Guidelines for Online Faculty Recruitment Application

1. Initiating the Application

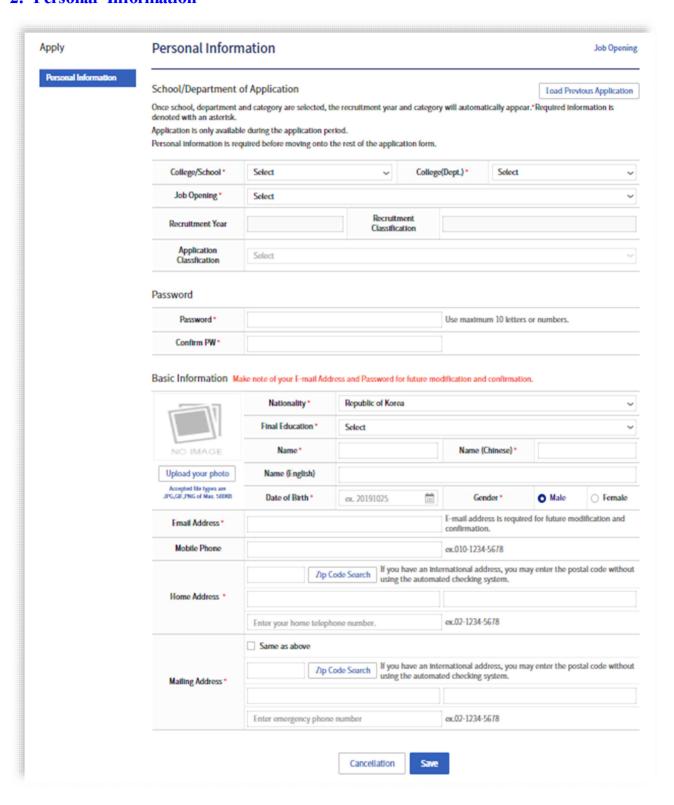
Access https://facultyrecruitment.snu.ac.kr

Click 'Apply'

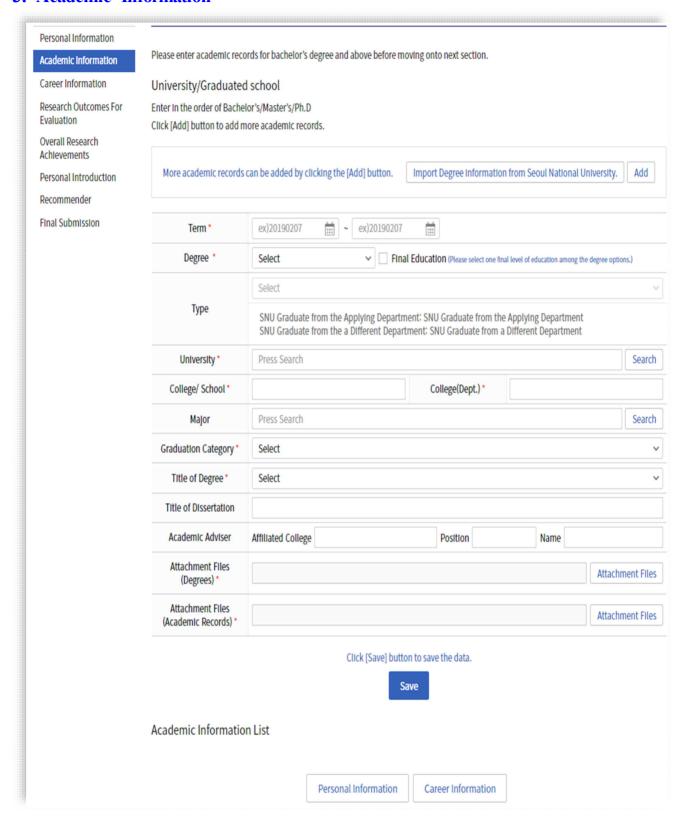
- Please ensure that you complete all required information accurately.
- You have the option to access your application for updates and to upload supporting documents until the application deadline. Once the deadline passes, the application system will automatically close. Therefore, we strongly advise you to apply well in advance of the deadline.
- If your supporting documents are in a language other than Korean or English, they must be accompanied by a notarized translation in Korean or English, in addition to the original document.

Departments	E-mail
Civil and Environmental Engineering	kyung123@snu.ac.kr
Industrial Engineering	kksun@snu.ac.kr
Materials Science and Engineering	artofmoney@snu.ac.kr
Electrical and Computer Engineering	ha77k@snu.ac.kr
Naval Architecture and Ocean Engineering	jungkc@snu.ac.kr
Computer Science and Engineering	alswjd@snu.ac.kr
Chemical and Biological Engineering	noting83@snu.ac.kr

2. Personal Information

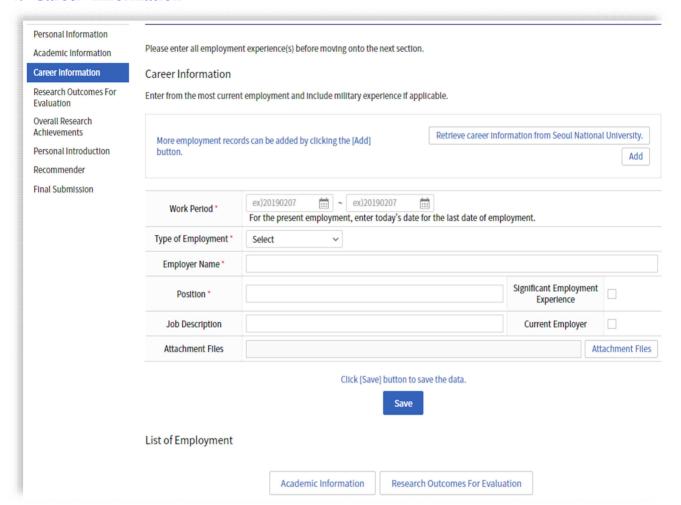


3. Academic Information



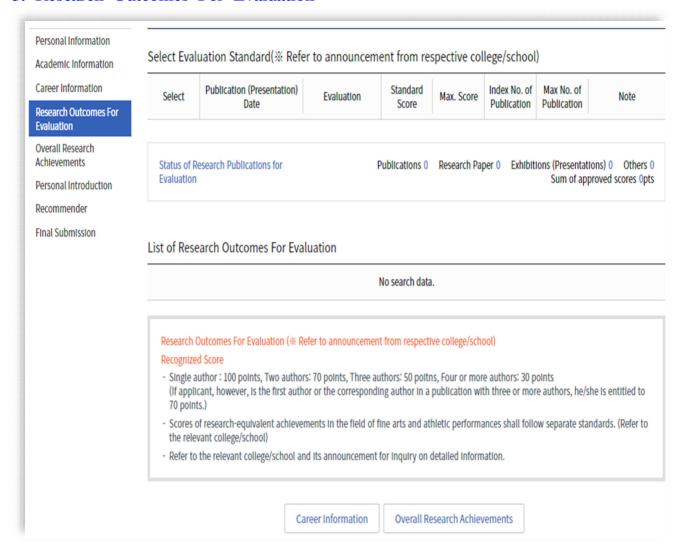
- A. The 'Term' information must match exactly with what is specified on the certificate.
- B. Ensure accurate selection of 'Type' for your Bachelor's Degree from your Home university. Choose one of the following options:
 - SNU Graduate from the Applying Department (본교본과)
 - SNU Graduate from a Different Department (본교타과)
 - Other Univ. (타교) (For instance, if you graduated from SNU College of Natural Sciences, select 'SNU Graduate from a Different Department')
- C. For a bachelor's degree, there is no need to provide the thesis title and advisor information.
- D. <u>However</u>, for master's and doctorate degrees, it is mandatory to provide the thesis title and advisor information.
- E. When submitting attachments, organize them in the following sequence: bachelor's, master's, and doctoral degree certificates. Ensure that certificates of degree (Diploma) and academic transcripts are filed and uploaded separately based on the degree type, in PDF format. You can use the following naming convention for your files: (bachelor_certificate of degree / bachelor_transcript/ masters_certificate of degree / masters_transcript / doctorate_certificate of degree / doctorate transcript).

4. Career Information



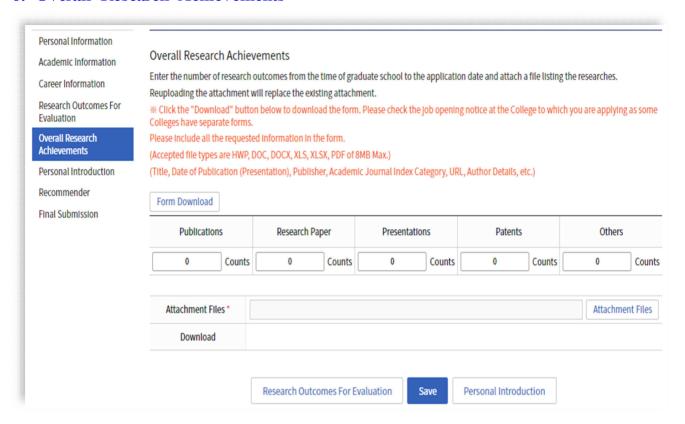
- A. Ensure that the 'Work Period' information matches exactly with what is specified in the certificate.
- B. Only include information in your work experience section that can be substantiated with a valid work experience certificate. Anything not supported by such a certificate will not be recognized as work experience.
- C. Distinguish between education and research experiences; they should be entered separately.
- D. In the work experience section, check the appropriate box for 'Major experience' and 'Work experience at current workplace.' You can mark multiple checkboxes if they apply.

5. Research Outcomes For Evaluation



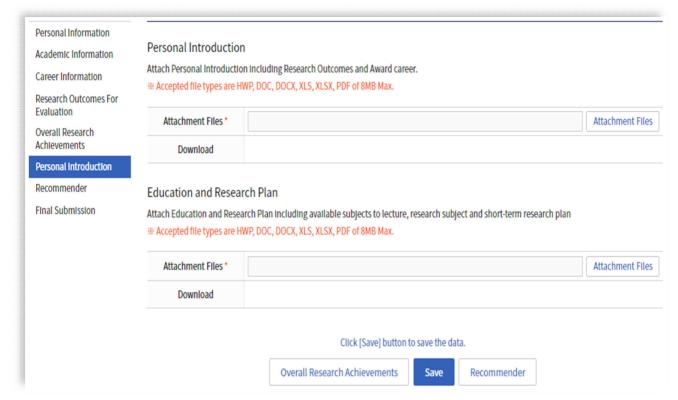
- A. The 'searchable Internet address' should be a clickable link that leads directly to the research results for easy access. If there is no such link available, leave this field blank.
- B. Prior to submission, familiarize yourself with the specific research achievement criteria set by the university to which you are applying. Ensure that you provide all required information in accordance with their criteria.
- C. <u>Uploaded research achievements must be legible and contain clear information</u> about authors, publication date, paper contents, and other relevant details. <u>Illegible documents will not be accepted for evaluation</u>.
- D. Please upload one PDF file per research achievement for proper organization and evaluation.

6. Overall Research Achievements



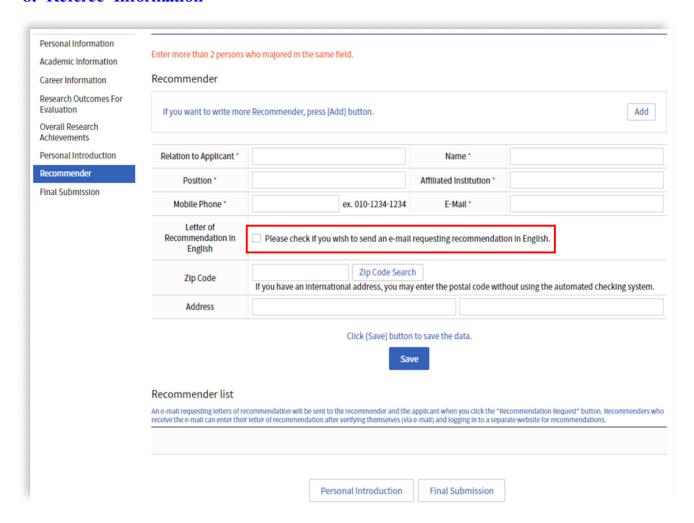
- A. To provide an overview of your research achievements, please click the 'Form Download' button to obtain the Excel file. Fill out this form as an attached file following the provided instructions.
- B. Accuracy is crucial when entering the 'Number (of Achievement(s))' for books, papers, patents, and other categories. Verify that your research achievements align with the details in the attached Excel file. Pay special attention to consistency, as there may be differences between the numbers of books, papers, patents, and others in the Excel file and what you enter.
- C. Note that the 'Presentation/Exhibition' category in the Excel form is relevant only for applicants in the fields of arts and sports. Engineering applicants do not need to fill in this section.

7. Personal Introduction



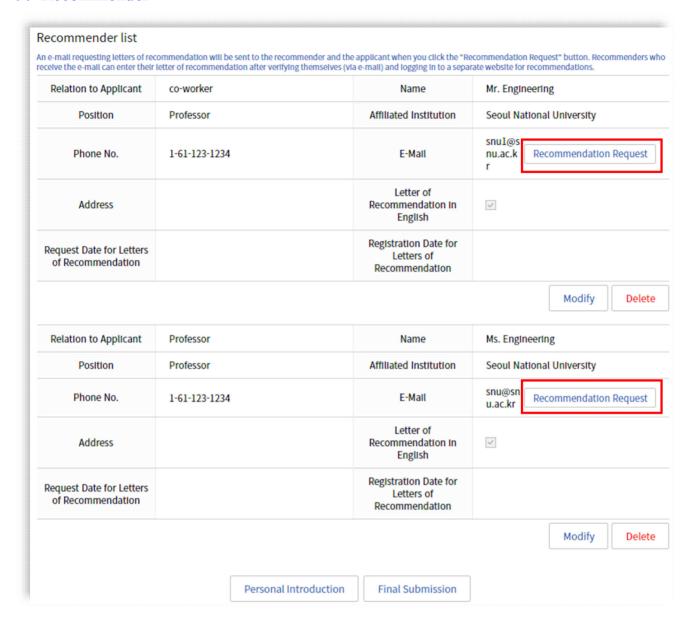
- A. There is no specific form provided for Personal Introduction and Education & Research Plan. It can be written in either Korean or English.
- B. For languages other than English, please attach a Korean translation.

8. Referee Information



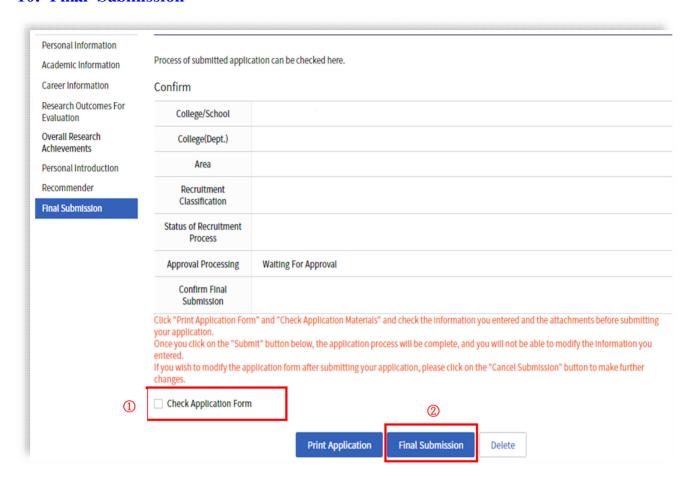
- A. Please input referee information.
- B. Applicants must ensure their application includes references from 2-3 individuals.
- C. The information provided by the applicant regarding referees and the information provided by referees when submitting the recommendation letter must match precisely.
- D. If the referees are not Korean and, you prefer the recommendation request email to be sent in English, please check the box that says 'Please check if you wish to send an e-mail requesting a recommendation in English.' This will ensure that the guidance email sent to referees is in English rather than Korean.

9. Recommender



- A. After entering the referee details, applicants should click the 'Recommendation Request' button to send a guidance email to their referees. This email will provide the website address for submitting recommendations. It is crucial to complete your recommendation letter request well in advance of the deadline to ensure that referees have ample time to submit their letters.
- B. To confirm whether the recommendation letter has been successfully submitted, you can visit the faculty recruitment website. This will help you verify that the recommendation process has been successfully completed.

10. Final Submission



- A. To verify the correct and successful uploading of your files, click on '① <Click Application Form>.' If any of the documents requested by the College of Engineering are missing, your application will be deemed incomplete.
- B. After reviewing the submitted documents, click on '② Final Submission.' Following the final submission, it is important to send an email to ijuyang@snu.ac.kr to confirm the completion of your application process.
- C. The approval result will be confirmed approximately 9 days after the application deadline. This final decision is based on a qualification review, which considers factors such as whether the research achievements meet the qualification criteria and whether the applicant holds a doctoral degree, among other criteria.