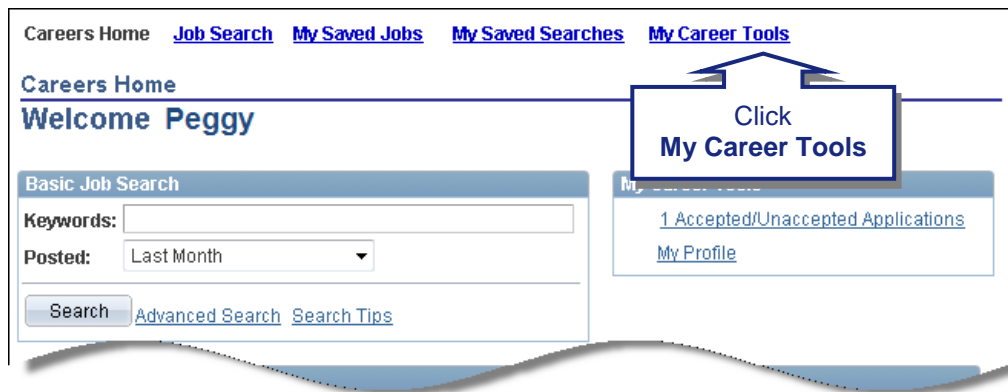



## Reapply for a Job Opening

Applicants cannot update a submitted application; however, applicants have the ability to reapply for positions before the posting expires. Note: When reapplying, submit the new application including all required documents. Hiring Departments will receive multiple applications when you reapply and the newest submission does not overwrite the original.

<b>Step 1</b>	Log into UConn J site.
<b>Step 2</b>	Click <a href="#">My Career Tools</a> in the header links.



<b>Step 3</b>	Click the title link to view the application.
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 **Note:** Submitted applications will display with “Applied” status.

The screenshot shows the 'My Applications' page. At the top, there is a dropdown menu for 'Display applications from:' set to 'All Applications', a 'Refresh' button, and navigation links for 'First', 'Previous', 'Next', and 'Last'. Below this is a table titled 'Applications In Progress' with columns for 'Application', 'Status', and 'Application Date'. The table contains two rows: one with 'Applied' status and one with 'Not Applied' status. A callout box with an arrow points to the 'Applied' status in the first row, containing the text 'Submitted'.




Application	Status	Application Date
<a href="#">ASSOCIATE RESEARCH PROFESSOR</a>	Applied	3 9:31AM
<a href="#">ASSOCIATE RESEARCH PROFESSOR</a>	Not Applied	06/29/2013 10:13AM

**Step 4**View the application submitted. To reapply, click [Careers Home](#).**Apply Now****Complete Application**

Jobs you applied for
<b>Posting Title</b>
<a href="#">ASSOCIATE RESEARCH PROFESSOR</a>

cv\_20130620.doc 

Peggy Miller

Additional Attachments			
File Name	Attachment Type Code	Uploaded	Delete
references.doc	Professional References	06/29/2013 9:57AM	
coverletter.doc	Cover Letters	06/29/2013 9:56AM	
samplework.doc	Other	06/29/2013 9:50AM	

[+](#) Add Attachment



[Careers Home](#)

**Click Careers Home**
**Step 5**

Search for the job opening.

**Step 6**Click .**Step 7**Click  to confirm you would like to submit an additional application.**Completion**

Complete the application and include all of the documents and information to be reviewed and considered.

**NOTE:** Reapplying will create multiple applications, be sure to include a full application with all attachments when reapplying.