Applying to Open Requisitions

This guide walks you through the application process. If you have any questions please reach out the recruiting team at pccjobs@pcc.edu.

Step 1 – Navigate to a PCC Career Site

You can access the PCC Career sites from the Work at PCC webpage. Under the "Join our team" header, you'll see links to the career sites for **Faculty**, **Staff** and **Internal** jobs.

Faculty jobs
See all full-time and part-time faculty positions at PCC.

Staff jobs
See all staff and management positions at PCC.

Internal jobs
Are you a PCC employee? See all open positions at PCC.

Select the career site that matches the type of employment you are seeking.

> **Note:** The "Internal jobs" site is only accessible by PCC employees as it includes PCC internal only requisitions. If you are an internal candidate, the "Internal jobs" link will take you to the MyCareer@PCC Welcome Page. Follow the orange "Search Jobs/View Applications" quick access button to visit the internal career site. Casual/student employees are not eligible to apply for PCC Only postings.

Step 2 – Create a profile if necessary

If this is your first time visiting the new PCC career site, you should consider creating a profile. Follow the "**Create a Profile**" link in the top right-hand corner of the page. Even if there isn't an open requisition you're interested in at the moment, creating a profile can be beneficial as it allows you to create job alerts. For more information on job alerts, visit our Job Alerts webpage.

Create a Profile | Log In

Already a PCC Employee? Login to MyCareer@PCC to search for and apply to jobs.

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Note: If you are an internal candidate, you will not need to create an account. If you are already logged in to MyPCC, you will be automatically logged in to the career site.

On the resulting page, fill out the required fields and follow the onscreen prompts to create a new profile.

Create a Profile

All fields marked * are required.

- Passwords cannot have leading or trailing spaces.
- Passwords cannot be the same as email.
- Passwords must contain both upper and lower case letters.
- Passwords must contain alpha and numeric characters.
- Passwords must be 8 - 20 characters.

* First Name	
* Last Name	
* Email	
* Confirm Email	
* Phone	
* Password	
* Confirm password	
Language	English (US)

I'm not a robot — reCAPTCHA Privacy - Terms

By checking this box you agree to our **Terms of Service**

Create Profile

<< Back

Clicking the "**Create Profile**" button (Create Profile) will create your profile and redirect you back to the career site landing page.

Step 3 – Browse and/or Search for jobs

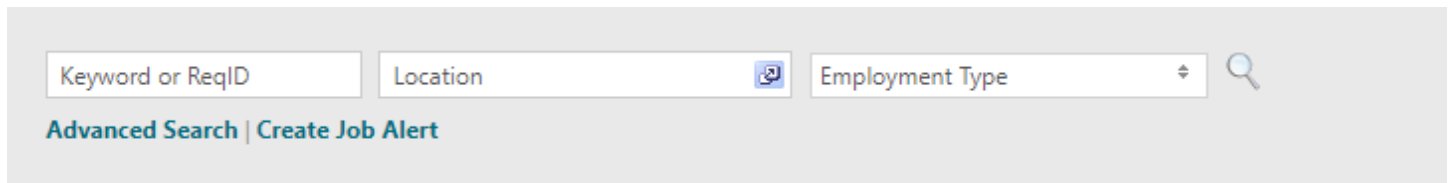Many of PCC's career sites are set up to display a list of open jobs which you can browse by using the navigation buttons (1 2 3 4 5 › ») at the bottom of the page.

If you would prefer to search open jobs, follow the link on the left-hand side of the page that reads "Search for a job or set up a Job Alert »".

Looking for a specific job, or want to be notified if a job opens up?

Search for a job or set up a Job Alert »

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This will redirect you to the searchable career site. Use the available fields to set parameters for your search.

Keyword or ReqID	Location	Employment Type

Advanced Search | Create Job Alert

Note: You can also save any search and receive notifications when new job openings meet your criteria. For instructions on how to do so, visit our Job Alerts webpage.

To read more about a particular position, click on the job title. Here you can review the position summary and the qualifications for the job.

Step 4 – Apply to a job

When you are ready, click the orange "**Apply Now**" button (**Apply Now**) to launch the application.

Contact Information

At the top of the page, there is a progress indicator that displays the step you are currently completing. Depending on the requirements for the job you have selected, there may be more than five steps in your application process.

Step 1 of 5

Next, there are fields for your first and last name and your email address; if you have already created an account these fields automatically populate. Additional information about the application process is included on this first step.

Once you have familiarized yourself with the information on this page, click the teal "**Next**" button (**Next**) in the black bar at the bottom of the page.
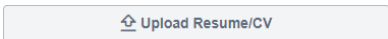
Note: You can cancel or save an application at any time by clicking "**Cancel**" or "**Save**" in the black bar at the bottom of the page. Saved applications will populate on your profile and you can pick up where you left off.
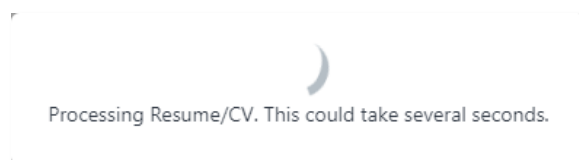
Compliance Questions

Answer the compliance questions and click the teal "**Next**" button (**Next**) at the bottom of the page.

Upload Resume/CV

For this step, you need to upload your resume/CV to the parsing tool. Please limit your documents to 10 pages per document. The accepted file types for our system are .doc, .docx, .pdf and .txt with a maximum file size of 5 MB. The upload and parsing will not work correctly if your files do not meet the requirements.

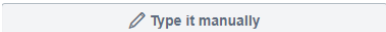To upload your resume/CV, click the "**Upload Resume/CV**" button (⬆ Upload Resume/CV). Choose the document you would like upload. While you wait for your document to be parsed you will see the following popup:

Processing Resume/CV. This could take several seconds.

The parsing tool will attempt to populate the relevant fields with information from your resume/CV. However, you should take a moment to confirm that the correct information was parsed into the corresponding field. Pay special attention to any required fields marked with a red asterisks as you will not be able to progress to the next step without data in those fields.

> **Note:** Your skills and certifications will not be parsed by the tool. If you would like those items included in our applicant tracking system, you will need to manually add each one.
>
> Clicking on "**Add Skills/Certifications**" (Add Skills / Certifications) will add a field to the application where you can input your skill and/or certification.

A **cover letter** is also required. You can either upload a file or type the cover letter directly into the system. Click the "**Upload Cover Letter**" button (⬆ Upload Cover Letter) to select your file. Click the "**Type it manually**" button (✎ Type it manually) to generate a text box.

There is also an option to upload your transcript; this may or may not be required as a part of the application. Look for a red asterisk next to the field to see if it is required.

Once you have completed this step, click the teal "**Next**" button (Next) at the bottom of the page.
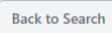
Application Information

This step asks basic questions about your application such how you heard about the position. These questions are optional but your answers help PCC make choices to better serve our applicants.

Click the teal "**Next**" button (Next) at the bottom of the page.

Submitting Your Completed Application

This is the last step of the application process. You will not be able to change any of the information in your application (including attachments) once you complete your submission.

To complete the application process, click the teal "**Submit**" button (Submit).

Once you submit your application, you will be directed to the confirmation page which houses information about next steps in the process and links to various PCC resources. You can return to the career site landing page by clicking the "**Back to Search**" button (Back to Search).

Step 5 – Checking status/completing a saved application

You can check on the status of submitted applications or finished an in progress application you have saved by visiting your profile. Click "**My Profile**" (My Profile) at the top of the career site landing page.

Under the "**Application Status**" header, you will see a list of any in-progress applications. Click the teal "**Continue**" button (Continue ▼) to complete the application.

To see a list of jobs to which you have applied, select "**Applied**" from the dropdown menu on the right side of the page. This will load a list of completed applications. Here you can see the review status for each out your completed applications.

Complete | **Director of Admissions and Recruitment**
Req ID: req347   Last Modified: 2/5/2020 | Review Status: Submitted ⊘ ▼