



# University of Wisconsin-Stevens Point

## How To Apply

### Thank you so much for your interest in UW-Stevens Point.

For information on How to Apply, please follow the steps listed below!

For questions regarding the online application system, please contact UW-Stevens Point Human Resources.

Phone: +1-715-346-2606 Email: [human.resources@uwsp.edu](mailto:human.resources@uwsp.edu)

**To Apply:** Before you get started with the online application process, we recommend you preview the frequently asked question (FAQs): [Apply Online FAQs](#)

**Step 1** Click on the following link and select your applicant type:  
[External Applicant](#)  
[Internal to UW System and/or UW Stevens Point \(including student employees\)](#)

Once in the system, you can:

- a. view all current job postings
- b. narrow the search by Keywords
- c. narrow down the search more by clicking More Options
- d. view certain positions by using the Filter by section

**Step 2** After the results populate, click the Job Posting link for which you are interested in applying and review.

**Step 3** To apply for the job posting, click **Apply**.

**Step 4** Follow the directions on each screen and follow prompts. To move to the next screen, click the **Next** button in the lower right hand portion of your screen.

Submit application materials: Please be sure to complete all required fields and include all required documents before submitting your application.

**Step 5** By clicking on **Save as Draft**, you can save an incomplete application and return to it later. **To return to your application, click on the “My Activities” link at the top of your screen after logging in.**

Once you click on **Submit Application**, you will not be able to edit or attach any application materials.

Files, including letters of recommendation if requested in the posting, must be complete to be considered. Submission in PDF format is preferred for all attachments.

**Step 6** After submitting the application, you will receive an **Application Confirmation**. You can either click the hyperlink to **View Submitted Application** or **Return to Job Search**.

**Helpful Links** **External Applicant** How to Apply KnowledgeBase Document - <https://kb.uwss.wisconsin.edu/19833>

**Internal Applicant** How to Apply KnowledgeBase Document - <https://kb.uwss.wisconsin.edu/21544>



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