



APPLYING FOR A FACULTY POSITION

1. Visit <http://ise.simplehire.com>. Click “Create Application,” and then create a user name and password.

Username: _____

Password: _____

2. Complete the application by moving through the screens. You are able to save the application without completing it if you wish to come back to it at a later time. Think of your application as a personal profile. Once you have completed this piece, you will still need to link your profile (*the application*) to each voyage of interest.
3. To link your application to a voyage, click on SEARCH POSTINGS on the left hand side (a blue sidebar). Scroll to the bottom of that page, where you will be able to enter search parameters. Simply use the drop-down menus in the “Position Type” and “Voyage” fields. Click “Search.”
4. When you are able to see the position of interest, click “View.” This will bring you to the job posting details. At this time, click “Apply to this Posting.” Your application will appear. Scroll to the bottom of the page and click “Continue with this Data.”
5. The final step is to attach your cover letter and your CV. Click “Attach” and upload each file in either MS Word or PDF format. Make certain the documents you have attached are the correct ones, and click “Finished Attaching Documents.” Once you confirm on the next screen, you will not be able to replace these documents.
6. The Apply Yourself system will provide you with a confirmation number, indicating that you have completed applying to the position. If you wish to apply for another position, begin with step 3. The system will give you the option to use the documents (cover letter and CV) already on file, or you may attach different ones for each position.



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