

WELCOME TO THE CAREERS @ NAU APPLICANT TUTORIAL!

This tutorial will take approximately 15 minutes to complete.

MAKING THE APPLICATION WORK FOR YOU!

After reviewing this tutorial, you will have learned how to apply and manage your NAU Job Search.

You will have the ability to...

- Learn about Employment Opportunities at NAU.
- Search for specific jobs.
- Apply online for Employment.
- Attach a resume, CV, or other documents to your NAU Employment Application

LET'S BEGIN...

Suggested information and materials to have prior to applying:

- Education, references, and employment information.
- An electronic copy of any documents that you may want to send along with your application (resume, CV, cover letter, etc.).

HELPFUL HINTS

- **Do not** use your browser's “**Back**”, “**Forward**”, or “**Refresh**” buttons to navigate the site.
 - *This may cause unexpected or unwanted results, including losing your saved information.*
 - *Please use the provided navigational buttons within the site to ensure correct results.*



- If you leave your computer before completing all of the data for your application, be sure to click “**Save**”.
- To protect the security of your data, the system will automatically log you out after 30 minutes of inactivity.

CAREERS @ NAU

To get started,
navigate to
nau.edu/hr

in.nau.edu/human-resources

LOUIE Facebook Hotmail Google NAU - Home NAU - HR STAR Planning Payfactors Market Database ServiceNow PBI Database MSN PH Index SiteImprove BofA CUS Job Descriptions

We're back! Visit [Jobs are Back](#) for more information.

NAU NORTHERN ARIZONA UNIVERSITY

Human Resources

HR services ▾ Careers Employee Resources Policies & forms ▾ About HR ▾

III > Welcome to Human Resources

Welcome to Human Resources

Human Resources supports Northern Arizona University in attracting, recruiting, and retaining talented and diverse faculty and staff. We assist employees and departments with a variety of employment-related matters.

Careers at NAU

creativity aspirations happiness
goals ← → salary
← →
career ← → DREAM JOB → search
wanted ← → potential
satisfaction ← → opportunity

Contact Human Resources

(920) 523-2223
HRContact@nau.edu
Directory
Find your contact info by dept

Benefits Information

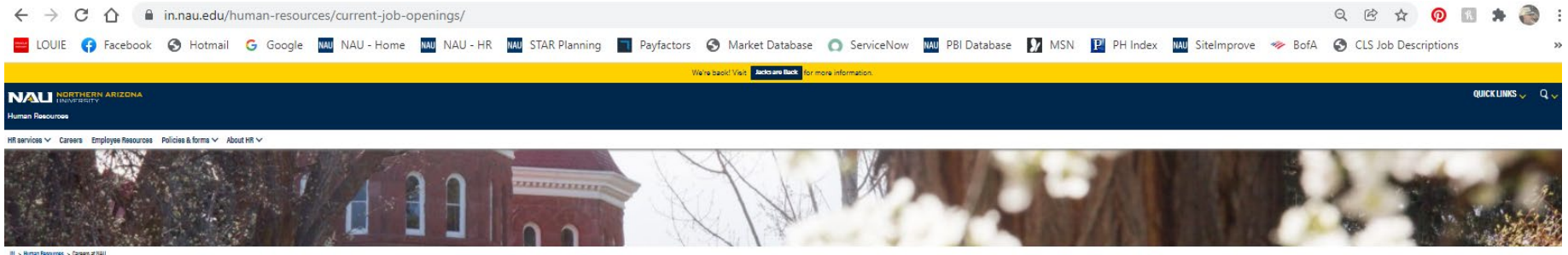
Apply for a Job

Fall 2021

- Employee Vaccination Requirement
- Supervisor Guidance COVID-19 Positives or

Click here to see
current job
openings.

CAREERS @ NAU



Click here to
see current
staff
job openings.

Staff openings

Search staff openings and submit an online application.

Faculty and administrator openings

Search faculty and administrator openings and submit an online application.

Click here to
see current
faculty
job openings.

CAREERS @ NAU

Staff Job Openings

To find the position you are interested in, either scroll through the list below or use the search function. To apply for a position, please click the "Apply" button associated with that job. You may save the job to review later, but apply, you must do so by the posting deadline. To view a detailed description of a job posting, click on the job title. You may only apply for one job at a time.

Filter by

Location

Campus Health Services (2)
Ecosystem Science & Soc C..(2)
Information Tech Services (2)
Residence Life (2)
Shuttle Services (2)
More...

Department

Ecosystem Science & Soc C..(2)
Information Technology Svs (2)
Shuttle Services (2)
Upward Bound (2)
Admissions (1)
More...

Keywords

[Search Tips](#)

Search

Reset Search



Save Search

[More Options](#)

28 matches found

Sort By 

Search Results

First  1-28 of 28  Last

[Postdoctoral Scholar - 601047](#)

Department: Physics And Astronomy | Location: Physics and Astronomy | Posted Date: 09/17/2014



[Instructional Designer - 601065](#)

Department: E-Learning Center | Location: E-Learning Center | Posted Date: 09/24/2014



[Assistant Director - 601077](#)

Department: Ecosystem Science & Soc Center | Location: Ecosystem Science & Soc Center | Posted Date: 09/30/2014



[Postdoctoral Scholar - 601178](#)

Department: Informatics and Computing Prog | Location: Informatics & Computing Prog | Posted Date: 12/10/2014



Existing users
click here.

New users
click here.

[Sign In](#)

[New User](#)

SIGNING IN

Sign In

You must sign in to continue.

*User Name

*Password

[Forgot User Name](#)

[Forgot Password](#)

Don't have a User Name or Password? [Register Now](#)

* Required Information

[Return to Previous Page](#)

Note: User Name and Password are case-sensitive fields.

PASSWORD REQUIREMENTS

Please select a new password that:

- (1) Has minimum of 12 total characters. Passwords may contain special characters.
- (2) Does not match your username.
- (3) Does not match any of your email addresses.

*If you have forgotten your password or username please use the **Forgot Username** and **Forgot Password** links on the sign in page. Your username and temporary password will be emailed to you.

**Current NAU employees and students your usernames and passwords are not synced with your current Louie login information.

Applicant passwords are set to expire every 120 days. If your password has expired, you will be required to change it. If you have any questions, please email: HR.Contact@nau.edu.

REGISTER – NEW USER

Register

Please provide the information below so that we can create an account for you. An email account is required. You may create a free email account through a number of online services like Google Mail, Yahoo or Hotmail. Providing this information will allow you to view prior applications and to apply for more than one position without having to re-enter your information.

Account Information

*User Name	<input type="text"/>
*Password	<input type="password"/>
*Confirm Password	<input type="password"/>
*First Name	<input type="text"/>
*Last Name	<input type="text"/>

Create a User Name and Password.

Reminder: User Name and Password are case-sensitive fields.

Contact Information

*Primary Email Type	Personal	▼
*Email Address	<input type="text"/>	
Primary Phone Type	Cellular	▼
Phone	<input type="text"/>	Ext <input type="text"/>
Preferred Contact Method	Not Specified ▼	

To create an account, all fields with an * are required.

Note: An email address is required so we are able to communicate with you and assist with login issues if you forget your user name and password.

Address Information

*Country	United States	▼
*Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
Address 3	<input type="text"/>	
*City	<input type="text"/>	*State <input type="text"/> ▼
*Postal	<input type="text"/>	County <input type="text"/>

<input type="button" value="Register"/>
Already Registered?

Click here when you are all done.

* Required Information

[Return to Previous Page](#)

CAREERS HOME

Staff Job Openings | [Staff Job Openings](#) | [My Notifications](#) | [My Applications](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

Filter by

- Location**
 - Campus Health Services (2)
 - Ecosystem Science & Soc C..(2)
 - Information Tech Services (2)
 - Residence Life (2)
 - Shuttle Services (2)
 - More...
- Department**
 - Ecosystem Science & Soc C..(2)
 - Information Technology Svs (2)
 - Shuttle Services (2)
 - Upward Bound (2)
 - Admissions (1)
 - More...
- Job Family**
 - Professionals (15)

Keywords [Search Tips](#)

[Search](#) [Reset Search](#) [Save Search](#) [More Options](#)

28 matches found

Search Results

Postdoctoral Scholar - 601047
Department: Physics And Astronomy | Location: Physics and Astronomy | Posted Date: 09/17/2014

Instructional Designer - 601065
Department: E-Learning Center | Location: E-Learning Center | Posted Date: 09/24/2014

Assistant Director - 601077
Department: Ecosystem Science & Soc Center | Location: Ecosystem Science & Soc Center | Posted Date: 09/30/2014

Postdoctoral Scholar - 601178
Department: Informatics and Computing Prog | Location: Informatics & Computing Prog | Posted Date: 12/10/2014

Biological Scientist Research Associate - 601180
Department: Ecosystem Science & Soc Center | Location: Ecosystem Science & Soc Center | Posted Date: 12/09/2014

Sort By: Job ID
First 1-28 of 28 Last

[★](#)
[☆](#)
[☆](#)
[★](#)
[★](#)

Callouts:

- View Favorite Jobs here.
- To find a specific job, you may scroll through or search for a specific job.
- To add a job to "My Favorite Jobs", click here.
- If you would like to see the job description for a specific job, click on the job title.

JOB DESCRIPTION

You can click through the job postings in the job description view.

The screenshot shows a web interface for job descriptions. At the top, there's a navigation bar with links: Staff Job Openings | My Notifications | My Applications | My Favorite Jobs | My Saved Searches | My Account Information. Below this, there are buttons for 'Previous Job' and 'Next Job', which are circled in red. A yellow callout bubble points to these buttons with the text: 'You can click through the job postings in the job description view.' The main content area is titled 'Job Details' and contains the following information:

Job Title	Postdoctoral Scholar	Job ID	601178
Location	Informatics & Computing Prog	Full/Part Time	Full-Time
Regular/Temporary	Regular	Favorite Job	☆

Below this table is a section titled 'Special Information' with the following text:

* This position has identified funding for two years. Continued employment after that time period would depend on funding, satisfactory performance and departmental need. * Post-Doctoral Scholars are hired on a contract basis according to the terms of ABOR Policy which may be found at: <http://azregents.asu.edu/rcc/Policy%20Manual/6-310-Conditions%20of%20Postdoctoral> position located at the NAU campus in Flagstaff, AZ

Below this is a section titled 'Job Description' with the following text:

The Informatics and Computing Program at Northern Arizona University is seeking a post-doctoral scholar to join our team. This highly applied, research-heavy group is focused on designing High Throughput Sequence data computat...

A second yellow callout bubble points to the bottom of the page with the text: 'Scroll down to the bottom of the page to apply for the job.'

JOB DESCRIPTION

after their employment date. Employees will have 31 days from their start date to enroll in benefits. Participation in NAU retirement plans is not available to Post-Doctoral Scholars. More information on benefits at NAU is available at http://hr.nau.edu/benefits/elig_enroll.

Application Deadline

Open until further notice.

How to Apply

* A curriculum vitae, cover letter, three references and a letter of recommendation is required. Please send the letter of recommendation to Gretchen Povlsen at gretchen.povlsen@nau.edu. To apply for this position, please click on the "Apply Now" button on this page. You must submit your application by clicking on the "Submit" button by midnight of the application deadline. If you need assistance completing your application there are instructions available on line at <http://hr.nau.edu> or in person in the Human Resources Department located in Building 91 on the NAU Campus - on the corner of Beaver and DuPont Streets. If you are an individual with a disability and need reasonable accommodation to participate in the hiring process please contact the Affirmative Action Office at 928-523-3312/TDD - 928-523-1006 or PO Box 4083, Flagstaff AZ 86011.

Equal Employment Opportunity

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.

Apply

Email to Friend

[Return to Previous Page](#)

[Staff Job Openings](#) | [My](#)

[Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

If you would like to apply for this job, click here.

You can email this job to a friend by clicking here.

APPLY FOR A JOB – START

You can navigate through the steps by clicking through here.

Start - Step 1 of 5

Applying for: Postdoctoral Scholar

Our job application will allow you to attach a resume and provide other important information to assist us with evaluating your background for this position. The step-by-step process will guide you through the application sections. Please provide all of your information in the application sections in order to receive full consideration for this position.

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.

[EEO Law Poster](#)

Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

Agreements

Application Terms & Agreements

In submitting this application and any other documents I choose to attach to it, I understand that false statements will disqualify me for employment or cause my subsequent dismissal. In connection with the application, I authorize all corporations, companies, credit agencies, education institutions, persons, law enforcement agencies, military services, and former employers to release information that they may have about me to Northern Arizona University or its agents and release them from any liability for doing so. However, I specifically waive any right I have under Arizona Revised Statutes Section 23-1361.B or otherwise to receive or examine a copy of any written communication regarding employment furnished by any former or current employer of mine. This authorization, in original or copy form, shall be valid for this and any future reports that may be requested. Notice: if you are interviewed or selected as a finalist for a position with Northern Arizona University, your application and resume are considered "public records." Public records are required by law to be made available during normal business hours to any person, including the news media, requesting them.

☐ I have read and agree to the above terms and agreements

Exit | Previous | Next

Read the terms and agreements, and then select the affirmation statement.

Click the "Next" button to move to the next step.

ATTACH A RÉSUMÉ/CV

The screenshot shows a multi-step application process. The top navigation bar includes steps: Start, Resume/CV (highlighted), Additional Attachments, Questionnaire, Self-Identify, and Review/Submit. Below the navigation bar are buttons for Exit, Save as Draft, Previous, and Next. The main heading is 'Resume/CV - Step 2 of 6'. The text indicates that a Resume/CV and Cover letter can be attached here, while other documents like transcripts are attached on the next step. Two sections are present: 'Please attach Resume and Cover Letter' and 'Cover Letter'. Each section has an 'Attach' button and a 'Use Existing' button. Two yellow callout boxes provide instructions: one points to the 'Attach Resume/CV' button stating that separate documents can be attached, and another points to the 'Save as Draft' button stating that the application can be saved for later.

Start Resume/CV Additional Attachments Questionnaire Self-Identify Review/Submit

Exit Save as Draft | Previous Next

Resume/CV - Step 2 of 6

Applying for: [Help Desk Support Svcs Spec-Sr](#)

Resume/CV and Cover letter can be attached on this page. Other attachments (including transcripts, certificates, licensures, etc.) may be attached on the following page by clicking the Next button. If you wish to apply without a resume/CV or Cover Letter, click the Next button.

Please attach Resume and Cover Letter

Attach Resume/CV

Resume/CV (PDF or Word)

Use Existing Resume/CV

Use a resume/CV you already uploaded with us

Please provide us with your cover letter.

Cover Letter

Attach Cover Letter

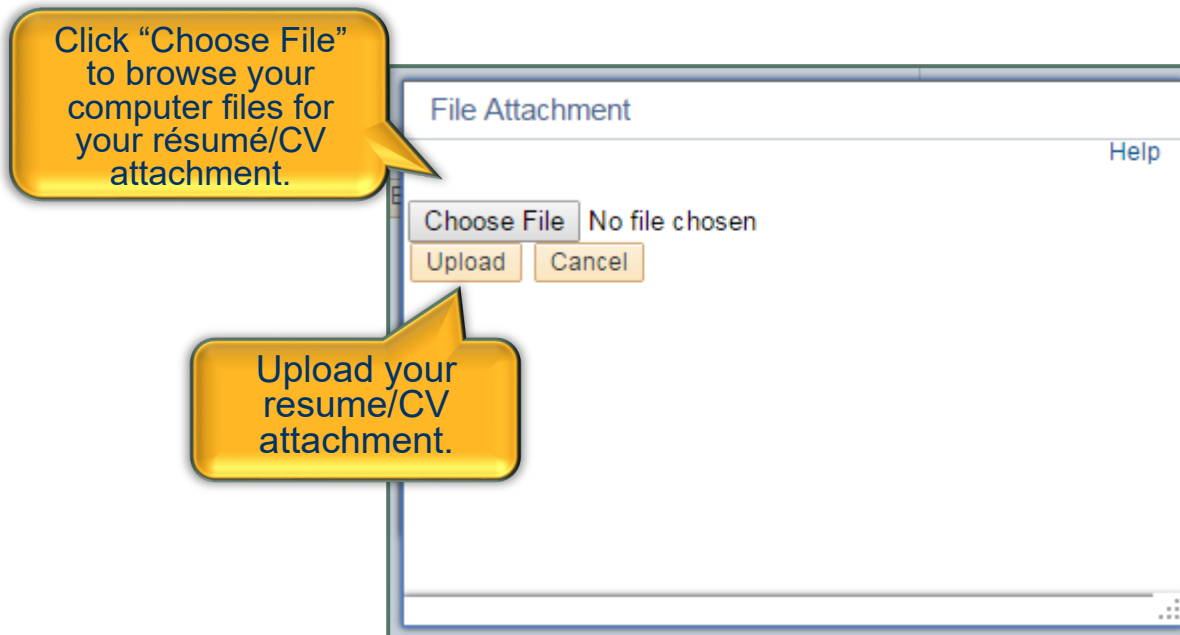
Provide us with your cover letter

Exit Save as Draft | Previous Next

At this point, you can save your application for later.

You can attach your résumé and cover letter as separate documents.

ATTACH A RÉSUMÉ/CV



ATTACH A RÉSUMÉ/CV

The screenshot shows a web interface for an application process. At the top, a progress bar has five steps: 'Start', 'Resume', 'Education, Experience and Other Qualifications', 'Veteran', and 'Review/Submit'. The 'Resume' step is currently active and highlighted with an orange square. Below the progress bar, there are navigation buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'. The main heading is 'Resume - Step 2 of 5', followed by 'Applying for: Postdoctoral Scholar'. A table titled 'Current Resume' contains one row with the following data: 'View Resume' (a link), 'Resume Title' (a text input field containing 'Resume.docx'), and 'Language' (a dropdown menu set to 'English'). Below the table is a button labeled 'Use Different Resume'. At the bottom right, there are 'Exit', 'Save for Later', 'Previous', and 'Next' buttons. The 'Next' button is highlighted with an orange border.

View Resume	Resume Title	Language
Resume.docx	Resume.docx	English

Use Different Resume

If you would like to change the document attached to your application, click here to upload a new document.

Note: After you apply, if you would like to attach a different document, you may reapply if the position is still posted.

Click the "Next" button to move to the next step.

ADDITIONAL ATTACHMENTS

The screenshot shows a multi-step application process. At the top, a progress bar includes five steps: 'Start', 'Resume/CV', 'Additional Attachments' (which is the current step and highlighted with an orange square), 'Education, Experience and Other Qualifications', and 'Self-Identify'. Below the progress bar, the title 'Add Attachment' is centered. On the right side, there are four buttons: 'Exit', 'Save as Draft', '< Previous', and 'Next >'. The main heading is 'Additional Attachments: Add Attachment - Step 3 of 6'. Below this, it says 'Applying for: Help Desk Support Svcs Spec-Sr'. A paragraph of instructions follows: 'On this page, you may attach items such as Certificates and Licensures, Portfolio/Work Samples, Transcripts, etc. to complete your application. You may attach only one of each type of attachment. If you have more than one of a type of attachment (i.e. Letters of Recommendation), you will need to combine them into one document. If you wish to apply without attachments, click the Next button.' Below the text is a section titled 'Attachments' with a light blue background. Inside this section, it says 'You have not added any attachments to your application.' and there is a button labeled 'Add Attachment'. This button is highlighted with a yellow box. A yellow callout bubble with a pointer to the button contains the text 'Click on "Add Attachment"'. At the bottom right, there are another set of buttons: 'Exit', 'Save as Draft', '< Previous', and 'Next >'.

Start Resume/CV **Additional Attachments** Education, Experience and Other Qualifications Self-Identify

Add Attachment

Exit Save as Draft < Previous Next >

Additional Attachments: Add Attachment - Step 3 of 6

Applying for: Help Desk Support Svcs Spec-Sr

On this page, you may attach items such as Certificates and Licensures, Portfolio/Work Samples, Transcripts, etc. to complete your application. You may attach only one of each type of attachment. If you have more than one of a type of attachment (i.e. Letters of Recommendation), you will need to combine them into one document. If you wish to apply without attachments, click the Next button.

Attachments

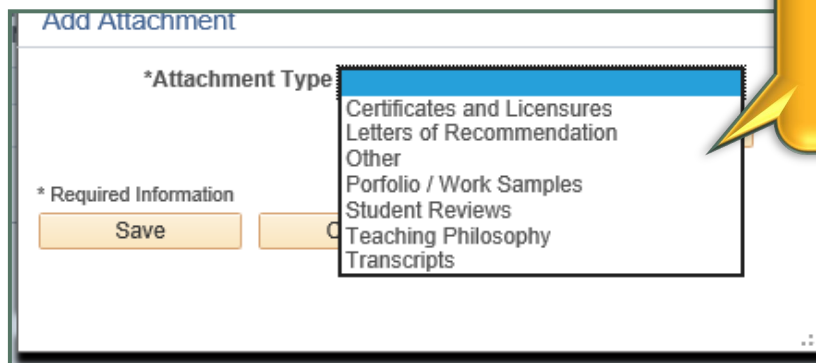
You have not added any attachments to your application.

Add Attachment

Click on "Add Attachment"


Exit Save as Draft < Previous Next >

ADDITIONAL ATTACHMENTS



The 'Add Attachment' dialog box contains a dropdown menu for '*Attachment Type' with the following options: Certificates and Licensures, Letters of Recommendation, Other, Portfolio / Work Samples, Student Reviews, Teaching Philosophy, and Transcripts. Below the dropdown is a section for '* Required Information' with a 'Save' button and a partially visible 'Cancel' button.

Select the type of attachment you wish to include.



The 'File Attachment' dialog box features a 'Browse...' button, an 'Upload' button, and a 'Cancel' button. A 'Help' link is located in the top right corner.

Click "Browse" to search your computer files for your attachment.

Upload your attachment.

ADDITIONAL ATTACHMENTS

Start

Resume/CV

Additional Attachments

Education, Experience and Other Qualifications

Self-Identify

Add Attachment

Exit | Save as Draft | Previous | Next

Additional Attachments: Add Attachment - Step 3 of 6

Applying for: Help Desk Support Svcs Spec-Sr

On this page, you may attach items such as Certificates and Licensures, Portfolio/Work Samples, Transcripts, etc. to complete your application. You may attach only one of each type of attachment. If you have more than one of a type of attachment (i.e. Letters of Recommendation), you will need to combine them into one document. If you wish to apply without attachments, click the Next button.

Attachments			
Attachment	*Attachment Title	Attachment Type	Delete
Transcripts.docx	<input type="text" value="Transcripts.docx"/>	Transcripts	

Add Attachment

Exit | Save as Draft | Previous | **Next**

Click the "Next" button to move to the next step.

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

The screenshot shows a web application interface for a job application. At the top, a progress bar has five steps: 'Start', 'Resume', 'Education, Experience and Other Qualifications' (which is highlighted with an orange square), 'Veteran', and 'Review/Submit'. Below the progress bar, the title 'Education, Experience and Other Qualifications - Step 3 of 5' is displayed. To the right of the title are four buttons: 'Exit', 'Save for Later', 'Previous' (with a left arrow), and 'Next' (with a right arrow). Below the title, it says 'Applying for: Postdoctoral Scholar'. There is a section titled 'Work Experience' with a light blue header. Below this header is a text area containing the instruction: 'Please add your work experience in chronological order, starting with your most current employer.' At the bottom of this section is an orange button labeled 'Add Work Experience', which is circled in red.

Start Resume **Education, Experience and Other Qualifications** Veteran Review/Submit

Exit Save for Later Previous Next

Education, Experience and Other Qualifications - Step 3 of 5

Applying for: Postdoctoral Scholar

Work Experience

Please add your work experience in chronological order, starting with your most current employer.

Add Work Experience

Click here to
add your work
experience.



WORK EXPERIENCE

Add your employment history in chronological order, starting with your most current employer.

Click here to save and return to the main application, where you can add additional employment history.

Please include the reason you left or are leaving your position.


Work Experience

*Start Date 01/19/1996  End Date 01/25/2001 

*Employer Coconino Community College

*Ending Job Title Research Specialist



Ending Pay Rate 45000.00

Pay Frequency Year 


Supervisor John Smith

Supervisor Email John.Smith@ccc.edu

Supervisor Phone 928/555-7890

Responsibilities Performed research on multiple projects for publication.  

Reason for Leaving


Country United States 

Address 1

Address 2

Address 3

City Flagstaff

State Arizona 

Postal 86001

County Coconino

Required Information

Save Cancel

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

Start

Resume

Education, Experience and Other Qualifications

Veteran



Review/Submit

ExitSave for LaterPreviousNext

Education, Experience and Other Qualifications - Step 3 of 5

Applying for: Postdoctoral Scholar

Work Experience

Employer	Job Title	Start Date	End Date	Edit	Delete
Coconino Community College	Research Specialist	01/19/1996	01/25/2001		

Add Work Experience

Job Training

You have not added any training information to your application.

Add Job Training

Click here to add your job training, if applicable.

JOB TRAINING

The screenshot shows a web form titled "Add Job Training". It contains the following fields:

- *Course Title (text input)
- School Name (text input)
- *Course Start Date (date input with a calendar icon)

Below these fields is a section labeled "* Required Information". At the bottom of this section are three buttons: "Save", "Save and Add Another", and "Cancel".

Two yellow callout boxes provide instructions:

- The first callout points to the "Save" button and says: "Click here to save your entry and return to the main application."
- The second callout points to the "Save and Add Another" button and says: "Click here to save your entry and add another Job Training entry."

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

Start

Resume

Education, Experience and Other Qualifications

Veteran

Review/Submit

ExitSave for LaterPreviousNext

Education, Experience and Other Qualifications - Step 3 of 5

Applying for: Postdoctoral Scholar

Work Experience

Employer	Job Title	Start Date	End Date	Edit	Delete
Coconino Community College	Research Specialist	01/19/1996	01/25/2001		

Add Work Experience

Job Training

You have not added any training information to your application.

Add Job Training

High School Education

You have not added any high school education to your application.

Add High School Education

Click here to add
your High School
Education.

EDUCATION HISTORY

The screenshot shows a web form titled "Add High School Education". The form contains the following fields:

- *Education Level**: A required drop-down menu, highlighted by a yellow callout bubble stating "Education Level is a required field. Use the drop-down menu to make your selection."
- Country**: A drop-down menu with "United States" selected.
- State**: A drop-down menu.
- Average Grade**: A text input field.
- School**: A large text input field with a "254 characters remaining" indicator.

At the bottom of the form, there are three buttons: "Save", "Save and Add Another", and "Cancel". The "Save" button is circled in red, with a yellow callout bubble pointing to it that says "Click here to save your entry and return to the main application."

* Required Information

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

Start

Resume

Education, Experience and Other Qualifications

Veteran

Review/Submit

ExitSave for LaterPreviousNext

Education, Experience and Other Qualifications - Step 3 of 5

Applying for: Postdoctoral Scholar

Work Experience

Employer	Job Title	Start Date	End Date	Edit	Delete
Coconino Community College	Research Specialist	01/19/1996	01/25/2001		

Add Work Experience

Job Training

You have not added any training information to your application.

Add Job Training

High School Education

Education Level	Edit	Delete
Graduated		

Add High School Education

College or Trade School

You have not added any college or trade school to your application.

Add College or Trade School

Click here to add your College or Trade School information.

EDUCATION HISTORY

Add College or Trade School

*Degree Unknown Degree

Country United States

State

Major

Average Grade

Type of Degree

254 characters remaining

School

* Required Information

Save Save and Add Another Cancel

Click here to save your entry and return to the main application.

Click here to save your entry and add another College or Trade School entry.

Degree is a required field.

If your degree is not listed in the drop-down menu, you can leave it as "Unknown", and specify your degree type in the "Type of Degree" field.

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

High School Education

Education Level	Edit	Delete
Graduated		

Add High School Education

College or Trade School

Degree	Effective Date	Type of Degree	Edit	Delete
Bachelor of Arts	02/24/2015			
Doctorate	02/24/2015			

Add College or Trade School

Language Skills

You have ~~not added~~ any language skills to your application.

Add Language Skills

Click here to add your Language Skills information.

LANGUAGE SKILLS

The screenshot shows a dialog box titled "Add Language Skills". It contains the following fields:







- *Language: Spanish (dropdown menu)
- Reading Proficiency: 2 - Moderate (dropdown menu)
- Speaking Proficiency: 3 - High (dropdown menu)
- Writing Proficiency: 2 - Moderate (dropdown menu)

Below the fields, there is a "Required Information" label and three buttons: "Save", "Save and Add Another", and "Cancel". The "Save" and "Save and Add Another" buttons are circled in red. Two yellow callout boxes provide instructions:

- Click here to save your entry and return to the main application.
- Click here to save your entry and add another Language entry.



EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

College or Trade School

Degree	Effective Date	Type of Degree	Edit	Delete	
Bachelor of Arts	02/24/2015				
Doctorate	02/24/2015				

Add College or Trade School

Language Skills

Language	Edit	Delete
Spanish		

Add Language Skills

Professional References

You have not added any references to your application.

Add Reference

Click here to add your Professional References.

PROFESSIONAL REFERENCES

We recommend professional references and prefer former employers.

The screenshot shows a web form titled "Add Reference". It contains the following fields:

- *Reference Type: Professional (dropdown menu)
- *Reference Name: Jim Johnson
- *Title: Supervisor
- Employer: Coconino Community College
- Phone: 928-555-4567
- Email Address: Jim.Johnson@ccc.edu
- Country: United States (dropdown menu)
- Address 1: 123 Lone Tree
- Address 2: (empty)
- Address 3: (empty)
- City: Flagstaff
- State: Arizona (dropdown menu)
- Postal: 86001
- County: Coconino

At the bottom, there are three buttons: "Save", "Save and Add Another", and "Cancel". The "Save" and "Save and Add Another" buttons are circled in red. A small asterisk and the text "* Required Information" are located above the buttons.

Click here to save your entry and return to the main application.

Click here to save your entry and add another reference.

QUESTIONNAIRE

You must
complete all
questions
every time
you apply.

REQUIRED QUESTIONS: You MUST answer the following questions (Required)

1. Are you over 18? (The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40.)

- ☐ Yes
- ☐ No

2. Have you ever worked for NAU before?

- ☐ Yes
- ☐ No

3. Are you currently working for NAU?

- ☐ Yes
- ☐ No

4. Do you have any relatives that work for NAU?

- ☐ Yes
- ☐ No

5. Do you have relatives that work in the department(s) where you are applying to work? (This information is provided to assist in complying with the Arizona Conflict of Interest laws.)

- ☐ Yes
- ☐ No

6. Do you possess a valid driver's license?

- ☐ Yes
- ☐ No

7. Have you ever been told verbally or in writing you are not eligible for hire at Northern Arizona University?

- ☐ Yes
- ☐ No

8. Are you legally authorized to work in the United States?

- ☐ Yes
- ☐ No

9. Will you now or in the future require sponsorship for employment visa status (e.g. H-1B, TN, etc.)?

- ☐ Yes
- ☐ No

10. Northern Arizona University requires that finalists for positions disclose any criminal conviction and give written consent for pre-employment background check to include a check for criminal conviction history, motor vehicle record, educational credentials, and work history.

- ☐ Yes, I understand that I will be required to disclose any criminal history and consent to a background check should I be a final candidate for this position.
- ☐ No, I am not willing to disclose my criminal history and/or consent to a background check and understand that my application will not be considered further.

REFERRAL INFORMATION

The screenshot shows a web form titled "Referrals". It contains three input fields: "How did you learn of the job?" (a dropdown menu), "Specific Referral Source" (a text box), and "Are you a former employee" (a dropdown menu with "No" selected). At the bottom right of the form are four buttons: "Exit", "Save for Later", "Previous", and "Next". The "Save for Later" and "Next" buttons are circled in red.

When you are finished, you can either Save for Later or move to the next section by clicking "Next".

SELF-IDENTIFICATION - DISABILITY

SELF-IDENTIFICATION - VETERAN

Start Resume Education, Experience and Other Qualifications **Self-Identify** Review/Submit

Disability | **Veteran** | Diversity

Exit Save for Later Previous Next

Self-Identify: Veteran - Step 4 of 5
Applying for: Instructional Designer

Definitions

Northern Arizona University is subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

Order 12655

Self-Identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

☐ I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATION OF PROTECTED VETERAN LISTED ABOVE

☐ I AM NOT A PROTECTED VETERAN

☐ I CHOOSE NOT TO DISCLOSE

Reasonable Accommodations Notice

Disabled veterans may have additional rights under USERRA - The Uniformed Services Employment and Reemployment Rights Act. In the event you were absent from employment in order to perform service in the uniformed service, you may be entitled to reemployment in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, please contact the Human Resources Department.

NOTIFICATION OF PUBLIC RECORD ACCESS: Due to a recent Arizona Supreme Court Decision, applications for employment in the public sector become public records if the applicant is chosen for an interview. Current Arizona state law requires that these records be made available during normal business hours to any person requesting access to them; including the news media. This self-id information is not subject to this public record statute.

Exit Save for Later Previous **Next**

You must select one of the three options provided.

Click the "Next" button to move to the next step.

SELF-IDENTIFICATION – DIVERSITY

The screenshot shows a web form titled 'Self-Identify: Diversity - Step 4 of 5'. At the top, a progress bar indicates the current step, with 'Self-Identify' highlighted. Below the progress bar, navigation links for 'Disability', 'Veteran', and 'Diversity' are shown, with 'Diversity' selected. The form includes buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'. The main content area is titled 'Self-Identify: Diversity - Step 4 of 5' and 'Applying for: Instructional Designer'. It states: 'You are invited to provide the information requested regarding diversity.' The 'Diversity' section contains a paragraph about Northern Arizona University's policy. Below this, there is a 'Gender' section with a dropdown menu currently set to 'Unknown'. The 'Ethnicity and Race Identification' section contains two questions: '1. Are you Hispanic or Latino?' with radio button options 'Yes, I am Hispanic or Latino.' and 'No, I am not Hispanic or Latino.', and '2. What is your race? Select one or more.' with checkbox options: 'American Indian or Alaska Native', 'Asian', 'Black or African American', 'Native Hawaiian or Pacific Islander', and 'White'. A 'Definition' link is provided for each question. At the bottom, there is a checkbox for 'I decline to provide my Diversity details'. Three callouts are present: a yellow speech bubble on the left says 'You must make a selection from the options provided.' with a red circle around the 'No, I am not Hispanic or Latino.' option; a red circle around the 'Next' button at the bottom right is accompanied by a yellow speech bubble that says 'Click the “Next” button to move to the next step.'; and a red circle around the 'I decline to provide my Diversity details' checkbox.

Start **Resume** **Education, Experience and Other Qualifications** **Self-Identify** **Review/Submit**

Disability | Veteran | Diversity

Exit Save for Later Previous Next

Self-Identify: Diversity - Step 4 of 5

Applying for: Instructional Designer

You are invited to provide the information requested regarding diversity.

Diversity

Northern Arizona University, in accordance with Title 41 Code of Federal Regulations Chapter 60-1.40; 60-2.21 (b)(4); and Arizona Revised Statutes 41-1463, invites all applicants or employees to complete the following information listed below. The information obtained will be treated in confidential manner and will be used to assist fulfilling the university's federal and state statistical reporting and Equal Opportunity/Affirmative Action requirements. This information is voluntary and refusal to provide it will not subject you to any adverse treatment. Thank you very much for your consideration and assistance.

Gender

Gender Unknown

Ethnicity and Race Identification

1. Are you Hispanic or Latino? Definition

☐ Yes, I am Hispanic or Latino.

☐ No, I am not Hispanic or Latino.

2. What is your race? Select one or more. Definition

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Pacific Islander

☐ White

☐ I decline to provide my Diversity details

Exit Save for Later Previous Next

You must make a selection from the options provided.

Click the "Next" button to move to the next step.

SUBMITTING YOUR APPLICATION

The screenshot shows a five-step progress bar at the top: Start, Resume, Education, Experience and Other Qualifications, Veteran, and Review/Submit (which is highlighted with an orange square). Below the progress bar are buttons for 'Exit', 'Save for Later', 'Previous', and 'Submit Application'. The 'Submit Application' button is highlighted with a yellow callout box that says: 'Click the “Submit Application” button to submit your application.'

The main heading is 'Review/Submit - Step 5 of 5'. Below it, it says 'Applying for: Postdoctoral Scholar'. A note reads: 'Please review your application and make any changes before submitting. Click on the pencil icon to edit your information in that section.'

The first section is 'My Contact Information'. It contains the following details:

- Email: JaneDoe@yahoo.com
- Cellular Phone: 928/555-1234
- Address: 123 Main Street, Flagstaff, AZ 86001
- Preferred Contact Method: Not Specified

Below this is a table for 'Resume' information:

Resume Title	Edit
Resume.docx	

Next is a table for 'Education' information:

College	Job Title	Start Date	End Date	Edit
	Research Specialist	01/19/1996	01/25/2001	

Below the education table is a section for 'Training' information:

any training information to your application.

There is an 'Edit' button with a pencil icon below the training section.

At the bottom is a table for 'Degree' information:

Effective Date	Type of Degree	Edit
02/24/2015		

Two yellow callout boxes provide additional instructions:

- Review your application!**
Once you submit your application, you will not be able to change any information attached to the job.
You may reapply if you would like to make a change to the application for this job.
If you choose to reapply, you will need to withdraw your previous application before you are able to reapply.
You will be able to update information for future applications.

APPLICATION CONFIRMATION

Application Confirmation



Your job application has been successfully submitted.

You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Location	Job Posting Date	Application Date
Postdoctoral Scholar	601178	Informatics & Computing Prog	12/10/2014	02/24/2015

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search](#)

[View Submitted Application](#)

When your application has been successfully submitted, you will receive this confirmation page as well as a confirmation email sent to the email address on your application.

MY APPLICATIONS

Staff Job Openings | **My Applications** | My Favorite Jobs | My Saved Searches | My Account Information

Signed In as Jane | [Sign Out](#)

Filter by

Location

- Campus Health Services (2)
- Ecosystem Science & Soc C...(2)
- Information Tech Services (2)
- Residence Life (2)
- Shuttle Services (2)
- More...

Department

- Ecosystem Science & Soc C...(2)
- Information Technology Svs (2)
- Shuttle Services (2)
- Upward Bound (2)
- Admissions (1)
- More...

Job Family

- Professionals (15)

Keywords [Search Tips](#)

[Save Search](#) [More Options](#)

28 matches

Sort By [↑](#)

[Search Results](#) First 1-28 of 28 Last

[Postdoctoral Scholar - 601047](#)
Department: Physics And Astronomy | Location: Physics and Astronomy | Posted Date: 09/17/2014 ★

[Instructional Designer - 601065](#)
Department: E-Learning Center | Location: E-Learning Center | Posted Date: 09/24/2014 ☆

[Assistant Director - 601077](#)
Department: Ecosystem Science & Soc Center | Location: Ecosystem Science & Soc Center | Posted Date: 09/30/2014 ☆

[Postdoctoral Scholar - 601178](#)
Department: Informatics and Computing Prog | Location: Informatics & Computing Prog | Posted Date: 12/10/2014 ★

[Biological Scientist Research Associate - 601180](#)
Department: Ecosystem Science & Soc Center | Location: Ecosystem Science & Soc Center | Posted Date: 12/09/2014 ★

Click here to view applications that you have submitted and/or saved.

MY APPLICATIONS

My Applications

Staff Job Openings | My Notifications | **My Applications** | My Favorite Jobs | My Saved Searches | My Account Information

Signed In as Jane | [Sign Out](#)

Display applications from

Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted
Postdoctoral Scholar	601178	Informatics and Computing Prog	Submitted	02/24/2015 9:41AM	02/24/2015 1:56PM
Instructional Designer	601065	E-Learning Center	Not Submitted	02/24/2015 1:26PM	

Resumes

Resume Title	Attached File	Date Created
Resume.docx	Resume.docx	02/24/2015 10:27AM

[Return to Previous Page](#) | [Staff Job Openings](#) | [My Notifications](#) | **[My Applications](#)** | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

When you are finished,
click here and close your
web browser.

On this page, you can view and
review the applications you
have submitted and/or saved.

THANK YOU!

Thank you for your interest in
Northern Arizona University.

If you need further assistance, please contact the
Human Resources Office.

Centennial Building (Bldg 91)

411 S. Beaver Street

Flagstaff, AZ 86011

Phone: 928-523-2223

HR.Contact@nau.edu

nau.edu/hr