

TIPS FOR APPLYING AT NORTHEAST WISCONSIN TECHNICAL COLLEGE

NOTE: It is highly recommended to use **only Internet Explorer** as your browser. Be sure to **allow pop-ups** when completing the application. Use a **PC**; MAC is not recommended. Attach only Microsoft Word or PDF documents. Use the navigational buttons within the site, not the browser's Back, Forward or Refresh buttons as you may lose information and need to begin again. **If you have problems getting into the system**, clear your cache. Using your toolbar choose : Tools/Internet Options/General Tab>click Delete files>check Delete all offline content>click OK. You may also want to Delete Cookies, click OK. Click OK to close and continue.

1. Be prepared to **create an "account"** in order to submit an application. Be sure to retain your user name and password for future positions you may apply for.
 - **Internal Applicants** must use the Self-Service link directly in PeopleSoft (from their desktops); you can also access this from home via the internet. Be sure to click on the Apply Online link for Current Employees.
 - **External Applicants** must use the Apply Online link provided on our Website. Be sure to use the link under the Visitor's section.
2. To **view new job openings**, select the "Posted" criteria you desire (by using the drop down) in the Basic Job Search group box, and click the SEARCH button. "**Select**" which position you wish to apply for, or click on the job title. Click "**Apply Now**".
3. The **first application** you submit should take up to 30-45 minutes to complete. The application will be timed out after 2 hours.
4. **Be prepared** to provide the following information:
 - **Contact information:** Phone numbers, addresses, email address. All follow-up information regarding position openings/closings will be sent via email. If you need to set up an account, you can do so free of charge through sites such as Yahoo, Hot Mail or Google.
 - **Work history and description of job duties.**
 - a. **For Instructional positions:** List all work experience since High School. Be sure to complete job duties section as this will directly affect certification and eligibility for employment.
 - b. **For Non-Instructional positions:** List all work experience for the last 10 years. Be sure to complete job duties section as this will affect eligibility for employment.
 - **3 professional references** (names, phone numbers, etc). You will not be able to complete the application w/out providing 3 professional references.
5. A "**cover letter**" is specific to your Account profile, not the position. If you wish to submit a cover letter specific to the job you are applying for, save it as a part of the resume. **Resume's** are specific to the job in which you are applying for.
 - To submit a new/different resume, be sure to give it a document name different than the resume name originally submitted.
6. To submit copies of **transcripts**, please be sure to attach through the attachments link. These will be specific to your account profile, not the position, so they can be used for other positions requiring them as well.
7. **Proof.** Be sure all information is accurate before submitting to HR as you will not be able to go back and change information once you submit to HR. If you need to exit the application to gather information, you can "save as a draft" and then come back to complete and submit.