

How to Apply – Prospective Faculty

We are pleased that you are interested in a faculty position at FIU. If you have not created a registered account, you will be asked to create a username and password before you can complete the application process. Please provide an active email account as that will be the main source of communication regarding your application status. Please be prepared to attach any documents as requested in the job announcement. Documents should be in Microsoft Word or PDF format.

1. You may use the search function or enter the specific job opening number referenced in the job announcement as your search criteria at facultycareers.fiu.edu and select the desired *Job Title*.

[Careers Home](#)

Welcome

Basic Job Search

Keywords/Job ID:

Posted:

[Advanced Search](#) [Search Tips](#)

My Career Tools

[0 Accepted/Unaccepted Applications](#)

[0 Cover Letters and Attachments](#)

[0 Saved Resumes](#)

[My Profile](#)

Notifications

You do not have any notifications.

Job Posting Information

First Previous Next Last

Latest Job Postings

Select	Date	Job Title	Job ID	Job Family	Business Unit	Department	Location
<input type="checkbox"/>	09/04/2014	PROFESSOR	508429	FACULTY	COLL ARCHTURE & THE ARTS	Music	Modesto A. Maidique Campus
<input type="checkbox"/>	09/04/2014	PROFESSOR	508428	FACULTY	COLLEGE OF BUSINESS	COB T&S Hollo Sch Real Estate	Modesto A. Maidique Campus

2. Review position and select "Apply Now"

Job Description

Job Title: PROFESSOR
Job ID: 508428
Review Date:
Location: Modesto A. Maidique Campus
Full/Part Time: Full-Time
Regular/Temporary: Regular

[Email to Friend](#)

[Save Job](#)

[Apply Now](#)

[Return to Previous Page](#)

3. Login

If you have already created a username, password and profile, enter your user name and password then proceed to step 6. Otherwise please select "Register Now" to create a user account.

Login

You must login or register in order to continue.

[Register Here.](#)

Login

User Name: Password:

[Login](#) [Login Help](#) [Register Now](#)

[Return to Previous Page](#)

Enter required fields designated with an * (User Name, Password, Confirm Password, Email Address and Confirm Email). Please be sure to read and agree to the terms and agreements section before selecting "Register" to create user account. You will need the User Name and Password to access your application or to apply for any future position.

4. Select "Upload a new resume", attach document and select "Continue".

Apply Now

Choose Resume/Curriculum Vitae

Resume Options

Select One: Please include resume/curriculum vitae and required documents in a single pdf file.

Upload a new resume

Copy and paste resume text

[Return to Previous Page](#)

Enter descriptive title for your attachment such as CV *your name* then select "Continue".

Apply Now

Enter Resume Text

Resume Text

Resume Title:

Language: ▼

File Name: [View Attachment](#)

[Return to Previous Page](#)

5. Create Profile.

Complete all sections of the profile including Preferred Method of Contact, Name, Address, and Phone so that you may be contacted by the search committee if needed. You must at least enter a Preferred Method of Contact and Phone Number. Select "Save".

My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Return to Previous Page](#)

Member Information

User Name: tmoore

Password: [Change Password](#)

Preferred Method of Contact: EMail

Name

Name Format: English

Name Prefix:

*First Name: Tonja

Middle Name:

*Last Name: Moore

Name Suffix:

Address

Country: United States

Address 1:

Address 2:

Email Addresses

Primary Email Type: Home

Email Address: Tonja_Moore@msn.com [Remove Email](#)

[Add Another Email Address](#)

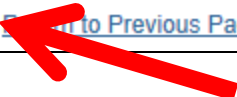
Phone

Primary Phone Type: Home

Phone Number: 954/558-5989 Extension: [Remove Phone](#)

[Add Another Phone Number](#)

[Return to Previous Page](#)



6. Complete Attachments.
 - a. If requested in the job announcement, please attach any additional documents in the Cover Letters and Attachments Section by selecting "Add Attachment".

[Apply Now](#)

Complete Application

Jobs you applied for	
Posting Title	
PROFESSOR	

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

CV Tonja Moore 

[Use a Different Resume](#)

Cover Letters and Attachments

You have not added any attachments



[Add Attachment](#)



[Edit Profile](#)

[Previous](#)

[Submit](#)

[Save](#)

[Cancel](#)

[Careers Home](#)

[Next](#)



Education and Work Experience

- b. Identify attachment type/purpose and attach document. Select "Save & Add More" if additional documents are requested or "Save & Return" once all documents have been uploaded.

My Attachments and Cover Letters

Add Attachments

Cover Letters and Attachments

*Attachment Type:

*Attachment Purpose:

[Add Attachment](#)

[Save & Return](#)

[Save & Add More](#)

[Cancel](#)



7. Select your *Highest Education Level*


Indicate your highest level of education by selecting a value from the drop-down list below.

Education History	
Highest Education Level:	<input type="text" value="D- Doctorate"/>

8. Enter reference information by selecting “Manage References”, then select “Add Reference”. Please be sure to include the specific number of references requested in the job announcement.

Please add your references by selecting the manage reference for each job opening.

References		
Job Opening ID	Posting Title	Manage References
508428	PROFESSOR	Manage References



References

Applicant ID 599558
Applicant Name Tonja Moore
Posting Title PROFESSOR

Please provide the names and contact information for the number of references requested in the job announcement. These individuals may be requested to provide a reference letter.

Reference
You have not added any references to your application.

[+ Add Reference](#)



[Go Back](#)

[Save](#)

Once all references have been added and saved, select “Go Back” to return to application.

9. Complete the remaining required questions, then select “Save”. Your application will not be submitted for consideration until you select “Submit”.

On this page provide your answers to questions related to this application.

Application Questionnaire

***In compliance with the Immigration Reform and Control Act, employees must be legally eligible to work in the U.S.; therefore, will you be able to provide proof of citizenship or authorization to work in the U.S. within 3 business days of being hired?**

Yes

No

Will you currently or in the future require a sponsorship?

Yes

No

***If claiming a Veterans' preference category, please select the appropriate option: Are you claiming eligibility as... If claiming a Veterans' preference, you must provide a DD214.**

A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under laws administered by the Dept. of Vet. Affairs and Dept. of Defense

[Careers Home](#)



Thank you again for your interest in FIU! Should you have any issues or need technical assistance during the application process, please call 305-348-2500 or staffing@fiu.edu for assistance. Questions relating to the position or required materials should be directed to the individual referenced in the specific job announcement.