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

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.
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.

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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-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 affect eligibility for employment.

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.

![Search Criteria](image)

**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.**