Applying for jobs with Recruit

Getting Started — Gathering information for your application

- If you are applying for a **Staff or Casual** position, Bowdoin requires you to provide ten years of employment history. This information should include begin and end dates of employment, business name and phone number, supervisor, salary information, and a general description of duties.

- If you are applying for a **Faculty** position, please refer to the Faculty Applicant Guide.

- Bowdoin also requires that you include the names and contact information for three professional (work-related) references. Contact information includes a valid and current phone number and email. We will not contact your references until an interview has taken place, and we will always inform you of our intention to check your references.

- In order to create an account and apply for a position in our Careers system, you must provide a valid email address. Email is the primary means of communicating with applicants. If you do not have an email address, you can create one for free via services like Gmail, Yahoo, Mail.com, Hotmail, etc..

Tips — Some things to keep in mind while applying

- Before you can begin to apply for jobs you need to create a User Account (including a unique User Name and a Password). Both your User Name and Password should be at least 6 characters long and easy to remember.

- Fields marked with a red asterisk `*` are **required fields**. You will not be able to complete your application until you have completed all required fields and attached all required documents. The system will display all incomplete fields in **RED**.

- In order to add a record to the Education, Employment, and Professional References, you must click the button called “Add Education Record”, “Add Employment Record”, or “Add Professional Reference” sections of the application.

- You can Bookmark jobs for later if you do not currently have time to apply, but remember to check the close date of the job!

- You cannot complete an Application before you apply for a specific position — however, you can upload and/or create many different documents to save for later applications.

- Once you have completed applying for a position, your application for that position is “locked” — you can no longer make changes to the application, or to any documents you included with your application to that position. However, if you see a mistake in your application after you have received confirmation of receipt, you can email careers@bowdoin.edu and request that your application be “Reactivated”, and we will temporarily open it for your corrections.
Creating a User Account

On the left side of the Careers home page is the navigational menu, where you can:

- view various actions you can take to search and apply for jobs
- view the statuses of jobs to which you’ve already applied,
- manage your application materials.

Click the Create Account link to begin the process.

- You have the option to use Vitae, a higher ed application profile service which partners with Careers, or
- Click on Log in or Create an Account without Vitae

Create a User Name and Password and provide your name and email address. Click the Create button at the bottom of the page, and your new User Account will be created.

Searching for Jobs

You have the option to Search for job postings before you create a User Account. If you find a job you wish to apply for and you have not yet created a User Account, you will be prompted to do so when you apply for the job.

On the Careers Home Page there are two ways to search for open jobs:

- If you would like to see all available positions, or if you are searching for a specific position, click the Search Jobs link in the navigational menu.
- If you are only interested in viewing jobs for Faculty, Staff (benefits-eligible, non-teaching positions), or Casual (non-benefits-eligible, temporary positions of less than 20 hours/week) positions, click on the link that indicates the position type you’re interested in.

Search Jobs will offer several criteria by which you can narrow your search: Keywords, a Posted Timeframe, Department, Schedule, Job Title, and Job Type. Use any or all of these to find the position you wish to apply for. Click View Details to see the full job description, or Bookmark if you would like to save this job for later viewing.
About Job Bookmarks

- You can Bookmark any job that you would like to return to later by clicking the Bookmark link underneath the Job Summary.
- To view your bookmarked jobs, click the Bookmarked Jobs link on the navigational menu.
- From here you can View your bookmarked jobs and submit your applications, or, if you are no longer interested in a particular job, you can Remove the bookmark by clicking the Remove Bookmark link under the Job Summary. Please note that Bowdoin does close open jobs when they are filled, or sometimes when a satisfactory application pool has been reached, and if this happens you will not be able to apply for a bookmarked job.

Viewing Jobs

- Bowdoin’s job postings include information about the job duties, standard working hours, background check requirements, and yearly schedules, as well as qualification requirements and preferences.
- Note: if an item (such as a degree or a level or type of experience) is marked as required, it is likely that your application for that position will not be considered if you do not possess the required item. These items will be in the top and middle of the Job Posting page once you have clicked View Details.

Our job postings also include information about the application requirements for each job: You may be required to answer any Supplemental Questions, and/or attach Application Documents (e.g., resume, cover letter, writing sample, etc.). Any specific questions and the list of required and optional Application Documents will be at the bottom of the Job Postings page.
Applying for a Job

There are two different Application Types available for all Staff and Casual jobs:

- The **Employment Application** is for anyone who does not currently work at Bowdoin College.
- The **Internal Application** is for current Bowdoin Employees only.
- Choose an Application Type. Bowdoin’s applications are organized by sections: **Personal Information**, **Education**, **Employment**, **Professional References**, **Documents Needed to Apply**, **Supplemental Questions**, and **Check for Errors and Submit**.
- These sections are listed in the drop-down menu at the top right of the Application. You may move between these sections as you wish, but all sections must be completed before you will be able to submit your application for consideration.
- Required fields will be marked with a red asterisk ‘*’ and must be completed before your application can be submitted.

The “Builder Field” Sections

The Education, Employment, and Professional References are “builder field” sections. To add a record to these sections, click on the **Add [Education, Employment, or Professional References] Record** button. Once you have filled out the necessary fields in the builder, you can add a new record, or you can move to the next section.

- Records will be listed in the order in which you have entered them, with the earliest-entered record listed at the top of the page.
- Note: in the Professional References section, it is optional to provide three references. If you don’t enter any and you are a finalist for the position you will be asked to provide three. Bowdoin will inform you before we contact your references.
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Attaching Application Documents

- In the Documents Needed to Apply section, documents will be marked as Required or Optional. Click the document link to add that document to your application.

There are several ways to attach a document:

1. you may upload one from your computer by clicking Upload
2. you may write one directly into your application using the Careers text editor, or,
3. if you have applied to jobs at Bowdoin since June 11, 2014, or if you have already attached documents to your User Profile via the Your Documents link on the navigational menu, you may attach a previously uploaded document.

- Once you have attached the document, click the Add to my Application button at the bottom of the page. This will take you back to the Attach Documents page, where you can select another document to attach, or, if you have attached all required documents, you may move to the next section of the Application.

- If you uploaded a document in error and wish to replace it, you can do so on the Attach Documents page via the Replace link, which is located at the far right of the document record.
Certification and Submitting your Application

- On the last page of the application, electronically “sign” and submit your application by checking an agreement box and adding your initials, and then click the Certify and Submit button. Once you have done this the Application Summary page will be displayed.

- If your application is incomplete, the Application Summary page will indicate the section or sections in which you must add information to your application. These sections will be marked in red, with a red X. Completed sections will be marked in green, with a green checkmark.

- To complete your application, click on the red-marked section(s) and fill out all required fields and/or upload all required documents.

- Note: after you have added the required information, be sure to click the Save button at the bottom of the section before you move back to the Check for Errors and Certify section.

Saving and Accessing an Incomplete Application

- To Save your application and complete it later, click the Save button at the bottom of any section.

- You can find all of your applications, incomplete and complete, by clicking the Your Applications link on the navigation menu.

- Any incomplete application that is in process will be listed at the top of the page. To go back to your incomplete application and finish applying, click the Application link to the far right of the record.

- Your Completed Applications will be listed at the bottom of the page. You can view your submitted application materials within these records—however, you cannot edit these materials: once you completed the process of applying, your application is “locked.”

- If you find errors in an completed application that you wish to correct, please email careers@bowdoin.edu and ask for your application to be Reactivated, and Bowdoin will temporarily unlock your application.