

HOW TO APPLY FOR JOBS AT

THE OHIO STATE UNIVERSITY

You need to have several pieces of information about yourself in order to complete the online application. You are not able to save your application in the middle of the process, so it is important to read this document carefully to be sure you have everything needed when you start. When you submit your application online it will be saved so that you will only need to make edits to future opportunities.

INFORMATION NEEDED FOR ALL APPLICANTS: (if applicable)

- Employment history
- Relevant competencies/skills
- Education history
- Licenses and certification information (including active license numbers)
- References
- Resume and/or cover letter in either PDF format or Word
- User name - Select a user name that is between 6 and 20 letters or numbers.
- Password - This is necessary for you to access your application for future positions. Do not share this password with anyone else to protect your identity and make sure that you use a code that is not simple for others to guess. A combination of letters and numbers is advised. You will also be asked to come up with a "secret" question and answer. You will use this question/answer to retrieve your password.

ADDITIONAL INFORMATION NEEDED FOR OSU EMPLOYEES ON REGULAR, ONGOING APPOINTMENTS *(student employees will apply through the external process detailed below)*

- OSU Employee ID.** All OSU employees will find this 8- or 9-digit number on your university paycheck. It is not the number listed on your Buck ID.
- OSU title.** All OSU employees will find the job title listed on your university paycheck.
- Department name.** All OSU employees will find the department name listed on your university paycheck.
- Appointment type (regular, seasonal, intermittent).**

GETTING INTO THE SYSTEM:

- Access postings from the Employment portal at www.jobs.osu.edu
- Click "View University Positions"
- Click "Search Postings" to enter the system
- Search for jobs by combination of Job Category, Job Title, and/or Full-Part Time
- Identify the positions for which you want to apply
- Apply individually on each posting

If you have questions, please call **Human Resources at (614) 292-1050** or for a listing of Frequently Asked Questions visit www.jobs.osu.edu.

Office of **HUMAN
RESOURCES**

