Follow up from Policy Spotlight

- Is this system compatible with Mac's?
  - Yes, there is no reason Mac users should have any problems with the system.

- What resources will be available to applicants outside of 8:00 a.m. – 5:00 p.m.?
  - As discussed in the meeting, the Missoula Public Library, Missoula Job Service and the Mansfield Library are all available to applicants. These organizations offer computers for applicants to use outside of the normal workday hours. If applicants need additional assistance in developing their resume and/or cover letter, they can contact the Missoula Job Service. Hours of operations are as follows:
    - Missoula Job Service
      - Monday - Friday 7:30 a.m. to 6:00 p.m.
        - Except Tuesday 9:00 a.m. to 6:00 p.m.
        - Closed Saturday, Sunday, and standard state holidays
    - Missoula Public Library
      - Monday-Thursday, 10:00 a.m.-9:00 p.m.
      - Friday and Saturday, 10:00 a.m.-6:00 p.m.
      - Sunday, 1:00-5:00 p.m.
      - Closed legal holidays
    - Mansfield Library
      - Hours are subject to change – check website for more detailed times
        - Monday - Thursday: 7:00 a.m. - 1:00 a.m.
        - Friday: 7:00 a.m. - 8:00 p.m.
        - Saturday: 10:00 a.m. - 8:00 p.m.
        - Sunday: 10:00 a.m. - 1:00 a.m.

- Is there an additional comment section in the application for applicants who do not have documents to upload?
  - If an applicant chooses to complete an application without a resume, they are prompted to enter skills they possess, the number of years they have used those skills and their proficiency level. They can add up to 15 skills.
  - After that section, they are asked to complete a brief section for each of their current / previous work experiences. They are prompted to enter the standard information such as job title, employer, and dates employed. In each of these sections they are provided with a space where they can type out their responsibilities for that position. Applicants can add up to six (6) different positions.
  - There are no additional areas where applicants can add information but they have the option of uploading up to five (5) files if they would like.

- What happens if an applicant changes their profile information or documents after a position has closed?
  - Once a position closes, it is removed from the website and applicants are no longer able to change, add or delete any materials.

- What is the “Recruiting Agency Login” option on the UM Jobs webpage?
  - This is where outside recruiters could send in applications for clients. An example of this would be Job Service. If a recruiter at the Job Service wanted to send in a client’s application materials for a position, they would log-in and submit those materials. This is not a system we have in place and therefore this would not be an option available to outside recruiters at this time.