

Applicant FAQs for Staff Positions

Searching Jobs and Applying at Baylor

How do I search for open staff positions at Baylor?

Baylor posts all open staff positions on our jobs page located at <https://jobs.baylor.edu/>. There are multiple ways to search open positions. You can view all available Staff positions by clicking on the yellow “Staff” button at the top of the page, by clicking on the large picture labeled “Staff,” or by selecting “Search Jobs” on the menu on the left-hand side of the page.

You can refine your job search by searching by department name, using key words, or by position title. You may also simply scroll down the page to view all current Staff openings.

How do I apply for a job?

To apply for a position, simply click on the position title and then select the green “Apply for this Job” button at the top right-hand side of the page. You will be required to create a personal account before you will be able to complete the application.

After you create your personal account, you will be able to log back in and check your application status or apply for additional positions. You must submit an application and any additional required documents for each position for which you wish to be considered.

What additional documents does Baylor require with an application?

All applicants must submit an online application, resume, and cover letter for each position for which they wish to be considered.

To whom should I address my cover letter?

An appropriate form of address would be “Dear Hiring Manager.”

What does “relevant experience” mean?

Experience is relevant if it is similar in nature and scope. For example, bookkeeping experience would not be considered relevant experience for a customer service position. The nature of the work performed in a previous position does not have to be exactly the same, but should be substantially similar to the nature of the work to be performed in the position for which an applicant is applying. Baylor reserves the right to determine if previous experience is relevant to the position being sought.

Why does Baylor ask about my religion on the application?

Most applicants have probably never been asked about their religion on a job application and may wonder if doing so is permissible under Federal law. While in most employment situations it is not permissible to inquire about an applicant’s religion, Baylor, as a religious institution is exempted from any such prohibition and can use religion as a factor in considering an applicant for employment. For

more information on Baylor's anti-discrimination policy, please refer to our Affirmative Action/Equal Opportunity employer statement below.

Baylor University is a private not-for-profit university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Opportunity employer, Baylor is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, marital status, pregnancy status, military service, genetic information, and disability. As a religious educational institution, Baylor is lawfully permitted to consider an applicant's religion among its selection criteria. Baylor encourages women, minorities, veterans and individuals with disabilities to apply.

If I do not have the required degree for a position, will Baylor consider my experience in lieu of academic credentials?

Baylor does not consider experience as a substitute for a stated educational requirement.

If I am a current Baylor employee, do I have to submit an application?

Yes, internal applicants must complete all the required steps to be considered for a position.

Who should I list as a reference?

Baylor requires each applicant to provide the contact information for three references. All references should be professional reference, and can be either previous supervisors, vendors, customers, or coworkers. Personal references such as family and friends should not be listed.

How can I find how much a position pays?

Baylor does not currently post the salary range for open positions. Once an applicant has been selected for an interview for a job opening, a recruiter is more than happy to discuss salary expectations. Baylor offers a total compensation package that includes a competitive salary commiserate with experience, and an outstanding benefits package.

Your Application Status

Can I check the status of an application I have submitted?

Yes! You can check the status of any application you have submitted by logging back into your personal profile at <https://jobs.baylor.edu>. When you sign in, click on the "Your Applications" tab. From here you can check the status of any of the applications you have submitted.

What do the different statuses mean?

What does Baylor look for in an applicant?

The requirements for any posted position are listed in the online posting. An applicant may get a more detailed explanation of the position by clicking in the posting on the link to the full job description. Baylor looks for applicants who meet the religious, educational, and experience requirements for the position.

Baylor hires applicants from all backgrounds, and from all fellow collegiate institutions. While we are honored that many of our alumni wish to work at Baylor, and many alumni have contributed greatly to Baylor achieving its mission, a degree from Baylor is not required to be considered for a position, or to succeed in employment. We seek to hire applicants who are the best match for the needs of the team, department, and University.

How long will it be until I hear a decision about my application?

The length of time a search will take to complete varies from position to position, and from search committee to search committee. However, there are some standard automated communications that all applicants receive.

When you submit an application, you should receive an automated email notifying you that we have received your submission. In most instances, your application/resume/cover letter will be reviewed by HR within a few days. If your application is accepted for further consideration, you will receive an automated email notifying you that your documents are under review by the hiring department. This email states that it may be a few weeks before you receive further communication while the department receives and evaluates additional applicants' materials.

If your application is not going to be considered further, you will receive an automated email notifying you that your application has been removed from consideration.

Is it okay to call and inquire whether I will be interviewed?

While we do not discourage applicants from contacting us with questions, we assure you that if you are selected for an interview, you will be contacted by a Talent Acquisition Specialist either by email or phone to make the appropriate arrangements.

What if there has been no change in my application status for a few weeks?

It is our intention to provide applicants accurate and updated information on their application as soon as possible. However, there may be times when an application may indicate "In Progress" for an extended period of time. Typically, this is due to the search committee allowing time for their applicant pool to develop, and they are evaluating applicants' qualifications. Our applicant tracking system will generate an electronic communication to all applicants once a committee has filled a position, or once a final decision on an applicant has been made.

I have applied for multiple positions and I continue to not be selected.

We are honored to have a large number of well qualified applicants who wish to work at Baylor University, and we understand it can be frustrating to not be selected in multiple searches. The hiring process at Baylor is highly competitive and very selective, and we make a diligent effort to identify the applicants who are the strongest match in terms of education, skill, and experience for each position.

We strongly encourage applicants to apply for positions for which their degree and prior experience are a strong, relevant match. However, Baylor reserves the right to make the final determination on an applicant's qualifications for a position.

Can you tell me why I was not selected for either an interview or for a position?

Baylor does not provide feedback on employment decisions. Please note that our process is highly competitive and selective.

If I am not selected for a position, will Baylor contact me if I am a match for other positions?

In order to be considered as an applicant, you must submit your application, resume, and cover letter for each position for which you wish to be considered.

Can I update my resume or application once it has been submitted?

In most instances you will not be able to make changes once an application has been submitted. You may, however, update your application/resume/cover letter each time you apply for a new position.

If I was rejected for a position but the position is still not filled, may I reapply?

Applicants may only apply once for each position. If an application has been rejected, the candidate will not be reconsidered during the same search.

Will Baylor notify me whether or not I am selected for a position?

Yes! All applicants should receive an automated message notifying them of the final status of their application.

Other Questions

If I have additional questions about a position, who should I contact?

We strongly discourage applicants from contacting the hiring manager or hiring department during the search process. All hiring is coordinated through our Human Resources office and we ask that you direct all inquiries to HR. You can contact us at askHR@baylor.edu or by calling 254-710-2000 and asking for a Talent Acquisition Specialist.

What if I forgot my username and password?

From the <https://jobs.baylor.edu/> click on the “Applicant Log In” in the menu on the left-hand side of the page. Next, click on the blue “Forgot your username or password?” link and answer the onscreen questions.