Things to think about Before You Begin Applying On-Line:

Resetting Your Password
To reset your password, click the “Forget User Name/Password?” link from the “View Job Postings” page. The system will assist you if you’ve forgotten either your user name or password.

Some Tips to Keep in Mind Throughout
- Have relevant work history in front of you before you start completing the online application process. You should also have a cover letter, resume and unofficial transcript completed, saved and ready for attaching.
- The system will time-out after 20 minutes of inactivity. If this happens, your information will be lost. This is an important reason why you should have your cover letter, resume and unofficial transcript completed, saved and ready for attaching!
- Pay special attention to the fields that are marked with an asterisk (*). You will not be able to submit your application without completing these fields. Tab in and out of fields.

Cover Letter and Transcripts
The system allows for the attachment of your cover letter, resume and unofficial transcripts. We recommend that you put your cover letter and resume in one flowing document before you upload it into the Recruitment Solutions System. Your list of references should be included at the end of your resume document. If, in the future, you wish to add additional attachments, you will have the option to “Edit Attachments” and add updated cover letters or transcripts.

What to Expect After Submitting Your Online Resume
An automatic e-mail message will be sent to you confirming receipt of your resume. Because our official method of communication is by email, you should get one before you apply to work at GRCC if you do not have an email address.

If you do not have an email address, there are many free sites that provide this service, including Google GMail (www.gmail.com) and Hotmail (www.hotmail.com). Once you have created an email address, please come back to the website to apply.
Your application information will be reviewed by the appropriate College staff. If you meet the minimum qualifications and an opportunity exists, you may be contacted.

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

Continue for step by step application instructions……..

Step by Step Application Instructions

This section takes you through each step of the online application process. After you have read these detailed application instructions and are ready to apply for positions.

Step 1: Locate GRCC Jobs Link on Web Page
Go to Internet Browser and enter WWW.GRCC.EDU
Click on the Jobs Link on front home page

Step 2: Select Internal or External Positions
To apply for an open position:
Click on “External Candidate” or “Current GRCC Employees” (only for current GRCC employees) within appropriate Employment Group.

**For Current GRCC Employee:**
1. Login using your Self Service (PeopleSoft) username and password
2. Click on GRCC Employee
3. Click on View Job Postings
4. Go to Step 5

**Step 3: View Job Postings**

![Image of Careers Page]

4. **Careers Page**
If you wish to apply for a position, you will need to register.

**New External Applicant:**
A. Click on “Click Here to Register”
B. Enter user name
C. Enter password
D. Confirm password (reenter as entered above)
E. Click on Register
Note: Please record your login and password as you will need it to retrieve and/or make changes to your existing online resume and to apply for additional positions.
Once you register, you will then go to step 5, “Searching for Positions.”

If you are a Returning External Applicant:
A. Enter User Name
B. Enter Password
C. Click on Login

Password Reset: If you are unable to recall your User Name and/or Password, click on Forget User Name/Password? Link to request a new one to be sent to your email.

A few things to notice before you get started:
My Career Tools- this box allows you to view a summary of your applications, Cover Letters or Transcripts and Saved Resumes on file. If at any time you would like to view the status of these documents click on the “My Career Tools” link on the top right hand corner of your screen.

Step 5. Searching for Job Postings
For Adjunct Faculty Positions:
The job posting will have the word “Faculty/Adjunct” in the title and are listed by academic department. If you wish to apply, you must select a specific department. Note: The departments reference specific disciplines/subject areas. If you do not understand the disciplines/subject
areas, please to go our College catalog and study our current course offerings. You may find the College catalog at www.grcc.edu/catalog

If you see a position(s) for which you wish to apply, select the position(s) of interest by clicking on the box next to the job, and then click on “Apply Now”. Note: If you wish to apply as an adjunct in more than one department, you will need to select all that apply to you and then click on “Apply Now”.

For Contingency Positions

The job posting will have the word “Contingency” in the title. If you see a position(s) for which you wish to apply, select the position(s) of interest by clicking on the box next to the job, and then click on “Apply Now”. Note: If you wish to apply for more than one contingency position, you will need to select all that apply and then click on “Apply Now”.

For Meet and Confer Positions

The job posting will have the word “Meet and Confer” in the title. If you see a position(s) for which you wish to apply, select the position(s) of interest by clicking on the box next to the job, and then click on “Apply Now”. Note: If you wish to apply for more than one Meet and Confer position, you will need to select all that apply and then click on “Apply Now”.

To view Job Details

You will simply need to click on the Job title link; you will then be directed to the job details page for that specific open position. At this time you have the option to apply for a position or go back to previous page to review other open positions.
Step 6: Apply Now; Choose Resume.

A. You’ll need to select how you would like to proceed.
   a. Select either “Copy and paste resume text” or “Add Cover Letter/Resume/Reference”.
      i. When adding your Cover letter, Resume and References the online system allows you to upload many document types excluding image documents.
   b. If you have applied before under the same user name and submitted a resume, you will also see an option for “Use existing resume”. If you select this option, a drop down box that lists all resumes you have submitted will appear. Select the resume you desire to be uploaded into the system.

Note: Again, it is necessary to have your cover letter and resume saved in one document PRIOR to uploading or clicking on Continue. The system does not allow you to upload multiple documents at this point in the application process.

You will have the opportunity later in the application process to upload other attachments, (transcripts etc.)

B. Click on Continue

C. If Uploading a Resume
   a. Attach your resume document (Which should include cover letter and references)
   b. Click on upload.

OR

D. If Copy and Paste,
   a. a textbox option will appear as seen in this screen shot below.
b. In the title box, enter “your name, resume”.

c. Then proceed to copy and paste your resume text into the resume box.

d. When you have completed entry, press Continue.

Note: After you have completed uploading or entering your resume, you will be at “Complete Application.”

Step 7: Verify/Edit your Profile
A. Here you will enter your name, address, telephone number (no spaces), phone type, e-mail address, and e-mail type. You may also add additional phone numbers and email addresses as desired.
Note: Internal employees are not able to edit their personal profile. If any updates need to be made please request changes by sending an email to hr@grcc.edu

B. After all information is verified click the yellow SAVE button.

**Step 8: You will now proceed to page two of the online application…**

A. Answer the application questionnaire section. *(Note- the position you are applying to may not include this section.)*

B. Enter Referral Information:
   a. So that we can better target our position advertisements, we ask that you tell us how you heard about the position you are applying for.
   b. Click on Source field. Use the drop down menu to select the best description that fits. For example, if you are responding to an ad in a newspaper, you would select “Ad” from the drop down menu.
   c. In the Sub Source field, also use the drop down menu to select the best description that fits.
   d. In the Specific Referral Source box, describe any additional information we should have on how you found out about the position.
   e. Check whether or not you are a former employee of GRCC.
   f. Check whether any of your immediate family members are employed at GRCC.
**Step 9. Save for Later or Finish.**

1. After you have completed updating your information you will want to:
   
a. **Save for Later** which will save your application in **draft** mode and allow you to go back and edit. Note that if you choose this option, you have **not yet applied for a position**.

   b. **Finish** which submits the application for review.

   Note: **You will not be able to edit the application once you do this.**

**Step 10: After you click Finish**

1. After you click Finish, the following system warning will appear:
   
   “Please note once you click “OK” to submit your online application, you will NOT be able to edit your resume or application. Press OK to finish or Cancel to return to your application.”
   
a. **If you click Finish, you will no longer be able to edit the data that was submitted as part of your application.**

**Step 11: Self ID / Terms and Agreements**

1. The first box will ask you to provide self-identification details. This section is voluntary….you may choose to click on the box that is titled “decline to provide my self-identification details.” Again, if you choose to provide these details, this information is confidential and will be kept separate from your other applicant information.

2. The next box is titled “Terms and Agreements”. Read the statement carefully; this section serves as your online signature. By clicking “I agree to these terms”, you authorize the Grand Rapids Community College to verify all information provided in your online application process.

3. Click on submit.
You have now completed the application process and the system will automatically redirect you to the status page. If you would like to add attachments please refer to step 11. Otherwise, you may logout of your online application.

**Step 12: Adding/Editing attachment(s) for any position.**

A. Go to the “My Career Tools” page

B. Click on the link that is titled “Add Attachment”.
   a. Under Cover Letters & Attachments, select “attachment type”
   b. Enter “attachment purpose”
   c. Click on the link that is titled “Add Attachment”. A browse option will come up.
   d. Select the document you wish to attach
   e. Click on upload.
   f. Click Save & Return or if you have multiple documents click Save Add More

C. To edit your attachment(s):
   a. Go to “My Career Tools” page
   b. Under the Attachments Section
   c. Click on the “Edit Attachment” link for the document you would like to update.
   d. Click on document link
   e. Update information
   f. Click Save & Return or Save Add More

Note: You have the option to delete an attachment by clicking the icon.

**Step 13. Making changes after you have submitted your application.**

A. **You cannot change your application information after you have submitted your application.**

B. You can, however, update your address, email address and/or your phone numbers so that we can reach you if you move.
   a. This is done by logging in and selecting “My Career Tools” from the menu bar at the top.
   b. Click the “Edit Profile” link located just below your name and address. Make any appropriate changes (see step 7) and make sure to click “Save” when you are done.

C. You may also update attachments. Please see steps 12C.

D. You can also upload a new resume at this time. Please see steps 5-11.

Note- Please remember to properly log out by clicking the “Logout” link at the top of the page.