

Instructions for Applying Online To Faculty Vacancy Pools

1. Use 'Internet Explorer' as your web browser.



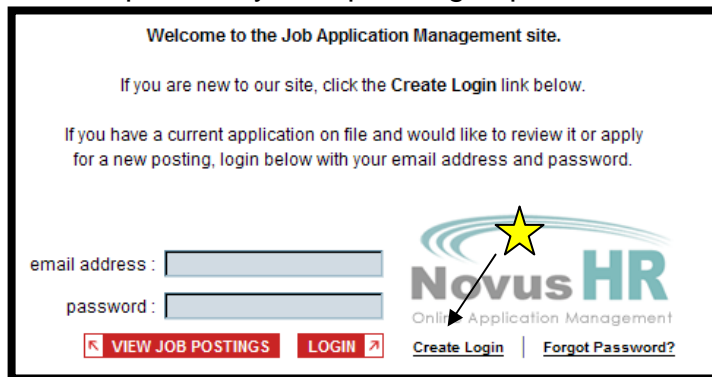
2. Go to www.wvu.edu/jobs



3. Select 'EASE Logon' link on left hand side of the menu

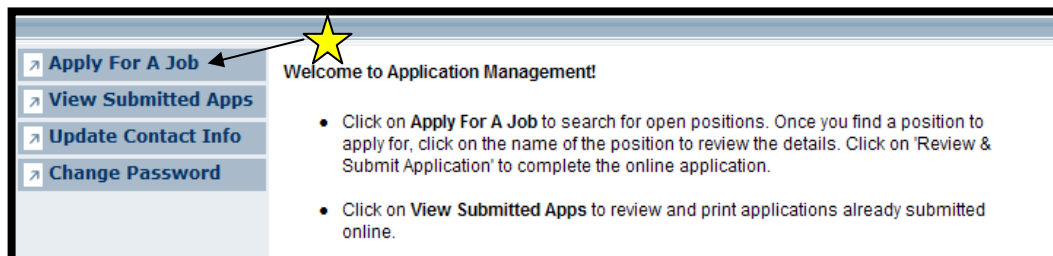


4. If you have not previously set up a "Login" please select 'Create Login'



5. After entering your email address and password, select 'Create'

6. Select 'Apply For A Job' on the left hand side of the menu



7. Select **To browse for jobs by job type**

8. Select **Faculty** then **Limited Term Faculty**

9. Select a pool (in left column) for which you would like to apply.

10. Read the '*Application Instructions and Requested Documents*' on the announcement to ensure you are submitting everything required in order to be fully considered. You are encouraged to print out the announcement to assist you in completing the application.

11. At the bottom of the posting select '**Apply.**' An application will open up for you to complete and submit.

Applying for multiple non-tenure track positions/pools:

If you submitted an application for a non-tenure track position or pool, you will notice that each time you apply for one thereafter, the information on the most recent one you submitted was saved. If you wish to apply for another non-tenure track position/pool you can either submit the same application or edit it as necessary. Attachments are not saved and will need to be redone on each application.

Questions and Assistance:

If you have any questions regarding applying online please contact the Employment Department at 360-650-3306 or 360-650-7765. We look forward to helping you with your employment search.