

## Applicant - Frequently Asked Questions

### 1. How do I apply for jobs at USM?

Applicants can see and apply for available jobs at The University of Southern Mississippi through our employment links on [jobs.usm.edu](http://jobs.usm.edu). A new profile will be required for all applicants after 5/1/2018 as we have migrated to a new applicant tracking system.

### 2. What information do I need to apply for positions at USM?

Our new applicant tracking system uses "Resume Parsing" to generate an Employment Application. Generally, applicants will be required to upload a resume in PDF or Word (preferably in a scannable format) and a cover letter, as well as provide contact information for three professional/educational references. Some positions may also have special instructions, which are the responsibility of the applicant to follow. **Applicants should also be prepared to upload all documents identified in the job posting or desired by the applicant during the first step in the application process as you will not be able to add additional files to your application after moving on to the next step.** Files can be changed for subsequent applications as each are independent submissions in Cornerstone.

### 3. Can I withdraw my application and then resubmit with new documents?

No, if you withdraw this action cannot be undone and you will not be able to apply for the same position again using the same profile. Please remember that all documents must be uploaded in step 1 of the application process, you cannot go back to this step or add documents later.

### 4. I am getting an error message when using my @usm.edu email address that says my email address is not available what should I do?

If you are a current faculty or staff member please apply for the position through the Internal Career Center link using your soar credentials. If you are not a current faculty or staff member please use a different email address such as yahoo, Hotmail, gmail etc.

### 5. Will I get any notification if I am no longer being considered for a position?

Yes, you will receive an email through our applicant tracking system with your status for a position once a decision about your application is made. You can also log into the portal to check your application status for any positions you applied for after 5/1/2018. Unfortunately, University Human Resources cannot provide you with any status updates on positions either in the new applicant system or the old system (prior to 5/1/18) due to the number of applicants we receive for our positions.

Application Status	
All ▾	
Complete	<b>Custodian I</b> Req ID: req2 Last Modified: 4/12/2018 Review Status: Closed
Complete	<b>Admissions Counselor</b> Req ID: req3 Last Modified: 4/12/2018 Review Status: In Review
Complete	<b>Administrative Assistant</b> Req ID: req4 Last Modified: 4/11/2018 Review Status: In Review

**6. I see a position that notes “for internal applicants only” on your website, can I apply for this position if I am not a current USM employee?**

Right now our system does not fully recognize the difference between internal and external candidates and will “allow” you to complete the application process as an external applicant. However, as indicated the Hiring Manager will only consider applicants that can be confirmed as current USM employees through University Human Resources.

**7. The job I am applying for does not show the salary range, where can I find that information?**

Displaying the salary range for a position is at the discretion of the hiring manager. If it is not displayed then that information would be discussed at the time of interviews.

**8. Can I be notified when new positions become available?**

Yes, you can create “Job Alerts” based on your search criteria of Keyword, Location or Position type from Cornerstone by clicking on “Create Job Alert” under the keyword search box.



The screenshot shows a search interface with a yellow header. The search criteria are 'Gulf Park' and 'Position Type'. Below the search bar, there are links for 'Create Job Alert' and 'Share Search'. A table displays four job results with columns for Job Title, Position Type, Full/Part, and Date Posted. The results are: Assistant Professor/Research Services Librarian (Faculty, Full Time, 5/10/2018), Custodian I (Staff, Full Time, 5/15/2018), Integrated Health Research Assistant (Staff, Full Time, 5/9/2018), and Senior Tradesman (Staff, Full Time, 5/15/2018). The page indicates '(4 Results)' at the bottom right.

Job Title ↕	Position Type	Full/Part	Date Posted ↕
Assistant Professor/Research Services Librarian - ( req19   Gulf Park   Faculty )	Faculty	Full Time	5/10/2018
Custodian I - ( req35   Gulf Park   Staff )	Staff	Full Time	5/15/2018
Integrated Health Research Assistant - ( req7   Gulf Park   Staff )	Staff	Full Time	5/9/2018
Senior Tradesman - ( req34   Gulf Park   Staff )	Staff	Full Time	5/15/2018

(4 Results)