Applying online is as easy as 1-2-3!

Welcome to Mason’s online application system, eWork. This guide will help you understand and use eWork. You will be able to check the status of your application with just a few clicks of a button.

You can check your application status by logging on to your account at jobs.gmu.edu and viewing the “Status” of your “Completed Applications.” You will be able to see your current status. When the text reads “In Progress,” it indicates that the hiring committee has received your application and is in the process of reviewing applications. Once a selection is made, the status box will show “Position Filled.”

If you have difficulty using the site or need guidance, please contact Human Resources and Payroll at 703-993-2600 or jobs@gmu.edu.

Thank you for your interest in George Mason University!

Supported Browsers

- Microsoft® Internet Explorer® versions 8 and 9
- Mozilla Firefox® version 13 and later
- Apple Safari® version 4 and later
- Google Chrome™
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Step 1: Search and Apply

Visit jobs.gmu.edu. We recommend that you search the available jobs then create an account.

Access the quick links to “Search Jobs” or “Create an Account.”

How to Search for Jobs

Select “Search Jobs” from the quick links.

You can search jobs in the following ways:

- **Keywords** - enter your own search terms
- **Posted Within** - a drop-down list will appear – select from day, week, or month
- **Department** - a drop-down list will appear with all University departments listed
- **Location** - a drop-down list will appear – select desired from the various locations listed
- **Job Category** - a drop-down list appears with different types of employment types
- **Position Number** – enter a specific position number

*Note: For the best results, use only one search criterion at a time.*
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To view up all open positions, click “Search,” leaving all search fields defaulted to “Any.”

To view the details of a job, click on “View Details” under the abbreviated job description.

To apply for a position, click “Apply to this Job” after you clicked on “View Details” and you are in the job posting.

Step 2: Create an Account

After selecting “Apply to this Job,” you will be prompted to create an account.

If you have an account, enter your Username and Password.
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If you do not have an account, click on the link “Create a new account” to set one up.

Once your account has been created, apply to the posting by completing the application.
Step 3: Attaching Documents

Click the link for the document you wish to attach.

Once you have completed attaching required documents, the confirmation screen will be displayed.

To complete your application select “Next”
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Certifying and Submitting your application.

On the next screen, click “Certify and Submit” to certify your application.

Note: This is required to be considered for a position.

Congratulations! You have completed your application and can review your status anytime by logging back into jobs.gmu.edu.