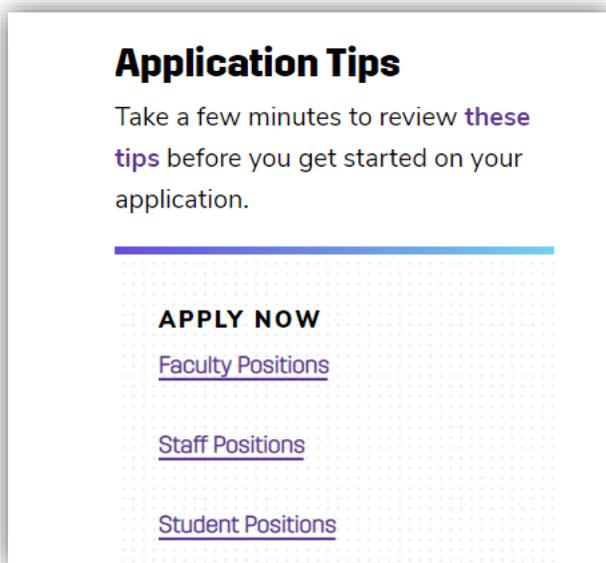

APPLYING FOR A CAREER AT FLORIDA POLYTECHNIC UNIVERSITY (EXTERNAL CANDIDATES) **QUICK REFERENCE**

External Applicant Process

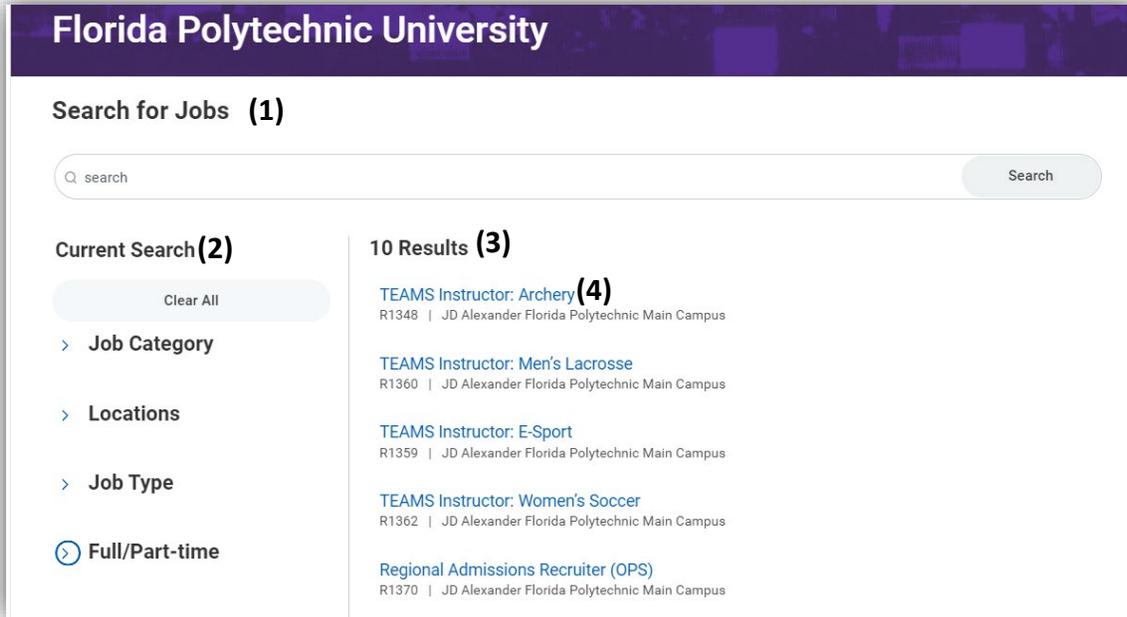
This document provides the external job applicants with the process on how to complete a job application for Florida Polytechnic University (FPU).

To apply for a job at FPU, follow the following steps:

1. Under the **"Apply Now"**, select the type of positions you are searching for. There are three (3) types of positions:
 - a. **Faculty Positions**
 - b. **Staff Positions**
 - c. **Student Positions** (Must be enrolled at Florida Polytechnic University)



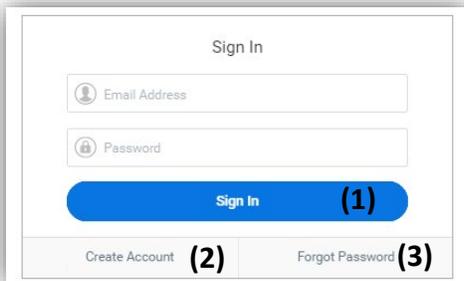
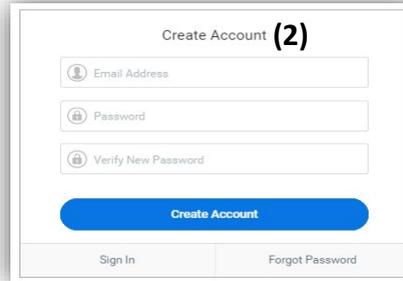
2. The next screen you will view the following:
 - a. **Search for Jobs (1)**: Use this search bar to search for keywords of positions you are interested in.
 - b. **Current Search (2)**: Use this section to filter your job search
 - c. **#Results (3)**: This is the number of the total positions that are available.
 - d. Position's titles are in [hyperlink \(4\)](#). Click on title of the position you would like to apply.



3. On the next screen you will see the following information:
 - a. Job title
 - b. Job description summary
 - c. Job description
 - d. About Florida Poly information
 - e. Diversity, disability accommodations and sex discrimination statements
 - f. To apply, simply click on the "Apply" button **(1)**

Apply (1)

4. On the next screen, you will be prompted to **sign in (1)** if you already have an account. To reset your password, click on "**Forgot Password (3)**". If you do not have an account, click on "**Create Account (2)**", and follow the instructions. You will be asked to **verify your email**. Go to your email and click on the link provided.

5. Once you have successfully logged in, you will see the “**Quick Apply**” page. Please read the notes and guideline before moving on. In this page, you will have the opportunity to upload your resume or curriculum vitae document **(1)**. Doing so, most of your application will extract the information from your document. Note that once you submit the application, you will be unable to edit, update or attach new documents.

Other Important Application Instructions:

All positions at Florida Polytechnic University **REQUIRE** a resume as part of the job application. In a **subsequent screen**, in the “My Experience” section, you will find a Resume/CV upload option where you can upload your resume, cover letter and any other supporting documents. After uploading one file, repeat the same steps for additional files (**maximum of 5 attachments**).

Please Note: Once your application is submitted, you will be unable to edit your application or add/change uploaded documents without reaching out to a recruiter in HR.

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

(3)

Drop file here

or

Select files

6. Click “**next**” **(1)** to continue or “**back**” **(2)** to go back one page.

Back **(2)** Next **(1)**

7. Next, is the “My Information” page. All items with a red asterisk (*) are mandatory.
 - a. **Country (1)**: Select the country that you are applying from
 - b. Enter your **first name (2)** (Please do not use all CAPS)
 - c. Enter your **last name (3)** (Please do not use all CAPS)

Country *
United States of America (1)

Name

First Name *
 (2)

Last Name *
 (3)

8. Next, enter the following:

- a. **Address (1)**: Your current address
- b. **Email (2)**: this should be already in the field with the email that you used to create your account. All communications will be sent to such email.
- c. **Phone (3)**: Your current phone number. Select your **country phone code (3a)**. By default, you will see United States of America.

Address (1)

Address Line 1

City

State
select one ▼

Postal Code

Email Address
fake1@fake.com (2)

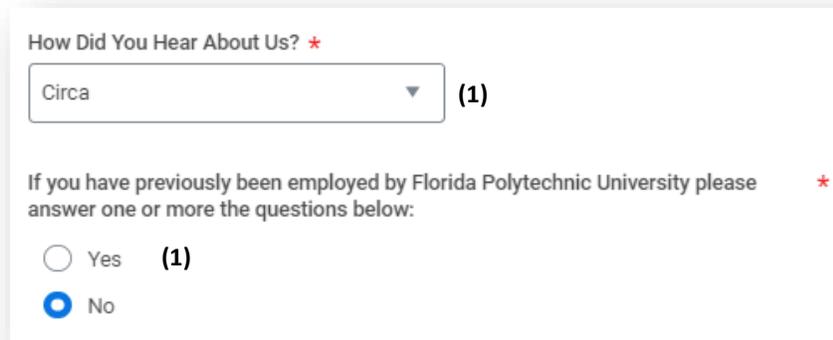
Phone (3)

Country Phone Code *(3a)
x United States of America (+1) ⋮

Phone Number *

Phone Extension

9. Next, the source that you saw this position posting information from the drop-down list **(1)**. You can select "Other" if not of the available choices do not apply to you. In addition, select "Yes or No" if you were previously employed **(2)** with Florida Polytechnic University.



How Did You Hear About Us? *

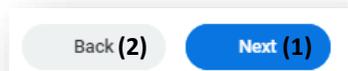
Circa (1)

If you have previously been employed by Florida Polytechnic University please answer one or more the questions below: *

Yes (1)

No

10. Click "next" **(1)** to continue or "back" **(2)** to go back one page.



Back (2) Next (1)

11. The next section is your experience page. If you uploaded your resume or curriculum vitae on the first page, the information should populate in each field. Please verify that the information is correct. The following are the fields for the "Work Experience" section:
- Job Title (1):** Enter your previous or current title
 - Company (2):** Enter your previous or current company's name
 - Location (3):** Enter the location of your previous or current company
 - From (4):** Enter the starting date at the previous or current position
 - I currently work here (5):** Check this box if you are currently working in this company
 - To (6):** Enter the date in which your previous job ended
 - Role Description (7):** Enter your previous or current job experience or description. You can copy and paste from your resume
 - Add (8):** Click if you need to add other work experience

Work Experience

Job Title * (1)

Company * (2)

Location (3)

From * (4)

I currently work here (5)

To * (6)

Role Description (7)

(8)

12. Next enter your "Education" information

- a. **School Information (1):** Enter the University or school name that you graduated from.
- b. **Degree (2):** Select one from the drop-down menu
- c. **Field of Study (3):** Select from the drop-down menu. If your field of study is not available, select a closely related field.
- d. **Overall Results (GPA) (4):** This is an optional field. Click on "Add" (4a) to add another education information
- e. **Skills (5):** Optional field. Type any of your skills
- f. **Upload a file (5MB max) (6):** Upload all required documents per the job posting, "Application Section Process." We recommend that you combine all the documents into one, with a max. of 5MB. Any application with missing required documents will be process as "Missing required documents"
- g. **Websites (7):** Optional field. Enter any website with information about you.

Education

School or University * (1)

Degree * (2)

Field of Study (3)

Overall Result (GPA) (4)

Add (4a)

Skills

Type to add Skills (6)

Resume/CV

Upload a file (5MB max) * (7)

Drop files here or Select files

Websites (8)

Add any relevant websites. Format should be: http://

Add

13. Click **“next” (1)** to continue or **“back” (2)** to go back one page.

Back (2) Next (1)

14. The next section is the “Application Questions.” All fields are required an answer. If the question is not applicable to you, type **“N/A.”** Once you have answered all the questions click **next** to continue.

Application Questions

< [Progress bar] >

15. The next section is the **“Voluntary Disclosure”** page. Please select all that applies to you.

Voluntary Disclosures

< [Progress bar] >

16. Next, read the “Terms and Conditions” statement and check the box **(1)** acknowledging the statement.

Yes, I have read and consent to the terms and conditions *

(1)

17. Click “**next**” **(1)** to continue or “**back**” **(2)** to go back one page.

Back (2) Next (1)

18. The next section is the “**Voluntary Self-Identification of Disability.**” Fill this section if applicable to you.

Voluntary Self-Identification of Disability

Form

CC-305

OMB Control Number

1250-0005

Expires

05/31/2023

19. Next, is the “**Review**” section. Review all the information and click on “**Submit.**” Remember, once the application is submitted, you **will not** be able to make changes. If you need to make changes or add a document, contact Human Resources at hr@floridapoly.edu.