

Tips for Applying at Northeast Wisconsin Technical College

BEFORE BEGINNING

- Be sure to allow pop-ups when completing the application.
- Application system is NOT compatible with MAC computers. We apologize for any inconvenience that this may cause.
- 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.

All External applicants **MUST** use the "[Apply Online – Public](#)" link provided on our website.

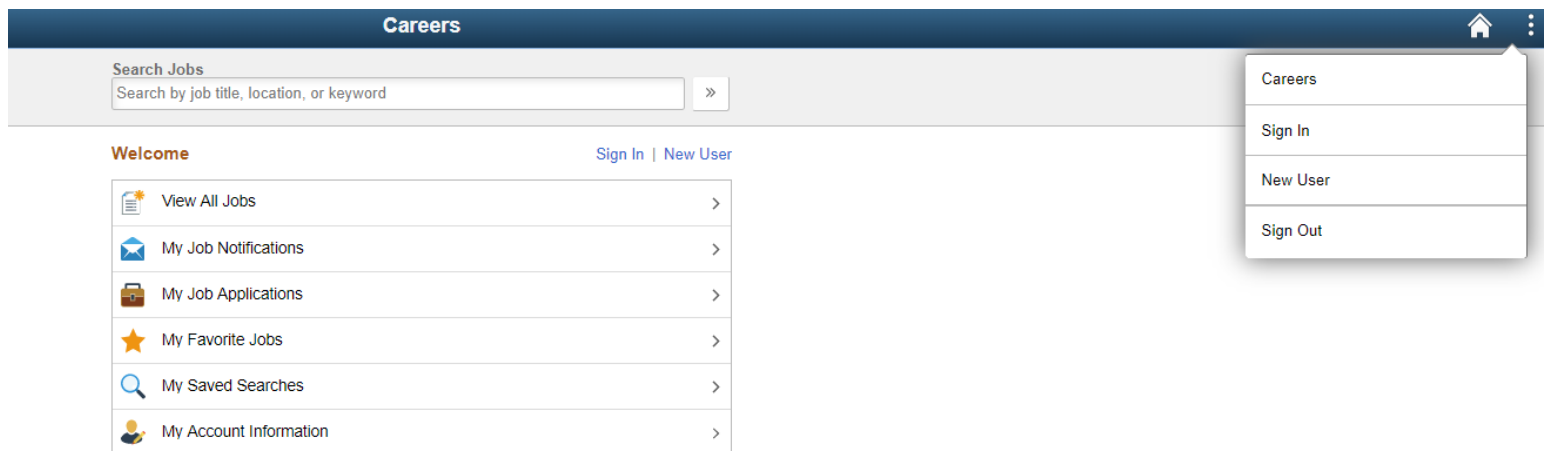
All Internal employees **MUST** use the Self-Service link directly in PeopleSoft HR (from your desktop).

To apply, you will need to Register and create an account to apply. Be sure to retain your user name and password for future application submissions.

FROM THE CAREERS PAGE

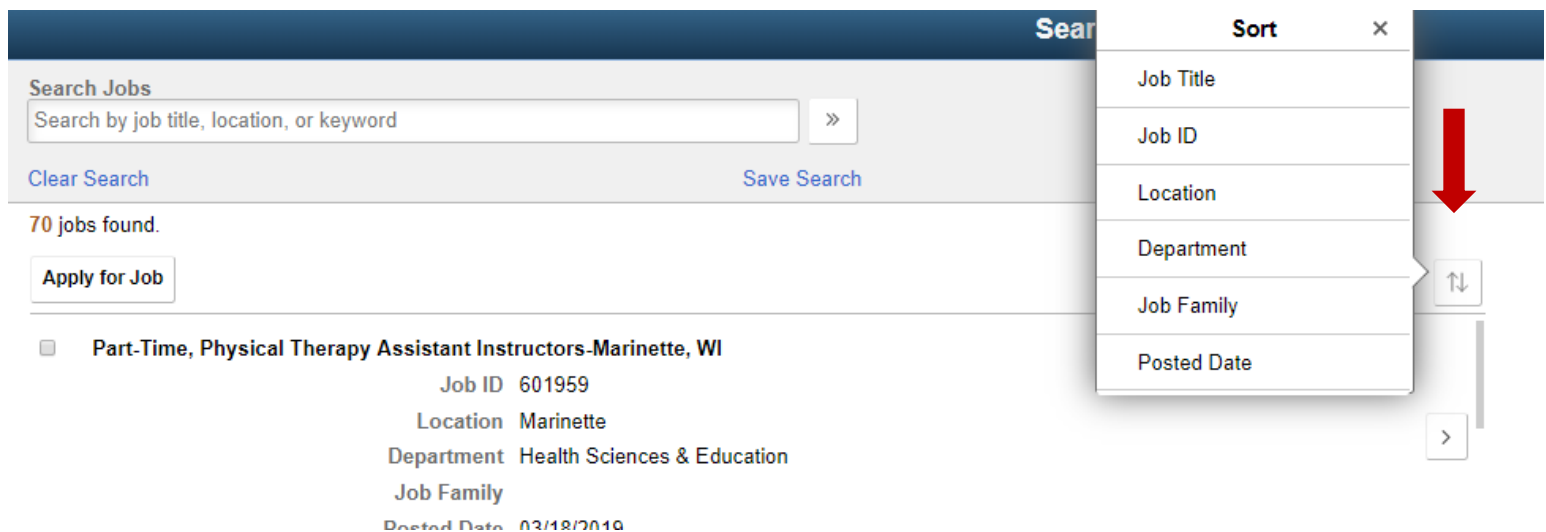
Select Sign In if you already have an account

If you've never registered, select New User to create an account



The screenshot shows the top navigation bar of the 'Careers' website. The bar is dark blue with a home icon and a menu icon on the right. Below the bar is a search box labeled 'Search Jobs' with the placeholder text 'Search by job title, location, or keyword'. To the right of the search box is a dropdown menu with the following options: 'Careers', 'Sign In', 'New User', and 'Sign Out'. A red arrow points to the menu icon in the top right corner.

All listed job openings are current and automatically listed by date posted. You can choose to sort by Job Title, Job ID, etc. by clicking the dropdown in the upper right. If you experience difficulties accessing the job application, deleting your browser cache and cookies may help.



The screenshot shows a search results page. At the top, there is a search bar with the text '70 jobs found.' and an 'Apply for Job' button. Below the search bar, a job listing is visible: 'Part-Time, Physical Therapy Assistant Instructors-Marinette, WI'. The listing includes details: 'Job ID 601959', 'Location Marinette', 'Department Health Sciences & Education', 'Job Family', and 'Posted Date 03/18/2019'. On the right side, a 'Sort' dropdown menu is open, showing options: 'Job Title', 'Job ID', 'Location', 'Department', 'Job Family', and 'Posted Date'. A red arrow points to the dropdown menu.

To apply to a position, either select the checkbox then click “Apply for Job” at the top of the list or click on arrow to the right of the job title, then click “Apply”.

Your first application will take up to 30-45 minutes to complete. If you’re not able to complete the application in one sitting, you may “Save as Draft” and complete later. Your application will be saved in the “My Job Applications” tab of the Careers page.

The screenshot shows a web interface for applying for jobs. At the top, there is a dark blue header with the text "Apply for Job" and navigation buttons for "< Previous" and "Next >". Below the header, a white box contains the text "Step 3 of 5: Education and Work Experience" and a link for "Education History". A red arrow points to a "Save as Draft" button in the top right corner. The main content area is titled "Careers" and features a search bar with the placeholder text "Search by job title, location, or keyword". Below the search bar, there is a "Welcome Dawn" message and a "Sign Out" link. A list of navigation options is displayed, with "My Job Applications" highlighted by a red box. The list includes: "View All Jobs", "My Job Notifications", "My Job Applications" (with a "1" next to it), "My Favorite Jobs", "My Saved Searches", and "My Account Information".

1st Time Application Submissions – THINGS TO KNOW

Be prepared to provide the following information:

- Current Contact Information to include a valid email address. Any communication from NWTC to you regarding position openings/closings will be sent via email
- Work History and description of duties (DO NOT list SEE RESUME)
 - **Applying for Instructional Positions:** List all work experience for the last 10 years. Be sure to complete the description field in the work experience section by explaining your job duties, as this will directly affect and eligibility for employment.
 - **Applying for Non-Instructions Positions:** List all work experience for the last 10 years. Be sure to complete the description field in the work experience section by explaining your job duties, as this will affect eligibility for employment.

Cover Letters are specific to your account profile and not the positions and are attached in “My Job Applications”. If you wish to submit a cover letter specific to the job you are applying for, save it as 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 the document a different name than the resume originally submitted.
NOTE – Document Titles CANNOT exceed 20 characters in length.

To submit **transcripts**, please be sure to attach on the “My Job Applications” section. These will be specific to your account profile, not the position, so they can be used for other positions requiring them as well. Please combine into one document, as you can submit **ONLY** one of each type of document.

Once in the application, complete all information in each step.

Add License And Certifications

You will need to choose from the list for an entry in the **license/certification area**. If you do not find your license/certification, use the “Search Criteria” to search for “OTHERS”. Note that the system will not allow for the same item ID to be entered more than once. If you need to add more than one “other” license/certification, please use OTHERS01, OTHERS02, and so on.

Cancel Lookup

Search for: License

▼ Search Criteria

Content Type LIC

Content Item ID (begins with)

Description (begins with)

▼ Search Results

Content Item ID ◊	Description ◊
OTHERS	Others
OTHERS01	2nd OTHERS
OTHERS02	3rd OTHERS
OTHERS03	4th OTHERS

Proof. Be sure to review all information for accuracy on the Review/Submit step before submitting, as you will not be able to go back and change information once you submit. This includes all attachments.

You will receive a confirmation email once your application is successfully submitted.