# AUMJobs Frequently Asked Questions

1. **How do I know my application has been uploaded successfully?**
   Receive confirmation number when all required parts of the application are complete –
   including required questions, resume, cover letter, reference sheet, writing samples, transcripts
   or any other document that may be requested.

2. **How often do I need to update my application and documents?**
   It is recommended that you review any application and documents that have been uploaded to
   AUMJobs before applying for any position to ensure your most up-to-date information is
   included.

3. **When does a posting close?**
   Postings close and applications are no longer accepted at midnight CST of the close date listed
   on the job posting.

4. **Are applications only accepted online?**
   Yes – all applications and documents must be submitted electronically through AUMJobs. If you
   require ADA accommodations, please contact AUM Human Resources at [hr@aum.edu](mailto:hr@aum.edu) or 334-
   244-3641.

5. **How will I be updated regarding my application status?**
   You can track the progress of your application online at AUMJobs by logging into your account
   and viewing any updates.

6. **What types of positions are posted at AUMJobs?**
   Full time and part time staff and faculty positions are posted through AUMJobs.

7. **What is the general timeframe for filling a position?**
   The timeframe for filling a position varies. All AUM positions go through a selection committee,
   and the timeframe for screening applicants, arranging interviews, conducting follow up and
   moving forward on offering a position will vary. All updates regarding an applicant's status will
   be available on AUMJobs.

8. **Can I submit additional documents with my application?**
   Individual positions may require specific documentations based on the position classification.
   Typical documents can include but are not limited to a resume, cover letter, professional
   references, transcripts or writing sample. If a document is not required, the system will not
   allow additional documents to be uploaded.

9. **I have a question regarding my application or interview.  May I contact someone on the selection committee?**
If you are having technical issues uploading a document or completing your application, you can contact AUM Human Resources at [hr@aum.edu](mailto:hr@aum.edu) or 334-244-3641.  No one from our Human Resources staff or any selection committee will ever be able to comment regarding a specific interview process.

10. **I received a message saying my application is "under review." What does that mean?**
"Under Review" is a status update to indicate that your application is either under a screening for minimum qualifications or may indicate that your application is in the committee assessment process.

11. **Does AUM perform background checks?**
Yes. Before extending an offer of employment, an applicant will undergo a criminal background check.

12. **Am I able to create an application to keep online if I'm not ready to apply for a specific position?**
Yes. You may create an application and upload additional documents (e.g., resume, cover letter, etc.) without applying for a specific position.