



Human Resources

Talent Acquisition - Frequently Asked Questions for Applicants

How to apply for a position?

To search for current open positions, go to www.lonestar.edu/lsc-jobs and click "Search and Apply Now". You may also search by Keyword or Advanced Search. All applicants are required to apply online. Application materials will not be accepted via fax, e-mail, mail or hand delivery. If you are having issues with our website or are unable to search for any jobs by Job ID#, please email employment@lonestar.edu

How do I attach additional documents?

Additional documents can be added under 'My Career Tools', click on Cover Letters and Attachments, and then 'Add Attachment.' Please include the Job ID# in the title of your file. Files names must be 40 characters or less. Example, Cover Letter for 16565, Transcripts for 16565, etc.

How can I replace my resume?

To replace a resume please email employment@lonestar.edu providing the full name you used on your application with the Job ID# and the resume you want replaced.

Can I save my application before I finish completing it?

If applicants are unable to complete an application, please click on 'Save.' Incomplete applications will not be accepted. Please allow 20-45 minutes to complete an application.

How do I recover my user name & password?

To recover your user name or password, you must click on "Login Help." To change your password go to 'My Profile' and click on Change Password under Member Information. Email address is strongly recommended as your user name.

When/how can I make changes to my application?

Changes can be made to an application at any time. Once an application is submitted for a particular position, changes are not allowed. Changes made on the application will be reflected for any new position for which an individual submits.

Do I have to submit an application?

Resumes are not accepted in place of an application. Applications are required for all positions.

Talent Acquisition - Frequently Asked Questions for Applicants (continued)

Can I apply for more than one job at a time?

Yes, you can apply for multiple job listings. The application that is submitted will be in the system and available for applicants to update and/or submit for other job openings. All applicants will receive an automated email confirmation once an application has been submitted. You can also go to 'Careers Home' and click on 'Accepted/Unaccepted Applications' link and under 'Applications in Progress' you will see a 'Status' column that will show either 'Applied' or 'Not Applied.'

What to do if I answered a screening question incorrectly which disqualified me?

Applicants can send an email to employment@lonestar.edu with your full name and the Job ID#. We will withdraw your application so you can reapply for the same job in order to answer screening questions again.

What to do if my application shows 'Not Applied' in the status column?

'Not Applied' means your application is incomplete. Click on the job title under 'Applications In Progress', complete all sections of the application and hit 'Submit'. Applicants must click 'I agree to these terms' and hit submit again to complete the application process.

How do I update my profile?

Once logged in go to 'My Profile' on this page you can update your name, address, phone number and email. Changes made on this page will be updated on all of the jobs you have applied to.

Can I withdraw my application from the system if I am no longer interested in the position?

Please send an email to employment@lonestar.edu with your full name and the Job ID# you wish to no longer be considered for and we will withdraw your application for you.

Having problems uploading a document?

Files recommended to attach online are Word or PDF. Please be sure to put the Job ID# in the title once you name your file. You must limit your file name to 40 characters or less for each document you attach.

I am having a technical problem with my computer that is stopping me from completing the application or applying for a job.

Applicants must be sure to use Internet Explorer 7 or higher, Google Chrome or Mozilla Firefox.

Who can I contact if I'm having problems completing an application?

For help with technical assistance and issues completing an online application please send an email to employment@lonestar.edu.