

Frequently Asked Questions Job Posting and Transfer Policy

1. As an employee, how do I find out about the open positions?

To learn about the most up-to-date job opportunities at CU, please visit, <http://careers.creighton.edu>. Once on the site, you will be able to review all job postings or search positions by job category.

2. How do I apply for a position?

If you are interested in applying for a position, logon to <http://careers.creighton.edu> and establish a user account and complete an application. If you already have an account, you may update your existing application. If you have an account, but do not recall your password, you may contact human resources at 402-280-2709, or by email at humanresources@creighton.edu, and ask to have it reset. After completing the application, select “apply for posting” and submit your application for the desired position. You will want to complete each page of the application and on the last page you will receive a confirmation number which signifies your application was successfully completed/submitted.

3. How do I apply for another job or multiple jobs if I already have an application on file?

If you already have an account, you may update your existing application and apply for each job in which you are interested. If you have an account, but do not recall your password, you may contact human resources at 402-280-2709, or by email at humanresources@creighton.edu, and ask to have it reset. Once in the system you will see options to left of your screen, click “Manage Application”, then click “Edit Staff Application”, you will then update your application appropriately and click through each page of the application to ensure all your information has been updated. On the last page of the application you will receive a confirmation number which signifies your application has been successfully completed/ submitted. You will be able to edit your application even after it has been submitted.

4. May I attach my resume and/or cover letter?

As you complete your application on-line, you will have the option to attach your resume and cover letter.

5. Who do I call if I have questions about an open position?

You are encouraged to read the job posting thoroughly. If you have further questions, please contact Human Resources at 280-2709 or you may e-mail Human Resources at humanresources@creighton.edu and you will be put in contact with a Recruiter.

6. Should I inform my supervisor when I apply for a position?

While you are encouraged to have an open discussion with your supervisor regarding your career interests within the university, it is not required to apply for a position. Please note; if you are selected as a final or serious candidate for a position, a reference check will be completed with your current supervisor and a review of your last performance evaluation.

7. Am I able to apply for another position if I have received a corrective action letter from my supervisor?

Employees who have a corrective action on file in Human Resources within the past six (6) months are not eligible to apply for a transfer or promotion.

8. How will I know about my status as an applicant after I submit my application?

Log on to <http://careers.creighton.edu> with *your user name* and *password* to view your status for each of the positions for which you have applied. If you have an account, but do not recall your password, you may contact human resources at 402-280-2709, or by email at humanresources@creighton.edu, and ask to have it reset.

9. What if I don’t meet all of the qualifications listed on the job description?

Creighton University values our employees and, if you meet some and but not all of the qualifications of the job, you are still encouraged to apply. It is important to know that each application is reviewed thoroughly by an HR recruiter to determine if you are a potential candidate.

10. If the job I am applying for is a lower level than my current position, will my salary be reduced if I am selected?

Many factors are considered for a salary recommendation including, but not limited to, level of position, salary equity with other employees, and experience. Each salary recommendation is reviewed and determined in conjunction with the Human Resources Compensation Department.