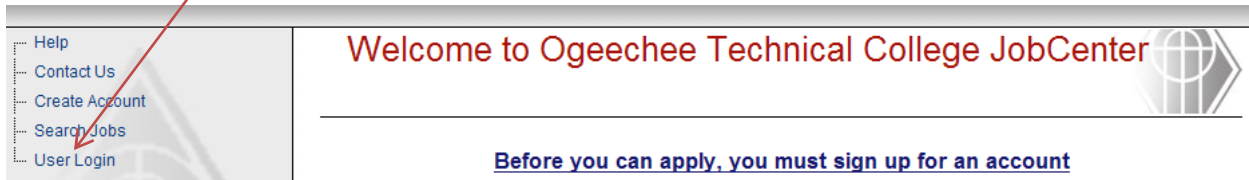


How to Apply for a Position

1. Click the "User Login" button.



2. Search for available positions under the Faculty section and Staff Section on the left-hand side of the page. The number between the brackets [1] indicates how many positions are available in that category.



3. Click on a category to view available positions. If there is a [0] between the brackets, it indicates there are no available positions in that category. If a position is available, you will see a similar screen shown below:

Staff - Maintenance, Custodial & Operations

Job Title	Additional Information	Salary Range	Location	Action
Information Technology Specialist Contact Name: Director for Human Resources Contact Email: employment@ogeecheetech.edu	Contact Phone: (912) 871-1801 Closing Date: Open Until Filled Please Visit: ogeecheetech.edu/faculty-staff/human-resources	Commensurate with Qualifications	Operations	<input type="button" value="Apply"/>

4. Click on the “Job Title link” to view a description of the position.
5. Click on the “**Apply**” button to apply for the position.
6. Once you click the “**Apply**” button, you will be asked some Pre-Screening questions to determine if you meet the minimum qualifications for the position. Answer each question truthfully. All applications are pre-screened.

If you answer “No” to any of the Pre-Screening questions, that indicates you have not met the minimum requirements for the position and you will not be able to apply for the position.

You may apply for another available position.

7. Complete each field in the online application.

Ogeechee Technical College

One Joe Kennedy Blvd., Statesboro, GA 30458

(912) 871-1801 Phone ~ (912) 688-6948 Fax

You are applying for the position of Adjunct Automotive Instructor.

Please complete this application fully and click “submit” to apply.



Please be prepared to devote one hour of uninterrupted attention to this application.

You will need to have your work & education history, references information, email addresses for any letters of recommendation you're requesting, etc.

When you are ready to submit the application for review with Ogeechee Technical College click the "Submit Application" button at the bottom of this form.

If you are unable to complete this application in an hour for any reason, please click "Save without Submitting" to prevent the loss of all information entered. You may edit your application the next time you log-in by visiting your profile and clicking the position title listed at the bottom of the page.

General Information:

Are you legally eligible for employment in the United States?

PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES WILL BE REQUIRED UPON EMPLOYMENT.

Personal Information:

- Answer the eligibility to work in the United States question in the **General Information** section.
- Ensure all of your information in the **Personal Information** section listed is correct.
- Enter all current and prior employment in the **Employment Experience** section.
 - Type in all information for one position and click the “**Add**” button.
 - Do the same thing for the rest of your employment history
- Enter at least two (2) work-related references.
 - Type in all information for one position and click the “**Add**” button. An e-mail address is a required field

- When the reference has been added, you should click the **“Send Form”** button for the reference form to be e-mailed to your reference.

	Contact	Address	
	Bob Jones	Company Address:	
Delete	() - test@test.com	Home Address:	Send Form

- Answer all of the Demographic Information. (Voluntary)
- Check the appropriate boxes for Veteran Status.
- Type your full name in the Applicant Signature box

Applicant Signature: 12/1/2011 1:20:42 PM

Submit Application Save without Submitting Print Application Print Reference Letter Cancel without S

- To complete and submit your application, click the **“Submit Application”** button.

8. A screen will show that your application has been submitted. THERE IS ADDITIONAL INFORMATION NEEDED TO COMPLETE YOUR APPLICATION. Click the **“Continue”** button.

Application Submitted



Your application for Adjunct Automotive Instructor has been submitted. You will now be directed to the Notifications page. Please review the notifications associated with this job posting, and provide any additional documentation requested.

Continue

9. Select each box to mark that you are aware of what documentation is needed to complete your application and click the **“Mark Selected Item as Read”** and click **“Continue”** button.

Unread Notifications

Select	Notification Description	Status	Date Of Notification
<input checked="" type="checkbox"/>	Adjunct Automotive Instructor Documents Needed: Reference 1	Active	12/1/2011 1:34:19 PM
<input checked="" type="checkbox"/>	Adjunct Automotive Instructor Documents Needed: Reference 2	Active	12/1/2011 1:34:19 PM
<input checked="" type="checkbox"/>	Adjunct Automotive Instructor Documents Needed: Resume	Active	12/1/2011 1:34:19 PM
<input checked="" type="checkbox"/>	Adjunct Automotive Instructor Documents Needed: Unofficial Transcripts	Active	12/1/2011 1:34:19 PM

Read Notifications

Mark Selected Item As Read Delete Selected Items Continue

10. The next screen is where you will upload any of the required documents to complete your application such as your resume and transcripts. (NOTE: Your references will be uploaded as they are received in Human Resources. You do not have to upload any references.)

Jobs Requested



Welcome to your jobs requested page. Please click on the drop down menu and select the position whose status you are interested in viewing. You may see a list of documents; these documents are required to complete your application submission. Please click on the "Upload" button and browse to find your electronic document. Please submit all of the documents listed; otherwise, you may not be considered for the position desired.

Job/Position:

Job ID	Application Description	Submitted On
278	Adjunct Automotive Instructor	12/1/2011 1:20:42 PM

Required Documents

Description	Approve	Decline	Incomplete	Uploaded File	
Reference 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No File	<input type="button" value="Upload"/>
Reference 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No File	<input type="button" value="Upload"/>
Resume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No File	<input type="button" value="Upload"/>
Unofficial Transcripts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No File	<input type="button" value="Upload"/>

Once you have submitted all of these documents, you will be considered as having completed the application. In time, you will be notified regarding your interest in this position.

You may create additional documents by entering a description for the document in the text box below and clicking on the "Add" button. The document description should describe the document (ex. Transcripts, Reference Letter or Driver's License, etc...) and it should not duplicate currently listed document descriptions. This applies to the document description as it appears in the list above only and not to the names of the individual files.

Document Description:

- Click the "Upload" button to upload your electronic copies of the required documents.
- You can submit additional information by typing in the name of the document and clicking the "Add" button.
- If you are no longer interested or wish to withdraw from the position, click the "No Longer Interested" button.

11. Once you have uploaded the required documents, your application will be complete. As documents are received, they will be listed as Approved, Declined, or Incomplete.

12. You can apply for another position or click the "Logout" button.