

# PeopleAdmin 7

## Online Employment System

### Applicant Navigation Guide



UNIVERSITY *of* NORTH CAROLINA  
PEMBROKE

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# Introduction

Welcome to **PeopleAdmin 7**, the new and improved **Online Employment System**. This system allows applicants to:

- View Position Openings
- Search Position Openings
- Bookmark Position Openings
- Apply for Employment
- Upload Resumes, Cover Letters, Curriculum Vitae, etc.
- Receive Emails Regarding Submitted Applications
- Track Submitted Applications

# Navigation and Security

Please be aware that the new system allows users to use the **forward** and **back** buttons to navigate the site. Applicants also have the ability to save their progress during each step of the application process. This is recommended to prevent having to redo steps due to a computer glitch, power outage, etc.

To protect applicant information, the site is set to **logout after 60 minutes** of inactivity. Please be aware that if an applicant is logged out due to inactivity, the information that they have entered may be lost if they have not saved it properly. Applicants must go to the next step on a different page to reset time.

# Employment Opportunities

To find position openings, click on the **Quick Links** dropdown menu. Then click **Employment Opportunities**.

The image shows a screenshot of the University of North Carolina Pembroke website. At the top left, there are links for "Skip to Content", "Text-Only Version", and "Accessibility Resource Center". Below these is a navigation bar with the "UNIVERSITY of NORTH CAROLINA PEMBROKE" logo and a "MENU" button. The main content area features a large banner with the text "CATCH THE SPIRIT! UNCP" overlaid on a photo of students. At the bottom of the banner, there are three circular icons with text: "Visit Us" (Experience the Pembroke Personal Touch!), "Request Info" (Learn more about our campus, students, faculty, facilities and programs), and "Apply" (Take the first steps towards furthering your education). On the right side, a "QUICK LINKS" dropdown menu is open, listing various services. The "Employment Opportunities" link is circled in yellow. A yellow callout box points to the "QUICK LINKS" header with the text: "Quick Links: Dropdown menu showing Employment Opportunities."

Skip to Content Text-Only Version Accessibility Resource Center

UNIVERSITY of NORTH CAROLINA PEMBROKE

MENU

CATCH THE SPIRIT!  
UNCP

Visit Us  
Experience the Pembroke Personal Touch!

Request Info  
Learn more about our campus, students, faculty, facilities and programs

Apply  
Take the first steps towards furthering your education

QUICK LINKS

Department Quick Links

- Admissions
- Blackboard
- BraveAlert
- BraveConnect
- BraveMail (student)
- BraveWeb
- Bravecam
- Calendar: Academic
- Calendar: University
- Campus Directory
- Catalog, Academic
- Directions to Campus
- Employment Opportunities**
- Facilities Reservation System
- Giving to UNCP
- Library
- Map of Campus
- OWA (faculty/staff)

# Homepage

The **Employment Opportunities** homepage allows applicants to **Search Jobs**, **Login**, and **Create an Account**. There is also a **Help** page that answers many questions about the application process.

UNIVERSITY of NORTH CAROLINA  
**PEMBROKE**

## Human Resources Employment Opportunities

Human Resources      Visit Us      Request Info      Apply

UNCP HOME ▶ ABOUT UNC PEMBROKE ▶ ADMINISTRATION ▶ HUMAN RESOURCES ▶  
EMPLOYMENT OPPORTUNITIES


Home  
Search Jobs  
Create Account  
Login  
Help

UNCP Home  
Academic Employment Opportunities  
EEO/AA  
Employment  
Employment Opportunities  
Salary Schedule  
Staff

**NOTICE:** The online applicant tracking system was upgraded as of April 20, 2015. Previous users/applicants will need to create a new account to apply to any new vacancies. We apologize for the inconvenience.

Please visit the previous version of the site to find and to apply for positions posted prior to April 20, 2015.

### Online Employment System



Welcome to the Online Employment System(OES) for UNC Pembroke. Using this system, you can search and apply for EPA faculty, EPA Non-Faculty, SPA Staff, and Temporary positions. You may attach cover letters, resumes/curriculum vitae, as well as other requested documents to your online application and save your application. You may apply for multiple postings and track the status of the positions that you have applied for online.

All information contained within this web site can be provided in alternative formats upon request by contacting [Disability Support Services](#).

# Viewing and Searching Available Positions

Viewing available positions and searching to narrow down what is available can be accomplished using the **Search Jobs** link located in the menu to the left side of the screen.

**UNIVERSITY of NORTH CAROLINA**  
**PEMBROKE**

Human Resources  
Employment Opportunities

Human Resources Visit Us Request Info Apply

UNCP HOME ▶ ABOUT UNC PEMBROKE ▶ ADMINISTRATION ▶ HUMAN RESOURCES ▶ EMPLOYMENT OPPORTUNITIES

- Home
- Search Jobs**
- Create Account
- Login
- Help

UNCP Home

Academic Employment Opportunities

EEO/AA

Employment

**Employment Opportunities**


Salary Schedule

Staff

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# Viewing and Searching Available Positions Continued

Upon clicking to **Search Jobs**, a screen is loaded showing all the job openings. It also gives different criteria that can be used to narrow down the number of positions shown.

- Home
- Search Jobs
- Create Account
- Login
- Help

---

- EEO/AA
- Employment
- Employment Opportunities
- Salary Schedule
- Staff

## Search Jobs | 13 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

---

Position Type Any

Posting Category Any

Vacancy Type Any

Department Any

---

## Search Results | 13 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.

Position Title	Position Type	Job Open Date	Job Close Date	Employment Category	Department
<p><b>Technology Support Technician (Temporary)</b></p> <p style="font-size: x-small;">Set-up of computers, network, video, sound and light production before shows. Spotlight operation during shows. Break down sets, including computers, network, video, sound and light equipment after shows. Communication with and between production crew is essential when a component goes down and must be fixed quickly to ensure that the show continues without a noticeable problem. Keen vigilan...</p> <p style="font-size: x-small;">View Details   Bookmark</p>	Temporary Employment	04/07/2015	06/30/2015		DoIT (Office)
<p><b>Public Safety Telecommunicator (Temporary)</b></p> <p style="font-size: x-small;">Dispatch law enforcement and other emergency resources, initiate notifications by established procedures, and document activities. Telecommunicator must remain cognizant of pending calls and priorities, and be aware of the status and location of on-duty personnel at all times. Monitor activities on campus by viewing the University closed circuit camera system and receiving notification fr...</p> <p style="font-size: x-small;">View Details   Bookmark</p>	Temporary Employment	04/07/2015	06/30/2015		Police & Public Safety
<p><b>test Posting EPA</b></p>	EPA	02/18/2014	06/30/2015	EPA IRPS	Student Affairs (Office)



# Viewing and Searching Available Positions Continued

Position vacancies can be narrowed down using the **Keywords**, **Posted Within**, **Position Type**, **Vacancy Type**, **Posting Category**, and/or **Department**. More than one category can be used at a time.

Keywords	<input type="text"/>	Posted Within	Any time period <span>▼</span>
Position Type	Any	Posting Category	Any time period
Vacancy Type	Any	Department	Last Day
			Last Week
			Last Month

Position Type	Any
Vacancy Type	Any
	SPA
	EPA
	Temporary Employment

Vacancy Type	Any	Department
	Any	
	Probationary Permanent Full Time	
	Probationary Permanent Part Time	
	Probationary Permanent Time Limited Full Time	
	Probationary, Permanent Time Limited Part-Time	
	Prob. Perm, Grant-Funded, Time Limited, Full-Time	
	Prob. Perm, Grant-Funded, Time Limited, Part-Time	

**Search Results** | 11 jobs

Posting Category	Any
Department	Any
	Managerial/Non-Faculty Professional
	Faculty
	Managerial/Non-Teaching Professional
	Professional
	Technical/Research
	Protective Services
	Administrative Support
	Skilled Trades
	Services

the position title or the **View Details**

Department	Any
	Any
	Academic Affairs (Office)
	Academic Support Center (ASC)
	Accessibility Resource Cent...
	Accounting Services
	Accounting and Information ...
	Accounts Payable
	Admissions
	Advancement (Office)
	Advising Center
	Alumni Relations
	American Indian Studies
	Annual Fund - Donor Relations
	Art
	Athletics
	Biology
	Braves Card Office
	Bursar
	Business Services
	Campus Recreation

# Viewing a Posting

Upon finding a position that sounds interesting, an applicant can view the job description and requirements by clicking on the title of the position. This **Position Details** screen also allows an applicant to **Bookmark this Job**, **Print Preview**, and **Apply to this Job**.

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EEO/AA
Employment
<b>Employment Opportunities</b>
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Staff

## test Posting EPA

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. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

**Bookmark this Job | Print Preview | Apply to this Job**

### Position Details

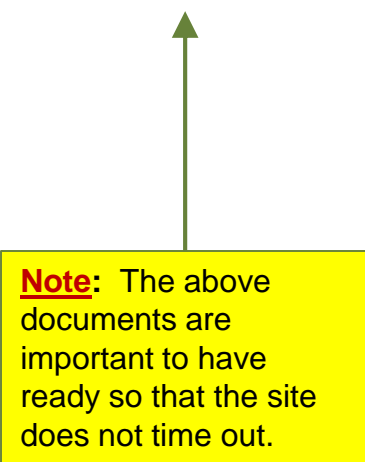
#### Position Information

<b>Division</b>	Student Affairs
<b>Department</b>	Student Affairs (Office)
<b>Vacancy Type</b>	Instructional
<b>FTE</b>	1.0
<b>Salary Range</b>	Commensurate with Education and Experience
<b>Hiring Range</b>	Commensurate with Education and Experience
<b>Position #</b>	002806
<b>FLSA Status</b>	Non-Exempt
<b>Months per year</b>	12
<b>Primary Purpose of Organization Unit</b>	Enhance student volunteerism and service opportunities.
<b>Primary Purpose of Position</b>	The position is a full-time 12-month EPA position within the Division of Student Affairs and reports to the Director of the Office for Community & Civic Engagement. The primary purpose of this position is to develop and manage academic service-learning programs, build community partnerships with nonprofits and government agencies, and engage faculty and students through service, service-learning and civic engagement.

# Information to Gather

Before choosing to apply for a position, be aware that information should be on hand so that accurate data can be entered into the application. Below is a list of information to have on hand:

- Complete Education History (Degree Type, College Name, Location of College, etc.)
- References (Including Contact Information)
- Employment History (Employer's Name, Manager's Name, Contact Information, Years Employed, etc.)
- Resume in Microsoft Word or PDF Format (EPA Positions Require)
- Cover Letter in Microsoft Word or PDF Format (EPA Positions Require)
- Other Documents Stated in Position Description



**Note:** The above documents are important to have ready so that the site does not time out.

# Applying 1: Login

Currently, there are two ways to start an application. The first is to login using an existing **Vitae** account. The second is to **Apply without Vitae**.

Home
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Login
Help

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Employment
<b>Employment Opportunities</b>
Salary Schedule
Staff

## How would you like to login?

**Apply for jobs with Vitae, the fast-growing community for higher-ed professionals.**

Log in or create a Vitae account to use your profile and free dossier to automatically fill in your application at hundreds of institutions.

Login with Vitae

**Vitae** A SERVICE OF THE CHRONICLE OF HIGHER EDUCATION

Or

**Login without Vitae**

Login or Create an Account

# Applying 1: Login Continued

If choosing to **Apply for jobs with Vitae**, enter the e-mail and password of the account in the blue box. There is also a **Sign Up** link for starting a **Vitae** account on this page.

The screenshot displays the Vitae website interface. On the left, a light blue box contains a 'Log In' section with input fields for 'E-MAIL' and 'PASSWORD', a 'Log In' button, and a 'Forgot your password?' link. On the right, a white box features the heading 'Don't have a Vitae account?' followed by a promotional paragraph and a 'Sign Up' button. Below the text are four circular icons representing 'JOBS', 'COMMUNITY', 'FREE DOSSIER', and 'NEWS & ADVICE'. A yellow callout box with an arrow points to the 'Sign Up' button, containing the text: 'Sign Up: Start a Vitae account using this link.'

# Applying 1: Login Continued

Choosing to **Apply without Vitae** will change the screen to show **Login** or **Create a new account now**. Applicants that have applied for a position need to use the **Username** and **Password** they registered. New applicants need to **Create a new account now**.

The screenshot displays the University of North Carolina Pembroke Human Resources Employment Opportunities page. At the top left is the university logo. The main header reads "Human Resources Employment Opportunities". A navigation bar includes "Human Resources", "Visit Us", "Request Info", and "Apply". A breadcrumb trail shows the path: "UNCP HOME > ABOUT UNC PEMBROKE > ADMINISTRATION > HUMAN RESOURCES > EMPLOYMENT OPPORTUNITIES". A left sidebar contains a menu with items like "Home", "Search Jobs", "Create Account", "Login", "Help", "UNCP Home", "Academic Employment Opportunities", "EEO/AA", "Employment", "Employment Opportunities", "Salary Schedule", and "Staff". The main content area features a red error message: "Invalid username or password". Below this are two panels: "Login" with fields for "Username" and "Password" and a "Login" button, and "Don't have an account?" with the text "Create a new account now.". Two yellow callout boxes are overlaid on the bottom of the page: one for "Login" and one for "Create a new account now". The footer contains links for "ABOUT SITE", "CAMPUS DIRECTORY", "ASK UNCP", and "UNIVERSITY CALENDAR".

**Invalid username or password**

**Login**

Username

Password

Login

Forgot your username or password?

**Don't have an account?**

Create a new account now.

**Login:** Use if applicant already has an existing account.

**Create a new account now:** Use if there is no existing account.

ABOUT SITE | CAMPUS DIRECTORY | ASK UNCP | UNIVERSITY CALENDAR

# Applying 1: Login Continued

Choosing to **Create a new account now** will take you to this screen where you choose a **Username** and **Password**. Any line with an asterisk in front of it is required to continue. After filling in the information, click **Create**.

The screenshot shows a web form titled "Create an Account" with a navigation menu on the left. The form contains several input fields, some of which are marked as mandatory with a red asterisk. A yellow callout box points to the asterisk on the "Username" field, stating "The red asterisk show mandatory fields that must be completed." Another yellow callout box points to the "Create" button at the bottom, stating "Click here to continue." The form fields are: Username, Password, Password Confirmation, First Name, Last Name, Email, and Email Confirmation. The "Create" button is located at the bottom left of the form.

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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"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
* Email	<input type="text"/>
* Email Confirmation	<input type="text"/>

Create

# Applying 2: Personal Information

Below is the first of several screens in the application process. The **Personal Information** section will already be populated if an applicant has submitted an application before. Make sure to review all auto-filled content for accuracy. Please be aware that required fields are indicated with an asterisk (\*).

New application started.

### Application for test Posting EPA: Personal Information

Save changes Next>> Personal Information Go

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.

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

Contact Information

Prefix	<input type="text"/>
* First Name	Jennifer
Middle Name	<input type="text"/>
* Last Name	<input type="text"/>
Suffix	<input type="text"/>
Have you ever used or been known by a different name(s)?	<input type="text"/> <small>If yes, list below the name(s) and the circumstances and date(s) under which the name was used (e.g. list specific employers, specific educational institutions, etc.)</small>
* Address1	<input type="text"/>
Address2	<input type="text"/>
* City	<input type="text"/>
* State	NC <small>Enter NA if a non U.S. address</small>
* Zip Code	<input type="text"/>

Click here **Save changes** and **Next** to continue. Do this after each step.



## Applying 3: Education History

**Education History** allows applicants to enter where and when they attended school, certifications and licenses. Start by entering the most recent information. For further information and schools click the **Add Educational Information Entry** button. This will bring up another builder form. If the applicant does not need the additional builder, he/she may click on the box by **Remove Entry?** Then click **Save**.

### Application for test Posting EPA: Education History

<< Prev Save changes Next >>

Education History Go

Personal Information  
Education History  
Employment Work History  
References  
Additional Information  
Supplemental Questions  
EEO voluntary information  
Documents needed to Apply  
Check for Errors and Submit

Applicants have the option to complete Education History, Employment History and References. They may attach their Curriculum Vitae which will contain all of this information along with a resume.

Please enter your educational history beginning with the most recent by clicking the **Add Educational Information Entry** button.

When finished, please click either the Next button or you can go to different pages of the application by clicking on the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

Educational Information

Academic Degree	Master's
Institution	
Dates Attended From	
Dates Attended To	
<i>Leave blank if still attending</i>	
Major	Master's in Business Administration
<i>If applicable</i>	
Minor	

Remove Entry?

Add Educational Information Entry

**Add Educational Information Entry:** Click to add more education information.

**Remove Entry?:** Click on the box and then hit **Save** to remove extra education fields.

# Applying 4: Employment Work History

**Employment Work History** is to record the applicant's work history. Begin with the most recent job, including current employment. Continue to add builder tabs by clicking on **Add Work Experience Entry** until one's work history is completed. Please be aware that there are two mandatory categories in this section shown with a red asterisk. Note: If too many entries are added, click on the small box by **Remove Entry?** This will remove extra **Work Experience** sections.

**Application for test Posting EPA: Employment Work History**

<< Prev Save changes Next >> Employment Work History Go

Applicants have the option to complete Education History, Employment History and Reference Information on the application OR they may attach their Curriculum Vitae which will contain all of this information along with a cover letter.

Please enter your previous employers beginning with the most recent by clicking the **Add Work Experience Entry** 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.

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

Work Experience

* Position	Administration
* Employer	UNCP
Address	
Begin Date	09/11/2014
End Date	
Specialty	
Supervisor's Email	

Remove Entry? Add Work Experience Entry

<< Prev Save changes Next >> Employment Work History Go

Click to **Save changes** and then **Next** to go on.

**Remove Entry?:** Click on the box and then hit **Save** to remove extra education fields.

# Applying 5: References

**References** have three required fields. To add a reference builder, click on **Add References Entry** button and an additional reference section appears. To remove a section, click in the small box next to **Remove Entry?**

**Application for test Posting EPA: References**

<< Prev Save changes Next >> References Go

Applicants have the option to complete Education History, Employment History and Reference Information on the application OR they may attach their Curriculum Vitae which will contain all of this information along with a cover letter.

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

References

* Name of Reference	<input type="text"/>
Position	<input type="text"/>
Address	<input type="text"/>
* Phone Number	<input type="text"/> <small>Format: xxx-xxx-xxxx</small>
* Reference's Email	<input type="text"/>
<input type="checkbox"/> Remove Entry?	

Add References Entry

<< Prev Save changes Next >> References Go

Click to **Save changes** and then **Next** to go on.

**Remove Entry?:** Click on the box and then hit **Save** to remove extra education fields.

# Applying 6: Additional Information

**Additional Information** is for highlighting additional skills, licenses, and training. Please be aware that there are two required sections towards the bottom of the page.

Click to **Save changes** and then **Next** to go on.

## Application for test Posting EPA: Additional Information

<< Prev

Save changes

Next >>

Additional Information

Go

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

### Additional Skills/Qualifications

#### Additional Education & Training Information

List special training programs and seminars that you have completed in the last five years

#### Highlight your competencies (knowledge, skills, abilities) which best demonstrate your qualifications for this position

#### If hired into a position that requires a license, registration or certification, State law requires the University to verify certain education and professional credentials (N.C.G.S. 126-30)

### License and Certification Information

#### List fields of work for which you are currently licensed, registered or certified. Give date/source or issuance. Include

# Applying 7: Supplemental Questions

All UNC Pembroke postings will have the **Supplemental Question**, which asks “Where did you hear about this employment opportunity as shown below. To answer, fill in the radio button next to the correct response, click **Save Changes** and **Next** to go on.

**Application for Assistant Professor: Supplemental Questions**

<< Prev Save changes Next >> Supplemental Questions Go

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

\* 1. How did you hear about this employment opportunity?

- AbilityLinks
- American Job Center
- Career Builder
- The Charlotte Observer
- Chronicle of Higher Ed (Vitae)
- CUPA HR
- Fayetteville Observer
- GA Collaborative Website (UNC System)
- higheredjobs.com
- Indeed
- Internal Job Posting
- NC Works Online
- Office of State Human Resources Website
- The Pilot
- Raleigh News & Observer
- The Robesonian
- simplyhired
- The Star News
- US Jobs
- University Bulletin Board
- UNCP Online Employment System
- Vets Advantage Jobs & Career Network

<< Prev Save changes Next >> Supplemental Questions Go

## Applying 8: Documents Needed to Apply

All positions allow applicants to add documents. These documents may include a resume, cover letter, a letter of recommendation, etc. While many positions do not require this step, some do. Please be aware of this and add required information. To add a document, click on: **Add Required CV/Resume**, **Add Required Cover Letter**, or one of the **Add Optional Other Document** entries.

The screenshot shows a web interface for adding documents to an application. The title is "Application for test Posting EPA: Documents needed to Apply". At the top, there are navigation buttons: "<< Prev", "Save changes", and "Next >>". On the right, there is a dropdown menu set to "Documents needed to Apply" and a "Go" button. The main content area contains a blue text block: "You may be asked to attach any optional or required documents. If you begin applying, but do not finish attaching all of your documents, the documents that you have attached will be held in the system." Below this, there is a list of document options: "Add Required C V/Resume", "Add Required Cover Letter", "Add Optional Other Document", "Add Optional Other Document 2", "Add Optional Other Document 3", and "Add Optional Other Document 4". The first option is highlighted in blue. At the bottom, there are another set of navigation buttons: "<< Prev", "Save changes", and "Next >>". On the right, there is another dropdown menu set to "Documents needed to Apply" and a "Go" button. Three yellow callout boxes with green arrows provide instructions: 1. "Click on the blue title to add a document." points to the "Add Required C V/Resume" link. 2. "Note the Required. This document must be added if it is stated as required." points to the "Add Required C V/Resume" link. 3. "Click to Save changes and then Next to go on." points to the "Save changes" and "Next >>" buttons.

**Application for test Posting EPA: Documents needed to Apply**

<< Prev Save changes Next >> Documents needed to Apply Go

You may be asked to attach any optional or required documents. If you begin applying, but do not finish attaching all of your documents, the documents that you have attached will be held in the system.

[Add Required C V/Resume](#)  
Add Required Cover Letter  
Add Optional Other Document  
Add Optional Other Document 2  
Add Optional Other Document 3  
Add Optional Other Document 4

<< Prev Save changes Next >> Documents needed to Apply Go

Click on the blue title to add a document.

Note the **Required**. This document must be added if it is stated as required.

Click to **Save changes** and then **Next** to go on.

# Applying 8: Documents Needed to Apply Continued

A new window will appear allowing applicants to choose a document to upload. Type in the title of the document under **Name**. A **Description** is optional. Then click **Browse**. **Browse** will bring up a window allowing an applicant to locate the document they wish to attach. (Please see allowable file types.) Then click **Add to my Application** to add the document to the current application that is being completed.

Return to your Application for test Posting EPA

## Upload C V/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, rtx, 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.

Alternatives: Write C V/Resume | Use Previously Uploaded C V/Resume

**Name:**

**Description (optional):**

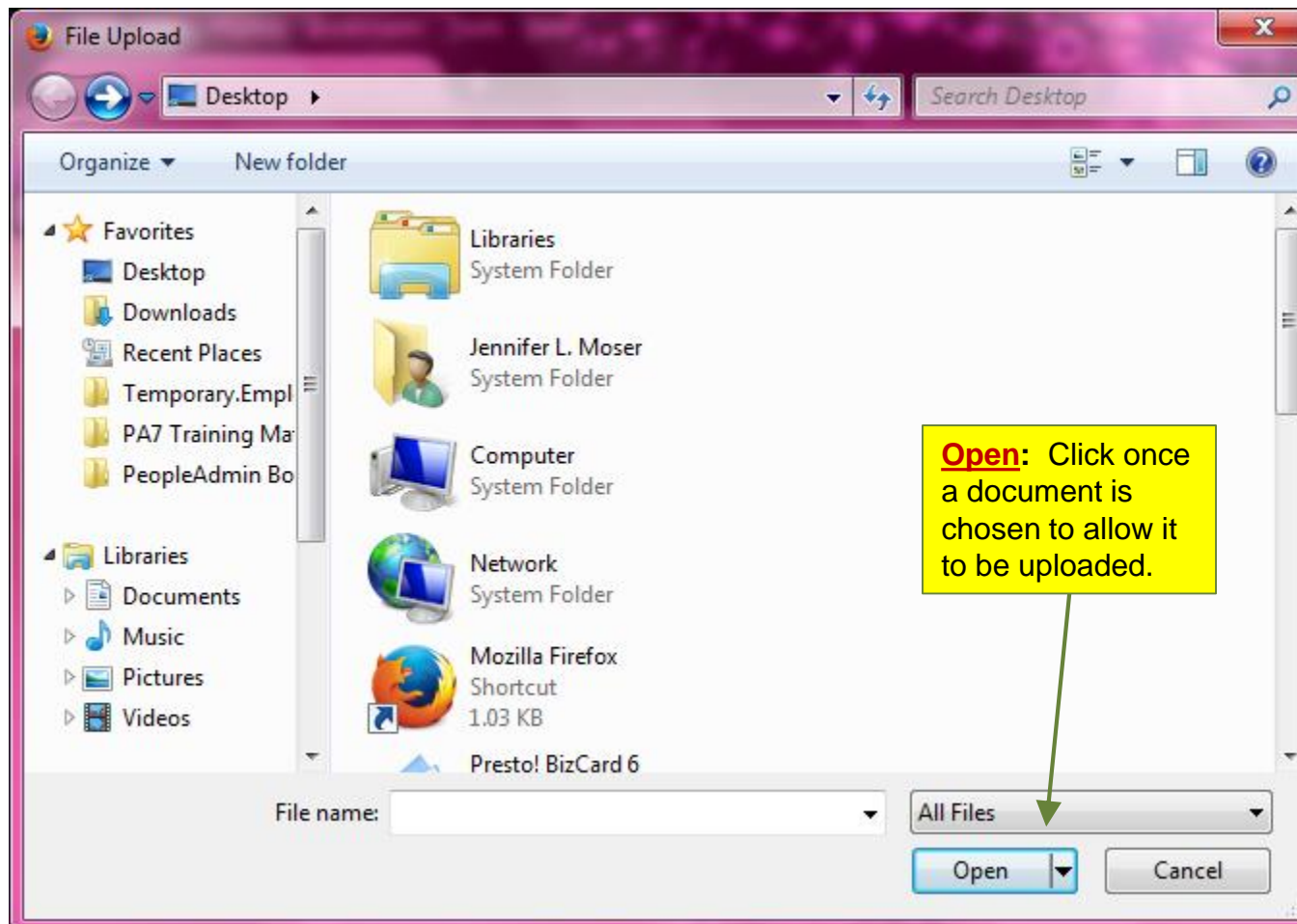
**File to Upload:**

No file selected.

**Add to my Application:**  
Click to add the document to the application.

## Applying 8: Documents Needed to Apply Continued

Below is an example of how an applicant's screen might look as they are attempting to upload documents.





# Applying 9: Finishing Up

The applicant will receive a message indicating their application is incomplete if he/she misses a step (see below). Notes will be provided in the red box to assist the applicant. The applicant must then finish the missing sections before they can proceed.

**Application for test Posting EPA** [edit this application](#) | [print version](#)

**Your application is incomplete.**

One or more sections have invalid or incomplete responses. You can review the summary below for sections marked with a red "X" and click on the section name for more details.

- Your Documents needed to Apply have not yet been successfully attached to this application.
- The following documents are required and **must be included** with this application before it may be submitted for consideration.
  - C V/Resume: None Add C V/Resume
  - Cover Letter: None Add Cover Letter

**X Personal 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**

Prefix	
First Name	Jennifer
Middle Name	
Last Name	
Suffix	
Have you ever used or been known by a different name(s)?	
Address1	

# Applying 9: Finishing Up Continued

When all steps in the process are completed, the applicant will receive a green check mark as indicated below and a **Certify and Submit** button. He or she may then click to take the next step.

Application for test Posting EPA [edit this application](#) | [print version](#)

Certify and Submit

✓ Personal Information

**Certify and Submit:** Click here to certify the application and submit it for the position that is being applied to.

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

Prefix	
First Name	Jennifer
Middle Name	
Last Name	
Suffix	
Have you ever used or been known by a different name(s)?	
Address1	One University Drive
Address2	
City	Pembroke
State	NC

# Applying 9: Finishing Up Continued

The applicant should read through the below **Certification** information carefully and then click on the small box verifying the information has been read. To complete the application, the applicant is required to type his/her initials in the box and click **Submit this Application**.

## Certify and submit your application for test Posting EPA

### Certification

The University of North Carolina at Pembroke is an Equal Opportunity Employer. The University affirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, religion, sex, national origin, veteran status or disability as provided by University policy. The University complies with all applicable legislation prohibiting age discrimination in employment.

I certify I have given true, accurate and complete information in my application, any response(s) to supplemental questions, and/or in any information contained in my attached Curriculum Vitae/Resume and other documents, to the best of my knowledge. In the event confirmation or additional information is needed in connection with my application or work history, I authorize educational institutions, associations, registration and licensing boards, former employers and others to furnish whatever detail is available concerning my qualifications and work history to the University of North Carolina at Pembroke. I understand that electronic submission of my application indicates my consent to the University's verification of any information contained in my application. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information, may be grounds for rejection of my application, disciplinary action or dismissal shall be mandatory if fraudulent disclosures are given to meet position qualifications. (Authority: N.C.G.S. 126-30, N.C.G.S. 14-122-1)

BY SIGNING BELOW, I certify that I have read and agree with these statements.

I certify that I have read and agree with these statements.

Please enter your initials to verify your identity.

JM

Submit this Application

or Return to Application

Make sure to check the box after reading the above statement and then type initials verifying the statement has been read.

**Submit this Application:** Click to submit the application.

# Applying 9: Finishing Up Continued

**Confirmation:** Once completed, the applicant will receive a brief message about the successful submission of the job application and a **confirmation code** as demonstrated below.

**Your job application has been submitted.**

**You have successfully submitted your job application.**

Your confirmation code is

**CN00000029**

**Confirmation Code:** This code shows that the application was submitted successfully.

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

At any time, you may view your completed job application here or continue your job search.

# Your Applications

Once an application has been submitted, it will appear under the **Your Applications** link. Under this link, information such as whether an application is complete, the confirmation number, position applied for, status, date of the application and the documents submitted can be viewed. Incomplete applications can be accessed from this screen as well.

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

- EEO/AA
- Employment
- Employment Opportunities
- Salary Schedule
- Staff

## Your Applications | 6 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
Public Safety Officer <a href="#">View Job</a>	SPA00015	Application
SPA Posting Test <a href="#">View Job</a>	SPA00018	Application

### Completed Applications | 4 jobs

	Confirmation Number	Posting Number	Status	Application Date	Application Materials
HR Specialist <a href="#">View Job Archive</a>	CN000000001	SPA00014	Hired Withdraw Application	February 09, 2015	Application Reference Requests  C V/Resume Other Document
Public Safety Telecommunicator (Temporary) <a href="#">View Job Archive</a>	CN000000011	NP00008	In Progress Withdraw Application	February 16, 2015	Application Reference Requests
test Posting EPA <a href="#">View Job Archive</a>	CN000000029	EPA00011	In Progress Withdraw Application	April 02, 2015	Application Reference Requests  C V/Resume Other Document Cover Letter

# Your Documents

The **Your Documents** tab shows the documents submitted and the dates they were added. Clicking on the blue title will allow an applicant to view what is on the document. Additional documents can be added on this screen for future use, but existing documents cannot be removed.

The screenshot shows a user interface for managing documents. On the left is a navigation menu with 'Your Documents' highlighted in yellow. The main content area is divided into three sections: 'Uploaded Documents', 'Other Document', and 'Cover Letter'. Each section contains a list of documents with blue titles and timestamps. Annotations with yellow boxes and green arrows point to the 'Add Document' link and the document titles.

Section	Document Title	Timestamp	Added Date
Uploaded Documents	C V/Resume	04-02-15 13:26:24	April 02, 2015
	C V/Resume	02-16-15 14:22:04	February 16, 2015
	C V/Resume	02-09-15 13:15:56	February 09, 2015
Other Document	Other Document	04-02-15 13:27:04	April 02, 2015
	Other Document	02-09-15 13:16:27	February 09, 2015
Cover Letter	Cover Letter	04-02-15 13:27:33	April 02, 2015
	Cover Letter	02-16-15 14:24:12	February 16, 2015

# Bookmarked Jobs

The **Bookmarked Jobs** tab shows positions which were bookmarked while exploring available jobs.

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Search Jobs
<b>Bookmarked Jobs</b>
Your Applications
Your Documents
Account Settings
Demographic Info
Logout Jennifer
Help
EEO/AA
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<b>Employment Opportunities</b>
Salary Schedule
Staff

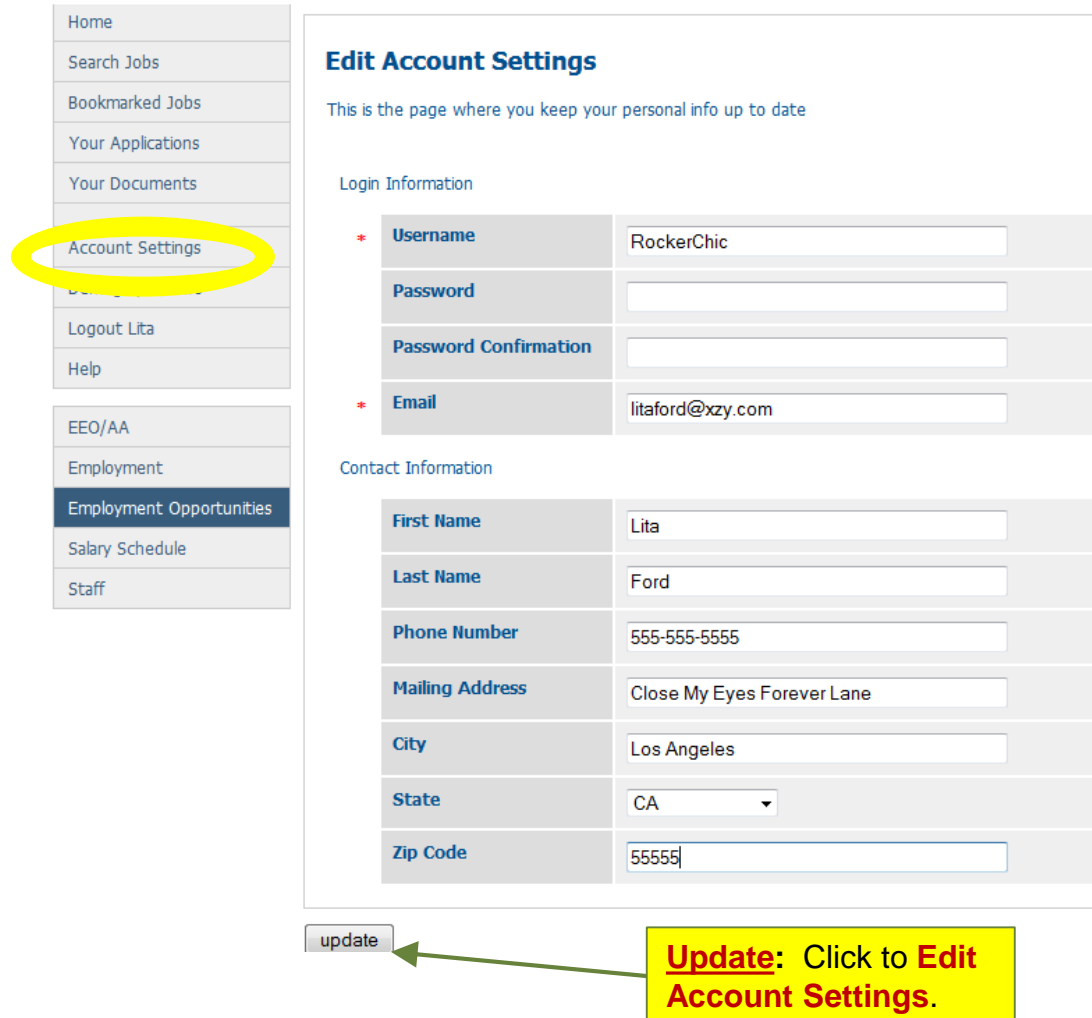
## Bookmarked Jobs | 3 jobs

This page lists the positions you have bookmarked. To view the details of the position, click the **View Details** link. If you'd like to remove a bookmark for a position, click the **Remove Bookmark** link.

	Position Type	Job Open Date	Job Close Date	Employment Category	Department
<b>HR Specialist</b>	SPA	02/05/2015	03/31/2015		Human Resources
Office Management/AVC & Assoc Director Support: This position communicates efficiently and accurately on behalf of the AVC of Human Resources and Assoc Director of Human Resources with faculty, staff, students, UNCP administrators, Finance and Administration Directors, UNC System Administrators, State of NC Administrators, peer University Administrators, Local Government and Business Leaders, a...					
<a href="#">View Details</a>   <a href="#">Remove Bookmark</a>   <a href="#">View Your Application</a>					
<b>Assistant/Associate Professor</b>	EPA	01/21/2015	06/30/2015	EPA Faculty	Math & Computer Science
The University of North Carolina at Pembroke seeks to fill a tenure-track position, to begin August, 2015, for a Computer Science or Information Technology faculty member in the department of Mathematics and Computer Science. The individual will report to the Department of Mathematics and Computer Science Chair, Dr. Steve Bourquin. The University of North Carolina at Pembroke is an institution ...					
<a href="#">View Details</a>   <a href="#">Remove Bookmark</a>   <a href="#">View Your Application</a>					
<b>Public Safety Telecommunicator (Temporary)</b>	Temporary Employment	02/12/2015	06/30/2015		Police & Public Safety
Dispatch law enforcement and other emergency resources, initiate notifications by established procedures, and document activities. Telecommunicator must remain cognizant of pending calls and priorities, and be aware of the status and location of on-duty personnel at all times. Monitor activities on campus by viewing the University closed circuit camera system and receiving notification fr...					
<a href="#">View Details</a>   <a href="#">Remove Bookmark</a>   <a href="#">View Your Application</a>					

# Account Settings

Editing **Account Settings** allows an applicant to change their password and update their contact information. Some of this information is used to automatically fill in parts of an application.



Home
Search Jobs
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Your Applications
Your Documents
<b>Account Settings</b>
Logout Lita
Help

EEO/AA
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<b>Employment Opportunities</b>
Salary Schedule
Staff

### Edit Account Settings

This is the page where you keep your personal info up to date

#### Login Information

* Username	RockerChic
Password	
Password Confirmation	
* Email	litaford@xzy.com

#### Contact Information

First Name	Lita
Last Name	Ford
Phone Number	555-555-5555
Mailing Address	Close My Eyes Forever Lane
City	Los Angeles
State	CA
Zip Code	55555

update

**Update: Click to Edit Account Settings.**



# Demographic Info

**Demographic Info** is used by the Office of Human Resources for reporting purposes and is confidential. All information is voluntary. An applicant can choose to fill out the information in this section and it will automatically transfer to applications. Once this section has been completed, an applicant may want to reconfirm at a later date.

Home
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Logout Jennifer
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As part of our commitment to equal employment opportunity efforts, our institution conducts a survey of all job applicants. Submission of this information is entirely voluntary, and its contents are confidential to Human Resources. We do, however, appreciate your assistance and ask that you complete the following section.

...

## Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017

### Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression

# Demographic Info Continued

**Disability Status** contains a dropdown menu. Please click the arrow and make a selection. The applicant can type in name and date or they can choose not to indicate their name. It is not mandatory that a yes or no answer be given, but for reporting purposes, the university requests that applicants complete this section.

## Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

## How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple Sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Disability Status	Please select
Your Name	Please select
Today's Date	Yes, I have a disability (or previously had a disability) No, I do not have a disability I do not wish to answer

Reasonable Accommodation Notice

## Reasonable Accommodation Notice

# Demographic Info Continued

Upon completion the box will look similar to the one below.

<b>Disability Status</b>	Yes, I have a disability (or previously had a disability) ▾
<b>Your Name</b>	Lita
<b>Today's Date</b>	04/16/2015

Reasonable Accommodation Notice

## Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

---

<sup>i</sup>Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp)

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

# Demographic Info Continued

**Voluntary Self-Identification of Veteran Status** is the second part of the **Demographic Info**. Please make sure to choose a **Veteran Status**. For applicants that are not veterans, choose **"I am not a Protected Veteran"** from the dropdown menu.

## Voluntary Self-Identification of Veteran Status

The University of North Carolina at Pembroke is committed to equal opportunity and affirmative action in all aspects of employment for qualified protected veterans. We ask that you please consider completing this form to help us fulfill our commitments to equal opportunity and affirmative action and to meet our obligations as a government contractor under 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). VEVRAA requires us to take affirmative action to employ protected veterans and to advance these individuals in employment.

These classifications are defined as follows:

- A **"disabled veteran"** is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - A person who was discharged or released from active duty because of a service-connected disability.
- A **"recently separated veteran"** means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An **"active duty wartime or campaign badge veteran"** means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An **"Armed Forces service medal veteran"** means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor, we are required to collect this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

**Veteran Status**

Please select

....

**PLEASE NOTE: If Veteran's Preference does not apply, check the "None of the Above" box.**

Consistent with State Policy, the University seeks to give special consideration to certain veterans whose service was not dishonorable and to their spouses and dependents when otherwise qualified for the classification of the opening sought. This consideration is given in recognition of any veteran with a service-connected disabling injury or of any veteran with wartime\* service. If you are such a veteran, complete Section 1. If you are the spouse or dependent of a veteran, complete Section 2.

\*NOTE: State Personnel policy defines wartime as follows: "Periods of war shall include World War I (4/16/17-11/11/18), World War II (12/7/41-12/31/46), the Korean Conflict (6/27/50-1/31/55), the period of time between January 31, 1955 and the end of the hostilities in Vietnam (5/7/75), Panama invasion, Persian Gulf War and any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.

Military Service Experience (Section 1)

# Demographic Info Continued

Applicants that do not have Veteran status may skip this step. Veterans are not required to fill in the below information. Please read through the top paragraph before making a decision. Then click to Save Changes.

**PLEASE NOTE: If Veteran's Preference does not apply, continue to next page.**

Consistent with State Policy, the University seeks to give special consideration to certain veterans whose service was not dishonorable and to their spouses and dependents when otherwise qualified for the classification of the opening sought. This consideration is given in recognition of any veteran with a service-connected disabling injury or of any veteran with wartime\* service. If you are such a veteran, complete Section 1. If you are the spouse or dependent of a veteran, complete Section 2.

\*NOTE: State Personnel policy defines wartime as follows: "Periods of war shall include World War I (4/16/17-11/11/18), World War II (12/7/41-12/31/46), the Korean Conflict (6/27/50-1/31/55), the period of time between January 31, 1955 and the end of the hostilities in Vietnam (5/7/75), Panama invasion, Persian Gulf War and any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.

## Military Service Experience (Section 1)

Do you qualify for Veteran's Preference?	<input type="text"/>
Did you receive an honorable discharge?	<input type="text"/>
If No, was it dishonorable?	<input type="text"/>
Do you have a service-connected disability or did you serve in the policy-defined wartime* period?	<input type="text"/>
Active Duty Start	<input type="text"/>
Active Duty Concludes	<input type="text"/>
Total Length of Service	<input type="text"/>

## Spouse or Dependent of Deceased or Disabled Veteran (Section 2)

Are you the spouse of a veteran who died from service-connected circumstances?	<input type="text"/>
Are you the spouse of a veteran who was disabled while in the military?	<input type="text"/>
Are you a dependent of a veteran who died from service-connected circumstances?	<input type="text"/>
If yes is indicated in any of the questions above, give the name of the related veteran and the active duty of the related veteran	<input type="text"/>

Active Duty Start	<input type="text"/>
Active Duty Concludes	<input type="text"/>
Total Length of Service	<input type="text"/>

## Gender and Gender Identity Section

Legal Gender	Please select <input type="text"/>
Gender Identity	<input type="text"/> <i>Use this space if you would like to state a gender identity in addition to the Legal Gender options listed above.</i>

## Race and Ethnicity

Ethnicity - Are you of Hispanic or Latino origin?	<input type="text"/>
Race	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White or Caucasian <i>(select one or more that apply)</i>

Save changes

**Save changes:** Click to save changes.

# Demographic Info Continued

Once the **Demographic Info** has been completed and the changes saved successfully, applicants will receive a confirmation message as indicated below.

The screenshot displays a website interface for Human Resources. At the top, there is a navigation bar with 'Human Resources' on the left and 'Visit Us', 'Request Info', and 'Apply' on the right. Below this is a breadcrumb trail: 'UNCP HOME > ABOUT UNC PEMBROKE > HUMAN RESOURCES > EMPLOYMENT OPPORTUNITIES'. A left-hand sidebar contains a menu with items like 'Home', 'Search Jobs', 'Bookmarked Jobs', 'Your Applications', 'Your Documents', 'Account Settings', 'Demographic Info', 'Logout Lita', 'Help', 'EEO/AA', 'Employment', 'Employment Opportunities', 'Salary Schedule', and 'Staff'. The main content area features a light green banner with the text 'Thank you for updating your demographic information.' A yellow callout box with a black border and an arrow pointing to the banner contains the text: 'This light green line shows that updates were made successfully to Demographic Info.' Below the banner, there is a section titled 'Voluntary Self-Identification of Disability' with a sub-header 'Why are you being asked to complete this form?'. The text explains that the institution conducts a survey of all job applicants and that submission of this information is entirely voluntary and confidential. It states that the information will be kept private and not used against the applicant. A footer on the right side of the page includes 'Form CC-305', 'OMB Control Number 1250-0005', and 'Expires 1/31/2017'.

Human Resources

Visit Us Request Info Apply

UNCP HOME > ABOUT UNC PEMBROKE > HUMAN RESOURCES > EMPLOYMENT OPPORTUNITIES

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**Thank you for updating your demographic information.**

As part of our commitment to equal employment opportunity efforts, our institution conducts a survey of all job applicants. Submission of this information is entirely voluntary, and its contents are confidential to Human Resources. We do, however, appreciate your assistance and ask that you complete the following section.

...

**Voluntary Self-Identification of Disability**

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

# Help

The **Help** section contains general help information about the application process. This is a good place to go to find answers.

The screenshot shows the PeopleAdmin interface. At the top left is the 'PeopleAdmin' logo. To the right is a search bar with a magnifying glass icon. Below the logo are two tabs: 'Contents' (selected) and 'Index'. The 'Contents' sidebar lists various help topics, with 'What do you want to do?' highlighted. The main content area shows the breadcrumb 'You are here: Checking available job opportunities' and a title 'Checking available job opportunities'. The text explains that users don't need an account to check opportunities but need one to apply or bookmark. It then has a 'Searching' section with a sub-section 'Searching by keyword' containing three bullet points: 'Search for a word', 'Search for more than one word', and 'Search using part of a word with the \* character as a wildcard'. Below that is a 'Getting more information about a job posting' section with a paragraph and a list of actions: 'Bookmark the job so you can come back later', 'Email a friend about the job', 'See a print-friendly view of the job posting', and 'Apply to the job' (a link).

PeopleAdmin

Search

Contents Index

What do you want to do?

- Creating an account and logging in
- Frequently asked questions: Recommending jobs
- Providing a recommendation
- Frequently asked questions: Searching and applying
- Frequently asked questions about applying with documents
- Checking available job opportunities
- Applying to a job
- Creating or attaching documents
- Tips for uploading documents successfully
- Solving problems
- Contact and copyright information

You are here: Checking available job opportunities

## Checking available job opportunities

You don't have to have an account to check on posted job opportunities.

You will need to log in or create an account if you want to apply for a job or bookmark it. See [Creating an account and logging in](#) for details.

### Searching

You can search by one or more words that appear in the job posting, or you can search by how recently it was posted - within the last day, week, or month. Other search options may also be present.

**Searching by keyword:**

- **Search for a word** to see all the job postings containing that word. Example: Searching for **technician** returns all postings that contain the word **technician**.
- **Search for more than one word** to see all the job postings containing all the words in your search. Example: Searching for **maintenance technician** returns all postings that contain the words **maintenance** and **technician**, whether the words are used together or not.
- **Search using part of a word with the \* character as a wildcard** to see all the job postings containing the string of characters you search for. Example: Searching for **tech\*** returns all postings that contain the words **technician**, **technical**, or other words that begin with **tech**.

### Getting more information about a job posting

When you find a job posting that you might want to apply for, select the name of the job to see more details about it.

The job posting details open, giving you information about the job description, qualifications, questions you will need to answer, and documents you may need to provide - such as your resume and a cover letter.

From here, you can:

- Bookmark the job so you can come back later
- Email a friend about the job
- See a print-friendly view of the job posting
- [Apply to the job](#)

# Logging Out

The application has been completed. There are no further positions of interest. The final step is to **Logout**. This is very important, especially on a public computer. Logging out will prevent others from obtaining personal information.

**UNIVERSITY of NORTH CAROLINA**  
**PEMBROKE**

## Human Resources Employment Opportunities

Human Resources   Visit Us   Request Info   Apply

UNCP HOME ▶ ABOUT UNC PEMBROKE ▶ ADMINISTRATION ▶ HUMAN RESOURCES ▶ EMPLOYMENT OPPORTUNITIES

- Home
- Search Jobs
- Bookmarked Jobs
- Your Applications
- Your Documents
- Account Settings
- Demographic Information
- Logout Joanne**
- Help

**Password has been reset successfully.**

**NOTICE:** The online applicant tracking system was upgraded as of April 20, 2015. Previous users/applicants will need to create a new account to apply to any new vacancies. We apologize for the inconvenience.

Please visit the [previous version of the site](#) to find and to apply for positions posted prior to April 20, 2015.

### Online Employment System

Welcome to the Online Employment System(OES) for UNC Pembroke. Using this system, you can search and apply for EPA faculty, EPA Non-Faculty, SPA Staff, and Temporary positions. You may attach cover letters, resumes/curriculum vitae, as well as other requested documents to your online application and save your application. You may apply for multiple postings and track the status of the positions that you have applied for online.

All information contained within this web site can be provided in alternative formats upon request by contacting [Disability Support Services](#).

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**Employment Opportunities**  
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