

How to Apply for a Job Opening

Introduction

Carolina Blue is the color of opportunity. We are thrilled that you are interested in joining us here at one of the top research Universities in the world.

Before You Begin

Before you begin the application process, you will need to gather the following documents which may be required to submit an application:

- Cover Letter
- Resume
- References

Locate a computer or mobile device to access the UNC job website. If you do not have a computer, you can go to a library, career development center, unemployment center or our Office of Human Resources, which is located at 104 Airport Drive, Chapel Hill, NC 27599 during regular business hours.

Job Search

The search process allows you to identify open positions of interest, view the job posting and review position requirements to determine if you are qualified for the position. There are three position categories:

- **Non-Faculty/Staff (Permanent Staff):** this category includes positions that are commonly known as staff (administrative and professional) as well as non- faculty positions (research, instructional, and Senior Academic and Administrative Officers).
- **Faculty:** this category includes academic positions that are responsible for teaching, research, and public service (professors, assistant professors, instructors).
- **Temporary Employee:** a temporary appointment with the university for a limited period of time.

Applying for a Position

Follow the steps below to apply for a position:

1. Navigate to UNC job website: jobs.unc.edu.
2. Select one of the following position categories:



Non-Faculty/Staff



Faculty



Temporary Employee



3. You can then search open positions by criteria or by position number/position title.
4. Once you've selected a position that you are interested in applying for, click "Apply to this Job." You will be asked to login or create an account to begin the application process.

➔ Apply for this Job

5. To create an account, you will need to provide/create username, password, First Name, Last Name and Email. There is also the option to log in via LinkedIn if you have an account.
6. Once you've selected "Apply to this Job", the job application is divided into the next steps:
 - Personal Information
 - Documents Needed to Apply
 - Voluntary Demographic Data
 - Voluntary Self-Identification of Disability
 - Education
 - Employment Information
 - Voluntary Self-Identification of Veteran Status
 - Veteran's Preference
 - Supplemental Questions
 - Check for Errors, Certify and Submit
7. To navigate through the application, use the "Previous", "Save Changes" and "Next" buttons at the bottom of the page. Once all sections are complete, review the final step, and select the "Submit Button."
8. To review the status of your application, log in to your applicant profile, click the "Your Applications" link to bring up a list of all the jobs you've applied to and the status. Following, are the six statuses:
 - **Referred:** The screening process is currently underway. If a review of your qualifications results in a decision to pursue your candidacy, you will be contacted.
 - **Not Referred:** The system determined your qualifications and experience do not meet minimum state and/or essential qualifications.
 - **Selected for Interview:** The search committee has completed a review of the applicant pool and you have been approved for an interview.
 - **Not selected:** The search committee has narrowed the search to those applicants with the specific qualifications and experience needed for the position. Your credentials do not meet our current needs.
 - **Cancelled:** The recruitment has been cancelled.
 - **Withdrawn:** You have voluntarily withdrawn your application from consideration.

Careers at Carolina Notifications

The Careers at Carolina notification feature lets you know when employment opportunities of interest become available at UNC-Chapel Hill. Once subscribed, you will receive email notifications for positions you are interested in.

To subscribe to Careers at Carolina notifications, visit the following webpage: unc.peopleadmin.com/interest_cards.

Questions and Special Assistance

Contact the Office of Human Resources at (919) 843-2300 between 8 a.m. and 5 p.m., Monday-Friday, for general questions or to request special assistance. We are not able to provide specific updates or information regarding position or application status.