

Online Applicant FAQ's

We appreciate your patients during this transition period from paper applications to online applications.

1. Why are there no active student/staff job postings?

Starting January 18, 2010 and over the next 2 weeks, departments will be transitioning their open positions from the old website to the new online applicant website. Feel free to login every day to see when new posting start to appear.

2. Can I apply today without any job postings appearing?

Yes, applying today is recommended. After you apply, keep your username and password, log back in over the next couple of weeks and apply for new postings. Filling out the application now allows HR to clear your application even before you apply for a specific job. If you wait and apply when postings appear, you will still have to wait until HR clears your application before hiring managers' can review.

3. Can I fill out an application from home or my dorm room?

Yes, go to jobs.liberty.edu. The Kiosks in the HR lobby are provided as a courtesy for those who do not have internet access.

******Please make sure you LOGOUT if you use a HR Kiosk computer******

4. Can I search new postings from home or my dorm room?

Yes, go to jobs.liberty.edu

5. Can I attach my resume to my application?

You can attach an electronic resume and cover letter when you apply for a specific posting, but you will not attach a resume when you are filling out the application.