Getting Started:

From the homepage, you can search for open positions categorized as Professional, Instructional Faculty, Executive, Hourly Positions, Operational FT, and Operational PT (1).

You can also create an account or login if you currently have an account (2).
FOR NEW USERS:

- To search positions, click the Search Jobs link at left (1), or use the pre-defined search buttons above.
- To apply for a job, click the Create Account link at left (1), then click on the Search Jobs link at left, or use the pre-defined search buttons above.

1. Click on Create Account (1).
2. Fill out the login information (2).
3. Fields marked with an asterisk (*) are required.
Create an Account and Login

FOR RETURNING USERS:

1. Click on Login (1).
2. Enter your established username and password (2).
3. This enables you to:
   - Edit your existing application.
   - Apply to new jobs without re-entering your application information.
   - Review the status of positions you have applied to.
Search for Career Opportunities

1. Click on **Search Jobs** (1).
2. Use the search boxes and dropdown menus (2) to search by:
   - Keyword
   - Time Period
   - Employment Category
   - Position Number
3. To view the position posting, click on the position title or the **View Details** link (3).
4. If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** (4) link.
Submit an Application for Specific Positions

1. On detailed position posting, to apply to the position, click on the **Apply to this Job** link (1).
2. Navigate through the application by clicking **Next** (1); or by using the dropdown menu (2).

3. Complete each page of the application (3); required fields are indicated with an asterisk (*).

4. Answer all supplemental questions; supplemental questions may differ by position.
Attach Supplemental Documents for each Position

1. Attach required and optional documents by clicking the **Add** link (1).

2. You have the option to select a previously added document (1), upload an existing document from your computer (2), or write a new document from scratch (3).
Certifying and Submitting Applications

3. When you have completed the application, review the summary to check for errors.

4. A green checkmark (✔) will indicate the information is complete; a red X (❌) will indicate the section has missing information.

5. Check for errors; if there are no errors, click Certify and Submit (Certify and Submit).

6. On the Certify Application page, read the statements, then check the certify box, enter your legal name in the box and click Submit this Application (1).
Check the Status of Pending Applications

1. Click on Your Applications (1).
2. From here, you can view complete and incomplete applications (2) and check the status of active applications (3).