

Modifying a Submitted Application

Instructions for Applicants

Human Resources: (229) 333-7575
Valdosta State University

Modifying an Existing Application

Before any applicants can go in to the system and modify their application, Human Resources must first **Reactivate** their application, allowing for changes to be made.

Step One

Navigate to valdosta.peopleadmin.com



VALDOSTA STATE UNIVERSITY

Welcome to the Valdosta State University Employment Page.

Here you will find the information you need to become a valuable member of the Valdosta State University community. "Valdosta State University is a regional university located on 169 acres of land near the heart of Valdosta. The campus features beautifully preserved Spanish Mission architecture and is a standout in the moderately size city with the friendliness of a small town and the conveniences and cultural attributes of a metropolitan area. The university serves students in the heart of South Georgia with a comprehensive curriculum." Should you have any questions do not hesitate to contact an employment representative. They will be glad to discuss your future here at VSU.

Denise Bogart, Ph.D., PHR
Director, Human Resources and Employee Development

If you have questions or require assistance about your job search, please email vsu_peopleadmin@valdosta.edu or call (229)333-5709.

Equal Employment Opportunity Employer

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for employment by the institution based on the sex, race, religion, color, national origin, handicap, sexual orientation, or veteran status of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title IX and Section 504 of the Rehabilitation Act of 1973.

All offers of employment are thereby conditioned upon the results of a Background Investigation Report which includes a criminal background check and a credit check where applicable, as well as other checks as needed.

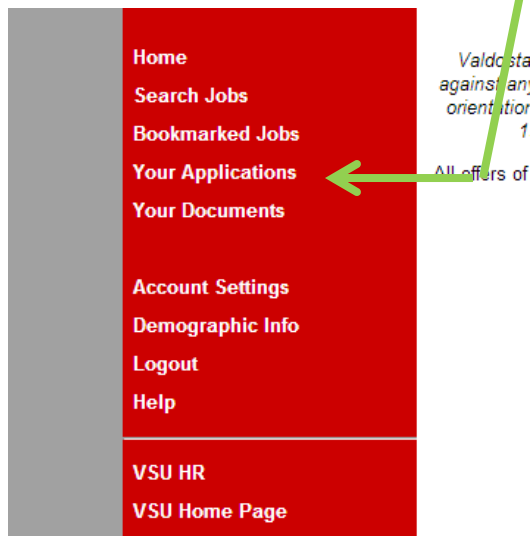
Home
Search Jobs
Create Account
Login
Help
VSU HR
VSU Home Page
Faculty Openings
Staff Openings
Student Openings
Temporary
Work Study

Step Two

Login to People Admin through clicking on **Login**.

Step Three

Once you have successfully logged in, click on **Your Applications** to modify your already submitted application.



Step Four

To modify an application, click on the [Application](#) hyperlink under **Application Materials**. NOTE: You will not be able to modify an application unless Human Resources has “reactivated” the application for you to edit. Please contact them at (229) 333-5709 if you wish to reactivate your application

	Number			Date	Materials
Lecturer View Job Archive	CN000000593	F00003	In Progress Withdraw Application	April 09, 2014	Application Cover Letter Curriculum Vitae Unofficial Graduate Transcripts Teaching Course Syllabus

Step Five

Once inside, you can edit your application, modify references, and upload different applicant materials. **You MUST certify and resubmit your application once you are done with altering the document.**

If you have any questions about this process, please contact Valdosta State University Human Resources Office at (229) 333-5709.