

- This is the first page after you press Employment
- New or Returning Users can press SEARCH POSTINGS to find the position and apply for the specific job

Utah State University Human Resources

HOME
SEARCH POSTINGS
CREATE APPLICATION
LOGIN

Utah State University is an affirmative action/equal opportunity employer; prohibits discrimination on the color, religion, gender, national origin, age, veteran status, sexual orientation, or disability; and is sensitive to dual-career applicants. The University was chosen as a National Science Foundation ADVANCE Gender Equity recipient. We are dedicated to recruiting stellar candidates from a diverse pool including women, minorities, and people with disabilities. USU offers competitive salaries and outstanding medical, retirement and professional development opportunities.

Utah State University is a Carnegie Doctoral/Research University/Extensive school of more than 20,000 students in a mountain valley 90 miles north of Salt Lake City. Opportunities for a wide range of outdoor activities are available. Housing costs are at or below national averages, and Cache Valley provides a supportive environment for a balanced personal/professional life. Ski resorts, lakes, rivers, and mountains in the area make it one of the most beautiful recreation environments in the world.

If you require assistance, please contact Human Resources at (435) 797-0216, or email jobs@usu.edu

Search Postings

Req ID: Position Title:

Category: Department:

Part-Time or Full-Time:

SEARCH **CLEAR RESULTS**

Choose a category and press Search

- Choose the category and leave everything else as **ANY**
- Press **SEARCH** or **CLEAR RESULTS** to check other categories

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• USU HOMEPAGE
• HUMAN RESOURCES HOMEPAGE
• CACHE CHAMBER OF COMMERCE
• LOGAN GO-UTAH.COM
• LOGAN CITY-DATA.COM
• LOGAN
• NEWQUESTCITY.COM

If you need to **edit your application information** before applying for a position, please click on the 'Manage Applications' link on the left hand side of margin. You will not be allowed to change your application information after you have applied for a position.

Please do not use your browser's "Back", "Forward" or "Refresh" buttons. Use the navigational buttons within the site.

Search Results

31 Records

Position	Job Open Date	Department
View Assistant Professor - Plant Pathologist	10-17-2009	Biology
View Assistant/Associate Professor in Engineering Education	10-16-2009	Engineering Technology & Education (ETE)
View Assistant Professor, Rangeland Ecology and Management	10-15-2009	Wildland Resources
View Assistant/Associate Professor	10-15-2009	School of Teacher Education and Leadership
View Art Teacher	10-13-2009	Edith Bowen Lab School (EBLS)
View Assistant Professor-Sociology	10-08-2009	Sociology, Social Work & Anthropology (SSW&A)
View Assistant Professor - Entomology	10-07-2009	

Done Internet 100%

- To view a specific job description, press “**View**” (below the title of the position of interest)

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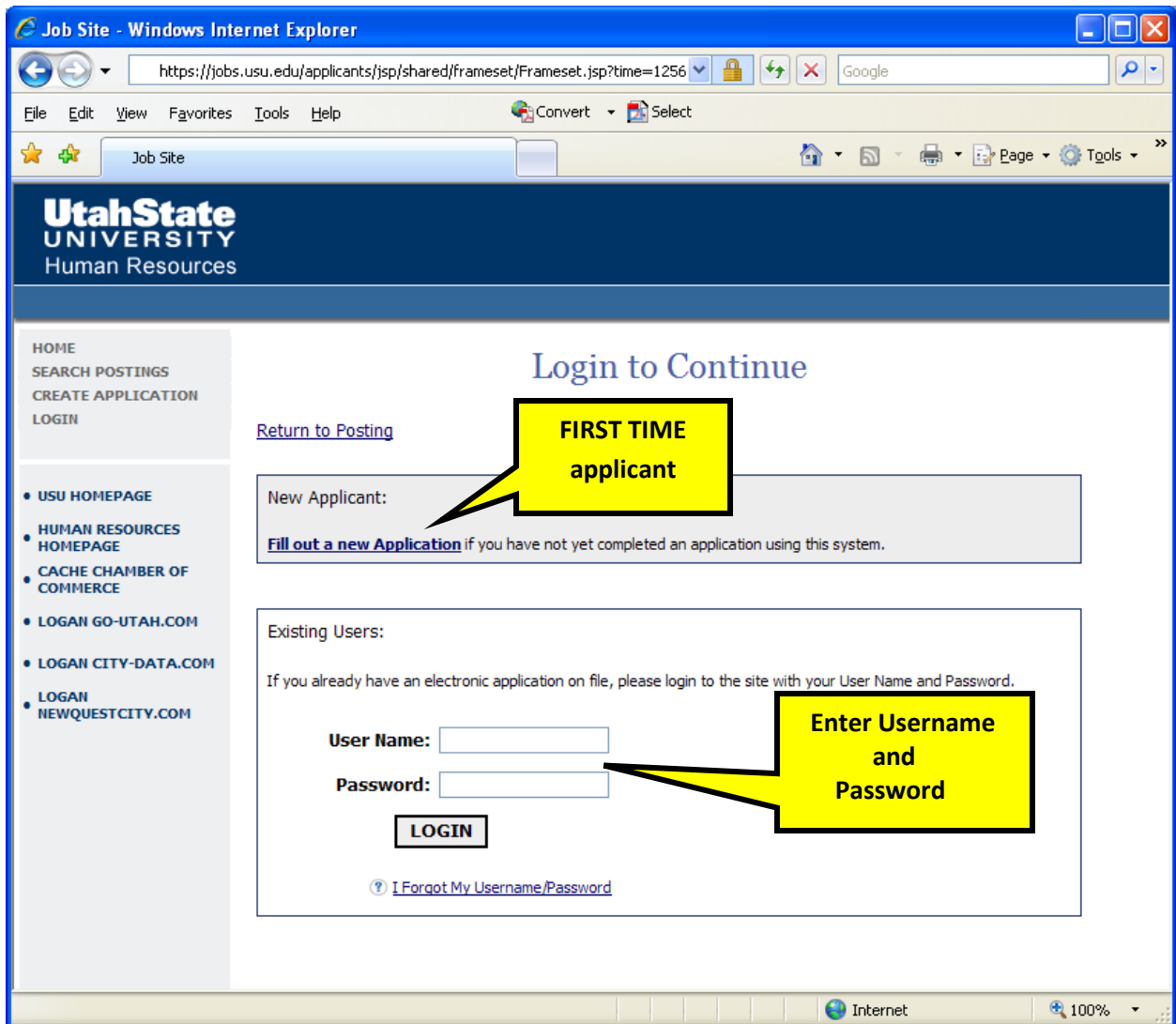
USU HOMEPAGE
HUMAN RESOURCES HOMEPAGE
CACHE CHAMBER OF COMMERCE
LOGAN GO-UTAH.COM
LOGAN CITY-DATA.COM
LOGAN NEWQUESTCITY.COM

[Return to Search Results](#) [Printer-Friendly Version](#)

APPLY FOR THIS POSTING

Position Information	
Category	Faculty
Part-Time or Full-Time	Full-Time
College/Unit	Engineering
Department	Mechanical & Aerospace Engineering (MAE)
This position requires a background check	Yes
Requisition Number	051438
Position Title	Assistant Professor - test search with references
Position Summary	This is a sample job to show how the new references tab works.
Responsibilities	Be a great teacher, mentor, and example to USU.

- To apply for the specific position, press **APPLY FOR THIS POSTIONG**



- If **new applicant** press: Fill out a new Application
- If already have a user name and password enter the information
- Press **LOGIN**

Job Site - Windows Internet Explorer

https://cs207.peopleadmin.com/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1233356627796

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Required information is denoted with an asterisk.

Personal Information

* First Name:	Imaybe
Preferred Name:	
Middle Name:	
* Last Name:	Getthejob
* Address:	Earth Dr 123
* City:	Logan
* State (enter NA if a non U.S. address):	UT
* Zip Code:	84321
Country:	USA
Primary Contact Number: <i>(include area code)</i>	
Message/Cell Phone Number: <i>(include area code)</i>	(435) 111-2222
Work Phone Number: <i>(include area code)</i>	(435) 111-3333
May we contact you at work?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response

Fill out Personal information

Done Internet 100%

- Complete or Review information and make changes if necessary

Job Site - Windows Internet Explorer

https://cs207.peopleadmin.com/applicants/jsp/shared/frameset/frameset.jsp?time=1233356627796

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Human Resources

USU ID #:

Email Address:
(If you do not provide an email address, we will not be able to send email notifications regarding your application status.)

Will you be able to become eligible to work in the United States if you are offered the position?
 Yes No No Response

Voluntary Demographic Data

Gender:
 Female Male Not Disclosed

Race:
 American Indian or Alaskan Native
 Asian
 Black
 Hispanic
 Pacific Islander
 White
 Other
 Not Disclosed

Utah Veteran's and Disabled Veteran's Preference

To qualify for preference under the **Utah Veteran's Preference for Career Service Act**, you must meet at least one of the criteria below.

To qualify for a **five (5) percent preference**, you must be:

Done Internet 100%

- Complete or Review information and make changes if necessary

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Utah Veteran's and Disabled Veteran's Preference

To qualify for preference under the **Utah Veteran's Preference for Career Service Act**, you must meet at least one of the criteria below.

To qualify for a five (5) percent preference, you must be:

- #1 An individual separated or retired under honorable conditions having served on active duty in the armed forces for more than 180 consecutive days, or
- #2 An individual separated or retired under honorable conditions who was a member of a reserve component who served a campaign or expedition for which a campaign medal has been authorized, or
- #3 An individual incurring an actual service-related injury or disability whether or not that person completed 180 days of active duty, or
- #4 An unmarried widow or widower of an individual who meets the definition of #1, #2, or #3.

To qualify for a ten (10) percent preference, you must be:

- #5 A disabled veteran separated or retired under honorable conditions, or
- #6 A purple heart recipient, or
- #7 An unmarried widow or widower of an individual who meets the definition of #5 or #6.

I qualify for Veteran's Preference based upon criteria #

NOTE: If you claim veteran's preference, you will be required to provide proof of your eligibility (i.e., copy of DD-214, letter(s) establishing disabilities, etc.)

Criminal History

Review Utah Veteran's eligibility

- Verify if you meet any Veterans qualifications or choose “I do not qualify”

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(i.e., copy of DD-214, letter(s) establishing disabilities, etc.)

Criminal History

* Have you been convicted of a felony offense in the last seven years? Yes No No Response

* If yes, please list the offenses for which you were convicted and the date of release: (If no, please enter N/A)

N/A

Additional Information

* Do you have any relatives who are currently employed by Utah State University? (Working for, or supervising, a person closely related to you is against the law. Please refer to USU Policy 392 "Employment of Relatives.") Yes No No Response

* If yes, please list the relative's name and his/her relationship to you (to comply with Utah nepotism statutes). (If no, please enter N/A)

N/A

*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS SAVE AND CONTINUE TO NEXT >>

SAVE AND STAY ON THIS PAGE EXIT

Done Internet 100%

- If you answer **NO** to any of the additional information questions, make sure to type **N/A** in each box

Job Site - Windows Internet Explorer


https://cs207.peopleadmin.com/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1233356627796

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Before beginning your application, please enter a question and answer that only you know. If you forget your password when returning to the site, the system will reset it once you answer this question correctly.

This question and answer will not be part of your employment application.

The question and answer are case-sensitive.

 Please do not use your browser's "Back", "Forward" or "Refresh" buttons. Use the navigational buttons within the site.

*Required information is denoted with an asterisk.

Your Question and Answer

- * Please choose an account access question: In what city did you meet your spouse/significant other?
- * Please enter the answer to your question: space

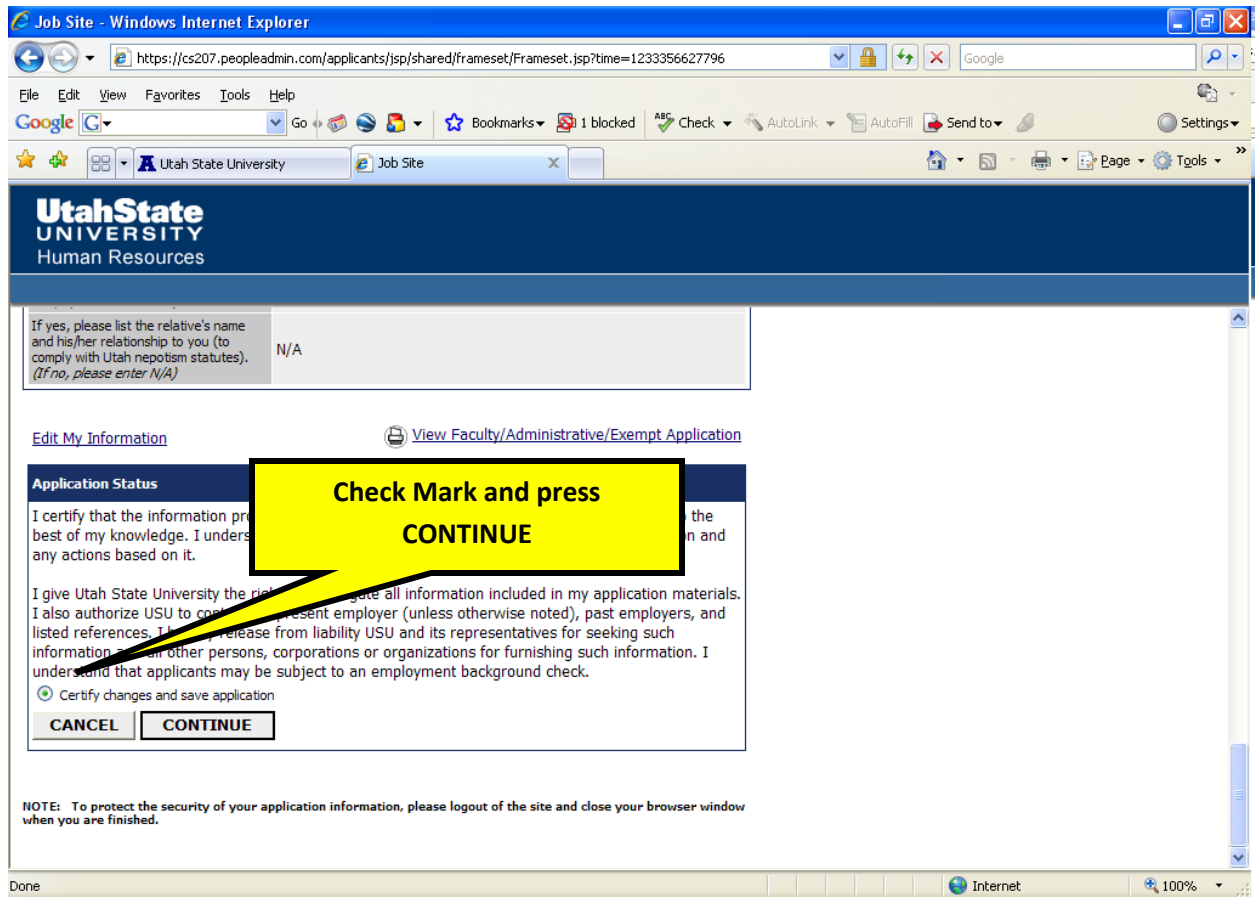
*Required information is denoted with an asterisk.

SAVE AND CONTINUE TO NEXT >>

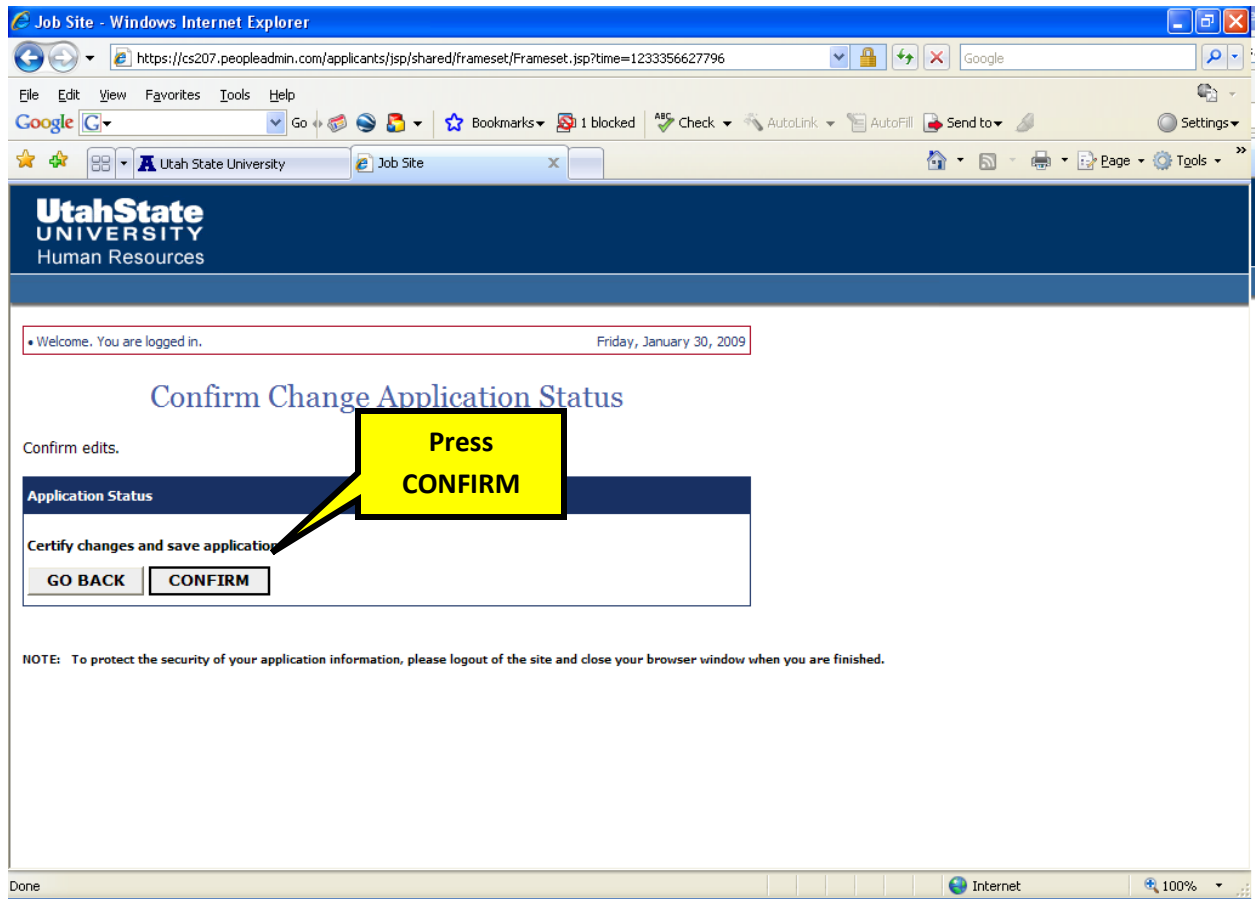
SAVE AND STAY ON THIS PAGE EXIT

Done Internet 100%

Choose access question and enter answer if need it



- **Check mark** the statement under Certify Application
- **Press Continue**



- Press CONFIRM or GO BACK if need it.

Job Site - Windows Internet Explorer

https://jobs.usu.edu/applicants/jsp/shared/frameSet/FrameSet

UtahState UNIVERSITY Human Resources

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading.
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics.

Once you have attached your document, please click the **View** link to verify that it uploaded correctly. If your document appears to have formatting problems, please click the **Remove** link to remove the document, then adjust your document as needed by following the tips above and reattaching it.

Attach or Remove documents

Required	Attach / Remove	Document Type	Attached Document ('Type'_'Date'_'Time')	View Document
*	Attach	Cover Letter		
*	Attach	Curriculum Vitae		
	Attach	Other Document (as defined in Special Instructions to Applicant)		
	Attach	Writing Sample		
	Attach	Teaching Philosophy		
	Attach	Optional document 1		
	Attach	Optional document 2		

View document

ATTACH ADDITIONAL DOCUMENTS LATER

- You can attach or remove documents by pressing the appropriate feature
- Once the document is attached you can also view it

UtahState UNIVERSITY Human Resources

JOB POSTINGS
SEARCH
CREATE REQUISITION
FROM TEMPLATE
FROM PREVIOUS
FROM SCRATCH
TEMPLATES
SEARCH
CREATE TEMPLATES
FROM TEMPLATE
FROM SCRATCH
APPLICANTS
SEARCH APPLICANTS
CONF NBR SEARCH
USERS
CREATE USER ACCOUNT
APPROVE
SEARCH USERS
ADMIN
HOME
CHANGE PASSWORD
LOGOUT

To upload a **Microsoft Word** or **PDF** document, click **Browse**, then select the file you wish to upload and click **Open**. Your document must be less than 2 MB in size. Click **Attach** when you are finished.
Note: If your document is NOT in Microsoft Word or PDF format, please copy and paste the text of your document below.

File:

Browse document then press attach

Paste a new Optional document 2:
Enter (or copy and paste) the text of the document in the text area below. Click **Attach** when you are finished.

Text:

[Return to Previous](#)

- Please make sure to have the documents you will need to apply for the position. First, press Browse, then highlight the document press Open and press ATTACH

UtahState UNIVERSITY Human Resources

Attach Documents - Assistant Professor of Arabic

Confirm

[Return to Previous](#)

You have not completed applying for this position!

Your application is not complete until you receive a confirmation number.

To permanently submit this document to your application for this position, click the **Confirm...** button at the bottom of the screen.

To cancel attaching this document, please click the **Return to Previous** link on this screen.

Job Title	Document Type	Date & Time Submitted
Assistant Professor of Arabic	Cover Letter	Cover+Letter_08-28-09_20-57-41CT

CONFIRM ATTACHING DOCUMENTS

[Return to Previous](#)

Done Internet 100%

Please review this paragraph

Press to confirm document

- Please review this paragraph
- Press **CONFIRM ATTACHING DOCUMENTS**
- Make sure to follow the same instructions for all the documents

Job Site - Windows Internet Explorer

https://jobs.usu.edu/applicants/jsp/shared/frameSet/FrameSet

UtahState UNIVERSITY Human Resources

- Avoid embedded images, such as pictures or graphics.

Once you have attached your document, please click the **View** link to verify that it uploaded correctly. If your document appears to have formatting problems, please click the **Remove** link to remove the document, then adjust your document as needed by following the tips above and reattaching it.

7 Records

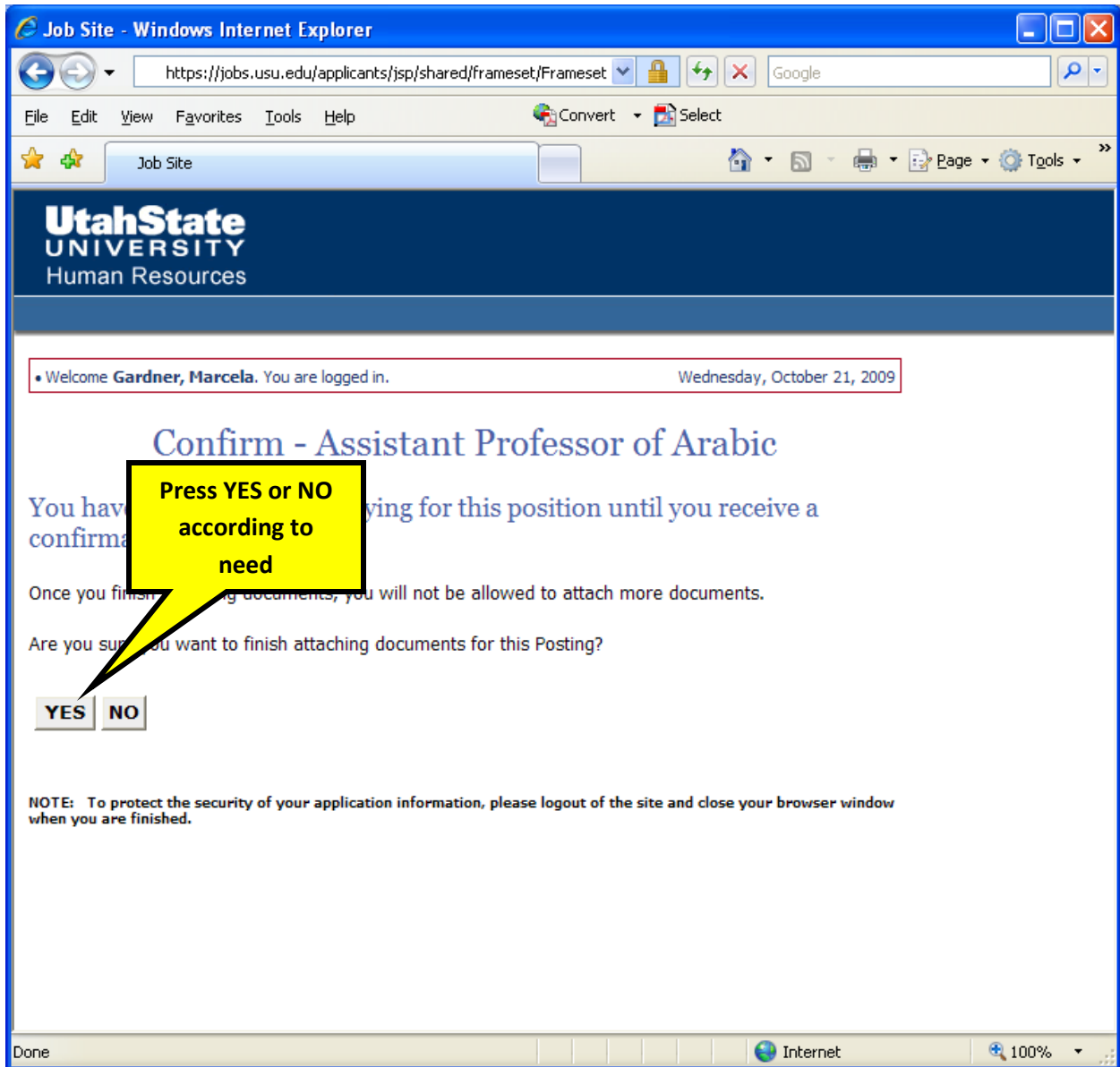
Required	Attach / Remove	Document Type	Attached Document ('Type'_'Date'_'Time')	View Document
*	Remove	Cover Letter	Cover Letter_08-28-09_20-57-41CT	View
*	Remove	Curriculum Vitae	Curriculum Vitae_10-21-09_11-01-05CT	View
	Attach	Other Document (as defined in Special Instructions to Applicant)		
	Attach	Writing Sample		
	Attach	Teaching Philosophy		
	Attach	Optional document 1		
	Attach	Optional document 2		

FINISHED ATTACHING DOCUMENTS

CANCEL APPLYING TO THIS POSTING

Press FINISHED

- If all the documents are attached, press FINISHED ATTACHING DOCUMENTS



- Finally, **If** all the documents are attached, you need to press **YES**, but if for any reason you need to attach more documents later press **NO**.
- Once you press YES you will get a confirmation number, and your status will change to **in progress**, meaning under review by the department.