

## FREQUENTLY ASKED QUESTIONS

### 1. How do I find out what positions are available?

Using the Careers at Miami website, search for HOURLY, SALARIED, and FACULTY positions that are currently available. HOURLY positions are also available on our Job Hotline at (513) 529-6400.

### 2. How do I apply for an open position?

Each posting will have instructions regarding the application process. If a posting indicates that you apply online, only online applications will be accepted.

### 3. If I have a disability and need assistance completing the application process, who do I contact?

Please contact the Office of Disability Resources at (513) 529-1541 (TTY) or [accommodationsrequest@muohio.edu](mailto:accommodationsrequest@muohio.edu).

### 4. Can I complete an application even though I'm not applying for a specific job posting?

Yes. You can create an application without applying for a specific position. However, a hiring department will not be able to view your application until you apply for a specific opening.

### 5. When/how can I make changes to my application?

Changes can be made to your application anytime. However, once you submit an application for a particular position, you cannot go back and make changes to the submitted application. In addition, changes you do make to your application will be reflected for any **future** position(s) for which you apply.

### 6. How can I check the status of positions for which I have applied?

Click the **Login** link on the navigation bar, and enter your username and password

### 7. Can I save my application before I finish completing it?

Yes. You may click the **Save** button at any time and complete the application later.

### 8. Who will see my application if I apply online?

Your application is on a secure web server and will be available to the personnel offices and the hiring department(s) for the specific position for which you apply. Miami University does not share its employment database with other entities.

### 9. How do I print my application?

Before submitting your application, you will have the option to view it. When your application opens in a new browser window, click **File | Print** from the toolbar at the top of your computer screen, and follow the prompts on the screen to print.

**10. I missed the deadline, can I still apply?**

Positions will remain posted for the time period during which applications are being accepted. Although some positions will indicate a date when the screening of applications will begin, you may still apply after the screening date. It is recommended that you submit application materials prior to the screening date.

**11. Can I attach a resume, cover letter or other document?**

Yes. You may attach any requested document as you apply for each position. If a document is required, you cannot complete the application process until the document is attached. Electronic documents in Word or PDF format can be attached during the application process.

**12. What if I have attached the wrong document?**

You can delete an incorrect document prior to completing the application process and receiving a confirmation number. Once you have completed the application process you cannot remove a document.

**13. Where can I obtain access to a computer?**

The Department of Human Resources, located in room 15 Roudebush Hall, has a kiosk available that may be used to apply for Miami University positions. Many public libraries provide internet access to patrons.

**14. I forgot my password, what can I do?**

If you have already clicked the "I forgot my password" link at the logon screen and were not successful in retrieving your account information, please contact the Department of Human Resources at 513-529-3131 or Academic Personnel at 513-529-7268.