



University of Alaska Recruitment Process Frequently Asked Questions

How do I find out what jobs are available at The University of Alaska?

All job postings within the University of Alaska are available 24 hours a day at www.uakjobs.com. These positions are located at the three main UA campuses located in Anchorage, Fairbanks and Juneau, and all of the rural campuses within the state. Recent job postings can also be found at State of Alaska Job Service Employment Offices and the [State of Alaska Job Center Network](#).

How do I apply for a job at the University of Alaska?

There are two ways to apply for jobs. You can complete the online application at www.uakjobs.com on any computer with Web access. You can then view open positions and apply by answering job-related questions. The other method to apply for jobs is to view open positions and submit your application. You will be able to submit a unique resume, cover letter or other document each time you apply for a job posting.

What if I am having problems logging in?

Forgot Password:

- Click the "I Forgot My Username/Password Link at the bottom of the Login page.
- Enter your user name under the "Forgot your password?" section, and click the "Retrieve Secret Question" button.
- Enter the answer to your secret question, and click the "Submit" button.
- Your password will be reset to be the same as your user name. Enter your user name in both the user name and password fields. You will be prompted to change your password as soon as you log in.

Forgot User Name:

- Click the "I Forgot My Username/Password Link at the bottom of the Login page.
- Enter your email address under the "Forgot your username?" section, and click the "Retrieve Username" button.
- You will receive an email with your user name included.

If you are still not able to log-in, contact the nearest campus Human Resources office for assistance. The campus Human Resources contact information can be found at http://www.alaska.edu/hr/procedures/PDF/contact_us.pdf or by clicking the "Contact Us" link in the left side menu.

Can I fax, mail or email my application and resume?

Unfortunately, we no longer accept applications via fax, mail or email. If you do not have access to a computer or the web to apply for positions, you may visit any UA Human Resources office and use their computer. In addition, UA campus libraries and

most public libraries have Internet capability for public use. If you have difficulty finding Internet or computer access, or if you need assistance with our on-line process, contact the nearest campus Human Resources office. The campus Human Resources contact information can be found at http://www.alaska.edu/hr/procedures/PDF/contact_us.pdf.

Can I apply directly with the hiring department or manager?

No. The University of Alaska Human Resources Office is the central intake point for all university vacancies. Only those applicants applying through the University of Alaska Human Resources Office will be considered. However, applicants are encouraged to contact departments to inquire about open positions and to express their interest.

How long can I use my application to apply for vacancies?

Applications remain on file as long as you are actively applying for positions, and applications can be updated at any time. Please be sure to review your application before applying for any position.

Can I partially complete my application and finish completing it later?

Yes. You may complete parts of the application process and come back to it later. You must click **SAVE AND CONTINUE TO NEXT** or **SAVE AND STAY ON THIS PAGE** to save the information you have entered. If you close your browser prior to clicking on **SAVE AND CONTINUE TO NEXT** or **SAVE AND STAY ON THIS PAGE**, your application and account will be saved, but you will lose the information on the last page that was not saved.

What if I don't have a resume?

If you don't have a resume, you can use the resume templates that we have incorporated into the site. Simply save the [functional resume template](#) or [chronological resume template](#) to your desktop, complete it, and attach it when you apply. (Our templates also include fields to list professional references.) Microsoft Word also offers resume templates that can be accessed by typing "resume" into the help command line.

How do I include my resume, cover letter or other document with my application?

You cannot include application documents until you apply for a position. You can either paste the information into the appropriate fields or attach Word and PDF files. If you do not have a resume, you can save and complete our [functional resume template](#) or [chronological resume template](#) and attach it when you apply. You can also view the resume templates available in Microsoft Word.

What if I have attached the wrong document?

If you have accidentally attached the wrong document, UA Human Resources can remove the wrong document and attach the correct one. If this occurs, contact the campus Human Resources office that is managing the job posting. The campus Human Resources contact information can be found at http://www.alaska.edu/hr/procedures/PDF/contact_us.pdf.

How do I customize my application/resume for each job?

You can only have one application and attachment packet active per job posting. After you apply for a job, you can click the “Edit Application” link in the left side menu, and update your application before applying to the next job. For each job posting you apply to you will be presented with the opportunity to attach your customized resume, cover letter, etc. Since you cannot modify your application or attachment packet after you have received a confirmation number, you will want to be sure the information is correct.

How can I add formatted text to my job application?

You may add formatting including HTML, bullets and other characters into text fields on this system. Please note that pasting bullets and certain characters including dashes and hyphens may be converted into question marks or other odd characters. If you experience formatting problems when posting text, you may want to manually edit the information.

How can I spell check the documents I have typed into my job application?

Unfortunately, a spell checking tool is currently not available on this system. If your document is a Word file, you should spell check the document before pasting it on the system. In addition, if you are a Microsoft Windows user, you can download a free software program called [ieSPELL](#) which adds a toolbar to check spelling on web applications.

How often should I update my application packet?

Every time you apply for a position, you should review your existing application. Many applicants prefer to customize their resume, cover letter, application, and other documents for each position. Before applying to a job you can update your application by clicking the “Edit Application” link in the left side menu.

Can I complete an application packet even though I’m not applying for a specific posted job vacancy?

Yes. You can create an application without applying for a specific position. In addition, you can also choose the “Create Job Profile” link, and indicate specific skills, education and experience that you have. Your application will not be submitted for a specific job vacancy, but Human Resources can search on specific criteria, and if you have these criteria, you may be asked to apply.

What type of web browsers are required to support this site?

The University of Alaska jobs website is designed to run in a web browser over the Internet. The system supports browser versions of Internet Explorer 6 and 7, Firefox 3.5, and Safari 4.0 and above. Some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. The site is best viewed in Internet Explorer 6 and above.

What if I am having trouble entering information on this site?

If you receive error messages while using our site, be sure to check the settings on your web browser. The cookies options must be enabled.

How do I ensure my information is secure?

To ensure the security of the data provided by applicants to the University of Alaska, the system will automatically log users out after 60 minutes if it detects no activity. Any time you leave your computer, you are strongly recommended to save any work in progress and logout of the system by clicking on the logout link located on the bottom left side of your screen.

How soon will I be notified of my status?

After you apply for a position, you may be presented with the opportunity to answer job-related questions in UAKjobs.com. Depending on your answers, you will immediately know if you have successfully passed to the next stage of the screening process. The majority of communications will be sent to you via email from the email address syhr@alaska.edu or through www.uakjobs.com, so please check your email, and this site for status updates. To ensure these emails are delivered to your inbox, please add syhr@alaska.edu to your address book.

How long does it take to fill a position?

The time that it takes to fill a position depends on many variables which includes recruitment and position type, advertising time, etc. Fortunately, you can view your status for a position 24/7 on-line.