
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.

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

2. Personal Information

Apply	Personal Information		Job Opening
Personal Information		Load Previous Application	
<p>School/Department of Application</p> <p>Once school, department and category are selected, the recruitment year and category will automatically appear.* Required information is denoted with an asterisk.</p> <p>Application is only available during the application period.</p> <p>Personal information is required before moving onto the rest of the application form.</p>			
Colleges/School *	<input type="text" value="Select"/>	College(Dept.) *	<input type="text" value="Select"/>
Job Opening *	<input type="text" value="Select"/>		
Recruitment Year	<input type="text"/>	Recruitment Classification	<input type="text"/>
Application Classification	<input type="text" value="Select"/>		
Password			
Password *	<input type="text"/>	Use maximum 10 letters or numbers.	
Confirm PW *	<input type="text"/>		
Basic Information Make note of your E-mail Address and Password for future modification and confirmation.			
 <input type="button" value="Upload your photo"/> <small>Accepted file types are JPG, GIF, PNG of Max. 500KB</small>	Nationality *	<input type="text" value="Republic of Korea"/>	
	Final Education *	<input type="text" value="Select"/>	
	Name *	<input type="text"/>	Name (Chinese) * <input type="text"/>
	Name (English)	<input type="text"/>	
	Date of Birth *	<input type="text" value="ex. 20191025"/>	Gender * <input checked="" type="radio"/> Male <input type="radio"/> Female
	Email Address *	<input type="text"/> E-mail address is required for future modification and confirmation.	
	Mobile Phone	<input type="text" value="ex.010-1234-5678"/>	
	Home Address *	<input type="text"/> <input type="button" value="Zip Code Search"/> If you have an international address, you may enter the postal code without using the automated checking system.	
		<input type="text"/> Enter your home telephone number. <input type="text" value="ex.02-1234-5678"/>	
	Mailing Address *	<input type="checkbox"/> Same as above	
		<input type="text"/> <input type="button" value="Zip Code Search"/> If you have an international address, you may enter the postal code without using the automated checking system.	
		<input type="text"/> Enter emergency phone number <input type="text" value="ex.02-1234-5678"/>	
<input type="button" value="Cancellation"/>		<input type="button" value="Save"/>	

3. Academic Information

Personal Information

Academic Information

Career Information

Research Outcomes For Evaluation

Overall Research Achievements

Personal Introduction

Recommender

Final Submission

Please enter academic records for bachelor's degree and above before moving onto next section.

University/Graduated school

Enter in the order of Bachelor's/Master's/Ph.D

Click [Add] button to add more academic records.

More academic records can be added by clicking the [Add] button.

[Import Degree Information from Seoul National University.](#)

[Add](#)

Term *	ex)20190207  ~ ex)20190207 
Degree *	Select <input type="checkbox"/> Final Education (Please select one final level of education among the degree options.)
Type	Select <input type="text"/> SNU Graduate from the Applying Department: SNU Graduate from the Applying Department SNU Graduate from the a Different Department: SNU Graduate from a Different Department
University *	Press Search <input type="text"/> Search
College/ School *	<input type="text"/> College(Dept.) * <input type="text"/>
Major	Press Search <input type="text"/> Search
Graduation Category *	Select <input type="text"/>
Title of Degree *	Select <input type="text"/>
Title of Dissertation	<input type="text"/>
Academic Adviser	Affiliated College <input type="text"/> Position <input type="text"/> Name <input type="text"/>
Attachment Files (Degrees) *	<input type="text"/> Attachment Files
Attachment Files (Academic Records) *	<input type="text"/> Attachment Files

Click [Save] button to save the data.

[Save](#)

Academic Information List

[Personal Information](#)

[Career 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. However, 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

Personal Information

Academic Information

Career Information

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Overall Research Achievements

Personal Introduction

Recommender

Final Submission

Please enter all employment experience(s) before moving onto the next section.

Career Information

Enter from the most current employment and include military experience if applicable.

More employment records can be added by clicking the [Add] button. Retrieve career information from Seoul National University.

Work Period *	ex)20190207 <input type="text"/> ~ ex)20190207 <input type="text"/>	For the present employment, enter today's date for the last date of employment.	
Type of Employment *	Select <input type="text"/>		
Employer Name *	<input type="text"/>		
Position *	<input type="text"/>	Significant Employment Experience	<input type="checkbox"/>
Job Description	<input type="text"/>	Current Employer	<input type="checkbox"/>
Attachment Files	<input type="text"/>		<input type="button" value="Attachment Files"/>

Click [Save] button to save the data.

List of Employment

- 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

Personal Information

Academic Information

Career Information

Research Outcomes For Evaluation

Overall Research Achievements

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Final Submission

Select Evaluation Standard(※ Refer to announcement from respective college/school)

Select	Publication (Presentation) Date	Evaluation	Standard Score	Max. Score	Index No. of Publication	Max No. of Publication	Note
<p>Status of Research Publications for Evaluation</p> <p>Publications 0 Research Paper 0 Exhibitions (Presentations) 0 Others 0</p> <p style="text-align: right;">Sum of approved scores 0pts</p>							

List of Research Outcomes For Evaluation

No search data.

Research Outcomes For Evaluation (※ Refer to announcement from respective college/school)

Recognized Score

- Single author : 100 points, Two authors: 70 points, Three authors: 50 points, Four or more authors: 30 points
(If applicant, however, is the first author or the corresponding author in a publication with three or more authors, he/she is entitled to 70 points.)
- Scores of research-equivalent achievements in the field of fine arts and athletic performances shall follow separate standards. (Refer to the relevant college/school)
- Refer to the relevant college/school and its announcement for inquiry on detailed information.

Career Information

Overall Research Achievements

- 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. Uploaded research achievements must be legible and contain clear information about authors, publication date, paper contents, and other relevant details. Illegible documents will not be accepted for evaluation.
- D. Please upload one PDF file per research achievement for proper organization and evaluation.

6. Overall Research Achievements

- Personal Information
- Academic Information
- Career Information
- Research Outcomes For Evaluation
- Overall Research Achievements
- Personal Introduction
- Recommender
- Final Submission

Overall Research Achievements

Enter the number of research outcomes from the time of graduate school to the application date and attach a file listing the researches.
 Reuploading the attachment will replace the existing attachment.

※ Click the "Download" button below to download the form. Please check the job opening notice at the College to which you are applying as some Colleges have separate forms.

Please Include all the requested information in the form.
 (Accepted file types are HWP, DOC, DOCX, XLS, XLSX, PDF of 8MB Max.)
 (Title, Date of Publication (Presentation), Publisher, Academic Journal Index Category, URL, Author Details, etc.)

[Form Download](#)

Publications	Research Paper	Presentations	Patents	Others
<input type="text" value="0"/> Counts				

Attachment Files * [Attachment Files](#)

Download

Research Outcomes For Evaluation
Save
Personal Introduction

- 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

Personal Information	Personal Introduction						
Academic Information	Attach Personal Introduction Including Research Outcomes and Award career.						
Career Information	※ Accepted file types are HWP, DOC, DOCX, XLS, XLSX, PDF of 8MB Max.						
Research Outcomes For Evaluation	<table border="1"><tr><td>Attachment Files *</td><td><input type="text"/></td><td>Attachment Files</td></tr><tr><td>Download</td><td></td><td></td></tr></table>	Attachment Files *	<input type="text"/>	Attachment Files	Download		
Attachment Files *	<input type="text"/>	Attachment Files					
Download							
Overall Research Achievements							
Personal Introduction							
Recommender	Education and Research Plan						
Final Submission	Attach Education and Research Plan Including available subjects to lecture, research subject and short-term research plan						
	※ Accepted file types are HWP, DOC, DOCX, XLS, XLSX, PDF of 8MB Max.						
	<table border="1"><tr><td>Attachment Files *</td><td><input type="text"/></td><td>Attachment Files</td></tr><tr><td>Download</td><td></td><td></td></tr></table>	Attachment Files *	<input type="text"/>	Attachment Files	Download		
Attachment Files *	<input type="text"/>	Attachment Files					
Download							

Click [Save] button to save the data.

Overall Research Achievements	Save	Recommender
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- 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

Personal Information
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Enter more than 2 persons who majored in the same field.

Recommender

If you want to write more Recommender, press [Add] button. Add

Relation to Applicant *	<input type="text"/>	Name *	<input type="text"/>
Position *	<input type="text"/>	Affiliated Institution *	<input type="text"/>
Mobile Phone *	<input type="text"/> ex. 010-1234-1234	E-Mail *	<input type="text"/>

Letter of Recommendation In English
 Please check if you wish to send an e-mail requesting recommendation in English.

Zip Code Zip Code Search
If you have an International address, you may enter the postal code without using the automated checking system.

Address

Click [Save] button to save the data.

Save

Recommender list

An e-mail requesting letters of recommendation will be sent to the recommender and the applicant when you click the "Recommendation Request" button. Recommenders who receive the e-mail can enter their letter of recommendation after verifying themselves (via e-mail) and logging in to a separate website for recommendations.

Personal Introduction Final Submission

- Please input referee information.
- Applicants must ensure their application includes references from 2-3 individuals.
- The information provided by the applicant regarding referees and the information provided by referees when submitting the recommendation letter must match precisely.
- 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

Recommender list

An e-mail requesting letters of recommendation will be sent to the recommender and the applicant when you click the "Recommendation Request" button. Recommenders who receive the e-mail can enter their letter of recommendation after verifying themselves (via e-mail) and logging in to a separate website for recommendations.

Relation to Applicant	co-worker	Name	Mr. Engineering
Position	Professor	Affiliated Institution	Seoul National University
Phone No.	1-61-123-1234	E-Mail	snu1@snu.ac.kr Recommendation Request
Address		Letter of Recommendation In English	<input checked="" type="checkbox"/>
Request Date for Letters of Recommendation		Registration Date for Letters of Recommendation	

[Modify](#) [Delete](#)

Relation to Applicant	Professor	Name	Ms. Engineering
Position	Professor	Affiliated Institution	Seoul National University
Phone No.	1-61-123-1234	E-Mail	snu@snu.ac.kr Recommendation Request
Address		Letter of Recommendation In English	<input checked="" type="checkbox"/>
Request Date for Letters of Recommendation		Registration Date for Letters of Recommendation	

[Modify](#) [Delete](#)

[Personal Introduction](#) [Final Submission](#)

- 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

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Final Submission

Process of submitted application can be checked here.

Confirm

College/School	
College(Dept.)	
Area	
Recruitment Classification	
Status of Recruitment Process	
Approval Processing	Waiting For Approval
Confirm Final Submission	

Click "Print Application Form" and "Check Application Materials" and check the information you entered and the attachments before submitting your application.
Once you click on the "Submit" button below, the application process will be complete, and you will not be able to modify the information you entered.
If you wish to modify the application form after submitting your application, please click on the "Cancel Submission" button to make further changes.

① Check Application Form

②

Print Application Final Submission Delete

- 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.
- After reviewing the submitted documents, click on '② Final Submission.' Following the final submission, it is important to send an email to jjuyang@snu.ac.kr to confirm the completion of your application process.
- 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.