

INTRODUCING THE PSU JOBS ONLINE EMPLOYMENT SITE

Plymouth State University (PSU) Jobs is a new electronic employment site designed to make the employment process more efficient and accessible for both job seekers and hiring managers—all online.

PSU Jobs Online Offers These Advantages

- **Quicker Job Placements.** Hiring managers can view resumes and take action immediately.
- **Up-to-date Information.** Job postings are updated daily.
- **Accessibility.** PSU Jobs is accessible to both job seekers and hiring managers from any computer with Internet access.
- **Flexibility.** Job seekers can submit additional documentation and answer questions from hiring managers electronically.
- **PSU Jobs goes online 7/1/09.** This replaces our previous online application system.

Plymouth State University is an EEO/AA employer. We are committed to creating an environment that values and supports diversity, equity and inclusiveness across our campus community and we encourage applications from qualified individuals who will help us advance this commitment. Hiring is contingent upon eligibility to work in the U.S.

Use the PSU Jobs Online Employment Site to Apply in 6 Easy Steps.

1. **Go Online.** View the PSU Jobs online employment site by going to <http://jobs.usnh.edu/> and click on Plymouth State University .
2. **Create a Profile.** Create a profile that can be used to apply for benefited status employment. Enter a unique username and password of your choosing.
3. **Search for Jobs.** Search all current openings for regular employment by position name or type.
4. **Apply.** Apply for any job for which you meet the minimum qualifications. You may be asked several questions and will have the ability to add a resume, cover letter, or other supporting materials.
5. **Manage Jobs.** Check the status of all jobs for which you have applied, add additional documents, or withdraw your resume. Update and edit your profile at any time by using your username and password.
6. **Log In/Log Out.** Log in using your username and password. Log out every time you leave the site; if there is no activity after sixty minutes, the site will automatically log you out.

Frequently Asked Questions

Can I apply directly with the hiring department? No, the PSU Jobs online employment site is the central intake point for all open status benefited positions. Only job seekers who create a profile and submit a resume online will be considered for employment.

May I use more than one resume? Yes. You can submit a new resume for each position you apply for. The site will hold several versions of your resume and cover letter. These can later be attached to subsequent jobs you apply for and can be viewed by entering your username and password.

Where can I view job postings and apply? You can view job postings and apply on any computer with Internet access. Computer workstations are available at local public libraries, if you do not have other access.

What materials will I need before I apply? In addition to your resume, you will be asked to provide personal information such as your name, address, phone number, previous employment and education, as well as contact information regarding your employment history and references. You may also submit supporting materials with your application in an electronic format such as MS Word or PDF.