

TIPS FOR APPLYING AT NORTHEAST WISCONSIN TECHNICAL COLLEGE

BEFORE BEGINNING: *It is highly recommended to use only **Internet Explorer** as your browser.*

- *If using a MAC, be sure to use Internet Explorer (or another PC-based browser) and NOT Safari.*
 - *Be sure to allow pop-ups when completing the application.*
 - *Attach only Microsoft Word or PDF documents. Do not attach any other formatted 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.*
1. Be prepared to **create an "account"** in order to submit an application. Your account includes such things as: address, phone number, email, etc. Be sure to retain your user name and your password for future positions you may apply for. To **reapply** for another position, sign in with your name and your original password. Your work experience and education will **not** need to be re-entered. You may wish to submit a new resume and/or cover letter.
 - **All employees** must use the Self-Service link directly in PeopleSoft (from your desktop).
 - **External applicants** must use the "Apply Online – Public" link provided on our website.
 2. **All listed job openings are current.** You will see all open positions. Initially, they are sorted by date posted, but you can sort by Job Title, Job ID or Location by clicking on the title of the column. If you are experiencing *difficulties accessing the job application* from your computer, please try deleting "cookies". Steps: Go to tools/choose internet options/choose delete cookies.
 3. "Select" which position you wish to apply for or click on the job title. Click "Apply Now".
 4. The **first application** you submit should take up to 30-45 minutes to complete. The application will be timed out after two hours, but will save to "draft" form.
 5. **Be prepared** to provide the following information:
 - Contact information: phone numbers, addresses, email address. All follow-up information to you regarding position openings/closings will be **sent via email**. If you need to set up an email account, you can do so free of charge through sites such as Yahoo, Hot Mail or Google.
 - Work history and description of job duties.
 - **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.
 - **For Non-Instructional Positions:** List all work experience for the last 10 years. Be sure and complete job duties section as this will affect eligibility for employment.
 - Three professional references (names, phone numbers, etc). You will not be able to complete the application without providing three professional references.
 6. 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 in one document. *Resumes are specific to the job to which you are applying.*
 - To submit a new/different resume, be sure to give it a document name different than the resume name originally submitted.

7. 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. Combine into one document as you can submit only one of each **type** of document.
 - Transcripts, recommendations, etc. can be entered one at a time with a “save and add more button” at the bottom to add more than one type of document.
8. Once in the application, continue to scroll down to complete all information. The “submit and save buttons” are at the bottom of the page.
9. You will need to choose from the dropdown list for an entry in the **license/certification area**. If you do not find your particular license/certification, choose “others” from the drop down and type it in the “other” field.
10. **Proof.** Be sure all information is accurate before submitting as *you will not be able to go back and change information once you submit*. This includes all attachments. If you need to exit the application before you have finished inputting your information, you can “save as a draft” and then come back to complete and submit.
11. **To recover a “draft”**, go to www.nwtc.edu, “jobs”, and sign in with your name and the password you established, then “login”. On the Careers home page, in the box on the right, choose the “applications” link. Click on the title of the position you wish to complete. You can continue with your information now. When you are finished, please remember to push the “Submit to HR” button at the bottom of the page.