

How would you like to log in?

Using the FacultyJobs@UGA Applicant portal, applicants have three log in options: **create/log in to an account through FacultyJobs, Apply with Vitae, or Apply with LinkedIn.** Here is a quick look at how an applicant will choose their method:

Upon selecting the desired position and selecting **Apply to this Job**, applicants have the option to choose which method they would like to use.



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Please see Special Instructions for more details.
Applicant screening will begin immediately. Candidates are encouraged to submit their materials by Sunday, July 17, 2016; however, screening will continue until the position is filled. The application packet should include a cover letter detailing how the applicant's credentials and experience meet the needs, responsibilities, and qualifications stated above; a current curriculum vita; and contact information for three references (who will not be contacted without further correspondence with the applicant). Nominations, questions and/or other inquiries should be directed to Rebecca Rykard, Primary Consultant with the UGA Search Group, 706-542-5769.

Position Information

Log In

Username

Password

[Forgot your username or password?](#)

Log In

Or

Apply with Vitae

Apply with LinkedIn

[Or Create an Account](#)

What if someone selects “Apply with Vitae” or “Apply with LinkedIn” and they don't have an account for the selected system?

Selecting Apply with Vitae or LinkedIn will take the applicant to the respective system's login page. If the applicant wishes to create a Vitae or LinkedIn account, they will have the option to do so at this time. If the applicant does not wish to create an account, he/she may use their browser's back button to return to the posting. At that point, they can start their application using the traditional process or a different system.

If someone starts an application using one method, can they change their mind and switch to another method?

No. After beginning an application, the applicant cannot switch to another method of applying.

Vitae FAQ:

What is Vitae?

Vitae is a new online career hub for higher education professionals, created by The Chronicle of Higher Education. Vitae delivers tools, advice, news, and job information that help faculty and administrators succeed. You can learn more at <https://chroniclevitae.com/faq>.

How will this make things better for applicants?

By using information and documents that applicants have stored in their profiles, Vitae makes applying for positions more convenient and easy. When applying for positions without Vitae, applicants are required to create an applicant profile prior to applying. Vitae eliminates this step, saves the applicant time, and removes a main barrier of applying.

How does the Apply with Vitae feature work?

This is a built-in integration between the FacultyJobs portal and the Vitae system. When applying using Vitae, an applicants' profile information from the systems will automatically populate in the appropriate fields on their application. Applicants can then select and attach the requested documents directly from their Vitae accounts, rather than locating and uploading them from their computers.

Does any of my institution's data go to Vitae?

No, the data only moves from Vitae to the application. No information is ever passed back to the Vitae system.

How will my institution's processes and forms need to change?

You will not need to change any processes or forms. Regardless of how the information is populated into the forms, the FacultyJobs system stores the job application and candidate profiles. The Vitae capability will not affect the posting or applicant workflow in any way.

LinkedIn FAQ:

What is LinkedIn?

LinkedIn is a social recruiting system that expands the reach of job announcements through employee sharing and social engagement.

How will this make things better for applicants?

By using information and documents that applicants have stored in their profiles, LinkedIn makes applying for positions more convenient and easy. When applying for positions without LinkedIn, applicants are required to create an applicant profile prior to applying. LinkedIn eliminates this step, saves the applicant time, and removes a main barrier of applying.

How will this make things better for you?

From your academic candidates' point of view, your institution stands out for its innovative, streamlined approach to the application process.

How does the Apply with LinkedIn feature work?

This is a built-in integration between your applicant portal and LinkedIn. When people apply using LinkedIn, applicant profile information from LinkedIn automatically populates appropriate fields on the application. This can include personal information, employment history, education history, references, etc.

How does the data flow? Does any of my institution's data go to LinkedIn?

No, the data only moves from LinkedIn to the application. No information is passed back to LinkedIn. You retain complete control of your data.

How will my institution's processes and forms need to change?

You won't need to change a thing. The job application and candidate profile are stored in your PeopleAdmin system, regardless of how the information is populated into the forms. This new capability will not affect your posting or applicant workflows in any way, and requires no change to your sites' configuration.

What if an applicant doesn't have a LinkedIn profile? Can people apply without using LinkedIn?

Of course! Anyone can still apply using the existing process. Having a LinkedIn profile simply offers a shortcut for applicants.

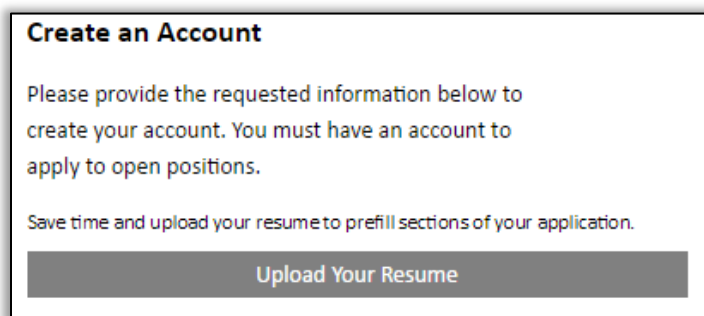
Resume Parsing FAQ:

What is resume parsing?

Resume parsing will be used when an applicant chooses to create an account with FacultyJobs. Resume parsing is the conversion of free-form curriculum vitae (CV) or resume document into structured information suitable for storage, reporting, and manipulation by our system. In a sense, the technology scans a document looking for information to use to populate form fields.

How will the resume parsing functionality work for our applicants?

When creating an account, the applicant will be given the option to save time by uploading a resume to prefill sections of their application.



Create an Account

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

Save time and upload your resume to prefill sections of your application.

Upload Your Resume

Depending on the data contained in the uploaded resume, fields in the personal information, education history, and work history sections will be filled in. The uploaded resume will also be automatically loaded into the CV/resume slot on the job application. The applicant will still need to go through the job application to complete any empty fields and confirm that the pre-filled data is correct before submitting an application.

Does the resume parsing functionality mean I should change my application in any way?

No. Only certain fields will be filled in, which means that the applicant will still need to fill out the rest of the job application. The simpler your application, the greater the percentage of fields that will be filled in from the resume parse. Studies have found that the likelihood of a candidate completing a job application increases as the number of fields needing to be filled out decreases.

Can I configure the resume parsing functionality?

Resume parsing is already mapped to look for common fields and sections of job applications; no further configuration will be necessary.

If a candidate has applied to our institution before, will a new resume overwrite their existing information?

No. Currently, resume parsing is only an option when an applicant is first creating their account to apply to their first job at an institution. After that, the application information will be updated the same way it's updated now.

What file types can be parsed?

Document types currently supported for applicant uploads and resume parsing include Microsoft Word .doc, Microsoft Word .docx, RTF, PDF, HTML and plain text.

Will the parsing work in more than one language?

Our parsing service recognizes the information on resumes in over 30 languages.

What information will be parsed?

Personal information, education history, work history, and references will be parsed. If very few fields are filled in by resume parsing, it could be that the applicant's resume is uniquely formatted. Our resume parsing service has a 95 percent accuracy rate.

Who should I contact for additional questions regarding this enhancement?

Call PeopleAdmin Support at 866-389-1245 or submit a ticket online to discuss this enhancement in greater detail.