

Careers Frequently Asked Questions & Best Practices

Best Practices

- Use unique file names for attachments each time you apply for a new position.
(example: Search 2012111-CoverLetter)
- Write down your user name and password.
- Remember to save often while completing your profile (ie. work experience).
- File name must be less than 64 characters.
- UConn Jobs accepts only the following file types: .doc and .docx (MS Word); .pdf (Adobe Acrobat) and .jpeg. Documents uploaded in file types other than those listed may not be considered.

Frequently Asked Questions

I applied for a position but would like to update my application materials. How do I do this?

If the position is still listed and if you have already applied to a specific search and wish to submit another application to the same search, you may do so. Please ensure that you resubmit a complete application including all required attachments. NOTE: All previous application submissions will be viewable by hiring departments, however departments are advised to review the most recent application submission.

Helpful resources with step-by-step instructions on how to reapply for a job opening can be found through the “Reapply for a Job Opening” link on the menu located to the left.

How much time do I have to apply for positions?

Application deadlines, if applicable, are included in the specific job postings within the “To Apply” section. Applications will be accepted through 11:59 PM on the advertising end date.

I am having difficulty applying for a position through UConn Jobs. Who can I contact for assistance?

During business hours, you may contact the HR Service Desk at (860) 486-3034 or via email at HR@uconn.edu.

There are also helpful resources with step-by-step instructions on how to manage your account as well as how to apply for a job opening on the menu located to the left.

What are the acceptable/compatible web browsers?

Review the list of Certified Browsers [here](#).

What are the files types that can be uploaded into UConn Jobs?

UConn Jobs accepts only the following file types: .doc and .docx (MS Word); .pdf (Adobe Acrobat) and .jpeg. Documents uploaded in file types other than those listed may not be considered.

How do I apply for a position that requires the applicant to hold status in the class or have an active exam score (titles include: Office Assistant, Secretary 1, Secretary 2)?

To be eligible to apply for competitive positions, an applicant must have an active exam score or must have status or have previously held status in the class.

If the position you are applying for requires an exam score, a copy of the DAS letter, showing you have passed the exam, must be uploaded with your application and attached to the search.

If you do not have an active exam score, do not hold or have status in the class you will not be eligible to apply.

For more information on how to take a state exam go to: [Statewide Examinations](#)

- State of Connecticut examinations are administered through the Department of Administrative Services State Recruiting and Testing Center, 165 Capitol Avenue, Room 110, Hartford. You are encouraged to create a [BizNet](#) account to be notified when new State examinations are announced and to track the active exams you have taken with the current expiration date.
- The minimum qualifications for admittance into an examination are detailed on the examination announcement. You must meet all minimum qualifications by the closing date specified on the announcement.

How do I view applications that I have saved or submitted?

There are helpful resources with step-by-step instructions on viewing saved or submitted applications through the “View Saved Applications” and “View Submitted Applications” links on the menu located to the left.

Classified Positions (clerical, maintenance, and public safety)

What should I expect after I apply to an open classified position?

- The appropriate hiring department(s) will review all applications. For positions requiring an active exam score, a copy of the DAS letter, showing you have passed the exam, must be uploaded with your application and attached to the search.
- Hiring departments will contact you directly if they wish to schedule an interview. If you receive a call for an interview, **request a contact name and telephone number from the hiring department as well as directions to the interview location.**
- The review of applications and the interview process may take several weeks after the closing date of the position.
- Once the top candidate is identified and the proper documentation is submitted by the hiring department, the official job offer is made by the Department of Human Resources.

Faculty and Non-Faculty Professional Positions

What should I expect after I apply?

The hiring department will extend a job offer to the chosen candidate after all approvals have been obtained including approval to interview applicants and hire the final candidate.

How do I contact the Department of Human Resources?

If you have any further questions, please feel free to contact us!

- HR Service Desk: (860) 486-3034 or HR@uconn.edu
- Website: [UConn Human Resources](#)