

UGAJobs Quick Guide: Special Instructions to Applicants

The **Special Instructions to Applicants** field is designed to allow your unit to include any specific directions for the applicant to see during the application process. This can include information regarding search time frames, deadlines, reference process, or instructions on specific application documents.

For example, if you would like your applicants to attach a specific type of document at the front end of the application process, those directions should be located in the **Special Instructions** field (see end of this document for more examples).

The UGAJobs System posting process provides you with two opportunities to include special instructions to applicants.

1. The field first appears at the start of the posting creation process:

The screenshot displays the 'New Posting' form in the UGAJobs system. The form is organized into several sections, each with a blue header: 'Required Information', 'Organizational Unit', 'Applicant Workflow', 'References', 'Online Applications', 'Supporting Documents', and 'Posting Documents'. The 'Special offline application instructions' field is a large, empty text area located under the 'Online Applications' section. A red arrow points from the left margin to this field. At the top right of the form, there are two buttons: 'Create New Posting' (orange) and 'Cancel' (grey). At the bottom right, there are also two buttons: 'Create New Posting' (orange) and 'Cancel' (grey). The form includes various dropdown menus and checkboxes, such as 'Working Title', 'Major Unit', 'Division', 'Department', 'Workflow State', 'Reference Notification', 'Recommendation Workflow', 'Recommendation Document Type', 'Accept online applications?', and 'Allow supporting documents to be uploaded to applications?'.

2. The second time the **Special Instructions to Applicants** field appears is at the **Posting Details** section when creating a posting.

* Closing Date

* Open until filled This field is required.
If you select "no", the posting will automatically close on the Closing Date specified below. If

Special Instructions to Applicants

If any instructions were added on the first page, when initiating the posting, they will be carried over to the **Posting Information** section. You may edit or delete any previously entered instructions on this screen, if necessary.

How the Special Instructions Appear to Applicants on the Live Job Posting

The **Special Instructions to Applicants** box is located within the **Posting Details** section of each posting in the applicant portal.

Proposed Starting Date	12/10/2018
Special Instructions to Applicants	cover letter and resume required
Location of Vacancy	Athens Area
EEO Policy Statement	The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status.

Special Instructions Q & A

What are some examples to include in this section?

- Search time frames
- Deadlines
- Instructions on required or optional Application Documents
- Reference process
- Who to contact for more information on the position, application requirements and search process

Examples of Special Instructions (you can also review live postings at <https://ugajobsearch.com> to see other examples):

- **Example 1:** Applicant screening will begin immediately. Candidates are encouraged to submit their materials by <<DATE>>; however, screening will continue until the position is filled. The application packet should include a cover letter detailing how the applicant’s credentials and experience meet the needs, responsibilities, and qualifications of the position; current CV; and contact information for three references (**who will not be contacted without further correspondence with the applicant**). All applicants must apply online at ugajobsearch.com. Please see the job posting at <<*Insert Quick Link to Posting*>> Nominations, questions and/or other inquiries should be directed to <<**Department Contact/Search Committee Chair**>>.
- **Example 2:** Application Procedure: To apply, applicants should submit the following materials: 1. Cover letter; 2. Resume/Vitae; 3. Research Portfolio: Statements of research and teaching interests, including three representative papers combined into one PDF document; and 4. Unofficial transcripts. You will also be required to include a list of at least three references during the application process. When the applicant selects or reaches the “Professional References” section, they will be asked to provide their reference contact information here prior to submitting your application. Reference Providers will be sent, at the appropriate time during the recruitment process, an email through the UGAJobs system with instructions on how to submit their letters of recommendation. References will not be contacted without prior notification to applicant. **We encourage submission of recommendations directly by the referees by the application deadline stated below.** The application file and reference letters should be submitted online at <<*Insert Quick Link to Posting*>>. Questions related to this position may be directed to <<**Departmental contact/Chair of the Search Committee**>>. To assure full consideration, application materials should be received by <<**Deadline**>>.