments are updated or added after the application is submitted, the Hiring Manager will see the updated version or new attachment the next time the link is selected.

My Activities [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

Display applications from

Applications

Job Title	Job ID	Location	Job Status	Application Status	Date Submitted
E-Learning Librarian, Olin Library - 31577	31577	Olin Library	Canceled	Submitted	10/21/2015 2:21PM
Technical Training Specialist, Office of the CIO - 32103	32103	West Campus Main Bldg	Closed	Submitted	11/05/2015 9:51AM
Supervisor, Insurance/Billing and Collection - Pediatrics Central Administration - 33579	33579	4444 Forest Park Blvd	Open	Not Submitted	

Resumes

Resume Title	Attached File	Created
Adam_Wylie_Resume.pdf	Adam_Wylie_Resume.pdf	10/21/2015 1:33PM

Attachments

File Name	Attachment Type	Purpose	Uploaded	Edit	Delete
Adam_Wylie_Interactive_Portfolio.pdf	Other Documents	Interactive Portfolio	10/28/2015 11:43AM		
Adam_Wylie_Letter_of_Recommendation.pdf	Letters of Recommendation	Letter of Recommendation	05/12/2016 2:44PM		

[Add Attachment](#)

[Return to Previous Page](#) [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

Status of an Application

- Status information of an application is available in the My Activities section.

My Activities [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

Display applications from

Applications

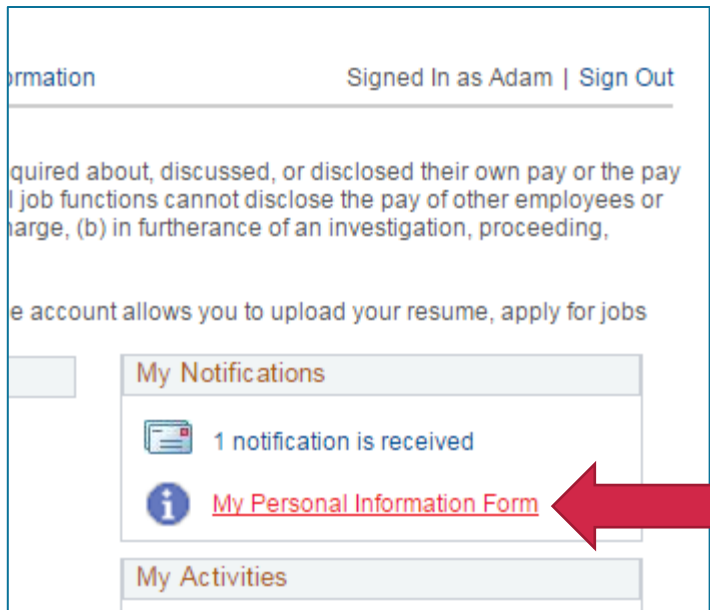
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- When you apply for a specific position, your application information is immediately accessible by the hiring manager(s) associated with that position as well as recruiters.
- Hiring Managers may follow up directly with candidates of interest based on qualifications for the position.
- Job Status will remain Open until an offer has been accepted.

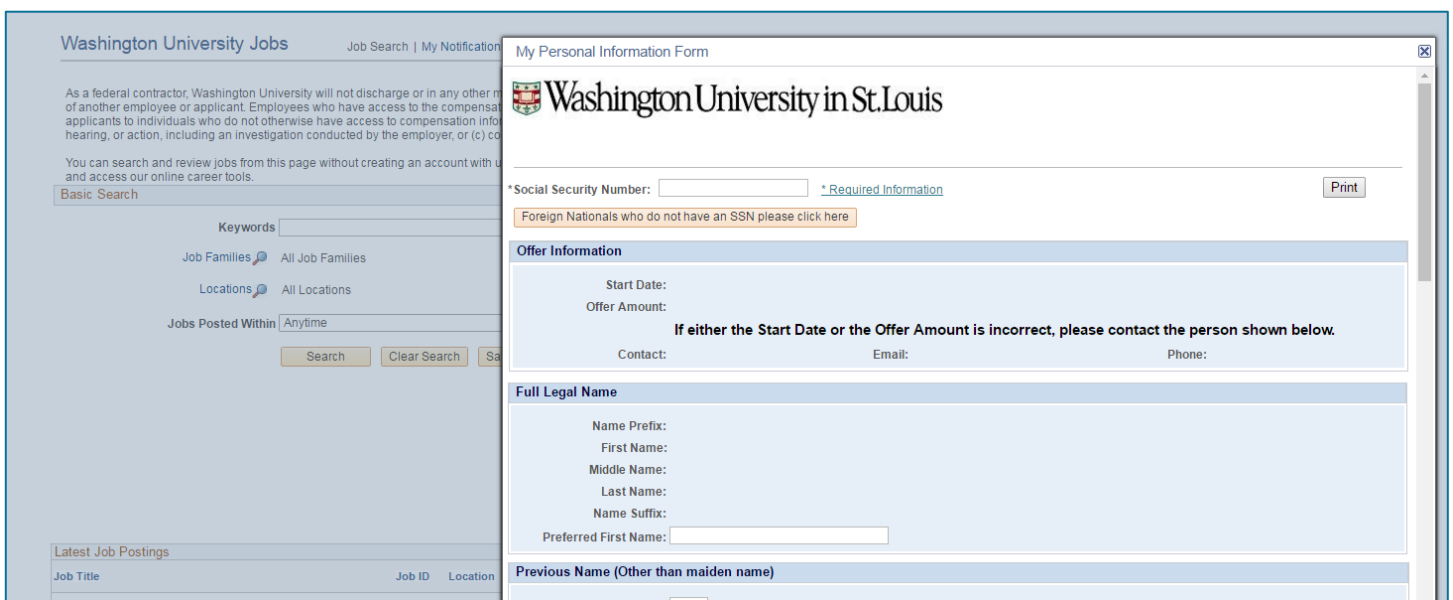
Personal Identification Form

Once hired, you will need to access and complete the Personal Information Form (PIF). The steps to do so are as follows:

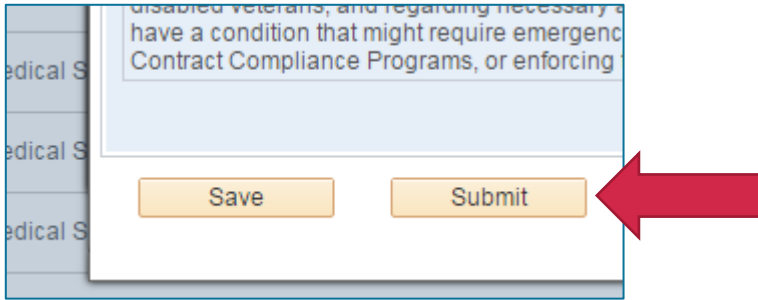
- Sign into [Jobs.wustl.edu](https://jobs.wustl.edu).
- On the Job Search page, you will see the My Personal Information Form link. This is located in the My Notifications box on the right side of the screen.
 - Select this link.



- Fill in the necessary form information.



- When finished, select Submit at the bottom of the form.



- You will see a submission confirmation message.

