

## **Information for Applicants**

### **How do I set up an account in PeopleAdmin?**

You must create an account before applying to an employment opportunity at Valdosta State University. To create an account you will need to click on the “Create Account” link found at the top left side of the page and fill out all fields, especially the required ones – marked by an asterisk. Please note that username must be an email address and this email address will be unique to your account. Once you have completed this page, click on the “Create” button found at the bottom of the page.

### **I cannot remember my username and/or password. How do I access my account?**

From the Login page, click on “Forgot username or password?” and follow the directions.

### **I had an account in the older version of PeopleAdmin and now my username/password is invalid. How do I access my information?**

In April 2014, VSU implemented an upgraded version of PeopleAdmin, and as of result of the upgrade, no applicant data was transferred. Hence, you will need to create a new account to apply to new positions. Applicants no longer have access to their account and applications in the previous version of PeopleAdmin.

### **How do I search for job opportunities at VSU?**

There are several ways you can search for a position. From the Human Resources homepage you can click on the “Employment Opportunities” red button located at the right hand side of the screen. This will take you to the employment opportunities page. As you scroll down you will notice a blue “Apply Now” button that will direct you to the PeopleAdmin homepage. On the PeopleAdmin homepage you can click on the “Faculty Positions”, “Staff Positions”, and “Student Positions” links in the column located on the left hand side of the screen. These links will take you to opportunities in those particular categories. You can also click on the “Search Jobs” link on the left-hand side of the PeopleAdmin homepage. This will bring up a list of all posted positions. From there you can use the search functionality located above the list of positions to narrow down your results, including a keyword search option.

### **What does term-limited mean?**

An appointment to a position funded by a contract, a grant, auxiliaries, or local funds, as appropriate; for a particular project, enterprise, or specified duration of time. Such designation must be made to the position at the time of recruitment. A time-limited position shall have the same rights as a position with a regular appointment modifier, except such position shall not have rights provided for layoff, recall, and notice of non-reappointment.

### **How do I create an application?**

Once you identify a position that interests you, you will have to select the job title for the detailed page of the posting. At this page, you will see a link that says “Apply to this Job”. You will then be able to fill out an application and apply for the position. The next position you apply for will then bring up your information in another application form that you can correct/change if needed.

### **When I try to submit an application it says there is an error. How do I correct it?**

On the Check for Errors and Submit page, any section that does not have a green checkmark next to it needs to be corrected before you can submit your application. Select the title of the section and it will lead you back to the page with errors. Once you are there, it is important to look at the top of the page for additional notation, in a red text box, for the errors. Also, verify all fields marked with a red asterisk have been filled in/answered. Once you have corrected the issues, press the Save changes button at the bottom of the page before you proceed to the Check Errors and Submit page. At this page, you should see a green checkmark next to the section you corrected. Once all sections have a green checkmark, you will be able to successfully submit your application by clicking on the “Certify and Submit” button. If your application is successfully submitted you will immediately receive a confirmation number

**I have successfully applied to a position and it says “In Progress”. How long before I hear something on my application?**

A status of “In Progress” means your application is being reviewed by the hiring department. Dependent on various reasons, the length of time it takes to complete a recruitment process may vary from one week to several months. The hiring department will contact you directly if you have been selected for an interview, or you will receive an email stating when the position has been filled or cancelled (as long as you included your email address on your application).

**Can I copy selected information from another electronic document?**

Yes. For example, you can copy and paste the information from a Word document directly into the appropriate fields in the application form.

**I submitted an incorrect resume/cover letter/application. How do I correct this error?**

If the position is still accepting applications, you will be able to correct this issue. Please call VSU HR or email [hrstaff@valdosta.edu](mailto:hrstaff@valdosta.edu) with your name, the posting number, and what needs to be corrected. HR will be able to reactivate your application so you can correct these issues.

**My status is showing that I am not qualified for a position for which I have applied. Why?**

You have answered a question that was directly tied to your current employment status at VSU or to the minimum requirements for the position, making you ineligible for the position at the current time. If you answered one of these questions incorrectly and the position is still accepting applications, please call VSU HR or email your name and the posting number to [hrstaff@valdosta.edu](mailto:hrstaff@valdosta.edu) so we can assist you.

**If I withdraw my application from a posting, can I apply to the same posting again?**

No. You can only apply once to a posting. If you withdrew due to an error on your application, please call VSU HR or send an email to [hrstaff@valdosta.edu](mailto:hrstaff@valdosta.edu) to reactivate your application so you can correct the error(s)

**Can I have a part-time position in addition to my full-time position?**

This requires approval from the department and from the Office of Human Resources. If you have questions you can call our office at 229-333-5709.

**Am I eligible for a position without required education?**

Per VSU policies, if a position states that a degree is required, then, to be eligible, you must have such degree.

### **Do you accept degrees obtained outside of the United States?**

VSU will require that a degree equivalency be conducted on any degree obtained outside of the United States. This may be paid by the department or the applicant.

### **I am a foreign national. Am I eligible for positions at VSU?**

Valdosta State University is an equal opportunity employer and a participant of the E-Verify program. Anyone who is authorized to work in the United States is eligible for employment at VSU. Dependent on the type of the visa you possess, this would determine your eligibility. The hiring department has the discretion to sponsor or not sponsor a foreign national for employment at VSU. If you require employer sponsorship in order to work in U.S., you will need to communicate such requirement in advance to the hiring department.

### **Are applicants with criminal records not qualified to work at VSU?**

Applicants with criminal records are not automatically disqualified from consideration. Each will be reviewed with respect to date, circumstances, seriousness, and the position for which you have applied.

### **What is Federal Work Study and am I eligible to apply?**

Federal work study is a need-based financial aid award made to enrolled, degree-seeking students. This is not available for non-VSU students. As a VSU student, you must obtain eligibility to work as a federal work study from [Financial Aid](#) before you can apply for designated federal work study positions[ Once a student applies for a work-study position, they will be notified whether or not they have been awarded work-study for the semester]. If you have additional questions please contact Student Employment at 229-333-7575.

### **What is the hiring process?**

When you have applied online, if you possess basic qualifications for the position, your application will be forwarded to the hiring manager(s). Upon the hiring manager's review of your qualifications, you may be contacted for an interview. If you successfully complete the interview process, this organization may check references for all positions, conduct background checks, and perform post-offer testing as required.

### **If I am selected for an interview, who will contact me?**

Each department determines which applicants to call for interview. If you are selected for an interview, someone from the department or search committee will contact you directly. If you do not hear from the department, however, you may assume that other candidates were selected for an interview. Please remember that you may check on the status of your application by signing on to the Applicant Home page located at <https://valdosta.peopleadmin.com/login> and signing in (using your username and password).

### **Will I hear from a department or from Human Resources if I am not selected for an interview?**

No. You can expect to receive a system-generated e-mail advising that the position has been filled. You may also monitor the status of positions for which you applied by signing on to the Applicant Home page, located at <https://valdosta.peopleadmin.com/login> and signing on using your username and password.

**How will I know if a position has been filled?**

Once a position has been filled, the status displayed for that position on the Application Status page will change from “In Progress” to “Position Filled.”

**If I accept a position, can I continue to be considered for other positions for which I applied?**

No, once you accept a position and become an employee you are in a probationary period for 6 months. At the end of those 6 months you are able to apply for other positions.

**In addition to applying online, would you recommend that I also forward my resume directly to the department or to Human Resources?**

No. The online application is the official way to apply for all positions at Valdosta State University. This is not true for student positions.

**How many applicants apply for a staff position?**

The numbers of applicants who apply for a staff position vary from position to position. It is not uncommon, however, for us to receive over 100 applicants for one vacancy. The application process at the Valdosta State University is competitive.

**Is there a way to see a list of the positions for which I applied as well as where my application is in the hiring process?**

Yes, you may view a list of the positions you have applied for and track the status of your application by returning to <https://valdosta.peopleadmin.com/login> and signing in (using your username and password). If you have previously logged in to the system, click on the Your Applications link (fourth link from the top on the left-hand side).

**Can you define each of the position types?**

**Faculty** - Includes professors, associate professors, curators, university librarians, and lecturers—to name a few. There are both benefits- and non-benefits eligible positions in the Academic Personnel category of employment.

**Staff** - Technical, Executive, Administrative, and Managerial Support. There are both benefits-eligible and non-benefits eligible positions in the Staff category of employment.

**Student Assistant** - Employment opportunities for current VSU students enrolled for at least six credit hours and maintaining at least a 2.0 GPA.

**Temporary** - Temporary employees are not eligible for the standard benefit programs but are automatically enrolled in an alternative retirement program.

**Work-Study** - Employment opportunities for current VSU students who qualify for the Federal Work-Study Program.

**Time-limited (Staff or Faculty)** - There are both benefits-eligible and non-benefits eligible positions in the time-limited category of employment. Time-limited positions are specified as such in the posting.

Part-time Regular (Staff or Faculty) - There are both benefits-eligible and non-benefits eligible positions in the Staff category of employment. Part-time regular positions are regular faculty or staffs that are less than 0.75 FTE. These positions serve a probationary period and are eligible for merit.

Revised 8/17/2015