

## **APPLICATION ROADMAP**

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STEP 1 EXPLORE	STEP 2 APPLY	STEP 3 1st REVIEW	STEP 4 2nd REVIEW	STEP 5 INTERVIEW	STEP 6 PRE-EMPLOYMENT	STEP 7 ONBOARDING	STEP 8 FIRST DAY
Explore your career options at Emory University. Browse websites and social media sites and connect with others in your network to learn more about possible job opportunities at Emory. To find current open positions, go to <u>www.hr.emory.edu</u> and click on "Search Jobs."	When you find a position that aligns with your interests AND you meet the minimum qualifications, then you should consider applying. Use our online system to create a profile and apply for the job. Note that the system will only hold one version of your resume and cover letter at a time.	After you submit your application, an Emory Recruiter will review it. If it is determined that your application does not meet the minimum qualifications and many times, the preferred skills as well, then your application will not move forward. Emory job openings are highly competitive!	If your application meets the requirements, it will then be forwarded to the hiring department for review. During this stage, your online status will show as "Under Department Review." If you are asked to provide additional information, be sure to respond in a timely manner.	If the department is interested in meeting with you, they will contact you to schedule an interview. The interview may be conducted in person or by phone. The number of interviews a department will schedule and how long this process takes varies by department and position.	If you sail through the interview process with flying colors, you will then be asked to provide 3-5 professional references. Some positions may also require a drug screen, health assessment and/ or nicotine test. All Emory job offers are contingent on a clear background screening.	After successfully completing your pre-employment, you will need to complete various onboarding tasks to help you prepare for your arrival on campus. These tasks include taking care of administrative items and receiving an overview of Emory's benefits.	Welcome to Emory! Your first day and the rest of your career awaits. Be sure to sign up for Emory's New Employee Welcome Session and Campus Walking Tour to get better oriented to our campus and our culture. For details, check out our New Hire Resources online at www.hr.emory.edu.

The process above applies to Emory University, not Emory Healthcare. While both use the same job application system, they are separate entities and have different hiring processes.