

APPLICANTS' FREQUENTLY ASKED QUESTIONS

- 1. Q. The job description/announcement indicates a salary that is less than the minimum that I would prefer to accept, but I am really interested in the position. May I still apply?**

A. Of course you may still apply. Please be aware, however, that if the minimum salary that you indicate differs significantly from the advertised salary, your application may be removed from further consideration.

- 2. Q. There is a position for which I would like to apply in the same department in which my relative works. Will the University's nepotism policy keep me from getting the job?**

A. Not necessarily. The policy states that:

No employee may hire or supervise a member of his/her immediate family without the expressed, written consent of the Board of Regents. For the purposes of this policy, immediate family is defined as the wife, husband, children, parents, grandparents, grandchildren, brothers, sisters, daughters-in-law, sons-in-law, guardians, wards, stepfathers, stepmothers, stepdaughters, stepsons, uncles, aunts, cousins or persons bearing the same relationship to the employee's spouse.

You would not *automatically* be disqualified from consideration. The reporting relationships and general organization of the department affect the decision.

- 3. Q. I am attaching a resume to my application. Do I still need to complete the online application?**

A. Yes, we strongly advise that you accurately and completely fill in the on-line application. In fact, certain portions of the online application are mandatory. The application was designed to allow hiring managers to quickly access and evaluate your qualifications. Most times your suitability for a position can be determined using this application, and there is no guarantee that your resume will be examined.

- 4. Q. I have a criminal record, should I even bother to apply?**

A. A conviction record is not an automatic bar to employment. The University will determine whether the application will be considered or not depending on the circumstances involved—the date of the conviction, the category of the conviction, and the relevance of the conviction to the position sought.

- 5. Q. May I apply for more than one vacancy at a time?**

A. You may apply for several listed positions and are encouraged to apply for those positions which are a match for your qualifications.

6. Q. I read the job listing carefully and I felt that I had the required skills and experience, but I was not called for an interview. Why?

A. There may be one reason or several reasons why you were not contacted. Please be assured that applications are closely examined. Frequently many candidates meet the qualifications for various positions, and everyone may not be interviewed.

7. Q. Why does my application status list "Under Review" for so long?

A. Because of the number of applicants for each vacancy, it may take a significant amount of time for us to review each application thoroughly. We strive to communicate the status of your application as quickly as is possible.