Applying for adjunct faculty positions at Wilmington University:

Link for specific adjunct faculty positions (allows you to apply to specific openings):
http://the.taleo.net/NA11/ats/careers/searchResults.jsp?org=WILMU&cws=4

Link for College-specific “pool” positions (allows you to apply to a specific College/Program for possible future openings):
http://the.taleo.net/NA11/ats/careers/searchResults.jsp?org=WILMU&cws=7

All Applicants

1. Pay close attention to the top of the screen to any red text (red = required field/information)
2. NEVER use the Back Button
3. Clear cookies and cache
4. Delete all history so no prior sessions in Taleo interfere with your current one
5. Firefox 3.6 and Internet Explorer 8 browsers work the best

New Applicants to WU (adjunct positions):

1. Upload your resume by clicking on the Upload Resume button in Step 1 of the online application process
2. Register with Wilmington University by entering a valid email and creating a password (6 characters in length minimum)
3. Fields that marked with a red asterisk (*) are required and must be completed
4. You have 45 minutes to complete and submit the application – after that time period, the application will time out and all entered information will be lost
5. Once you are registered, continue following the application form, completing all required information

Re-applying Applicants

1. Download your resume before signing into the application (even if you’ve submitted your resume for past positions)
2. Log in using your original email and password before starting the new application
   a. If you’ve forgotten your password and/or email, you will need to re-register using a new email and password
3. Failure to log in first may result in the loss of your application if you register at the end (and your email and password are not what you originally registered with)