

Tips for Applying at Northeast Wisconsin Technical College

BEFORE BEGINNING

- Be sure to allow pop-ups when completing the application.
- 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 in order to submit an application. Be sure to retain your user name and password for future application submissions.

FROM THE JOB SEARCH PAGE

Select Sign In if you already have an account

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



Job Search

[Sign In](#) | [New User](#)

You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools.

Keywords [Search Tips](#)

Filter by

[Search](#) [Reset Search](#) [Save Search](#) [More Options](#)

Location

[Green Bay \(42\)](#)
[Marinette \(2\)](#)

48 matches found

Sort By

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

To apply to a position, either select the checkbox then click "Apply for Selected Jobs" at the bottom of the list, or click on the job title, then click "Apply".

Your first application will take up to 30-45 minutes to complete. The application will time out after two hours, so it is important to save often ("Save as Draft"). If you're not able to complete the application in one sitting, you may "Save as Draft" and complete at a later time. Your application will be saved in the "My Activities" tab of the Job Search page.

Job Search

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

Signed In as Bella | [Sign Out](#)

Keywords [Search Tips](#)

Filter by

[Search](#) [Reset Search](#) [Save Search](#) [More Options](#)

Location

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Sort By

1st Time Application Submissions – THINGS TO KNOW

Be prepared to provide the following information:

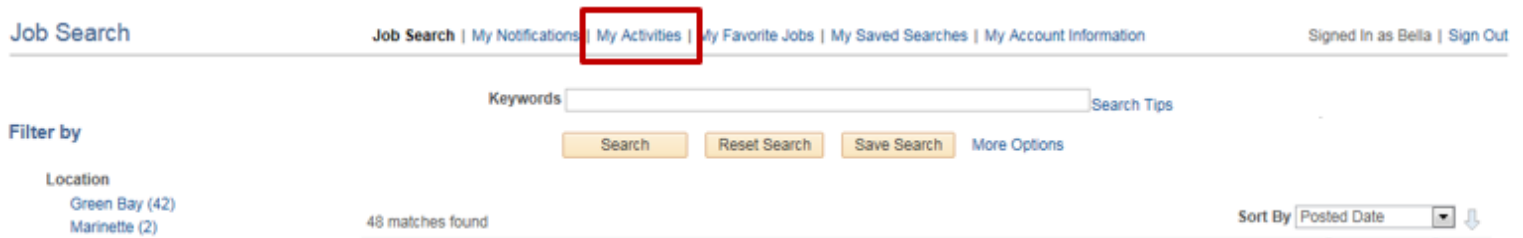
- Current Contact Information to include a valid email address. Any communication from NWTC to you regarding position openings/closings will be sent via email
- Work History and description of duties (DO NOT list SEE RESUME)
 - **Applying for Instructional Positions:** List all work experience since high school. 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. 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 Activities 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.

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.

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. If you need to exit the application before you have finished inputting your information, you can “save as draft” and then come back to complete and submit at a later time. The application will be saved under the My Activities tab.

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

To **recover a draft**, sign in with your user name and password originally created. Click on the “My Activities” link in the top navigation. Click the title of the position you wish to complete and continue with entering your information. When you are finished, please remember to “Submit Application” from the Review/Submit step.

To **apply for another position**, sign in with your user name and original password created. Your work experience and education will not need to be re-entered, but you may wish to submit a new resume and/or cover letter that are specific to the position you are applying for. To do so, once you select the job posting and click “Apply” you will receive the below prompt.

Resume - Step 2 of 5

Applying for: **Machine Tool Instructor**

Please provide us with your resume using one of the option buttons below:

Resume Options

Copy & Paste Resume

Copy and paste your resume

Attach Resume

Provide us with your resume

Use Existing Resume

Use a resume you already uploaded with us

Apply without a resume