

APPLICATION INSTRUCTIONS FOR CURRENT EMPLOYEES

You will apply using Self-Service within PeopleSoft.

*****Please be sure to allot 30-45 minutes for your first submission*****

1. **Login** to PeopleSoft
2. Follow this path: Self-Service>Recruiting Activities>Careers
(If you are attempting to apply for a position from off-campus, you can apply through the internet by clicking on the “Apply Online – Current NWTC Employees” link. This will bring you to PeopleSoft and then you can then follow steps 1 and 2).
3. 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.
4. “**Select**” which position you wish to apply for by clicking on the box to the left of the position title, or click on the job title.
5. Click “**Apply Now**”.
6. **BE PREPARED** to include the following information: (you will likely only need to do this once, unless any of your information changes between applications)
 - **Resume:** You must attach the resume before “submitting” the application as you cannot go back and add to your application once it’s been submitted. If you want to attach a cover letter, please make it a part of the resume (not a separate document) so that both are applicable to this particular job opening.
 - **Work History:** You will need to enter a start date, the Employer name, ending job title, and be able to list your job duties. Failure to provide your job duties may affect your eligibility for the position.
 - **For instructional positions**, list all jobs since High School.
 - **For non-instructional positions**, list history for last 10 years.
 - **Other Attachments:** You will be able to upload other attachments at any time. However, you can only attach one document for **each** type of attachment. For example, you can only attach one document under the option of “Transcript Attachments”. Please be sure to combine all transcripts into one document before uploading.
 - You will need to supply **3 Professional References** or you will not be able to submit this application.
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 to gather information, you can “save as a draft” and then come back to complete/submit.