



BEFORE ONLINE APPLICATION PROCESS

Know how and where to search for jobs.

Consider visiting the following job posting sites: [Higher Education Recruitment Consortium](#), [Higher Ed Jobs](#), the [NCAA job board](#), or [The Chronicle of Higher Education](#). Also consider visiting the [NATA Career Center](#), which offers job and career resources in addition to posting open athletic training positions.

Research the institution prior to applying for the position.

Don't waste your time applying if your values don't align with the mission, vision and core [values of the institution](#).

Have a professional, personal email address that is easy to read.

Is and Ls can often be mistaken for each other.

Understand the differences in content and length between a curriculum vitae (CV) and a resume

NOTE: Academic positions typically require a CV, whereas positions in other clinical settings usually ask for a resume.

Develop an attractive resume or CV, whichever is applicable to the position you are applying for.

Have your resume [reviewed for free by an expert](#).



Know the differences between a cover letter and a letter of intent/interest and how to write one.

As much as possible, make a connection between your experience and qualifications and the job post when writing this letter.

Tailor your CV/resume and cover letter.

To be specific to each position.

Match the verbiage that is used in the job description on your resume and cover letter.

Otherwise some online application systems may [disqualify your application](#).

Save your application documents in more than one place.

Such as a flash drive or Google drive, in case something happens to your computer.

Have a way to sign documents, either electronically or on physical paper, which can then be uploaded to your application.

Your smartphone's notes app will allow you to scan a document and email it as a PDF or you can download free scanner apps on your smartphone.

Have the following documents completed and ready to upload before you start completing the application:

CV/resume, list of references with complete contact information and how you know each reference, cover letter, educational transcripts, mailing addresses of all employers, reasons why you left a job, supervisor contact information, or any other documents required in the job posting such as a teaching philosophy statement.



Block out a minimum of 2 hours to complete each job application, as many online applications will be lengthy or require more information than originally anticipated.

If you are unemployed, treat trying to find your next position as though it is a full-time job itself.

If you don't have a [reference list](#) created yet, ask previous supervisors, professors, co-workers, or mentors to be a reference.

Ask them for all of their contact information including: full name and title, email, phone number, and address. Applications will want their full contact information.

Document all positions you apply for including the date you applied, title of position, employer name and location, and a comment section.

In this comment section, you can document things such as interview date(s) and type(s), tips that might assist you in future applications, etc.

Ensure your [social media presence](#) is professional before applying to any position.

Nearly 70% of employers used social media as a way to screen candidates prior to the interview process, according to a [2018 CareerBuilder survey](#).

Consider applying for the [mentor match](#) program on Gather.

Your mentor can help prepare you for the job search process! Some state and district organizations also offer interview and/or resume critiquing during annual conferences.



DURING ONLINE APPLICATION PROCESS

If the institution says to use a specific web browser, make sure you use it!

Many applications cannot be submitted if you use a different browser than required.

Print a copy of your reference list and CV/resume or use two computer screens and have your documents open on one of the screens.

This will allow you to input information more efficiently into the online application page if you aren't having to switch back and forth between your documents and the application website.

Some online applications have to be submitted at the time you begin your application, or else all information inputted is lost.

Other online applications may allow you to save information on certain sections so that you can come back to this application at a later time to complete. Most online applications allow a certain amount of time (60 minutes) for you not to provide responses on your computer. Should you fail to do this and the time period elapses, all previous information you have inputted may be lost.

Some online applications may allow only a specific word or character count for you to provide a response.

Unfortunately, this is not always stated in the instructions for completing the application. For this reason, be prepared to shorten some of your responses in order to be able to submit the application.



If you have issues with completing or submitting the application, contact HR or review the job description for contact information.

Let them know the issue as soon as possible.

If you had to upload similar documentation for a previous application, double check that your documents have the correct institution, contact information and position title updated on them.



AFTER ONLINE APPLICATION PROCESS

Check your email inbox.

For confirmation that your application was processed.

Follow up with an email to HR or review the job description for contact information if you want to know the status of your application.

Many institution websites will have a portal where you can check the status of your application as well.



BEFORE INTERVIEW PROCESS

Prior to the interview ask for the names and titles of the people who will be interviewing you.

As much as possible, research these individuals' as a mechanism to get to know them and to determine similarities with your professional and/or personal background.

Prepare questions to ask about the position.

If you are applying for a clinical position, consider asking these [setting-specific questions](#). Print or neatly write the questions ahead of time and keep them in a folder, binder, or portfolio along with extra copies of your application materials, including your CV/resume, cover letter, references, and any other documentation that was required during the application process.

Anticipate questions interviewers might ask you and prepare responses ahead of time.

Make sure you are knowledgeable about the institution you are applying for, and be prepared to provide examples/illustrations of your work in your response to their questions.

Understand proper [interviewing etiquette](#), [how to respond](#) to common interview questions, and how to use the [STAR interviewing technique](#) to ace your responses.



If you are applying for a teaching position, understand the requirements for the teaching demonstration.

Make sure you have practiced this demonstration prior to the interview to increase your confidence and decrease anxiety.

Ask whether the first step will be a telephone, in person, or virtual interview.

Be familiar with the various video-based calling platforms (i.e., Zoom, Webex, Skype, Microsoft Teams, etc.) and how [going virtual](#) changes the dynamic of the interview process.

Research traffic patterns, places to park for the day of the interview, and weather to ensure a timely arrival.

Especially if you are driving from out of town.

Ask for an itinerary ahead of time.

If you haven't been given one.

Dress for the weather!

This is particularly important if you know a campus tour is part of your agenda for the day.



DURING INTERVIEW PROCESS

Refer back to the research you did regarding the institution when you are responding to questions.

Be specific and direct with your responses to show that you are prepared.

Be prepared to explain employment gaps.

Most virtual interviews have a dedicated amount of time for all members of the search committee to ask you questions.

With this in mind, be conscious of the time allocated for you to respond to each question.

AFTER INTERVIEW PROCESS

Follow up with a [thank you email](#) or even a phone call afterwards.

Within 24-48 hours after the interview.

If it has been 10-14 days since your interview and you have not received an update regarding the status of your candidacy, send a brief email to the appropriate person.

i.e., HR representative, search committee chair, etc.

If you still do not hear back from employers, then [consider making changes](#).

If you don't receive an offer for the position, ask for feedback regarding how you can improve.

You may not receive a response but if you do, this can be valuable information for your next interview.