



Employment Site FAQs

Q1: *Where do I begin?*

A1: To begin the application process, please select a user name and password that you will easily remember. You should save your user name and password. You will need it to apply for other positions or check the status of your application the next time you visit the site.

Q2: *How does the hiring process work at Johnson & Wales University?*

A2: You can view and apply to open positions via the [JWU Employment Website](http://work.jwu.edu) (work.jwu.edu). Should the review of your qualifications for a position result in a decision to pursue your candidacy, you will be contacted by a JWU representative and informed of the next steps. If you are not selected for further consideration for the position, you will be notified of your status.

Q3: *What information will I be asked to provide?*

A3: You will be asked to provide personal information such as name, address, phone number, etc. You will also be asked to provide information about your education and previous employment, as well as contact information regarding your employment history and references. You may find it helpful to gather this information before beginning the application process.

Q4: *Can I attach a cover letter and résumé to my online application?*

A4: Yes, you can attach a cover letter and résumé when you apply for a position online. Some positions may require a curriculum vitae as well as other documents. Electronic documents in Word or PDF format can be attached during the application process.

Q5: *Do I have to complete an online application?*

A5: Yes, completing an online application is required to be considered for open positions posted on the [JWU Employment Site](http://work.jwu.edu).

Q6: *What if I have already created an application?*

A6: If you created an application on JWU's employment site prior to January 8, 2018, and wish to apply for a position, you will need to create a new application on our employment site. If you created a profile and application on our employment site after January 8, 2018, you will be able to review and edit this information in the system.

Q7: *How will I know the status of my application?*

A7: You can access your application online and view the status of the open positions for which you have applied by logging in to the [JWU Employment Site](http://work.jwu.edu) (work.jwu.edu) with your user name and password.