What is OU looking for in a job applicant?
It depends on the department, but most managers want to know what you are looking for, and why you are applying for their job. The best results happen when there is a match between your experience and the department’s needs. You’ll be most successful when you apply for jobs that match your skills and abilities.

What information do I need to include?
Include information that shows your qualifications for that particular job and sets you apart from other applicants. Don’t just list your education and work experience, but describe how those things have prepared you for the job you’re applying for. A few great details will help you connect to the manager.

What documents do I need to attach?
The job posting includes a list of required attachments. Most positions will require at least a resume and a cover letter.

I’ve finished my application. How do I track my status?
When you log in, click “My Jobpage.” This will take you to the list of applications you’ve started. Any completed submissions will be listed, along with a “Submission Status.” That submission status will contain any available information about where you are in the hiring process.

I had an email from the jobs website, but I lost it. How can I find it?
Log in and click on “My Jobpage.” If you’ve received emails for a particular position, then you will see a link that says “View Email Messages” under that submission. Follow this link to review messages from the jobs system.

You’ll find these navigation buttons at http://jobs.ou.edu.

External Applicants: Jobs for people who do not work for OU.

Faculty Positions: Teaching and research jobs.

Student Jobs: Part-time jobs for students who are currently enrolled at OU.

Current OU Employees: Jobs for people who currently work for OU.

PEAK: How to participate in OU’s temporary staffing program

HUMAN RESOURCES
The UNIVERSITY of OKLAHOMA