

UNIVERSITY OF NEBRASKA SYSTEM

# FREQUENTLY ASKED QUESTIONS

APPLYING FOR EMPLOYMENT AT THE UNIVERSITY



## APPLYING FOR EMPLOYMENT AT THE UNIVERSITY

**Q: How old do I have to be to apply for a job at the University?**

**A:** You must be at least 16 years of age to be eligible for employment at the University.

**Q: May I complete an application to have available to apply for future job postings?**

**A:** While each job posting has its own application requirements, you may create a Candidate Profile with your contact information and application materials, such as a resume. You will use this Candidate Profile when applying for any job posting.

**Q: Is there a deadline to apply for a position that I am interested in?**

**A:** To ensure consideration, apply before the review or close date listed on the job posting.

**Q: Can I attach a resume or cover letter to my application?**

**A:** You may attach a resume or cover letter only when the posted job indicates that you are either required or allowed to attach one.

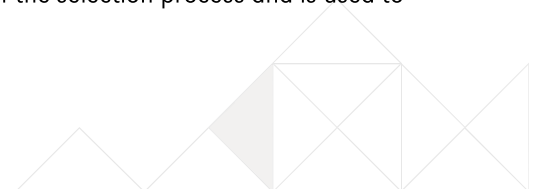
**Q: How can I learn about future employment opportunities?**

**A:** To receive Job Alerts for any positions that meet the criteria of your search, select the “Get Job Alerts for This Search” link on the search results page. You may also sign up to receive Job Alerts for specific jobs by clicking “Job Alerts Link” on a job posting’s details page. You may save multiple Job Alerts, if desired.

## POST-HIRE QUESTIONS

**Q: Are probationary periods required?**

**A:** All newly hired regular staff employees (Office/Service and Managerial/Professional) serve a six-month original probationary period. The probationary period is an extension of the selection process and is used to determine an employee’s suitability for employment at the University.



**Q: When can I start my benefits (health/life/dental insurance)?**

**A:** The first day of the first full-month of employment. If hired on the first day of a month, benefits will begin that day.

**Q: As a new employee, when can I start tuition remission?**

**A:** Full-time regular employees must be in pay status on the first day of classes to be eligible.

