JAG Jobs
Frequently Asked Questions

1. How do I view and apply for jobs with the University of South Alabama, USA HealthCare Management, LLC, or University of South Alabama Health Care Authority?

- Go to the USA Human Resources Job Opportunities website at www.southalabama.edu/hr/jobs.

On the Job Opportunities page you can scroll down the page to view the current job opportunities. You may search for jobs by category, keyword, or view an alphabetical listing of all current job postings. If you see a position you are interested in, click on the job title. If, after reviewing the job announcement, you wish to submit an application click on the **Apply** link to submit your application.

For more information on how to apply online for a job, please refer to the   Online Employment Application Guide available at www.southalabama.edu/hr/jobs.

2. Can I get help completing the online employment application?

- To assist applicants with the online employment application process, the following resources are available:

Online Employment Application Guide available at www.southalabama.edu/hr/jobs.

Staff is available by telephone, email, or in person at the three USA Human Resources offices:

University of South Alabama
Human Resources
USA Technology & Research Park Bldg III, Suite 2200
650 Clinic Drive
Mobile, AL 36688-0002
Phone (251) 460-6133
FAX (251) 460-7483
Email: hrmaincampus@southalabama.edu

USA Medical Center
Human Resources
2451 Fillingim Street
Mobile, AL 36617-2293
Phone (251) 471-7325
FAX (251) 471-7075
Email: hrusamc@southalabama.edu

USA Children's and Women's Hospital
Human Resources
1700 Center Street
Mobile, AL 36604-3391
Phone (251) 415-1604
FAX (251) 415-1606
Email: hrusacw@southalabama.edu

3. What if I do not have computer or internet access?

- Computers are available at each of the USA Human Resources Offices for applicant use during business hours.

- You may also use the public computers located at various public library branches. Evening and weekend hours are available.

4. What information will I need to complete the online employment application?

- You will be asked to provide demographic information such as name, address, phone number, etc. You will also be asked to provide information about your education and employment history. Gathering this information prior to starting the online employment application will reduce the time needed to complete the application.

5. Does it take a long time to complete the online application?

- It will take approximately 20 minutes to complete the online application.

6. What if I don't have time to finish the online application?

- You can select the "Save" button at the bottom of the application form at any time during the application. This will save any information you have entered up to that point. You can return to complete your application by signing in using your username and password.

7. What if I forget my password?

- If you forget your user name and/or password, click the "Forgot Username" or "Reset Password" link, enter your email address and answer the challenge question. Your username and/or link to reset your password will be emailed to you.

- If you forget the email address you used to apply, you can no longer access your email account, or did not enter an email address when creating your account, you will not be able to retrieve your user name and/or password. You will need to create a new account.

8. Can I submit a resume using the online employment application?

- You may attach a resume to your application under the Attachments Section.

  Note: Submitting a resume does not substitute for a complete application.

9. Who has access to my online employment application once it is submitted?

- Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

10. Can I apply for more than one position?

- Yes, once you have created an online employment application, you can login and apply for any positions you may be interested in and are qualified for.

  Note: For positions filled through the main campus Human Resources office, you may apply for multiple positions, but may only be considered for one position at a time.

11. Do I have to complete an application? Can I just email my resume?

- A complete application is required to be considered for posted staff positions. Certain information is a requirement for the online employment application. This required information is denoted with an asterisk (*). You will not be allowed to save the application if required information is not entered.

- To facilitate application review and consideration, it is important that your application be complete and accurate, showing all education and work experience you possess. Applications may be rejected if incomplete.

- Your resume may be attached but does not substitute for a complete application. Incomplete applications may be rejected so please be thorough.

12. Can I print my completed online employment application?

- Yes, once your application has been submitted, click on your username, located at the top right corner of the screen, and select "Applications". Positions you have applied for will be listed. Click on the job title to view or print your submitted application.

13. If I have submitted an online employment application previously, will I automatically be considered for other positions when they become available?

- You will only be considered for positions you have applied for. You can use your application previously created by logging in using your username and password and applying for additional positions.

- You can sign up to be notified when positions of interest are posted. Select the 'Job Interest Card' link on the Human Resources website and enter the required information. You will be notified via email when a position of interest has been posted. You can then view the posting and apply if interested.

14. Can I update and/or make changes to my online employment application?

- Changes can be made to your online employment application at any time before it is submitted.

- Once you submit an application for a specific position, you cannot make changes to the submitted online employment application. If you need to correct an error or make a change on a previously submitted online employment application and the position is still open, make the changes and submit another application. If you resubmit an application for a position, only the most recent application for that position will be considered.

- You may make changes to your online employment application before submitting your application for any new positions. These changes will only be shown on your application submitted for new positions. The changes will not update any previously submitted application.

15. How do I find out the status of my application I submitted online?

- Anytime after submitting an application, you can log back in, using your user name and password. Select the "**Search and Apply for Job Opportunities**" link from the Employment section of the Human Resources website. Click on "Sign-in" located at the top right hand side of the screen. Once signed-in, click on your user name at the top right hand side of the screen and select "Applications" from the menu bar.

  Use the Submitted button to see all applications that you have successfully submitted along with their status.

  Application Status categories are:

  Application Received – your application has been received by the Human Resources office.
  Application Under Review – your application is being reviewed by the recruiter assigned to the position and you will be contacted if an interview is necessary.
  Position Closed – the position is no longer available.

  Use the Incomplete button to see all applications that you started, but did not complete.

16. If I meet the minimum qualifications for a position, will I be contacted for an interview?

- We welcome and appreciate your interest in employment with the University. Due to the high volume of applications received, only those applicants identified for interviews will be contacted.

17. Can I delete my application?

- No, if you have previously applied for positions, the submitted application will still be attached to any jobs you have applied for. If you wish to withdraw from consideration for a position, please contact a Human Resources office.

18. What is NEOGOV?

- NEOGOV is the vendor for our online employment application system. Online employment applications are stored by NEOGOV at a secure site.