USE THE UNIVERSITY OF PITTSBURGH’S ONLINE EMPLOYMENT SITE TO APPLY IN 6 EASY STEPS:

1. Go Online. View Pitt’s online employment site by going to www.pittsource.com

2. Create a Profile. Create an online profile that can be used to apply for employment. Enter a unique username and password of your choosing. You may use the same profile for any and all jobs for which you are applying.

3. Search for Jobs. Search all current Staff and Faculty job openings for employment opportunities.

4. Apply. Apply for any job for which you meet the minimum qualifications and add a resume, cover letter, and other supporting materials. You are free to use the same application for all positions in which you are applying.

5. Manage Jobs. By logging into your account with your username and password, check the status of all jobs for which you have applied, update your contact information, or withdraw your application from consideration.

6. Log In/Log Out. Log in using your username and password, and log out every time you leave the site to keep your application secure.

"We want to make certain that the opportunities we provide are equally available to all. That requires more than a few determined leaders. It requires a campus-wide effort."

—Mark A. Nordenberg, Chancellor

THE UNIVERSITY OF PITTSBURGH
An affirmative Action/Equal Opportunity Employer which values equality of opportunity, human dignity and diversity

If you need assistance completing your application or applying for a job, call our applicant help line at 412-624-8150.

For directions to Human Resources at University of Pittsburgh, visit our website at www.hr.pitt.edu/map-and-directions

Or call us at 412-624-8150.

For more information about The University of Pittsburgh, visit www.pitt.edu.

Last Updated on 8/23/2013
HOW DO I FIND OUT WHAT JOBS ARE AVAILABLE AT THE UNIVERSITY OF PITTSBURGH?
The job listing for all open Staff and Faculty positions is available 24 hours a day at www.pittsource.com on any computer with internet access. Click on a category of jobs to search (Staff, Faculty, etc.), or click on ‘Search Postings’ on the side navigation bar, then “Search” to see the list of all job openings.

HOW DO I APPLY FOR A JOB?
First, you need to create an account. Choose a unique username and password to be used to log in and keep your information secure. Once you have logged into the system, you may search for and apply to open positions by following the Staff application instructions provided.

Each posting for open Faculty or Research Associate opportunities will have specific application instructions included in the posting.

CAN I APPLY FOR MORE THAN ONE POSITION AT A TIME?
Yes, once you have completed your online account through PittSource, you can apply for multiple Staff positions that match your qualifications. When you re-visit the site, the original Staff application you created will be available for you to use and/or update to apply for other positions.

HOW LONG CAN I USE MY APPLICATION TO APPLY?
Staff applications remain on file indefinitely and can be updated at any time. If your contact information, educational history, or employment history changes, be sure to update your Staff application and contact information using the ‘Your Applications’ link on the left navigation bar.

CAN I APPLY DIRECTLY TO THE DEPARTMENT IN WHICH I WISH TO WORK?
PittSource is the central intake point for all open Staff positions. Only job seekers who create a Staff application and apply online will be considered for employment.

Faculty and Research Associate positions have specific instructions included in each posting.

HOW WILL I KNOW IF A POSITION FOR WHICH I APPLIED HAS BEEN FILLED?
You may check the status of your Staff application by logging into the system and viewing the listing of positions for which you have applied for by using the ‘Your Applications’ link on the left navigation bar. Once a position is filled, its status will change to ‘Position Filled’.

WHEN/HOW CAN I MAKE CHANGES TO MY APPLICATION?
Once you submit a Staff application for a specific position, you cannot go back and make changes. However, any changes you need to make can be made on the application when you apply for future jobs.

CAN I ATTACH DOCUMENTS RELEVANT TO MY APPLICATION?
This will vary by position. If the department has requested documents in addition to the application, you will be given the opportunity to attach them as you apply. Also, any documents you attach will be held in your account for future use.

CAN I USE DIFFERENT RESUMES AND COVER LETTERS FOR DIFFERENT POSITIONS?
Yes. You can submit a new resume for each position for which you apply. The site will hold several versions of your resume and cover letter within the ‘Your Documents’ section on the left navigation bar.

WHAT IF I DON’T HAVE ACCESS TO A COMPUTER OR NEED ASSISTANCE COMPLETING AN APPLICATION?
The Office of Human Resources provides hands-on assistance Monday through Friday from 8:00 a.m. until 4:30 p.m. PittSource can be accessed through any computer with internet access 24 hours a day, 7 days a week.
The University of Pittsburgh’s online employment site is designed to make the employment process more efficient and accessible for job seekers and offers these advantages:

- **Up-to-date Information**
  Job postings are updated daily.

- **Accessibility**
  Job postings are accessible for job seekers from any computer or mobile device with Internet access.

- **Flexibility**
  Job seekers can submit additional documentation and answer questions from hiring managers electronically.

**Paper applications, faxes, and emails are not accepted and unsolicited resumes will not be added to any applicant pool.**