

Step-by-Step Application Instructions

1. Locate GRCC Jobs Link on webpage
 - a. Go to the Internet browser and enter www.grcc.edu/jobs
2. Select appropriate link
 - a. If you are an internal employee, please click on "Current GRCC Employee"
 - i. Login using your Self Service (PeopleSoft) username and password
 - ii. Click on "GRCC Employee"
 - iii. Click on "View Job Postings"
 - b. If you are not an employee, please click on "External Candidate"
 - i. Click on "View All Jobs"
3. Complete Registration
 - a. In the upper right-hand side of the screen, click on "New User" to create a login and password
OR
 - b. After selecting a job to apply for, click "Register Now" at the bottom of the pop-up window
4. View Job Postings
 - a. Click on the job posting you are interested in applying to.
 - b. Click "Apply" at the top right corner of the page to start the application process
5. Complete the Application
 - a. There are six (6) steps to the application process: Start, Resume, Questionnaire, Referrals, Self Identify, and Review/Submit
 - i. **NOTE:** The process requires that your Cover Letter and Resume are submitted as one document. We recommend having this document prepared prior to beginning the application process
 - b. Complete all of the required information on each page and click "Next" to continue to move through the Application process
6. Submit the Application
 - a. After completing the information above, select the "Submit Application" option.
 - i. **NOTE:** While there is an option to "Save as Draft," we do not recommend it. You will always be able to go back to add or delete documents (except for your resume, which stays permanently attached to that particular application).
7. Add Attachments
 - a. Before Exiting the Program:
 - i. Once you have reached the confirmation screen, you've completed your application. If you have additional attachments to add, click on "Careers". This will enable you to navigate to the menu options.
 - ii. Click on "My Job Applications"
 - iii. Select appropriate job
 - iv. Locate "Add Attachment" button
 - v. Specify document type & title
 - vi. Add each attachment separately and save
 - b. Adding Attachments at a Later Date:

- i. Log in to jobs webpage
- ii. Select "My Job Applications"
- iii. Locate "Add Attachment" button
- iv. Specify document type & title
- v. Add each attachment separately and save

If you have any questions about the process, the steps to complete the application or if you have any errors, please contact Human Resources at 616/234-3972 or at hr@grcc.edu