WHAT TO EXPECT AFTER APPLYING

Curious about what happens between application and hire? Here is what most applicants can expect.

1. APPLICATION SUBMITTED

You did it! You drafted the perfect resume, gathered application materials, and clicked the submit button.

What can you expect?
You should receive an email confirming your submission.

2. APPLICATION REVIEWED

This phase can take between a few days to a few weeks. During this period of time, the search committee is:

- Reviewing the first batch of applicants.
- Removing unqualified applicants from consideration.
- Identifying applicants based on job-related credentials.
- Determining whether to begin interviews or wait for more applicants.

What can you expect?
If you are no longer under consideration, you will receive an email or application status update.

What can you do?
- Check your profile to see if your application status has changed.
- Check job posting for any job-related updates.

3. INTERVIEWS CONDUCTED

If the search committee considers you a top candidate, they will extend an invitation for an interview. Interviews may be conducted by phone, online or in person.

What can you expect?
- This phase may involve one or more interviews.
- The search committee may begin contacting your references.
- If you are no longer under consideration, you will receive an email notification or application status update.

What can you do?
- Review the posting to understand the duties and requirements of the position.
- Review your work history and be prepared to discuss specific examples of your ideas and work.
- Research the College and department to better understand how your skillset can be an asset.

4. OFFER EXTENDED

The search committee considers you the top candidate and recommends you for hire. Human Resources extends an offer.

What can you do?
- Evaluate the offer terms (e.g., location, pay, benefits, schedule, etc.)

5. OFFER ACCEPTED

Congratulations! You have accepted the offer and will begin your onboarding process.

Questions? Contact Human Resources at hr@lee.edu or 281.425.6875