

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.

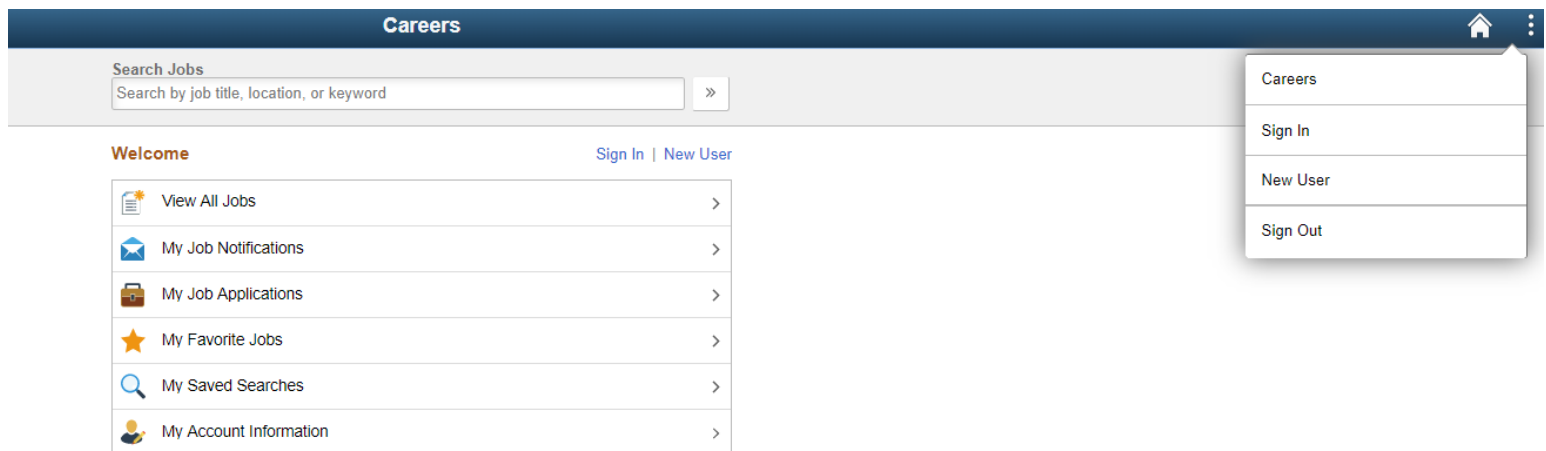
All Internal employees **MUST** use the Self-Service link directly in PeopleSoft HR (from your desktop).

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

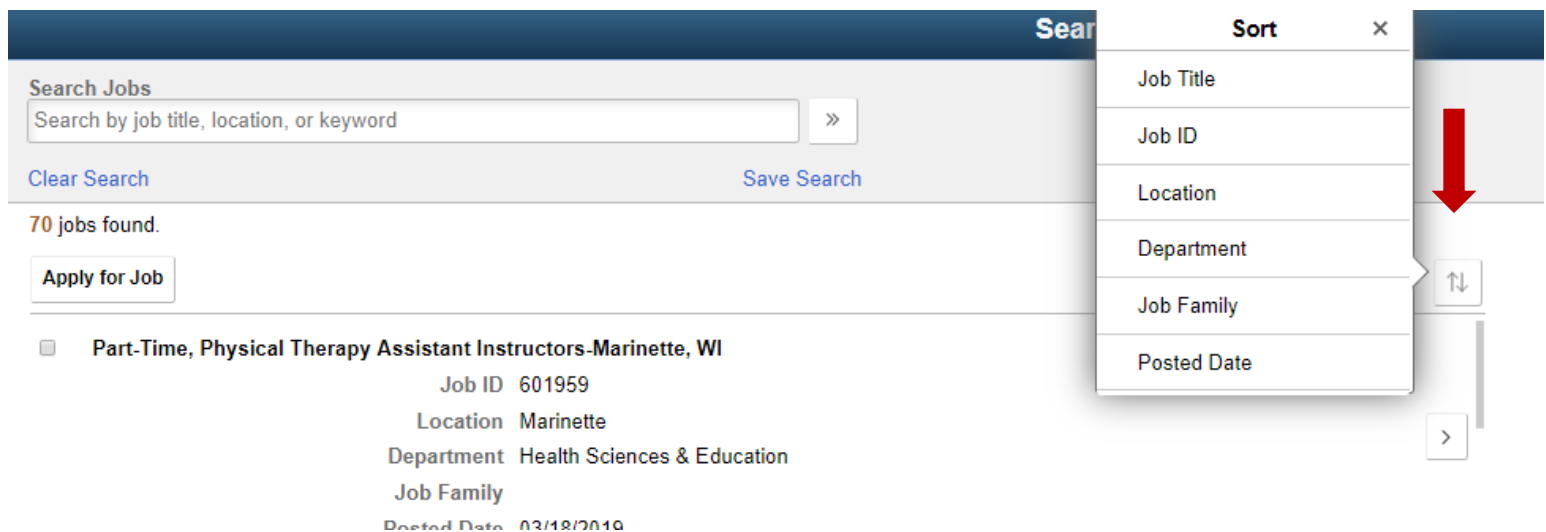
Select Sign In if you already have an account

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



The screenshot shows the top navigation bar of the Careers page. On the right side, a dropdown menu is open, listing the following options: Careers, Sign In, New User, and Sign Out. A red arrow points to the three-dot menu icon that triggers this dropdown.

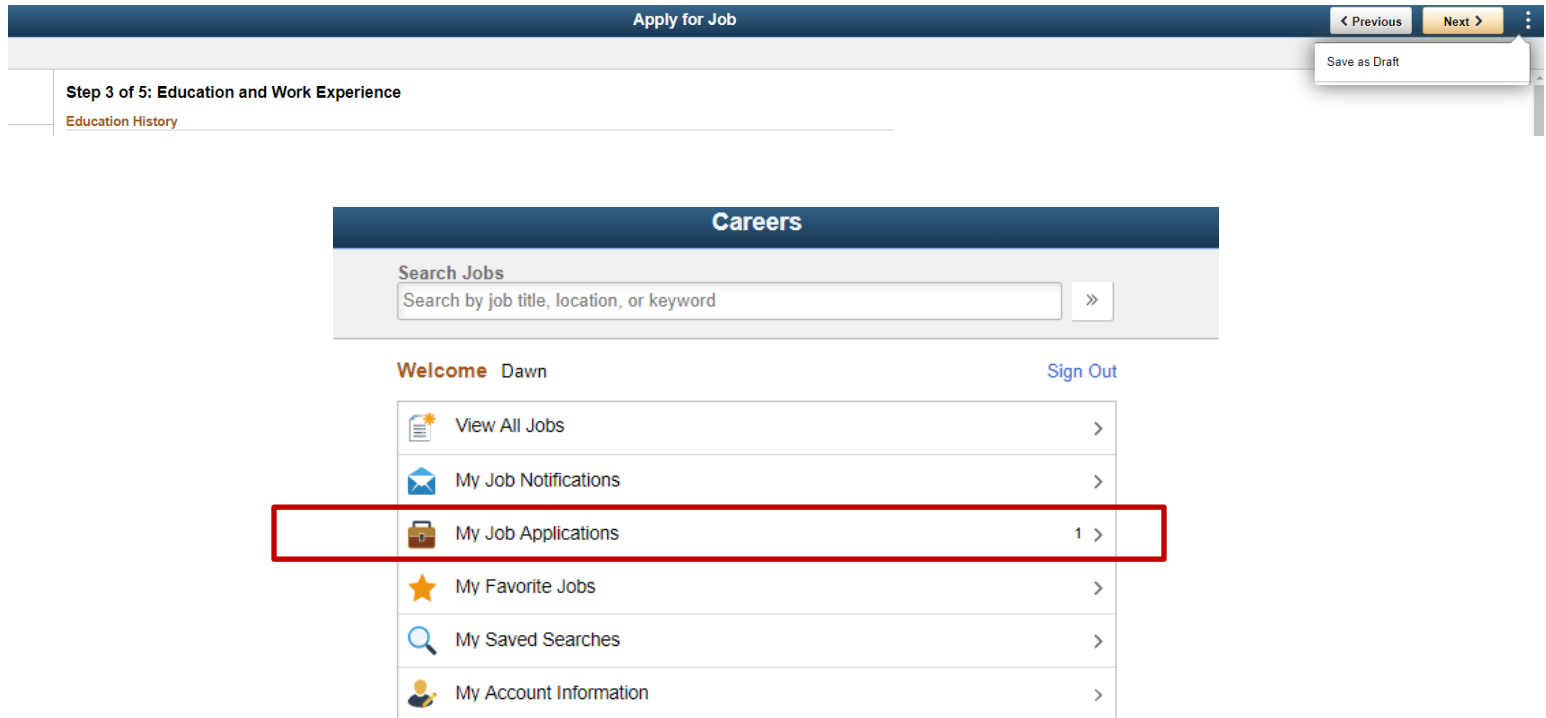
All listed job openings are current and automatically listed by date posted. You can choose to sort by Job Title, Job ID, etc. by clicking the dropdown in the upper right. If you experience difficulties accessing the job application, deleting your browser cache and cookies may help.



The screenshot shows a search results page. A dropdown menu is open in the upper right corner, displaying sorting options: Job Title, Job ID, Location, Department, Job Family, and Posted Date. A red arrow points to the dropdown arrow icon on the right side of the menu. Below the search bar, the text "70 jobs found." is visible, followed by an "Apply for Job" button. The first job listing is "Part-Time, Physical Therapy Assistant Instructors-Marinette, WI" with details for Job ID (601959), Location (Marinette), Department (Health Sciences & Education), Job Family, and Posted Date (03/18/2019).

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 the 'Apply for Job' interface. At the top, there is a dark blue header with 'Apply for Job' and navigation buttons '< Previous' and 'Next >'. Below the header, a white box contains 'Step 3 of 5: Education and Work Experience' and a link for 'Education History'. A 'Save as Draft' button is visible in the top right corner. The main content area is titled 'Careers' and features a search bar with the text 'Search Jobs' and '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 other options are 'View All Jobs', 'My Job Notifications', '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.

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.