Below, please see the instructions on how to access the employment applicant system website from an applicant's view. This process includes reviewing and applying for a posting.

### Careers @ Loyola University Chicago

Applicants can visit the employment applicant system in order to view and apply for a position at Loyola.

1. In order to view current positions, select Search Jobs, as shown below.
2. The "Search Postings" webpage appears, you can then view positions by entering a Keyword, selecting a campus, Job Category or Department. As shown below.
Create Your Account

In order to create an account so that you can bookmark and/or apply for a posting, select "Create Account." You will receive a prompt, as shown below, to select "Create Account" and a page will appear for you to enter your personal information.

*NOTE: If you have a Chronicle Vitae account, you can login with your credentials.

- Faculty and Administrators interested in signing-up for a Vitae account can do so via [https://chroniclevitae.com/](https://chroniclevitae.com/)
Account Created

Once your account is successfully created, you will receive the message below.

Account Settings

It is important to update your Account Settings. For example, in case you forget your password, enter a Challenge Question and a Challenge Question Response so that you can retrieve your password in order to access your account.

- Items with a red astrick are required BEFORE you can select Update.
Working in Your Account

Once you are logged into your account, at the top of the applicant tracking website, you will see a menu of services. You can modify your account settings, review your bookmarked postings, applications, and documents (i.e. Resume). Lastly, you can logout of your account once you are finished working within the system.
If you would like to add a document (i.e. Resume), select "Your Documents," as shown below.

- Select "Add Document" and you will receive the option to "Select the type of document to add." Select the appropriate option (i.e. Cover Letter/Letter of Application.)
  - If you need to change the type of document, select "Your Documents" again. You will receive an option to choose a different type of document, as shown below.
Bookmarked Postings

If you would like to view a posting you selected to bookmark, choose "Your Bookmarked Postings," as shown below.
Your Applications

In order to view applications you have applied for, please select **Your Applications**, as shown below.

![Image of Employment Applicant System - Applicant Experience](image-url)
View a Posting

In this example, we are viewing the IRB Coordinator position, as shown below. Notice a few key items in the posting:

- Bookmark the link to the Posting - allows you to save the website as a "favorite" in your account. You will need to login in order to complete the task. If you do not have an account, please see the step below on how to create one.
- Print Preview
- Apply for this Job
- Position Details

### IRB Coordinator

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the Apply for this Job link below.

If you would like to bookmark this position for later review, click on the Bookmark link. If you would like to print a copy of this position for your records, click on the Print Preview link.

Loyola University Chicago is an Equal Opportunity / Affirmative Action Employer. Minorities/Women/Veterans/Disabled

Please see Special Instructions for more details.
All encouraged to apply

### Position Details

<table>
<thead>
<tr>
<th>Position Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
</tr>
<tr>
<td><strong>Position Title</strong></td>
</tr>
<tr>
<td><strong>Salary Range</strong></td>
</tr>
<tr>
<td><strong>Position Number</strong></td>
</tr>
<tr>
<td><strong>Job Category</strong></td>
</tr>
<tr>
<td><strong>Job Type</strong></td>
</tr>
<tr>
<td><strong>FLSA Status</strong></td>
</tr>
<tr>
<td><strong>Campus</strong></td>
</tr>
<tr>
<td><strong>Location Code</strong></td>
</tr>
<tr>
<td><strong>Department Name</strong></td>
</tr>
<tr>
<td><strong>Is this split and/or fully grant funded?</strong></td>
</tr>
<tr>
<td><strong>Duties and Responsibilities</strong></td>
</tr>
<tr>
<td><strong>Physical Demands</strong></td>
</tr>
<tr>
<td><strong>Working Conditions</strong></td>
</tr>
<tr>
<td><strong>Minimum Education and/or Work Experience</strong></td>
</tr>
<tr>
<td><strong>Open Date</strong></td>
</tr>
</tbody>
</table>
Apply For a Posting

Once you locate the posting you are interested in applying for, select "Apply for this Job," as shown below.

- If you need to start, stop and return to a posting, when you return to the posting you will see an option to "Continue your Application," as shown below.
Posting Pages

As you begin applying for a posting, you will have a series of pages to complete. For example, in the example below, you will need to complete the "Personal Information" page.

- You can then select Save changes or Next to proceed. At anytime during the application process, you can select the page (i.e. Demographic Information) you need to visit for review and/or editing, as shown below.
Certify and Submit a Posting

Once you have completed each of the pages in a posting you are applying for, select "Certify and Submit," as shown below.

Application Completion

In order to complete your application, a **Certification** page will appear, as shown below.

- You have the option to complete the application by agreeing to the statements, entering your initials and submitting the application.

- Alternatively, you can select "Return to Application" to make additional edits, etc.
Successful Posting Submission

Once you have successfully submitted an application for a posting, you will receive a confirmation code, as shown below.

- You can select "view your completed Application here" to visit your application.
- You can select "continue your Posting search" to view additional postings in the system.

REMEMBER: You can retrieve your username and/or password by selecting "Login. " Select "Forgot your username or password? ".

Questions

Questions regarding the employment applicant system can be routed to careers@luc.edu. A Human Resources staff member will follow-up with you. Thank you for your interest in Loyola University Chicago!

Revised: May 23, 2017