



## ADDING DOCUMENTS TO YOUR APPLICATION

To add documents **immediately upon submitting your application**:

- After you hit **Submit Application**, select the **Return to Job Search** right below it. (Note: we highly recommend not using the "Save for Later" function)
- Select the **My Activities** tab at the top of the screen
- Add documents individually by selecting **Add Attachment**, designating the type of the upload from the dropdown box. If you would like the document to be visible in all of your applications, make sure to check the **Apply to All** box.
- Make sure to select **Save** when you are done.

If you have already applied and want to **go back to add the attachments**:

- Go back to <https://www.grcc.edu/jobs>
- Select **External Applicants** link mid-page
- Log in
- Select **My Activities** Tab
- Locate the **Add Attachment** option and follow above directions.

### Letters of Recommendation

If the job description requires letters of recommendation, you may upload these yourself using the steps above. If your supporters elect to send letters directly to us they have two options:

1) Attach a .pdf or Word document to an **email** to [hr@grcc.edu](mailto:hr@grcc.edu)

or

2) **Via US Mail** to

Grand Rapids Community College  
Human Resources  
143 Bostwick Avenue NE  
Grand Rapids, MI 49503

### Transcripts

If the job description requires transcripts, they may be unofficial versions. We will only ask for originals once the candidate is hired. You may upload these yourself or have them sent to us electronically via [hr@grcc.edu](mailto:hr@grcc.edu) or by US Mail to the address above.

If you have any questions or issues, we are available to help.

Call us at 616-234-3972 or email [hr@grcc.edu](mailto:hr@grcc.edu)

between 8 am and 5 pm EST