

AppliTrack Frequently Asked Questions

Once an application is completed and submitted, may I make updates, corrections or add information to my application?

Yes, you may make updates and corrections to your application. You may also add uploaded documents to your application on AppliTrack by revisiting your submitted application with your email address and password as you did when you were initially submitting an application. You must save the changes to update the application. Remember to click the "Finish and Save Changes" button at the bottom of the page after making the appropriate changes.

How long does my application stay on file?

We will keep your application on file through December of the year in which you submit your application. At that time you will receive email notification to determine if you wish for it to remain on file for another year.

If I see another position I wish to apply for, must I complete another application?

No, you do not have to complete another application. There may be additional pages to complete that pertain to that position which you will need to complete.

When the posting for a specific job opening has closed, how will I be notified of the next step?

*We receive many applications and not all candidates receive interviews. Applicants selected for an interview will be contacted via phone or email to select a time slot in the interview schedule. After a candidate is selected for the opening, all applicants who have applied for that specific job posting will receive an email notifying them that someone has been selected. ***Please note that the Human Resources Coordinator does not select applicants for the interview process.***

I am having a hard time uploading materials to the AppliTrack application system; may I mail them to you?

We only accept supporting application materials online (resumes, cover letters and transcripts, etc.). We do not accept any paper as administrator's view all applicant's files electronically. If you do not have your supporting materials in an electronic form, you may visit a local business services company (Kinko's, OfficeMax, Staples, etc.) or your university career services department, as they should have the resources to help you scan your "hard copy" materials and save them in Adobe PDF format.