

Frequently Asked Questions – Employment

Q: How do I **apply** for a position?

A: To apply for a position, please go to our website: www.washjeff.edu; W&J Jobs and view W&J's current employment opportunities. You may send your cover letter and resume to the email address at hr@washjeff.edu. Please make sure you indicate which position you are applying for in your cover letter.

Q: Can I apply **directly** with the **hiring department**?

A: No. The Human Resources Office is the central intake point for all faculty and staff employment opportunities and application materials should be forwarded directly to: hr@washjeff.edu.

Q: Will I **hear** when a position has been **filled**?

A: Yes, if you are not contacted for a phone screen or interview, you will be notified via email when a position has been filled.

Q: I sent my **application materials** by e-mail, but how will I know if you **received** them?

A: You receive an immediate, automatic email notification when Human Resources receives your application materials through email.

Q: If I've sent in my resume, why do I have to complete an **employment application** at the **interview**?

A: All candidates interviewed must complete an employment application. This form collects additional information not found on a resume. It also has a section which is signed, giving us permission to contact your references and a conduct background check. As this is a signed document, all parts must be completed. You cannot write "see resume" in any part of the application.

Q: Who should I use as a **reference**?

A: We are looking for professional references, people who have worked with you and can tell us about your work performance. Family and friends are not what we are looking for.

Q: Can I send in my application materials even though you **don't currently** have an **opening** I'm interested in?

A: We prefer that you wait until we have an opening you are qualified for. Unsolicited resumes are placed in a separate file and are not normally reviewed for current openings.

Q: Why don't you list **salary** information?

A: We do not provide salary information because the salary will depend on the experience level and the qualification of the candidate.

Q: What types of **benefits** are offered at W&J?

A: W& J offers very comprehensive market competitive benefits. Please visit the [Benefits Website](#) or call the Human Resources hotline at 724-223-6509 for a benefits summary.

Q: If a job was posted a few months ago but still shows open on the web is it really **still open**?

A: If a job is listed on our Web site, it is considered open. Be aware some jobs take longer to fill than others.