

Human Resources (<http://hr.uark.edu>)

## 4.1 Application Procedures

University of Arkansas position vacancies are posted on the University of Arkansas Careers website (for external applicants) and on the Workday internal job board (for internal applicants).

To apply for university positions, external applicants will be directed to the University of Arkansas Careers website (<https://uasys.wd5.myworkdayjobs.com/UASYS>) (<https://uasys.wd5.myworkdayjobs.com/UASYS>) (<https://jobs.uark.edu>) to search and apply for open positions and to check the status of applications. Applicants will be prompted to create a profile in order to apply for open position(s). Current employees of the University of Arkansas System, current student employees and current graduate assistants will need to log into Workday to apply for open positions through the internal job board.

If the hiring department is requesting a resume, cover letter, letter of recommendation or other document relative to the position, the applicant will be required to upload the required document(s) at the time of application. A confirmation number is generated upon submission when the application is complete.

Applicants may log into their account at any time to monitor the status of their applications. All applicants must meet the minimum qualifications stated in the position announcements. Applicants should ensure that all relevant application materials include details addressing the minimum qualifications. Applicants not meeting the minimum qualifications will be disqualified from consideration.

The hiring department will be responsible for scheduling an interview, checking references and following hiring procedures.

If you are currently a university employee, you may apply for any vacant position by following the procedures outlined above. See also Section 4.4 Promotions (</working/handbook/4-employment-policies-and-procedures/4-4.php>).

Tuesday, May 18, 2021 11:12 AM

Thursday, May 13, 2015 8:22 AM ([/working/handbook/emp-handbook-archieives/Handbook\\_4/4.1-Application-Procedures-5.18.21.pdf](/working/handbook/emp-handbook-archieives/Handbook_4/4.1-Application-Procedures-5.18.21.pdf))

Working at the University

**Human Resources**

222 Administration Building

Fayetteville, AR 72701

479-575-5351

Fax: 479-575-6971

**Payroll Department**

1001 E. Sain

Fayetteville, AR 72703

479-575-5351

Fax: 479-575-5340

**Site Map**

[Site Map \(/documents/site-map.pdf\)](#)

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