

APPLICANT FAQ'S



BUFFALO STATE
The State University of New York

APPLYING FOR JOBS AT BUFFALO STATE COLLEGE

If you have additional questions, please contact Human Resource Management at 716-878-4822 or e-mail kawalel@buffalostate.edu.

TABLE OF CONTENTS

Do I have to fill out an application?.....	2
Do you accept paper or e-mail applications?	2
How long will a posting appear on the website?	2
If an application deadline is July 3, does that mean midnight or earlier?	2
Will late applications be accepted?.....	2
What if I forget my username and/or password?	2
How do I request an accommodation when applying for a position?.....	2
Classified postings: competitive, non-competitive, and labor class positions	2
What information will I need when applying for a position?	3
Can I save an application in the middle of creating it and come back later?	3
Will I be asked to attach a resume or cover letter?	3
How do I attach a document?	3
Can I attach a different resume for each position I apply to?	4
Will I be asked to attach reference information?	4
To whom do I address my cover letter?	4
How do I know my submitted application has been received?	4
How do I review the status of my application and my application materials?	4
How do I change my application after it has been certified and submitted?	4
How will I know if I am selected for an interview?	4
How long does my application remain active in the system?	4
What does "Position Filled" mean?	5
How can I be alerted to new postings?	5
Technical Troubleshooting	5

DO I HAVE TO FILL OUT AN APPLICATION?

Yes, anyone who wants to apply to a vacancy at Buffalo State College is required to apply through the employment website at <https://jobs.buffalostate.edu>. All required information is denoted with an asterisk. The application may include supplemental questions and may request you to upload a cover letter, resume, canvass letter, etc. No hard copy, faxed, or e-mailed applications are accepted.

DO YOU ACCEPT PAPER OR E-MAIL APPLICATIONS?

No, all employment applications must be submitted electronically through the employment website at <http://jobs.buffalostate.edu>. Internet access is available at your local public library.

HOW LONG WILL A POSTING APPEAR ON THE WEBSITE?

Postings are either open until filled or have an application deadline. If a posting is viewable on the employment website, you may apply.

IF AN APPLICATION DEADLINE IS JULY 3, DOES THAT MEAN MIDNIGHT OR EARLIER?

It means midnight, Eastern Standard Time (EST). Applications must be completed and submitted by the application deadline date.

WILL LATE APPLICATIONS BE ACCEPTED?

No, applications may not be submitted once the application deadline date has been reached. No hard copy, faxed, or e-mailed applications are accepted.

WHAT IF I FORGET MY USERNAME AND/OR PASSWORD?

If you forget your username or password, click on the "Forgot your username or password?" link on the login page. You will be asked to enter the e-mail or username used to create your account and click on "Retrieve my username" or "Retrieve my password". The system will send you an e-mail with your username and/or temporary password.

HOW DO I REQUEST AN ACCOMMODATION WHEN APPLYING FOR A POSITION?

Buffalo State College provides reasonable accommodations to applicants with disabilities. Applicants with questions about access or requiring a reasonable accommodation for any part of the application or hiring process should e-mail warnesje@buffalostate.edu or call 716-878-4822. Reasonable accommodation requests must be made in a timely manner. Applicants are not required to note the presence of a disability on their application.

CLASSIFIED POSTINGS: COMPETITIVE, NON-COMPETITIVE, AND LABOR CLASS POSITIONS

Classified postings consist of various position classes. For information on classified recruitment and the various position class types, visit <http://hr.buffalostate.edu/classified-employment>.

WHAT INFORMATION WILL I NEED WHEN APPLYING FOR A POSITION?

You will be asked to provide personal information and answer pre-employment questions. The more information you are able to provide in your written materials related to the position, the more effectively your qualifications can be evaluated.

Each time you apply to a posting using the same login, the application you completed will be attached. First, you will be asked to verify that the information is still accurate and if not, you will have the opportunity to edit. You may also have to answer any supplemental questions and/or attach documents requested in the posting. Applicants must read the certification and certify and submit their application.

CAN I SAVE AN APPLICATION IN THE MIDDLE OF CREATING IT AND COME BACK LATER?

Yes, when you are applying for a specific posting, you may save and return later by clicking "Save Changes." Please remember that unless you complete the application process by the application deadline date and receive a confirmation number, your application will not be considered.

To edit the application before submitting:

- Log into <http://jobs.buffalostate.edu> with your username and password.
- Click on "YOUR APPLICATIONS" on the left toolbar. To the right, you will then see links to either "View Job Posting" or you can click the application link. If a posting is closed, your Applications to Complete will no longer accept application edits.

It is recommended that you view the application first to see what edits need to be made. When in Edit mode, click "Save Changes" and continue through all screens (even if you don't need to edit that screen) until you reach the end. When you are finished, be sure to certify and submit the application.

WILL I BE ASKED TO ATTACH A RESUME OR COVER LETTER?

Each posting will have unique document requirements. Most faculty and professional positions require you to attach a resume and cover letter as you proceed through the application process. PDF documents are recommended; however, the system will convert your Word documents to PDF once uploaded. The maximum document size is 9MB. Alternatively, you may opt to write the document type through your web browser and select the "Add to my Application" button.

It is recommended that you **view** your uploaded documents **before** submitting your application since applications may not be changed or edited once they are certified and submitted.

HOW DO I ATTACH A DOCUMENT?

If the position you are applying for requires a resume or other documents, you will have the opportunity to attach your documents after you have clicked the "Apply for this Job" button for the position for which you wish to apply. After the References section, Applicant Documents will appear. The site accepts documents in Word or PDF format at a maximum document size of 9MB. If neither format is available to you, you can select to write the document type through your web browser.

CAN I ATTACH A DIFFERENT RESUME FOR EACH POSITION I APPLY TO?

Yes, if the position you are applying to requires a resume you will be able to choose which document to attach when you are in the "Applicant Documents" section of each application. If you have previously applied to a posting at Buffalo State College and have used our system to upload documents, the system will give you the option to use a previously uploaded document. However, if you wish to upload a new document, you may choose a file from your computer to submit. You are encouraged to carefully **review** your uploaded documents **before** submitting your application since applications may not be changed or edited once they are certified and submitted.

WILL I BE ASKED TO ATTACH REFERENCE INFORMATION?

Most faculty and professional postings will request professional reference contact information (e.g. name, e-mail, phone number). Some postings may use a reference letter tool. If the reference letter tool is used, applicants will enter the name and e-mail of the reference contact. The application system will generate an invite to the contact and allow the contact to upload a reference letter or comments.

TO WHOM DO I ADDRESS MY COVER LETTER?

If a contact person appears in the posting, please address the letter to that person. If no contact person appears, please address your letter to "Search Committee Members" or "To whom it may concern".

HOW DO I KNOW MY SUBMITTED APPLICATION HAS BEEN RECEIVED?

Once you have successfully submitted your application, a confirmation number will appear on your device and you will receive an acknowledgement e-mail.

HOW DO I REVIEW THE STATUS OF MY APPLICATION AND MY APPLICATION MATERIALS?

Login to the applicant portal at <http://jobs.buffalostate.edu> and select "Your Applications." Your applications appear under the heading "Completed Applications." Please do not call to inquire about your application status.

HOW DO I CHANGE MY APPLICATION AFTER IT HAS BEEN CERTIFIED AND SUBMITTED?

Applications may not be changed or edited once they are certified and submitted.

HOW WILL I KNOW IF I AM SELECTED FOR AN INTERVIEW?

The search committee or hiring department will generally contact you by phone or e-mail to request an interview. The search process is decentralized and can be quite lengthy. Your patience is appreciated. Please note that meeting the required qualifications does not assure you an interview.

HOW LONG DOES MY APPLICATION REMAIN ACTIVE IN THE SYSTEM?

Each application is active until the position is filled or the posting is withdrawn.

WHAT DOES "POSITION FILLED" MEAN?

This means that the department has proceeded with the selection of other applicants at this time. We appreciate your interest and hope that you will continue to monitor our employment site at <http://jobs.buffalostate.edu> for other career opportunities that may interest you.

HOW CAN I BE ALERTED TO NEW POSTINGS?

Complete the **Applicant Interest Card** on the applicant portal, noting the types of jobs you are seeking, and select **Subscribe**. When a job(s) is posted, you will receive a digest e-mail listing all the new jobs posted in your categories of interest. You will receive only one e-mail per day. If no new jobs are posted, you will not receive an e-mail. You do not need to have an account to sign up for the notifications. If you have an account, you will be prompted to log in. To update your interest categories, check or uncheck the relevant categories, then select **Subscribe**.

TECHNICAL TROUBLESHOOTING

The site froze while I was uploading my documents.

This is generally caused when your document is larger than 9MB. You can correct this by editing your documents to exclude graphics and pictures and use plain text. Another possible problem could be your web browser. The site works best with Chrome or Firefox web browsers.

Document formatting did not load properly.

When the application system converts your Word document(s) to PDF (required for security), some formatting may be lost. You can avoid this by reworking your Word document, avoiding formatting such as bullets, non-standard margins and tables, or converting your document to PDF format prior to uploading it into the system. If you do not already have the ability to convert from Word to PDF, visit www.Adobe.com and register for free conversions. You are encouraged to carefully **review** your uploaded documents **before** submitting your application since applications may not be changed or edited once they are certified and submitted.

HELP

Select the Help button on the employment website, <https://jobs.buffalostate.edu>, for assistance with resetting your password, retrieving your username, withdrawing an application, and tracking the status of references if the reference letter tool was utilized for the posting.

System Timeout

The application system will timeout after 60 minutes of inactivity.