External Applicant (Non FAU Employee) Tutorial

This tutorial provides external job applicants with instructions on how to complete a job application for employment at Florida Atlantic University.

If you copy and paste verbiage from a document into your application, or utilize the option to parse information from your resume, please retype any special characters. For example, if your last name is O'Donnell, and you copy your name from your resume into your application, please delete and retype the apostrophe.

NOTE: If you are a current FAU employee, please refer to the Internal Applicant (Current FAU Employee) Tutorial for instructions on how to apply.

1. Go to the homepage of the applicant portal (ca   ro)   r   d   c

an email will be sent to you with log in instructions.

6. Once you are signed in, follow the prompts and instructions within the application to move forward with the process.

7. Make sure to complete the required fields in each section. Fields with an asterisk (*) are required to be filled out.

8. Click "Next" to continue to the next section of the application. You can select "Back"