

# Application Instructions



Thank you for your interest in working for Evangel University! To get started, you will need to complete an online application by following the steps below:

1. Read the Employment Criteria posted on the Career's Page.
2. Click on the job title in the table below to review the position summary.
3. Click on the "CLICK HERE" link to view the full description and to apply.
4. Click the "APPLY" button in the top right corner.
5. Returning applicants - log in; New applicants – register to create an account
6. Complete the full application and submit.

Once your application is submitted, the Human Resources Department will review it to ensure the minimum qualifications of the position are met. If yes, your application will be forwarded to the hiring manager for review. If you do not meet the basic qualifications, you will receive an email letting you know.

The hiring department will review your qualifications: experience, education, skills and abilities to determine if you will be a good match for the position. The most highly qualified applicants will be contacted for an interview or skills test. Some positions require skills testing to further evaluate applicants' qualifications.

If you are not selected for the position, you will receive an email notification.

The selection timeline varies by position.

Email [humanresources@evangel.edu](mailto:humanresources@evangel.edu) if you have any questions or to check the status of your application.

Thank you!

Evangel University Human Resources Department