



## Norfolk State University

### Application Completion Procedures

To apply for Teaching Faculty/Administrative Faculty, Classified and Hourly positions, you must apply on-line at the following link: <http://www.nsu.edu>.

At this website, you can view current job postings in complete detail and complete the on-line application.

1. Be prepared to have all of your educational details and your employment history together before starting the on-line application.
  - Dates of employment;
  - Post-secondary education information: dates of attendance, hours completed, degree received and date, if applicable; and
  - Job References: names, addresses, telephone numbers.
2. Documents that you may want to attach to your application.
  - Resume, cover letter [Acceptable formats are Word (.doc) and Acrobat (.pdf)].
3. Log into the secure website: <http://www.nsu.edu>
  - a. Click on Employment
  - b. Link for Virginia Jobs will appear
  - New users will create a user ID and password as the first steps in creating an application.
    - a. Click on the "Create Application" link on the left side of the screen.
    - b. Select your own user name & password that you will use in the future (write this down for future reference).
    - c. Complete all required fields marked with a red asterisk.
4. Create an On-Line Application (Follow the directions on the screen).
5. Search Postings and Apply (Click on "Search Posting" link on the left side of the screen).
6. Attach Resumes and Cover Letters.
7. Upon successfully submitting your application, you will see a confirmation page. (If you don't get a confirmation page, your application has not been submitted).
8. Log Off (For security reasons, you should log out of the system when you have completed the process).