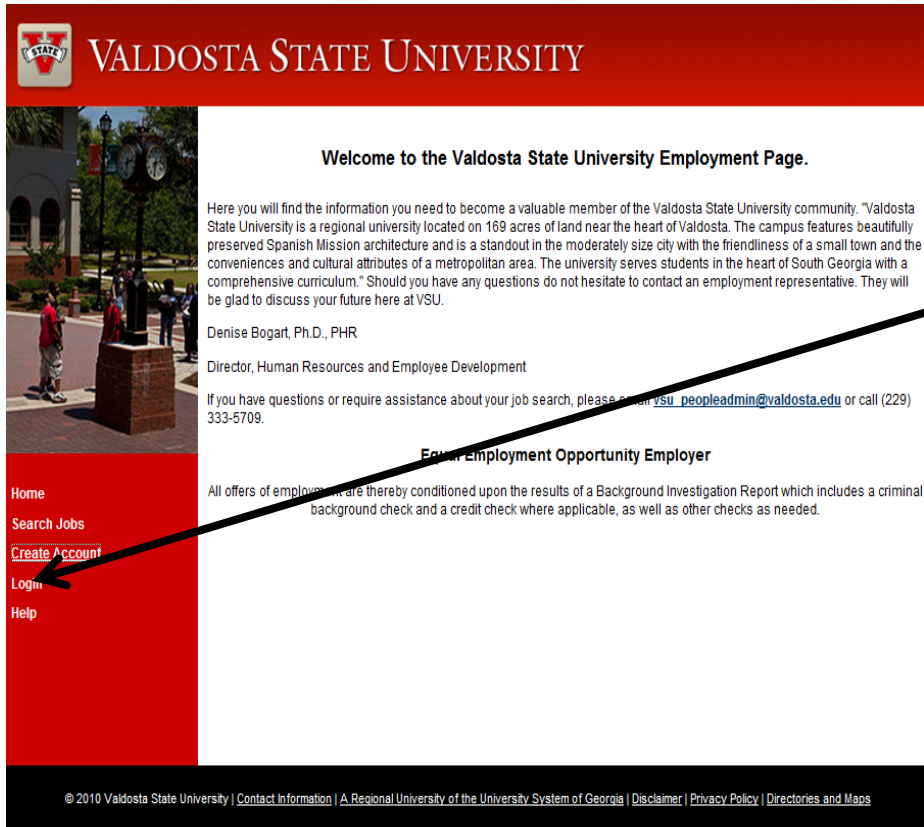




# Applicant Guide: Steps to Apply for a Job



**VALDOSTA STATE UNIVERSITY**

**Welcome to the Valdosta State University Employment Page.**

Here you will find the information you need to become a valuable member of the Valdosta State University community. "Valdosta State University is a regional university located on 169 acres of land near the heart of Valdosta. The campus features beautifully preserved Spanish Mission architecture and is a standout in the moderately size city with the friendliness of a small town and the conveniences and cultural attributes of a metropolitan area. The university serves students in the heart of South Georgia with a comprehensive curriculum." Should you have any questions do not hesitate to contact an employment representative. They will be glad to discuss your future here at VSU.

Denise Bogart, Ph.D., PHR  
 Director, Human Resources and Employee Development

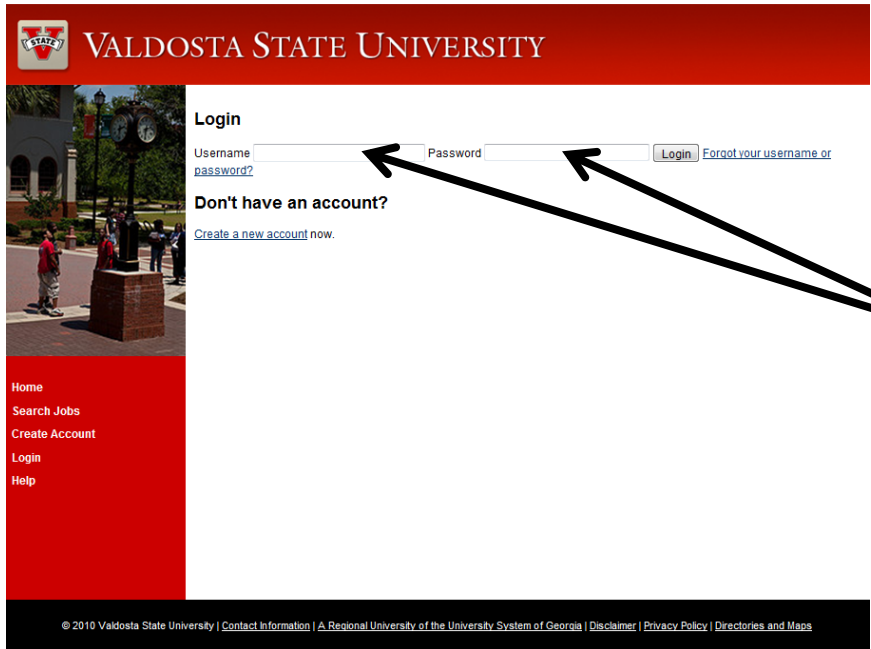
If you have questions or require assistance about your job search, please e-mail [vsu\\_peopleadmin@valdosta.edu](mailto:vsu_peopleadmin@valdosta.edu) or call (229) 333-5709.

**Enter Employment Opportunity Employer**

All offers of employment are thereby conditioned upon the results of a Background Investigation Report which includes a criminal background check and a credit check where applicable, as well as other checks as needed.

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To login and begin applying to your position click "Login".



**VALDOSTA STATE UNIVERSITY**

**Login**

Username  Password   [Forgot your username or password?](#)

**Don't have an account?**  
[Create a new account](#) now.

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Simply type your username and password that you created to apply for jobs.



# Applicant Guide: Steps to Apply for a Job

This is what your computer screen will look like when you log into your account.

**Click "Search Jobs" to begin searching for open positions for which you would like to apply.**

**Click "Bookmarked Jobs" for any jobs that you have bookmarked to view later. This is an easy way to save and come back to jobs that you might find interesting.**

**Click "Your Applications" for all completed or incomplete applications you have in process.**

**Click "Your Documents" to upload any electronic documents you may need such as a resume or letters of reference.**

**Click "Account Settings" to update contact information about yourself, such as phone number or address.**

**Click "Demographic Info" only if you wish to provide demographic information about yourself. It will by no means be used for selection purposes and is completely voluntary.**

The screenshot shows the Valdosta State University Employment Page. At the top is the university logo and name. Below is a welcome message and contact information for Denise Bogart, Ph.D., P.H.D., Director of Human Resources and Employee Development. A navigation menu on the left includes: Home, Search Jobs, Bookmarked Jobs, Your Applications, Your Documents, Account Settings, Demographic Info, Logout, and Help. The footer contains copyright information and links for Contact Information, A Regional University, the University System of Georgia, Disclaimer, Privacy Policy, and Directories and Maps.



# Applicant Guide: Steps to Apply for a Job

**Search Jobs** | 9 jobs

To view open positions, please enter your search criteria below. You may view all open positions by not specifying any search criteria and clicking the **Search** button.

Keywords:  Posted Within:  Any time period

Posting Number:  Department:  Any

**Search Results** | 9 jobs

To view the position details and/or apply to an open position, click on the position title or the **View Details** link. If you would like to bookmark a position for later review, click on the **Bookmark** link. To email a position to a friend, click on the **Email to a Friend** link.

	<a href="#">Posting Number</a>	<a href="#">Department</a>	<a href="#">Position Type</a>
<b>DATA WAREHOUSE DIRECTOR - Enrollment Management</b>	P036	Enrollment Management	Staff
The Director of Data Warehousing will provide leadership in the design and development of a University enterprise data warehouse and research administration system, which encompasses understanding and extracting data from various systems (including admissions, student, financials, alumni, finance, human resources, facilities, other) to provide past, current and predictive quantitative solutions...			
<a href="#">View Details</a>   <a href="#">Bookmark</a>   <a href="#">Email to a Friend</a>			
<b>AUDITOR I - Internal Audits (Staff Auditor)</b>	P023	Internal Audit	Staff
Participate in planning and performing internal audits including field work, testing and analytical review during the course of the engagement; prepare narratives, flowcharts and related workpapers to document the audit; analyze and evaluate operational and financial information and make recommendations for improvements; assist in the preparation of audit reports and follow up and provide assist...			
<a href="#">View Details</a>   <a href="#">Bookmark</a>   <a href="#">Email to a Friend</a>			
<b>BUILDING SERVICES WORKER - Plant</b>	P035	Campus Services-Summary	Staff
Manual work in the custodial care of university buildings and facilities; involves performance of cleaning in an assigned building or building area. Primary responsibility is for effective use of proper methods and materials in cleaning and caring for building areas and equipment. Employees in this class work under close supervision. Work follows well established routines and procedures and may			

On this page, search for a job by a keyword or just scroll through the jobs below. Click on the job title of any job(s) that interest you.

**LEGAL RESEARCH ANALYST I - Legal Affairs**

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the **Apply to this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

[Bookmark this Job](#) | [Email this Listing to a Friend](#) | [Print Preview](#) |

**Posting Details**

Posting Details	
Position Type	Staff
Job Title	LEGAL RESEARCH ANALYST I - Legal Affairs
Posting Number	P040
FLSA	Monthly
Full Time/Part Time	Full Time
Proposed Salary	\$31,828.00

Here you can find out more about the position with Posting Details and Position Summary. Read the "Supplemental Questions" and required "Applicant Documents". You can bookmark this job for later use, email it to a friend, or if you feel you are a qualified applicant, apply to this job by clicking on the links.



# Applicant Guide: Steps to Apply for a Job

Any field with a red \* must be filled out. Fill out as much general information as you can before proceeding. When you complete this page, click "Next" to continue to the next page of information or click "Save Changes" so that you can come back to the application later. Both of these options are found at the top and bottom of the page.

To add employers to your employment history click "Add Previous Employers Entry". Fill out the required information. If you need to add more employers click "Add Previous Employers Entry". Once finished, click "Next" to continue the application or click "Save Changes" to save the application for later.



# Applicant Guide: Steps to Apply for a Job

VALDOSTA STATE UNIVERSITY

### Application for LEGAL RESEARCH ANALYST I - Legal Affairs: Education and Training

<< Prev Save changes Next >> Education and Training Go

Please enter your educational history beginning with the most recent by clicking the **Add a Educational History** button. When finished, please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

General Education

Highest Year Of Education Completed  Please select

Education

**Add Education Entry**

<< Prev Save changes Next >> Education and Training Go

Home  
Search Jobs  
Bookmarked Jobs  
Your Applications  
Your Documents  
Account Settings

Select the highest level of education completed, then click on the “Add Education Entry” to add education history. When completed, click “Next” to continue or “Save Changes” to save the application for later.

VALDOSTA STATE UNIVERSITY

### Application for LEGAL RESEARCH ANALYST I - Legal Affairs: Professional References

<< Prev Save changes Next >> Professional References Go

Required fields are indicated with an asterisk (\*).

Reference Letter

**Add Reference Letter Entry**

<< Prev Save changes Next >> Professional References Go

Home  
Search Jobs  
Bookmarked Jobs  
Your Applications  
Your Documents  
Account Settings  
Demographic Info  
Logout

If references are requested, click “Add Reference Letter Entry” for references you wish to include. You will be asked to provide a name, email, and phone number for all entries made. Click “Add Reference Letter Entry” again to add additional references. Click “Next” to continue with your application or “Save Changes” to save the application for later.



# Applicant Guide: Steps to Apply for a Job

Click on the answers to various questions concerning the position you are applying for then click "Next" to continue with your application or "Save Changes" to save your application for later.

Click "Add Required Resume" if a résumé is required. You must have an electronic copy of your résumé to submit.



# Applicant Guide: Steps to Apply for a Job

**VALDOSTA STATE UNIVERSITY**

[Return to your Application for LEGAL RESEARCH ANALYST I - Legal Affairs](#) | [Write a Resume](#) | [Select Previously Added Resume](#)

### Upload a Resume

To upload your document(s), provide a name and description of the document. To choose a file to upload, click the **Browse** button and select the file from your computer. If you wish to write your document, click the **Write a Document** link. To attach a previously uploaded document, click on the **Select Previously Added Document** link.

The following types of documents can be attached: doc, docx, pdf, rtf, txt, tiff, tif, jpeg, jpe, jpg, png, xls, xlsx. If your document is not one of these file types, please convert it to pdf format prior to attaching.

When you are ready to submit your document(s), click the **Submit** button.

Name

Description

File to Upload  
 No files chosen

**Home**  
 Search Jobs  
 Bookmarked Jobs  
 Your Applications  
 Your Documents

Account Settings  
 Demographic Info  
 Logout

If you do not have a résumé you can either click “Return to your Application” and save your application for later, or you can click “Write a Resume” and you will be given a text box to create a résumé.

If you have a résumé on the computer you are using click “Choose File” to manually search through your computer for the résumé. Once the file has been selected, click

**VALDOSTA STATE UNIVERSITY**

**Application for LEGAL RESEARCH ANALYST I - Legal Affairs**   
[edit this application](#) | [print version](#)

✔ **General Information**

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Next** button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking **GO** button every 60 minutes in order to avoid losing your data.

**Contact Information**

First Name	tutorial
Middle Name	
Last Name	tutorial
Address1	
Address2	
City	valdosta
County	
State	GA
Zip Code	31602

**Home**  
 Search Jobs  
 Bookmarked Jobs  
 Your Applications  
 Your Documents

Account Settings  
 Demographic Info  
 Logout

You can review your full application on the last screen. This is where you can review your full application to make sure all information is accurate. If there is an error you can click “edit this application” to make corrections. Otherwise, click “Certify and Submit” to submit your application.