

FAQ

- **How do I apply?**
 - Snow College utilizes an online applicant tracking system, Neogov. If you need help creating your account or are having trouble logging in, please contact the Neogov Applicant Support Hotline at 855-524-5627 7am-4pm MT.
 - Instructions for creating your job seeker account can be found at the top of our main Job Opportunities page or by clicking [here](#).
 - All applications must come through our online system. No paper applications will be accepted.
- **When is the closing date for the job I'm interested in?**
 - Each position is open continually, however, at the bottom of each posting a closing date will be listed. Applications received by the posted deadline will be eligible for review. Applications received after the deadline will only be reviewed if the initial search is unsuccessful.
- **How will I be notified about my application?**
 - All notifications come through your job seeker account. You will receive notifications concerning changes to any position you've applied for, whether your application has been rejected or if you are invited to interview and need to schedule a time.
 - Applicants will receive notifications of the status of their application within 30 days after the posted closing date.
- **Where do I attach resumes, cover letters, and other typical attachments?**
 - Depending on the type of position you are applying for, you may or may not be able to submit additional documentation such as a resume, cover letter, and transcripts.
 - Personally identifiable information (PII) is hidden from hiring committees during the initial review of applications. Particular information found on application attachments such as names, addresses, and dates cannot be redacted in our online system, so we do not ask for these materials unless you are applying for a faculty or executive-level position.
- **Do you give veterans' preference?**
 - In order to qualify for Veterans' Preference, you must submit a DD 214 form. Please email this document to jobs@snow.edu with your name and the position you applied for. HR will attach the form to your application and apply preference points.
- **Do you give internal candidate preference?**
 - The initial stage of reviewing applications is done 'blind'. Only applicants that meet the minimum posted requirements advance to the next stage of the review process, and this includes internal applicants as well. Internal applicants will only be given preference during the interview phase of the search if chosen to interview. For searches conducted internally, only current employees will be eligible to apply.
- **Do you give preference to diversity applicants?**
 - We encourage diverse applicants to apply! We are committed to selecting the best candidate without regard to race, color, religion, sex, national origin, or disability. Our application does ask about race and ethnicity, however, those responses are kept confidential and hiring committees will not see them.
- **Still have more questions?**
 - Please email hr@snow.edu or give our office a call at 435-283-7044.