



## **EMPLOYMENT APPLICATION PROCESS**

1. To start the application process, you must first create an account by selecting the 'Create a Profile' option at the top right hand corner of the Davenport University Career Site.
2. Once your profile has been created, you may apply for positions.
3. Note that once you have applied for any one position, that your information will be searchable by other hiring managers for future searches as well. However, applying directly to any position for which you are qualified and interested is a good way to ensure that the hiring manager will be able to view your material.
4. Applications will be reviewed by the Davenport hiring manager.
5. If selected for a phone screen or an interview, the hiring manager will contact you by email or phone.
6. Upon the final decision of the hiring manager, an offer of employment is approved and prepared by Human Resources, and extended to you by the hiring manager.
7. Please keep in mind that a job search process may take up to 2 – 3 months. Once the position is filled, applicants will be notified by email.
8. Your Candidate Profile will remain active for 2 years after your last login.

Search jobs at <https://jobs.davenport.edu>

## **EMPLOYMENT APPLICATION GUIDELINES**

1. Open positions are posted on the website as they become available.
2. Before submitting an application for an existing position, please review the minimum qualifications on the job description, if available, to ensure the position is an appropriate match. You may apply for more than one position.
3. To update applicant profile information, simply log-in to the Davenport University Career Site and select the appropriate field to update the information that has changed.
4. If your application progresses, you may receive an email with a task to be completed in the Davenport University Career Site. Please login to your profile to complete the action.