

Section 4

Managing an Application

- HOME
- SEARCH POSTINGS
- APPLICATION STATUS
- MANAGE APPLICATIONS
- CHANGE PASSWORD
- LOGOUT

Click here from the left menu to manage applications.

The tab

Application Status

- To remove your application from consideration for a position, click on the **Withdraw Application** link for that position.

(Note: If you withdraw your application, you will NOT be able to apply for the same position again).

Application Status

2 Records

Classification Title	Confirmation Nbr	Posting Number	Application	Application Date	Status	Attached Documents	View Documents
Associate Dean View	553067	0400049	View Staff App	04-19-2006	Not Qualified	Resume	Res
Administrative Asst. View	553068	0400048	View Staff App	04-20-2006	Not Qualified	Resume	Res

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.



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“View” or “Edit” an application at any time by clicking the respective link for each.

From this screen you may either edit an application that you have already created or you may complete a different application type.

View Existing Application	Edit Existing Application
View Staff Employment Application	Edit Staff Employment Application

- APPLICANT TUTORIAL
- FAQ
- PYAMU HOMEPAGE
- HR HOMEPAGE
- FOREIGN EDUCATION EVALUATION
- EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION

(* indicates an application that must be reviewed and certified before being used to apply to a job.)

Please select the application you wish to complete.

Create New Application

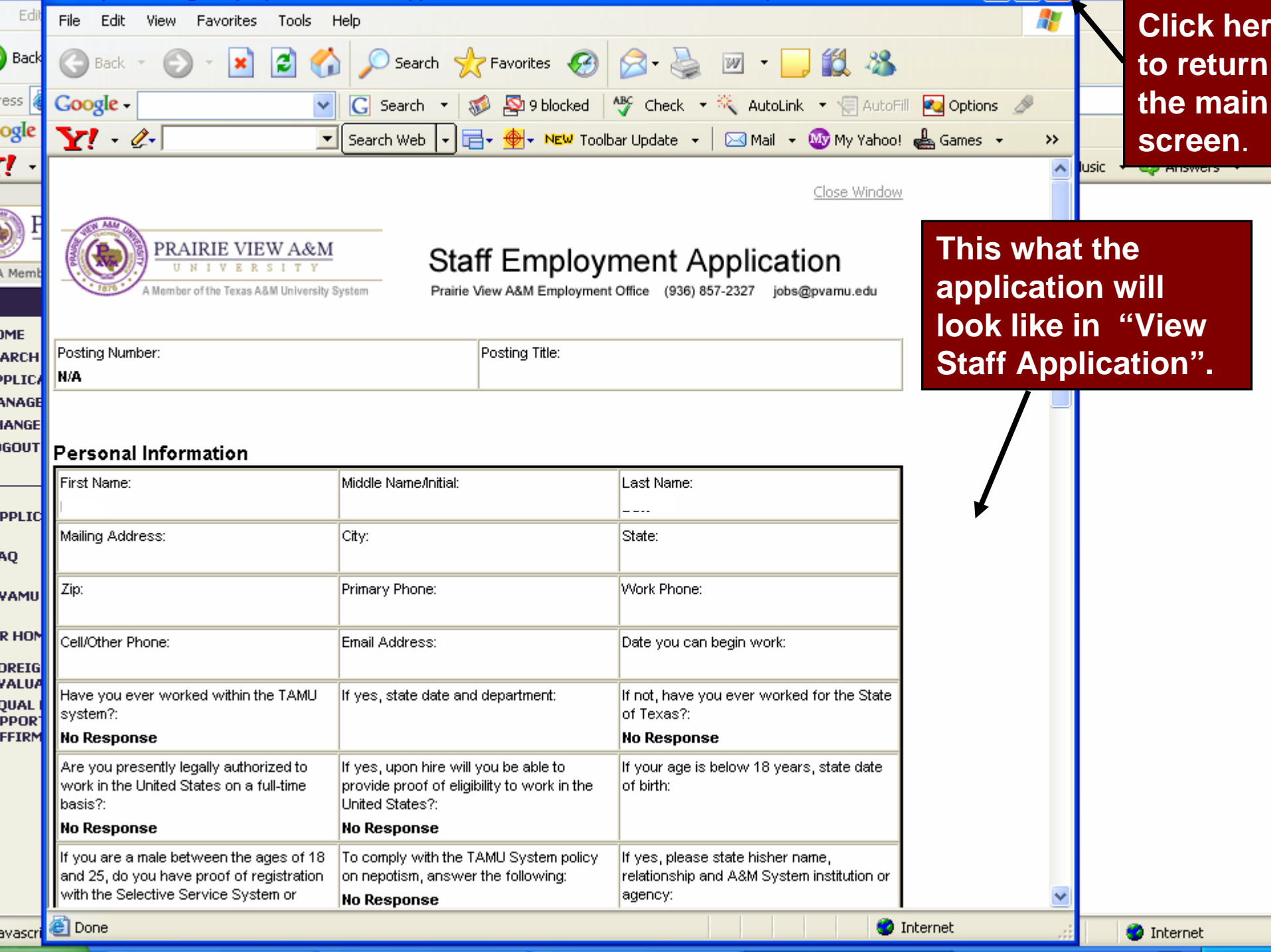
Faculty Employment Application
Complete this application if you are interested in a tenured or non-tenured position.

GO >>

A Faculty Employment Application may also be completed, if necessary.

CANCEL

NOTE: To protect the security of your application information, please logout of the site and close your browser window



Click here to return the main screen.

This what the application will look like in "View Staff Application".

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites RSS Check AutoLink AutoFill Options
Google Search 9 blocked ABC My Yahoo! Games
Y! Search Web NEW Toolbar Update Mail My Yahoo! Games



Staff Employment Application

Prairie View A&M Employment Office (936) 857-2327 jobs@pvamu.edu

Posting Number: N/A	Posting Title:
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Personal Information

First Name:	Middle Name/Initial:	Last Name:
Mailing Address:	City:	State:
Zip:	Primary Phone:	Work Phone:
Cell/Other Phone:	Email Address:	Date you can begin work:
Have you ever worked within the TAMU system?: No Response	If yes, state date and department:	If not, have you ever worked for the State of Texas?: No Response
Are you presently legally authorized to work in the United States on a full-time basis?: No Response	If yes, upon hire will you be able to provide proof of eligibility to work in the United States?: No Response	If your age is below 18 years, state date of birth:
If you are a male between the ages of 18 and 25, do you have proof of registration with the Selective Service System or	To comply with the TAMU System policy on nepotism, answer the following: No Response	If yes, please state hisher name, relationship and A&M System institution or agency:



Click here to "Edit"
the application.

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Choose Application

From this screen you may either edit an application that you have already created or you may complete a different application type.

[View Existing Application](#)

[Edit Existing Application](#)

[View Staff Employment Application](#)

[Edit Staff Employment Application](#)

(* indicates an application that must be reviewed and certified before being used to apply to a job.)

Please select the application you wish to complete.

Create New Application



Faculty Employment Application

Complete this application if you are interested in a tenured or non-tenured position.

GO >>

CANCEL

NOTE: To protect the security of your application information, please logout of the site and close your browser window

- APPLICANT TUTORIAL
- FAQ
- PYAMU HOMEPAGE
- HR HOMEPAGE
- FOREIGN EDUCATION
EVALUATION
- EQUAL EMPLOYMENT
OPPORTUNITY/
AFFIRMATIVE ACTION



- When completing an application, you will be asked to provide information about your education and experience, as well as contact information regarding your employment history and references. You will also be asked for personal contact information to include an email address. Please gather this information before beginning the application process.
- You will have the opportunity to attach/upload documents (such as a Resume/Curriculum Vitae) **AFTER you apply to a position.**

Password Retrieval Setup

[Click here](#) to open a new window where you can print out and record your user name and password.

You will need your user name and password to check the status of your application for the positions the next time you visit the site.

Before beginning your application, please enter a question and answer that only you know. If you forget your password when returning to the site, the system will reset it once you answer this question correctly.

This question and answer will not be part of your employment application.

The question and answer are case-sensitive.

*Required information is denoted with an asterisk.

The application will open beginning with the Password Retrieval Setup page.

Your Question and Answer

* Please enter a question (e.g. What is my mother's maiden name?):

* Please enter the answer to your question:



Welcome

You are logged in.

Thursday, April 20, 2006

View/Edit Staff Application

Confidential EEO Information: Page 1 of 4

<< SAVE AND RETURN TO PREVIOUS

SAVE AND CONTINUE TO NEXT >>



Please do not use your browser's "Back", "Forward" or "Refresh" to navigate the site. Use the navigational buttons within the site.

Information can be changed by moving from one page to the next.

TO THE APPLICANT: Prairie View A&M University is required by Federal law to request and maintain data on aggregate statistics regarding race, ethnicity, gender and disability and veteran status of applicants for employment. These data provide PVAMU and the Federal Government with information necessary to monitor the University's compliance with Equal Opportunity requirements. This information will not be considered as part of the application for employment and will be separated from applications materials. **Your response is voluntary; yet strongly encouraged.**

*Required information is denoted with an asterisk.



• Welcome | . You are logged in.

Thursday, April 20, 2006

Confirm Change Application Status

Confirm edits.

Application Status

Certify changes and save application

GO BACK

CONFIRM

Click "Confirm" to save the changes made.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.



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• Welcome You are logged in.

Thursday, April 20, 2006

Application Status

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the **Withdraw Application** link next to the position.

(Note: If you withdraw your application, you will NOT be able to apply for that position again.)

When finished the system will return to Application Status page, or main screen.

Application Status

2 Records

<input type="checkbox"/> Classification Title	<input type="checkbox"/> Confirmation Nbr	<input type="checkbox"/> Posting Number	<input type="checkbox"/> Application	<input type="checkbox"/> Application Date	<input type="checkbox"/> Status	<input type="checkbox"/> Attached Documents	<input type="checkbox"/> View Documents
Associate Dean View	553067	0400049	View Staff App	04-19-2006	Not Qualified	Resume	Res
Administrative Asst. View	553068	0400048	View Staff App	04-20-2006	Not Qualified	Resume	Res

READY TO GO.....

Thank you for taking the time out to use the Applicant Tutorial to use the PV PATH system, or Prospective Applicant Tracking Homepage. You are now ready to access the PV PATH system. You may refer to the Applicant Tutorial at any time while you using the system by clicking Applicant Tutorial on your left menu of each page. If you should need further assistance, please contact the Office of Human Resources at Prairie View A&M University (see contact info on next page).

Contact Information

Office of Human Resources

Prairie View A&M University

Harrington Science Building Rm. 109

Phone: 936-857-2991 or 936-857-3828

Email: jobs@pvamu.edu