

College of William & Mary Applicant Tutorial



Getting Started:

From the homepage, you can search for open positions categorized as Professional, Instructional Faculty, Executive, Hourly Positions, Operational FT, and Operational PT (1).

You can also create an account or login if you currently have an account (2).

WILLIAM & MARY | **Employment Opportunities**

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William and Mary does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, age, political affiliation, or against otherwise qualified persons with disabilities. The College is an Equal Opportunity/Affirmative Action/Equal Access Employer and actively encourages applications from minorities, women, disabled persons and veterans.

Persons with disabilities requiring accommodations to participate in the employment process please contact the Office of Human Resources at 757-221-3169.

Search and Apply for Positions

Professional	Hourly Positions
Instructional Faculty	Operational FT
Executive	Operational PT

New Users

- To search positions, click the **Search Jobs** link at left, or use the pre-defined search buttons above.
- To apply for a job, click the **Create Account** link at left, then click on the Search Jobs link at left, or use the pre-defined search buttons above.

Returning Users

- Click **Login**, and enter your username and password
- This enables you to:
 - Edit your existing application.
 - Apply to new jobs without re-entering your application information.
 - Review the status of positions you have applied to.

Please contact the Office of Equal Opportunity at 757-221-2617 for questions concerning applying for Executive, Instructional Faculty or Professional positions and the Office of Human Resources at 757-221-3169 for questions or assistance applying for Operational or Hourly positions.

FOR NEW USERS:

- To search positions, click the **Search Jobs** link at left (1), or use the pre-defined search buttons above.
- To apply for a job, click the **Create Account** link at left (1), then click on the Search Jobs link at left, or use the pre-defined search buttons above.

1. Click on **Create Account** (1).
2. Fill out the login information (2).
3. Fields marked with an asterisk (*) are required.

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Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Login Information

* Username	<input type="text"/>
Password	<input type="password"/>
Password Confirmation	<input type="password"/>
Email	<input type="text"/>
Email Confirmation	<input type="text"/>
* Please choose an account access question:	Please select <input type="text"/>
* Please enter the answer to your question:	<input type="text"/>

create

Create an Account and Login

FOR RETURNING USERS:

1. Click on **Login** (1).
2. Enter your established username and password (2).
3. This enables you to:
 - Edit your existing application.
 - Apply to new jobs without re-entering your application information.
 - Review the status of positions you have applied to.

The screenshot displays the William & Mary Employment Opportunities website. The header features the William & Mary logo and the text "Employment Opportunities". A dark green navigation menu on the left contains the following links: HOME, SEARCH JOBS, CREATE ACCOUNT, LOGIN, HELP, HUMAN RESOURCES, OFFICE OF EQUAL OPPORTUNITY, ABOUT W&M, BENEFITS, STAFF APPLICANT POWERPOINT, and TUTORIAL. A green box with the number "1" highlights the "LOGIN" link. The main content area has a light green background and is titled "Login". A green box with the number "2" highlights the "Username" label. Below the "Username" label is a text input field. Below the "Password" label is another text input field. To the right of the password field is a "Login" button and a link that says "Forgot your username or password?". Below the login fields, there is a section titled "Don't have an account?" with a link that says "Create a new account now.".

Search for Career Opportunities

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Search Jobs | 75 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 **2** Posted Within

Employment Category Position Number


Search Results | 75 jobs « Previous 1 2 3 4 Next »

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.


Employment Category	Position Number	Location	Department	
Assoc Dean for Career Services	Professional FT	FP393W	William & Mary	Law School Operations - 3N1000
The Associate Dean is a key member of the Law School's senior administrative team reporting to the Dean.				
View Details Bookmark Email to a Friend 4				
Administrative Staff Assistant	Operational FT	00027L	William & Mary	VP University Development Office - 610000
The Administrative Staff Assistant position provides support of the members of the Major Gifts division and assists in the team effort of securing private funding for the College. Primary responsibilities include: providing support to the Director of Major Gifts & Campaign Readiness; providing general secretarial support to other regional directors; managing the Major Gifts budget for dir...				

1. Click on **Search Jobs** (1).
2. Use the search boxes and dropdown menus (2) to search by:
 - Keyword
 - Time Period
 - Employment Category
 - Position Number
3. To view the position posting, click on the position title or the **View Details** link (3).
4. 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** (4) link.

Submit an Application for Specific Positions



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Administrative Staff Assistant

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](#) | [Apply to this Job](#)

1

Position Information

Position Information	
Present Position Number	00027L
Role Code Title	Admin & Office Specialist III
Position Title	Administrative Staff Assistant
Position Summary	The Administrative Staff Assistant position provides support of the members of the Major Gifts division and assists in the team effort of securing private funding for the College. Primary responsibilities include: providing support to the Director of Major Gifts & Campaign Readiness; providing general secretarial support to other regional directors; managing the Major Gifts budget for director, all regional directors/staff members; organizing work flow for any graduate assistants, student workers, or interns attached to the division; and managing office inventory. This position also takes on special non-routine projects for all officers.
Required Qualifications	This position requires strong computer skills, including but not limited to knowledge and proficiency with word processing, spreadsheets, databases, powerpoint, and publisher programs. Also required is the ability to communicate independently, effectively, and courteously with a variety of internal and external constituencies to resolve problems, respond to inquiries, obtain and disseminate information. The position requires strong

1. On detailed position posting, to apply to the position, click on the **Apply to this Job** link (1).



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New application started.

Application for Administrative Staff Assistant: Personal Information

Save changes

Next >>

1

2

Personal Information

Go

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click one of the **Save...** buttons at the bottom of the screen every 60 minutes in order to avoid losing your data.

Required fields are indicated with an asterisk (*).

Personal Information

*	First Name:	<input type="text"/>	3
		<i>Maximum: 30 characters</i>	
	Middle Name:	<input type="text"/>	
		<i>Maximum: 30 characters</i>	
*	Last Name:	<input type="text"/>	
		<i>Maximum: 60 characters</i>	
*	Address:	<input type="text"/>	
		<i>Maximum: 60 characters</i>	
*	City:	<input type="text"/>	
		<i>Maximum: 60 characters</i>	

2. Navigate through the application by clicking **Next** (1); or by using the dropdown menu (2).
3. Complete each page of the application (3); required fields are indicated with an asterisk (*).
4. Answer all supplemental questions; supplemental questions may differ by position.

Attach Supplemental Documents for each Position

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Application for Administrative Staff Assistant: Supplemental Documents

<< Prev Save changes Next >> Supplemental Documents Go

Add Required Cover Letter **1**
Add Required Resume/Curriculum Vitae

<< Prev Save changes Next >> Supplemental Documents Go

1. Attach required and optional documents by clicking the **Add** link (1).

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Return to your Application for Administrative Staff Assistant | Write a Resume/Curriculum Vitae | Select Previously Added Resume/Curriculum Vitae

Upload a Resume/Curriculum Vitae

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

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

Name

Description

File to Upload
 Browse... **2**

Submit

2. You have the option to select a previously added document (1), upload an existing document from your computer (2), or write a new document from scratch (3).


Certifying and Submitting Applications

- When you have completed the application, review the summary to check for errors.
- A green checkmark (✓) will indicate the information is complete; a red X (✗) will indicate the section has missing information.
- Check for errors; if there are no errors, click **Certify and Submit** (Certify and Submit).


The screenshot shows the William & Mary Employment Opportunities website. The header includes the logo and the text 'Employment Opportunities'. A navigation menu on the left lists various options like 'HOME', 'SEARCH JOBS', 'ACCOUNT SETTINGS', etc. The main content area is titled 'Certify and submit your application for Administrative Staff Assistant'. Below this, there is a 'Certify' section with a paragraph of text stating that the user certifies the information is true and complete. There is a checkbox for 'BY SIGNING BELOW, I certify that I have read and agree with these statements.' Below the checkbox, there is a text input field for the user's legal name, a 'Submit this Application' button, and a 'Return to Application' link. A green box with the number '1' is overlaid on the 'Submit this Application' button.

- On the **Certify Application** page, read the statements, then check the certify box, enter your legal name in the box and click **Submit this Application** (1).

Check the Status of Pending Applications



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Your Applications | 9 jobs

Applications to Complete | 2 jobs

In order to be considered for these positions, you must complete your application prior to the Closing Date.

	Job Number	Application Materials
Custodial Worker View Job	00628W	Application
Administrative Staff Assistant View Job	Staff/PPF_040362	Application Cover Letter Resume/Curriculum Vitae

Completed Applications | 7 jobs

	Confirmation Number	Posting Number	Status	Application Date	Application Materials
Career Services Coordinator View Job Archive	CN000105454	Staff/PPF_040357	Withdrawn	September 06, 2012	Application
Custodial Asst Manager View Job Archive	CN000105456	Staff/PPF_040356	Review of applicant pool in progress Withdraw Application	September 06, 2012	Application

1. Click on **Your Applications** (1).
2. From here, you can view complete and incomplete applications (2) and check the status of active applications (3).