

Employment and Training FAQ's

Do I need to submit a resume with my application?

Only if the job announcement states that a resume is required. The system will allow you to upload a resume and reference letters, however, you may still submit hardcopies, as applicable, via the Human Resources Department.

How long does it take to process my application and when should I follow-up on my status?

The hiring process timeline varies. Unfortunately we cannot give an exact estimate of time. The process is often lengthy due in part to the magnitude of applications received and in following our established hiring guideline policy.

Applicant information is disseminated to the appropriate department hiring officials for review and consideration after the initial application date deadline. A position status table is available to track hiring progression for each posted staff position. The status table can be found on the Human Resources Website on the same page of posted job listings.

It is not necessary to call to check the status of your application, however, you may contact Human Resources to confirm receipt of your information.

Where can I pick-up an application?

We no longer have paper applications. All employment applications are now on-line via our website. You may access the website from anywhere. Please note that applicants are able to visit the Human Resources office to complete on-line applications during normal business hours, 8:00am-4:30pm, Monday-Friday.

Can my spouse or other family members attend training sessions?

Yes, family members are encouraged to attend forums, sessions and other Human Resources offerings as applicable to subject matter and space availability (when and if designated). Human Resources offers a wide array of topics to include, WKU Benefits Information, Wellness Series, Financial Planning, Personal and Professional Development and Community Resource Services Assistance.