

On-Line Employment Site Frequently Asked Questions

Q) What information will I be asked to provide?

A) You will be asked to provide personal information such as name, address, phone number, etc. You will also be asked to provide information about your education and previous employment including dates of employment. You will be asked for contact information regarding your employment history and references; three references will be required. Please gather this information before beginning the application process.

Also, please carefully review the Application Procedure on the job posting; the posting will specify what documents will be required for the position. Commonly required documents are: Resume, Transcripts, 3 Professional References, Letter of Interest.

Q) What if I have already created an application?

A) If you have already created an application with the online employment system and wish to update your information, return to the employment page and use your existing user name and password to login as a returning user. Note: You may make changes to your demographic information such as address & phone # by selecting the “edit profile” link. You cannot make changes to applications that have been submitted; to make changes to an application that has been submitted please contact Mansfield University Human Resources at 570-662-4050.

Q) If I start an application but am not able to complete the application at this time, can I return to the site and finish the application later?

A) You may return to the employment site and complete your application later as long as you have not completed step 6 of the application and signed the application agreement. If you want to exit the application simply click on the “Profile” link. When you are ready to complete your application simply return to the employment site and click on “continue” under the Action column.

Q) Do I have to fill out an application?

A) Everyone who applies for a position is required to create an application which includes certain information. Any required information is denoted with an asterisk (*). However, the more information you provide, the easier it will be to effectively evaluate your skills, abilities and qualifications.

Q) What if I forget my username or password?

A) If you forget your password click on the “Forgot Your Password” link and your password will be emailed to you. If you forgot your username please contact our Human Resources office at 570-662-4050 to obtain this information.

Q) What if I don't have an email address?

A) Everyone who applies for a position is required to create an application which includes certain information. Email address is required; if you do not have an email address you can go to [yahoo](#) or [hotmail](#) to create an email account.

Q) What if I want to submit a resume?

A) You will be able to upload your resume during the application process along with other documents such as transcripts, letters of reference, cover letter, etc. *Please note that attaching a resume is **not** a substitution for completing the application form.*