



Department of Labor, Licensing and Regulation

Division of Workforce Development and Adult Learning

Online Application Tutorial – Salisbury University Application



Salisbury University Online Application Process

Salisbury University - A Maryland University of National Distinction - Windows Internet Explorer

http://www.salisbury.edu/

File Edit View Favorites Tools Help

Salisbury University - A Maryland University of National Distinction

Directories • Calendars • Campus Email • GullNet • MyClasses Search

Salisbury
UNIVERSITY

A Maryland University of National Distinction

About SU
Academics
Administration
Admissions
Athletics
Community
Start here → Jobs @ SU
Library Benefits
Technology HR Forms
Give to SU EEO & Affirmative Action
Policies & Procedures
more...
Information For University News

• Future Students
• Current Students
• Parents

• Parking Advisory Issued for 'Extreme Makeover: Home Edition' Pep Rally Sept. 22
• SU Volleyball Posts 3-1 Victory

Click here

EXTREME MAKEOVER
Home Edition

• Apply Now!
• Academic Programs
• Admissions
• Campus Life

Salisbury University Web Site for Job openings:
<http://www.salisbury.edu/>

The following screen shots will show you the progression to get from the Salisbury University's main page to the login \ registration page.

If you have applied for a job on this site previously, you will need your User Name and Password.

This application process is timed, so work quickly and save your work often.

Salisbury University Online Application Process

SU [Human Resources] - Windows Internet Explorer

http://www.salisbury.edu/HR/Jobs/default.asp

File Edit View Favorites Tools Help

SU [Human Resources]

Information For... Search

Directories • Calendars • Campus Email • GullNet • MyClasses

A Maryland University of National Distinction

About SU • Academics • Administration • Admissions • Athletics • Community • Human Resources • Library • Technology

Human Resources

HR Information

- Benefits
- Affirmative Action/EEO
- Employee Handbook
- Employment Opportunities
- Employee Recognition
- Forms
- Family Medical Leave Act (PDF)
- Human Resources Team
- Policies and Procedures

Employment

[Complete](#) [Review Jobs](#)

Staff (non-academic) and Faculty Positions:

Effective July 6, 2009, Salisbury University has implemented an **Online Employment Application System**. As indicated by Job Opening, interested applicants **MUST** apply for certain designated positions via this online system.

- **Current active employees**, please login to [GullNet](#) and click on the "Careers at SU" link in the left-hand navigation bar.
- **All other applicants including former employees or employees in between contracts** (e.g., PTNTT Faculty and Contingent/contractual employees on Summer or Winter break, please click the [Apply Online](#) link.

Internet 100%

Salisbury University Online Application Process

Applicant Searches - Windows Internet Explorer

https://gullnet.salisbury.edu/psc/saprdguest/EMPLOYEE/HRMS/c/SU_HR_CUSTOM_MENU.SU_HRS_

File Edit View Favorites Tools Help

Applicant Searches

Current SU Job Openings

Important! To prevent technical difficulties, before you begin the application process and click on an "Apply Now" button, please delete your Internet history/cookies. If you do not know how to delete your Internet history/cookies, please click on the following link:
[Clear-Your-Browser's-Cache](#)

Narrow your search by selecting a job type below:
*Job Type: [Frequently Asked Questions](#)

Instructions: Click on the Job Title of interest to view a posting of the full job description or click on the Apply Now button to begin completing the employment application.

You can sort by Job Title, Open Date, or Job Opening ID by clicking on the column header, or by clicking the Customize link in the blue border.

Apply Now	Job Title	Open Date	Job ID
Apply Now	General Counsel	09/16/2011	10768
Apply Now	Chief Diversity Officer	09/16/2011	10767
Apply Now	Administrative Assistant I (Part-time Perdue)	09/16/2011	10766
Apply Now	Associate Director of Admissions	09/14/2011	10765
Apply Now	Galleries Manager	09/14/2011	10764
Apply Now	Associate Registrar	09/15/2011	10763
Apply Now	Lecturer in Art, Graphic Design	09/14/2011	10762
Apply Now	Director of Procurement	09/13/2011	10761
Apply Now	Program Coordinator/Counselor	09/13/2011	10760

Done Internet 100%

From the list of job openings to the left, you will need to find the job for which you would like to apply.

Clicking the job title will display a page that will give you detailed information on the position.

Salisbury University Online Application Process

SU [Human Resources: Jobs] - Windows Internet Explorer

http://www.salisbury.edu/HR/Jobs/single.asp?jobid=107€

File Edit View Favorites Tools Help

SU [Human Resources: Jobs]

Job Description

[Back] [Printer Friendly]

Chief Diversity Officer - Staff

To Apply Online

- **Current Active SU Employees** should click **Apply** at SU."
- **All others**, please click **Apply**
- See [QEAS FAQs](#) (Online Employment Application System FAQs) for help.

Salisbury University is seeking qualified applicants for the position of Chief Diversity Officer (CDO). The CDO will provide leadership across campus to conceptualize, define, cultivate and assess diversity and inclusion. The Chief of Diversity provides leadership to the Office of Diversity, serves as a resource to students, faculty and staff across campus dealing with issues of diversity, works with the Presidents Chief of Staff and others to implement the diversity goals of the strategic plan, and provides training to encourage faculty, staff and students to embrace diversity and prevent discriminatory practices.

Primary Job Duties: Develop and implement strategies, programs and services to support

Office Information

Employee Handbook

Employment Opportunities

Employee Recognition

Forms

Family Medical Leave Act (PDF)

Human Resources Team

Policies and Procedures

Online Training "Preventing Sexual Harassment"

Search and Selection

Staff Listing

Internet 100%

Salisbury University Online Application Process

Applicant Searches - Windows Internet Explorer

https://gullnet.salisbury.edu/psc/saprdguest/EMPLOYEE/HRMS/c/SU_HR_CUSTOM_MENU.SU_HRS_

File Edit View Favorites Tools Help

★ Favorites | ★ Free Hotmail | Web Slice Gallery

Applicant Searches

Current SU Job Openings

Important! To prevent technical difficulties, before you begin the application process and click on an "Apply Now" button, please delete your Internet history/cookies. If you do not know how to delete your Internet history/cookies, please click on the following link:
[Clear-Your-Browser's-Cache](#)

Narrow your search by selecting a job type below:
*Job Type: [Frequently Asked Questions](#)

Instructions: Click on the Job Title of interest to view a posting of the full job description or click on the Apply Now button to begin completing the employment application.

You can sort by Job Title, Open Date, or Job Opening ID by clicking on the column header, or by clicking the Customize link in the blue border.

Search Results

Apply Now	Job Title	Open Date	Job ID
Apply Now	General Counsel	09/16/2011	10768
Apply Now	...	09/16/2011	10767
Apply Now	Administrative Assistant I (Part-time Perdue)	09/16/2011	10766
Apply Now	Associate Director of Admissions	09/14/2011	10765
Apply Now	Galleries Manager	09/14/2011	10764
Apply Now	Associate Registrar	09/15/2011	10763
Apply Now	Lecturer in Art, Graphic Design	09/14/2011	10762
Apply Now	Director of Procurement	09/13/2011	10761
Apply Now	Program Coordinator/Counselor	09/12/2011	10760

Done Internet 100%

*To start the application process, click on the **Apply Now** button to the left of the job title.*

Salisbury University Online Application Process

Applicant Home - Windows Internet Explorer

https://gullnet.salisbury.edu/psc/saprdguest/EMPLOYEE/HRMS/c/SU_HR_CUSTOM_MENU.SU_HRS_

File Edit View Favorites Tools Help

Applicant Home

Logout

[Frequently Asked Questions](#)

If you have never registered before [click here to Register](#).

Current Active SU Employees: Do not register here as an applicant. Simply, login to your [GullNet](#) account and click on the "Careers at SU" link.

Former SU Employees and Employees Between Contracts (e.g., PTN faculty and Contingent/Contractual employees on Summer or Winter break): If you have a GullNet account as an employee, check the "Former or Inactive SU Employee" checkbox and use your GullNet login and password.

Enter your user name and password to login.

Login

User Name:

Password:

Former or Inactive SU Employee

Login [Login Help](#) [Register Now](#)

Remember: If you have never applied for a job on this site, you will need to click on the **Register Now** link.

If you have registered previously, but do not remember your User Name and/or Password, you may go to the **Frequently Asked Questions** section for instructions.

If you cannot retrieve your old User Name and Password, then you will need to re-register on the site, using the **Register Now** link.

Salisbury University Online Application Process

Applicant Home - Windows Internet Explorer

https://gullnet.salisbury.edu/psc/saprdguest/EMPLOYEE/HRMS/c/SU_HR_CUSTOM_MENU.SU_HRS_...

File Edit View Favorites Tools Help

Applicant Home

Register

[Frequently Asked Questions](#) [Logout](#)

Enter your new user name and password.

Enter Registration Information

*User Name

*Password

*Confirm Password

[Register](#) [Return to Previous Page](#)

Done Internet 100%

Once you have created a User Name and Password, and confirmed the password by entering it again, click the **Register** button.

If the screen does not proceed to the next page in the process, check the top of the page for any error messages.

Some sites are restrictive in what is allowed when creating the User Name and Password.

Once you have one's that work, record them in a safe place for future use.

Salisbury University Online Application Process

Applicant Home - Windows Internet Explorer

https://gullnet.salisbury.edu/psc/saprdguest/EMPLOYEE/HRMS/c/SU_HR_CUSTOM_MENU.SU_HRS_...

File Edit View Favorites Tools Help

★ Favorites ★ Free Hotmail Web Slice Gallery

Applicant Home

Please

You are

Apply For

Remember: This is a timed application process, so proceed quickly and save your work often.

[Edit My Profile \(Name, Address, Email, Phone\)](#)

Steps:

1. Click on each of the "Provide Data" links and complete the pages. Once all required data has been entered on a page and saved, the "No" indicator will change to "Yes" in the "Complete?" column ("N/A" will not change to "Yes").
2. The "Finalize Application" button will then appear at the bottom of the page.
3. Click on this "Finalize Application" button.
4. The last remaining "Submit Application" page will appear.
5. Read and complete as requested and click the "Submit" button at the bottom of the page to officially submit your application.
6. A confirmation email will automatically be sent after you submit your application.
7. Incomplete applications will not be processed.


Call the Human Resources Office at 410-543-6035 if you have questions.

Description	Information	Complete?	Provide Data
Upload Cover, Reference Ltrs. & Other Attachments	Required	No	Provide Data
Upload or View Resume/Vitae	Required	No	Provide Data
References	Required	No	Provide Data
Higher Education History	Required	No	Provide Data
Language Proficiency	Optional	N/A	Provide Data

Once you have Logged In or Registered, and completed filling in the Profile information, you will need to follow the instructions provided.

Click the Provide Data link on the sections that display Required; these will need to be completed.

The Optional sections may be completed if the applicant wishes.



Salisbury University Online Application Process

Salisbury University - GullNet Login - Windows Internet Explorer

https://gullnet.salisbury.edu/psc/saprd

File Edit View Favorites Tools Help

Salisbury University - GullNet Login

Salisbury UNIVERSITY

Search

al Distinction

GullNet
Salisbury University

Five failed login attempts will lock your account. Please use the [Forgot My Password](#) link to receive a new GullNet password prior to your five failed login attempts.

Log in and get connected

User ID:

Password:

Go!

Caution: any lengthy delay in the application process will cause a “timeout”, which will take you to this screen.

DO NOT attempt to login here, as this is the login access used only by current Salisbury University employees and students.

If you get to this screen, you will need to close this screen and get back to SU’s main page, www.salisbury.edu and start the login process from the beginning.

their use of the system monitored and recorded by system personnel. If such monitoring reveals possible evidence of criminal activity system personnel may provide the evidence of such monitoring and recording to law enforcement officials. By logging in, you are consenting to the [Acceptable Use Policy](#) of Salisbury University.

Crimes, Criminal Law
1030 et seq. This
consents to having

Error on page. Internet 100%

Outreach Maryland Workforce Exchange

MWEJobs.com - Windows Internet Explorer
https://mwejobs.maryland.gov/default.asp

File Edit View Favorites Tools Help

MWEJobs.com

Solucionador de Problemas | Maryland.gov | Servicios en Línea | Agencias del Estado | Directorio de Teléfono

DEPARTMENT OF LABOR, LICENSING AND REGULATION
MARYLAND Maryland Workforce Exchange

Oficina del GOVERNADOR

In English

SEARCH: Buscar

STATE OF MARYLAND **DLLR** DEPARTMENT OF LABOR, LICENSING AND REGULATION
MARYLAND Workforce Exchange Where Business and People Connect

NOMBRE DE USUARIO: CONTRASEÑA: **ENTRE**

¿No Registrado? ¿Se olvidó la Información de entrada?

Búsquedas Enfocadas de TRABAJO

- BWI** EMPLEOS en el Aeropuerto BWI Marshall
- EMPLEOS de Capacitación de Aprendiziz
- RECOVERY GOV EMPLEOS de la Ley de Recuperación (ARRA)
- EMPLEOS para Veteranos

Enlaces Adicionales de Búsqueda de Empleo

PALABRA CLAVE (e.g. Accountant):

CÓDIGO POSTAL Y RADIO: 21401 10 millas **BUSCAR UN EMPLEO**

BUSCADORES DE EMPLEO

- Encontrar Empleo
- Crear un Resumé

EMPLEADORES

- Encontrar un Candidato
- Fije un Aviso de Empleo

start | 2 Google Talk | Calculator | 2 Microsoft O... | Microsoft Powe... | MWEJobs.com ... | 2:14 PM

Outreach DLLR Website

The screenshot shows a Windows Internet Explorer browser window displaying the Maryland Department of Labor, Licensing and Regulation website. The browser's address bar shows the URL <http://www.dllr.state.md.us/>. The website header features the Maryland state logo and the text "DEPARTMENT OF LABOR, LICENSING AND REGULATION". A navigation menu includes links for HOME, NEWS, MISSION, ASSISTANCE FOR UNEMPLOYED, GREEN JOBS, TAX CREDIT, H2H, and NOI. A search bar is located in the top right corner. The main content area is divided into several sections:

- Left Sidebar:** A portrait of Alexander M. Sanchez, Secretary, is shown above a list of "FEATURES" (Press Room, Boards & Commissions, Online Licensing, MD Employment Laws, Job Site Safety & Laws, Consumer Complaints, Maryland Workforce Exchange, Ayuda en español) and "DIVISIONS" (Unemployment Insurance, Occupational &).
- Center:** A large banner reads "Protecting and Empowering Marylanders..." with a background image of diverse workers. Below this are three featured articles: "Mortgage Late? DON'T WAIT!", "Helmets to Hardhats", and "Workplace Fraud".
- Right Sidebar:** A photo of Governor Martin O'Malley and Lt. Governor Anthony G. Brown is shown above the "Skills2Compete" logo. Below that is a "Latest News" section with headlines such as "Maryland Real Estate Commission Investigating Complaints against Frederick Property Manager" and "MARC Green Works Report: Maryland Leads Capital Region in Per Capita Green Employment". A "Hot Topics" section is also visible at the bottom.

The Windows taskbar at the bottom shows the Start button, several open applications (Google, Calculator, Microsoft Office), and the system clock indicating 2:30 PM.

El Fin/The End/La Fin



Maryland Division of Workforce Development