

Adding Documents to Your Application

You may add additional documents, such as transcripts or letters of recommendation, at any time to your application once it has been successfully submitted.

To add documents immediately upon submitting your application:

1. Click the "Careers" link or Home button to return to the Home screen.
2. Select the "My Job Applications" Section
3. In the "My Cover Letters and Attachments" section, click the "Add Attachment" button or plus sign (+)
4. Specify the Attachment Type and Title, then click the "Continue" button
5. Click the "My Device" button to locate and open your file
6. Click "Done" then "Save"
7. To add more documents, click the plus sign (+) and repeat steps 4-6.

To add documents at a later date:

1. Navigate to the GRCC Jobs Webpage (www.grcc.edu/jobs)
2. Click "External Candidate" link
3. Sign In
4. Repeat Steps 2-6 (or 7, as needed) above

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 may do so via:

1. A .pdf or Word document emailed to hr@grcc.edu
2. Via US Mail to:
Grand Rapids Community College
Human Resources
143 Bostwick Ave NE
Grand Rapids, MI 49503

Transcripts

If the job description requires transcripts, they may be submitted as 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 or by US Mail to the address above.

If you have any questions, please contact Human Resources at hr@grcc.edu or 616-234-3972.