

FREQUENTLY ASKED QUESTIONS (FAQS) – EMPLOYMENT

How do I apply for a job at Tulane University?

Apply online by completing an application at: www.profilesams.com/tulane.

Log-on as a first-time applicant to create username and password, or as a returning applicant to edit profile, view job listing, complete an application and check the status of any position for which you have applied.

What if I forget my username or password?

On Log On screen:

You may request an email containing your password by entering username and clicking *RETRIEVE PASSWORD* button;

Look-up username by entering your home phone and email (optional) and clicking *LOOK UP USERNAME* button.

How do I attach/submit my resume, cover letter, or other materials?

You may upload one document at Upload Option by clicking *UPLOAD RESUME* button.

Make sure your cover letter, resume and references are saved as a single document.

Can I submit a paper application?

No, all applications must be submitted electronically and can be found at the website www.profilesams.com/tulane. No mailed, emailed, faxed documentation are accepted for application review, but must be uploaded as a single document to the electronic application.

How do I check application status?

Log-on as a Returning Applicant with your username and password to check the status of any application.

Is a new application required for each position I want to apply for?

Another position posting number can immediately be chosen and entered to continue without submitting a new application. If necessary, edits to your application can be made before an additional application is submitted.

What information must I provide on my application?

All information designated by asterisk (*) must be provided to proceed with the application.

What if I am not ready to apply at this time?

To stop at any time during the application process, save information on current page by clicking *SAVE* button and log-out.

When is my application complete and submitted?

The application will be submitted by clicking the *SUBMIT APPLICATION* button at the bottom of the final page.

