
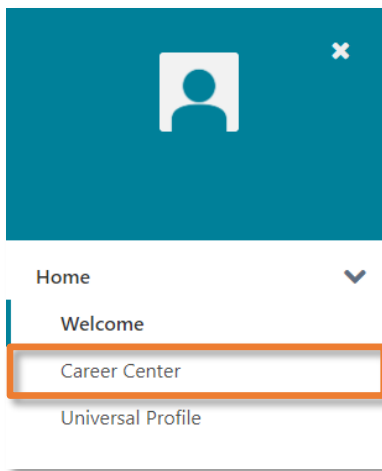


Searching for Open Jobs in the Career Center

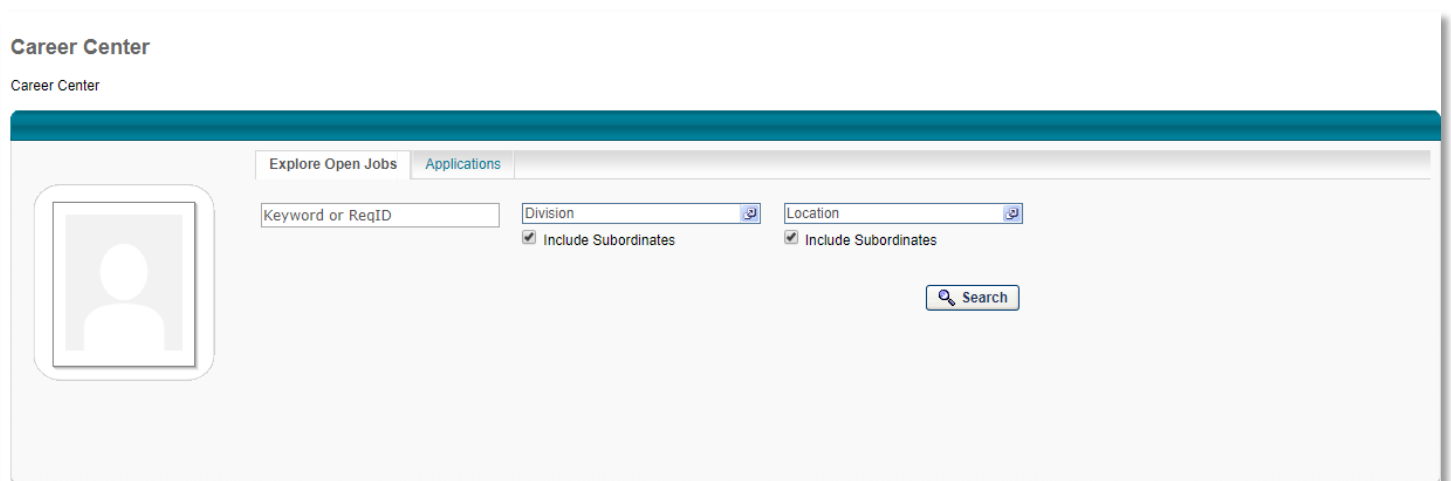
Note: The **Career Center** is where current PCC employees should search for and apply to jobs. The **Career Center** is the only place that internal only requisitions will be posted. If you do find yourself on the external career site, there are links to the **Career Center** there.

Step 1 – Navigate to the Career Center

- 1 From any screen within MyCareer@PCC, click on the Show Navigation Menu icon () in the upper right corner of the screen to reveal the Navigation Menu and then click on **Career Center**.



This will take you to the **Career Center**.



Step 2 – Search for Open Jobs

Note: The **Career Center** currently has two tabs along the top: **Explore Open Jobs** and **Applications**. **Explore Open Jobs** is the default screen of the Career Center and is where you will search for open jobs. **Applications** is where you can view any applications you have in progress as well as those that you have previously submitted.

Explore Open Jobs Applications

As more functionality is added to the system, more tabs may appear here.

2.1 From the **Explore Open Jobs** tab of the **Career Center**, you can search by Keyword or Requisition ID, Division or Location.

Keyword or ReqID Division Location

☒ Include Subordinates ☒ Include Subordinates

- **Keyword or ReqID** is a short text field that you can use to narrow down your results.
- Clicking in the the **Division** field will open the **Search Division** modal. Use the **Title** field and the search button (Search) to narrow the list.

Search Division

Title: ID: Search

(703 Results) 1 2 3 4 5 > >>

Title	ID	Parent
2018_Bond_Program	S90120	Portland Community College
ABE/GED	C40432	Portland Community College

Select the desired Division from the list.

- Clicking in the the **Location** field will open the **Search Location** modal. Use the **Title** field and the search button (Search) to narrow the list.

Search Location

Title: ID: Search

(24 Results) 1 2 3 > >>

Title	ID	Parent
Campus Location	PCC-Campus Location	Portland Community College
Capitol Park	CPARK-Capitol Park	Portland Community College


Select the desired Location from the list.

2.2 After setting search parameters using the Keyword or ReqID, Division and Location fields, click the search button ( Search) to display the results.

Explore Open Jobs






































































Applications

☒ Include Subordinates
 ☒ Include Subordinates

 Search


Searching without any parameters set will display all open jobs.

(12 Results)

Title	Location	Division	Job Ad	Hiring Manager	Referral Bonus	Refer	Share	Application Options
Accessible Technology Manager	Sylvania Campus	Disability Services		Kaela Parks		 	 	 Apply Now
Downtown Center Support Assistant (PCC Employees Only)	Downtown Center	Financial Services Operations		Rob Gabris				 Apply Now
FINAL Test Job	Sylvania Campus	Facilities Management Services		Alisa Hampton		 	 	 Apply Now
Hourly / Casual Pool - Cashier	Campus Location	Human Resources Management		Alisa Hampton		 	 	 Apply Now
Hourly / Casual Pool - Clerical / Administrative	Campus Location	Human Resources Management		Alisa Hampton		 	 	 Apply Now
Hourly / Casual Pool - Clinical Laboratory Assistant	Campus Location	Human Resources Management		Alisa Hampton		 	 	 Apply Now
Hourly / Casual Pool - Food Service Associate	Campus Location	Human Resources Management		Alisa Hampton		 	 	 Apply Now
Hourly / Casual Pool - Groundskeeper Assistant	Campus Location	Human Resources Management		Alisa Hampton		 	 	 Apply Now
Hourly / Casual Pool - OMT Lab Assistant	Campus Location	Human Resources Management		Alisa Hampton		 	 	 Apply Now
Hourly / Casual Pool - Public Safety Officer	Campus Location	Human Resources Management		Alisa Hampton		 	 	 Apply Now
Hourly / Casual Pool - Shuttle Bus Driver / Transit Service Operator	Campus Location	Human Resources Management		Alisa Hampton		 	 	 Apply Now
The REAL FINAL JOB Test	Downtown Center	Contract and Grant Accounting		Alisa Hampton		 	 	 Apply Now

2.3 Click on the View icon () to see the **Job Ad** associated with a particular position.







(12 Results)


Title	Location	Division	Job Ad
Accessible Technology Manager	Sylvania Campus	Disability Services	

Step 3 – Apply

- 3.1 When you are ready to apply, click on the **Apply Now** link for the job in which you are interested.


(12 Results)

Title	Location	Division	Job Ad	Hiring Manager	Referral Bonus	Refer	Share	Application Options
Accessible Technology Manager	Sylvania Campus	Disability Services		Kaela Parks		 	 	

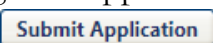
- 3.2 This will launch a pop-up window. Follow the on-screen instructions and prompts to complete your application. You can save and return to your application at any point using the **Save / Return Later** button () at the bottom of the screen.

Note: At step 3 in the application process you will be prompted to provide your resume either by uploading a file or writing/pasting it directly into the tool. After doing so, it will be parsed into a table which you will have the opportunity to review.

There are several required fields that you will need to manually input at this point. In the **Professional Experience** section, you must add **Hours Per Week Worked** and **Reason For Leaving**. In the **Education** section, you must add **Degree**.

To do so, click the Edit icon () next to each job and degree and input the necessary information into the resulting popup modal.

This information is needed to conduct the minimum qualifications screening process and your application will be marked incomplete if it is not provided.

- 3.3 Once you have progressed through the application process, you will be prompted to click the Submit Application button (). This will take you to the Thank You screen which displays useful information regarding next steps in the process. Once you have submitted your application it cannot be edited. At this point, you can close the pop-up window. You will also receive an email confirming your submission.

A record of your submissions will also appear on the Applications tab of the Career Center screen.

Explore Open Jobs		Applications	
 My Tasks		Show Completed	
 Application Status			
Position Title Banner Programmer (req9)	Last Modified 10/19/2018	Review Status In Review	Options You applied on 10/19/2018 