

Checklist for Applicants

- Go to <https://jobs.weber.edu>
- To search positions, click the Search Postings link on the left purple column. You can search by job title, classification status, and requisition number.
- Find a job that you are interested in.
- To apply for a job, click the Create Application link at left, and then follow the instructions. The staff application is the long form. The faculty/staff data form is the short form. The hiring authority will have designated the correct form on the job announcement.
- Attach any required documents.
- When you are finished applying, you will receive a confirmation number and confirmation e-mail letting you know that Weber State University has received your application and that you are now in the pool of applicants.
- If you are selected, you will be notified by the hiring manager or Human Resources.
- You will receive instructions for how and where to complete the I-9 and W4 forms.
- Once you have completed the necessary forms, you may begin working.

If you have any questions or concerns, please call Human Resources at 801-626-6032.