Pre-Application Checklist
Prior to applying, you should:

1. Have an updated resume that includes your most current address, contact information, education and work experience.
2. Write a job-specific cover letter expressing your interest in the opportunity.

Search Openings
Search by Keyword, Job Number, or Job Title or utilize the criteria on the left-hand side.

<table>
<thead>
<tr>
<th>Field</th>
<th>Use this criteria to…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Date</td>
<td>Results are those positions posted (based on your selection): Today, Yesterday, Last 7 Days, Last 14 Days, Last 21 Days, Last 28 Days</td>
</tr>
<tr>
<td>Job Field</td>
<td>Results are those positions in certain job fields</td>
</tr>
<tr>
<td>Job Schedule</td>
<td>Results are those positions that are either Full-time or Part-time</td>
</tr>
<tr>
<td>Organization</td>
<td>Results are those positions that are in specific college(s) and/or Administrative Units</td>
</tr>
<tr>
<td>Location</td>
<td>Results are those positions located in Ithaca, Geneva, NYC or Other (Various locations across NYS or the Country)</td>
</tr>
</tbody>
</table>

Viewing the Description
To view more information about the position, click on the title. From the job description page you have the option to:

- Apply
- Add to My Briefcase- Adding to your briefcase allows you to easily locate the position in the future to apply. **Note:** You will only be able to apply if the position is still advertised.
- Share-Send the position to others in your networks.
Applying to a Position

1. Review the Important Notice to Applicants
2. Login to your account, if this is your first time applying, select **New User** and following the prompts to create your account.
3. There are various steps within the application process, and they may vary slightly based on the position you are applying for. In addition, all steps are not required.

A progress bar will be displayed at the top of the page that outlines the steps within the process and will allow you to navigate back to a page, if needed.

**Contact Information**- Name, email and phone

**How Did You Hear About This Opportunity?**

**Cover Letter and Resume**- Paste a copy of your cover letter and resume into the appropriate sections.

**Please Note**: You won’t be evaluated based on the presentation of your materials.

**Education**- Enter the institutions you have attended, their location, and the degree obtained.

**Work Experience**- Enter all of your work experience beginning with the most current.

**Certifications**- Enter any certifications received.

**Prescreening**- Respond to any position related prescreening questions.

**Voluntary EEO Information**- To achieve our goal of a diverse & inclusive workforce & to comply with Equal Employment Opportunity (EEO) recordkeeping, reporting, & other legal requirements, we request that you complete this data information questionnaire. Completion of this questionnaire is completely voluntary & refusal to complete this information will not subject an applicant or employee to adverse treatment.

**Employment Eligibility**- Respond to all questions.

**eSignature**- Sign and date your application.

**Summary**- Review all information entered on the previous pages, if any changes need to be made click the “Edit” link next to each section.

Click the **Submit** button to submit your application materials, if you don’t click “Submit” your application materials will not be received. You will receive an email to confirm the receipt of your application materials within 24 hours of your submission.

The Cornell University Recruitment and Employment Center
337 Pine Tree Road, Ithaca, NY 14850 · telephone (607) 254-8370 · tty (607) 254-4943 · email mycareer@cornell.edu

Diversity and Inclusion are a part of Cornell University’s heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.
On each page (step) within the application process you will have the following options:

1. **Save and Continue**: Once you have completed all of the required fields on that page, this will allow you to move to the next page.

2. **Save as Draft**: Once you have completed all of the required fields on that page, this will allow you to save your application, as a draft, and return at a later time to complete. **Note**: You will only be able to apply (submit your application) if the position is still advertised.

3. **Quit**: You are exited from the application process.

**Tracking Your Application**

Your Cornell Careers account provides a section titled, “My Applications” where you can track the status of your application as it moves through the hiring process as well as any email messages you have received. In addition, you can also access your draft and withdrawn submissions in this section. If you are not signed into your account, you will be prompted to sign-in when you select this option.

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