
Guidance for Faculty Recruitment Online Application

1. Initiating the Application

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

Click 'Apply'

- Please fill out all information accurately.
- You can access your application to make changes and upload supporting documents before the application deadline. The application system will be automatically closed after the deadline. Therefore, we recommend that you apply well in advance of the deadline.
- Supporting documents that are in a language other than Korean or English must be accompanied by notarized translation in Korean or English along with the original document.

2. Personal Information

Apply
Personal Information
Job Opening

Personal Information
Load Previous Application

School/Department of Application

Once school, department and category are selected, the recruitment year and category will automatically appear.* Required information is denoted with an asterisk.

Application is only available during the application period.

Personal information is required before moving onto the rest of the application form.

College/School *	Select	College(Dept.) *	Select
Job Opening *	Select		
Recruitment Year		Recruitment Classification	
Application Classification	Select		

Password

Password *	Use maximum 10 letters or numbers.
Confirm PW *	

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 *	Republic of Korea		
	Final Education *	Select		
	Name *		Name (Chinese) *	
	Name (English)			
Date of Birth *	ex. 20191025	Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	

Email Address *	E-mail address is required for future modification and confirmation.
Mobile Phone	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.
	Enter your home telephone number. 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.
	Enter emergency phone number ex.02-1234-5678

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. 'Term' information must be identical to the one specified in the certificate.
- B. 'Type' on Home university of Bachelor Degree must be accurately indicated.
- SNU Graduate from the Applying Department (본교본과)
 - SNU Graduate from a Different Department (본교타과)
 - Other Univ. (타교)
- eg: those who graduated from SNU College of Natural Sciences must be indicated as
'SNU Graduate from a Different Department')
- C. For bachelor's degree, thesis title and advisor information are not needed.
- D. For master's and doctorate degree, thesis title and advisor must be provided.
- E. Information of the attachment must be filed in the order of bachelor's, master's, and doctoral degree. Certificates of degree (Diploma) and academic transcripts must be filed and uploaded separately by degree type (in PDF format)
- (example of file name:
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
Research Outcomes For Evaluation
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 ~ ex)20190207 <small>For the present employment, enter today's date for the last date of employment.</small>
Type of Employment *	Select
Employer Name *	<input type="text"/>
Position *	<input type="text"/> <input type="checkbox"/> Significant Employment Experience
Job Description	<input type="text"/> <input type="checkbox"/> Current Employer
Attachment Files	<input type="text"/> <input type="button" value="Attachment Files"/>

Click [Save] button to save the data.

List of Employment

- A. 'Work Period' information must be identical to the one specified in the certificate.
- B. Any information that cannot be attached with a work experience certificate should not be listed (will not be recognized as work experience).
- C. Education and research experience must be entered separately.
- D. 'Major experience' and 'work experience at current workplace' must be marked in the check box (duplicate or multiple check is possible).

5. Research Outcomes For Evaluation

Personal Information

Academic Information

Career Information

Research Outcomes For Evaluation

Overall Research Achievements

Personal Introduction

Recommender

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' must be a link where the research results can be directly checked. (Leave the field blank only if there is no searchable internet address.)
- B. Check the research achievement criteria by the university to which you are applying in advance and provide all information accordingly.
- C. If the contents (authors, publication date, paper contents, etc.) of uploaded research achievement are not legible, they will not be accepted for evaluation.
- D. Upload one PDF file per research achievement.

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	<input type="text" value="0"/> Counts	<input type="text" value="0"/> Counts	<input type="text" value="0"/> Counts	<input type="text" value="0"/> Counts

Attachment Files * Attachment Files

Download

Research Outcomes For Evaluation
Save
Personal Introduction

- A. For overall research achievements list, click 'Form Download' (Excel file) button and fill out the form accordingly as a attached file.
- B. 'Number (of achievement(s))' must be entered for books, papers, patents, and others. The details of research achievements must be consistent with those described in the attached file. Special attention is required as the number of books, papers, patents, and others in the Excel file often differ from the number that is entered in by the applicant.
- C. 'Presentation/Exhibition' category in the Excel form is only applicable to the fields of arts and sports. (Not required for Engineering applicants.)

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 colspan="2"></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 colspan="2"></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
-------------------------------	-------------	-------------

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

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

- Enter the referee details.
- Reference must be made by 2–3 persons.
- The referee information entered by the applicant and the information of the referee submitting the recommendation letter must be identical.
- If the referee is not Koreans, be sure the check 'Please check if you wish to send an e-mail requesting recommendation in English.' (Otherwise, the guidance mail will be sent to referees in 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. Applicant must click 'Recommendation Request' button after entering the referee details to send a guidance e-mail that includes the website address for recommendation submission. Please complete of your recommendation letter request earlier on in order to meet the deadline by referees.
- B. You can check whether the recommendation letter has been submitted on the faculty recruitment website.

10. Final Submission

Personal Information

Academic Information

Career Information

Research Outcomes For Evaluation

Overall Research Achievements

Personal Introduction

Recommender

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

- A. Click ① <Click Application Form> to check if the files are correctly and successfully uploaded. If any of the documents requested by the College of Engineering are not uploaded, the applicant will be regarded as to have not submitted the documents.
- B. ① After check the submitted documents and click ② 'Final Submission'. After the final submission, applicant must send an email to jjuyang@snu.ac.kr and inform that the applicant has completed the application.
- C. Approval result is finalized after 9 days from the application deadline according to the qualification review, which is based on as whether the research achievements meet the qualification criteria or whether the applicant hold a doctoral degree, etc.