Step 1: Access the DU job posting board at [https://jobs.davenport.edu](https://jobs.davenport.edu)
Step 2: Log in using your assigned login and password
Step 3: At this point you will be able to view the various positions to which you have applied. Note that any applications that are incomplete will show in the status column.
Step 4: Click on the “Complete” link to begin the completion of your application. At this point you can begin to answer some general pre-screening questions and move forward in the process. Please note that following this page you will be asked to upload a Resume, Cover Letter, List of References. This must be uploaded as three separate documents.

An application is only considered complete when a Confirmation number is provided.