

Welcome to Careers@Northeastern – Northeastern University's on line tool to search for and apply to open positions from any computer with Internet access. Before using this site, please review the information below.

#### Accessing/Using Careers@Northeastern

1. If you are accessing the site for the first time, you will be asked to create an electronic profile by providing an email address and password. If you do not have an email address, please click on one the links below to set up a personal email address.

[www.yahoomail.com](http://www.yahoomail.com) [www.hotmail.com](http://www.hotmail.com) [www.aol.com](http://www.aol.com)

2. The following web browsers are supported:
  - Internet Explorer 6.0 and above (recommended); download a free version at [www.microsoft.com](http://www.microsoft.com)
  - Firefox 1.0 or 1.5; [www.mozilla.com/firefox](http://www.mozilla.com/firefox)
  - Netscape 7.x; download a free version at [www.netscape.com](http://www.netscape.com)
  - AOL 9 and above; download a free version at [free.aol.com](http://free.aol.com)
  - Safari 1.x (recommended for Mac users)
3. Please turn off all pop-up blockers before accessing our site.
4. When navigating through the on line application, please use the links on the bottom of the page – or the bubbles at the top – to move from one page to the next, or to go back to a previous page. *Do not use your browser's 'back' or 'forward' arrows to navigate, as this may cause errors and prevent you from completing your application.*
5. When attaching documents to the site, please note that valid extensions for attaching a document are ".doc", ".html", ".htm", ".txt", ".pdf" & ".rtf".
6. Applicants who need a reasonable accommodation for searching or applying to positions are encouraged to contact the HR/Payroll Service Center at 617-373-2230 or (TTY) 617-373-5293 for assistance.

#### Applying for Positions

1. Applicants who wish to submit a cover letter, resume or references for an open position must complete the on line application.
2. When you apply for a position online you will receive a confirmation page indicating that your application and attachments (cover letter, resume, and references) were successfully submitted. You will also receive a confirmation email to the email address you provide in the application process. If you do not complete the entire process, or experience system issues during the process, your information may not be submitted.
3. Meeting the minimum qualifications for a particular position does not assure that you will be invited to the University for an interview.
4. While the acceptance of an application, cover letter, resume or references does not obligate the University to employ you, all applications and attachments are sent to the appropriate hiring manager as soon as you submit them.

5. Hiring managers are constantly reviewing resumes. If your background, education and experiences are an appropriate match for the position(s) to which you are applying, the hiring manager will contact you.
6. Open positions are added to our website daily. Positions remain on our website until the position is filled or the requisition is closed. If you can view a position on the website, the hiring department is still accepting applicants.
7. The length of the hiring process varies depending on the needs of the hiring department. Most positions are posted internally for ten days. After this period, hiring departments may begin interviewing external applicants. From first posting to a job offer, the process could take 4 to 6 weeks or longer, depending on the department.

#### Need Additional Help?

If you have further questions or experience issues with Careers@Northeastern, please contact the HR/Payroll Service Center at 617-373-2230.