St. John Fisher College

(Please scroll down for Helpful Hints for Returning Users and Helpful Hints for St. John Fisher College Current Employees)

Helpful Hints for New Users to Create an Online Application and to Apply for a Position

1. Go on-line to: https://jobs.sjfc.edu

2. Search the type of position for which you are interested:
   - Click “View Job Details/Apply for Position” under interested job title.
   - Click “Apply for this Posting”.
   - NOTE: Adjunct teaching positions are not posted on this site. Please contact the department in which you are qualified to teach for more information on adjunct teaching opportunities.

3. Create a username and password.

4. Complete application:
   - Work through the application screens, completing all required and relevant information. It will be helpful to gather information regarding your education, employment history, and references before beginning the application process.
   - After certifying the application, you may be asked to answer some supplemental questions specific to the position for which you are applying. These must be answered as part of the application process.
   - You also may be required to attach documents to your application. Please follow the instructions carefully. Each document must be attached as a separate step.
   - When all questions have been answered and all required documents have been attached, you will receive a confirmation number indicating your information has been received.
   - Once you have received a confirmation number, it is not necessary to contact the St. John Fisher College Human Resources Department. You will be contacted if the College wishes to pursue your application further.
   - NOTE: Please be sure you complete an application and apply for a position. Just completing an application is not enough – you must actually apply for the position(s) for which you are interested.

5. It is recommended that you do not use your browser’s “Back”, “Forward”, or “Refresh” buttons to navigate the site, or to open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

6. You may check the status of your application and the status of the position by logging into: https://jobs.sjfc.edu. See Helpful Hints for Returning Users for additional information.
Helpful Hints for **Returning Users** to Check Their Status, to Edit an Online Application, or to Apply for Another Position

1. To check position and application status:
   - Login onto [https://jobs.sjfc.edu](https://jobs.sjfc.edu)
   - If any application is in an *incomplete* status, you will need to click on “Complete” to finish applying.
   - For a list of status definitions with regard to your application, please click the link shown on the Application Status page.

2. To apply for another position:
   - You do not need to create a new application for each position. **However,** if you need to make any changes to your application before applying for another position, you must do so before applying. Once you have applied for a specific position, you *cannot* make any changes to your application for that position.
   - Search the type of position for which you are interested.
   - Click “**View Job Details/Apply for Position**” under interested job title.
   - Click “**Apply for this Posting**”, answer any supplemental questions and/or attach any required documents.
   - When all questions have been answered and all required documents have been attached, you will receive a **confirmation** number indicating your information has been received.

**Helpful Hints for St. John Fisher College Current Employees**

1. Please follow the instructions under “Helpful Hints for New Users to Create an Online Application and to Apply for a Position” to search postings and create an application.

2. Save your login information to edit your existing application, to apply for new jobs, and to review the status of the positions for which you have applied.

3. For each internal position to which you apply, you must complete the College’s Internal Application Form which may be downloaded from the following link: [http://home.sjfc.edu/humanresources/documents/infoPolicy/InternalProcessandAp.doc](http://home.sjfc.edu/humanresources/documents/infoPolicy/InternalProcessandAp.doc)

4. For additional information on the internal application process, please refer to page D7.1 of the Employee Handbook.