

Instructions for Applying Online

1. Ensure you are utilizing 'Internet Explorer' as your web browser



Note: If you are using a computer that does not have Internet Explorer the program will not work properly. There is a computer kiosk available at Human Resources (405 32nd Street, 3rd floor) for your convenience.

2. Go to <http://www.wwu.edu/jobs> (our main Employment website)



3. Select 'EASE Logon' link on left hand side of the menu



4. If you have not previously set up a Login please select 'Create Login'


Welcome to the Job Application Management site.

If you are new to our site, click the **Create Login** link below.

If you have a current application on file and would like to review it or apply for a new posting, login below with your email address and password.

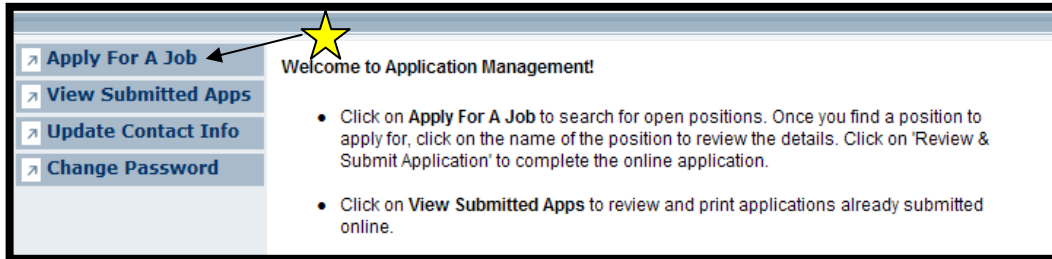
email address:

password:

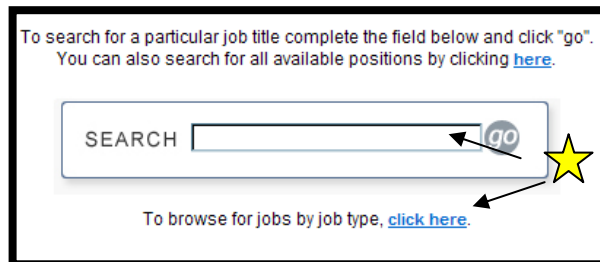
[VIEW JOB POSTINGS](#) [LOGIN](#)  [Create Login](#) | [Forgot Password?](#)

The 'Create Login' screen will ask for an e-mail address and password.
After completing this select '**Create**'

5. Select '**Apply For A Job**' on the left hand side of the menu



6. If you know the job title of the position in which you wish to apply, type it in the Search box and select '**go**'. Otherwise, to browse for jobs by job type (Classified Staff, Professional Staff, Faculty) select the corresponding link.



7. Select the job title of the position for which you are applying. The job announcement will be displayed. Please read the 'Application Instructions and Requested Documents' on the announcement to ensure you are submitting everything required to be fully considered for this position.

8. At the bottom of the posting select '**Apply**'

Note: If you have previously submitted applications this button will say 'Review and Submit'



9. Screens in order of appearance:

Note: If you have previously submitted applications these fields may be populated. Update if necessary.

Pertinent Information: Complete all required sections and click '**Next**' at the bottom of the screen.

Sensitive Information: Complete all required sections and click '**Next**' at the bottom of the screen.

Education History: This page is not required if included in your resume (unless otherwise asked for in the Application Instructions); click '**Next**' at the bottom of the screen.

Work Experience: This page is not required if included in your resume (unless otherwise asked for in the Application Instructions); click '**Next**' at the bottom of the screen.

Cover Letter: You may cut and paste your information and/or type/edit it in the space. If indicated in the Application Instructions you can upload your cover letter/resume information on the last page of the application. Click '**Next**' at the bottom of the screen.

Resume: You may cut and paste your information and/or type/edit it in the space. If indicated in the Application Instructions you can upload your resume information on the last page of the application. Click '**Next**' at the bottom of the screen.

Note: In order to be fully considered you will need to specifically address how you meet each of the required and preferred qualifications

Professional References: Complete sections and click '**Next**' at the bottom of the screen.

Agreement: If indicated in the Application Instructions this is where you can attach/upload your resume/cover letter and other requested documents. Click on the 'Attach/Upload Files' if available.



Otherwise, click on '**Submit Application**' to complete the application process.

If you have any questions regarding applying online please contact the Employment Department at 360-650-3306 or 360-650-7765. We look forward to helping you with your employment search.