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Applicant Instructions

To apply for postings on the NIC Careers web site you first need to create an account. Once you have your account set up you will be able to apply to open positions.

How to Create an Account

Click on the *Create Account* link located on the menu on the left side of the screen.

🕷 Home	
Q Search Jobs	
Job Alerts	
+ Create Accoun	t 🧲
D Log In	

At the top of the account screen, you will have the option to upload your resume when you set up your

te an Account								
provide the requested inform	ation belo	w to create your account. You mus	t have an account I	to apply to ope	n positions	s.		
ime and upload your resume t	o prefill se	ctions of your application.	Upload Your R	esume				
	🍯 Choose Fi	ie to Upload				×		
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		File name: Bob Smith Resume	ç	All Files (*.*) Open	Cancel	¥		
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Create account

You have now created an account and will see these items on the navigation bar.

谷 Home
Q Search Jobs
Job Alerts
Nour Bookmarked Postings
B Your Applications
E Your Documents
Account Settings
ပံ Logout Bob
? Help
Support Staff Testing
Criminal Records Check - Immunization
Applicant Instructions - FAQ's
Hiring Manager Login
lob Alerts (RSS)

Uploading your Documents for future applications

You are able to upload your resume, cover letter and transcripts so they are easily accessed for future applications to postings.

Click on *Your Documents* link on the menu on the left and then click on the *Add Document* link.



Resu

Cover Lette

Transcript

Select the type of document to add

Select the type of document you want to upload from the list. <u>Note</u>: almost all job postings require a resume, cover letter, and copy of your transcripts.

You can either Browse for your document or write your document.





Once you have selected your document or written your document click upload. Repeat this for the other documents you would like to upload.

<i> C</i> hoose Fil	e to Upload			×
$\leftarrow \ \ \rightarrow \ \ $	↑ 🔄 → This PC → Desktop → Resume	v ₽	Search Resume	م
Organize 🔻	New folder			- 🔳 🕐
► ^	Name	Date modified	Туре	Size
-	💼 Bob Smith Cover Letter	11/5/2020 9:56 AM	Microsoft Word D	12 KB
	💼 Bob Smith Resume 🛛 🧲	11/5/2020 9:56 AM	Microsoft Word D	12 KB
	Dob Smith Transcripts	11/5/2020 9:56 AM	Microsoft Word D	12 KB
	File name: Bob Smith Resume	~	All Files (*.*)	~
		4	Open	Cancel

How to apply to a posting

Locating the position

You can click on any of the position category links (Facuty, Support Staff, Administration, Other) to see the active postings OR

Faculty	Support Staff	Administration	Other
You can click on Search Job located on the menu on the You can then refine your set for a particular position titl position type, department, search for a specific posting number, then click the Sea button. Results will be sho	Image: Solution of the second sec	Search Postings (10) View all open Postings below, or enter search criteria to narrow your searc Keywords Position Title Position Type No Selection Support Staff Administrative Staff Faculty Search	A. Pested Within Any time pend Department No Selection Adv Selection Adv Selection Adv Selection Adv Selection Adv Selection Adv Selection
When you find a position o interest click on <i>View Deta</i>	f COORDINATOR, SERVICES SERVICES	Posting Number LIBRARY AS000P etails Bookmark	Department Postion Type Job Close Date Posting Type Library Faculty Internal/External Posting Services rnal Posting
You will be able to Bookma Posting to come back later link to bookmark instructio Print Preview the posting, o Apply for this posting.	rk this (add ns), or	BRARY SERVICES	Apply for this Job
Starting your application Adding your Personal Info You have followed the step clicked on the Apply for the here you can update your O	on Dormation Dis above and Dis job button. From Contact	New Application started. Application for COORDINATOR, LIBRAR Application Instructions. These are the job applicat Save changes Personal Information	Y SERVICES: Personal Information ion instructions added. Save & Continue

here you can update your Contact Information and complete the required General Information at the bottom of the screen. When you are ready you can the click **Save & Continue** button to move onto the next screen. <u>Note</u>: you will need to ensure that you have completed any required field marked with a red asterisk.

• New Application started. Application for COORDINATOR, LIBRARY SERVICES: Personal Information Application Instructions. These are the job application instructions added. Save & Continue Personal Information Go For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Personal clicking Go button every 60 minutes in order to avoid losing your data. Required fields are indicated with an asterisk (*). Contact Information * First Name Bob		
Application for COORDINATOR, LIBRARY SERVICES: Personal Information Application Instructions. These are the job application instructions added. Save changes Save & Continue Personal Information Go For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. P menu and clicking Go button every 60 minutes in order to avoid losing your data. Required fields are indicated with an asterisk (*). Contact Information * First Name Bob	New Application started.	
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For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. P menu and clicking GO button every 60 minutes in order to avoid losing your data. Required fields are indicated with an asterisk (*). Contact Information * First Name Bob	Go	
Required fields are indicated with an asterisk (*). Contact Information * First Name Bob	For security purposes, this system automaticall menu and clicking GO button every 60 minutes	y logs you off when it senses no activity for 60 minutes. P in order to avoid losing your data.
Contact Information * First Name Bob	Required fields are indicated with an asterisk (*	°).
* First Name Bob	Contact Information	
Bob	* First Name	
	Bob	

Adding References

You will need to add 3 references. Click on the **Add Reference Entry** button and complete the required information and then click the **Add Reference Entry** button.

You can change the order or your references or remove the entry.

Remove Entry?	\Diamond
Reorder: Move Up	\Diamond

One you have entered three references you are ready to continue click on the *Save & Continue* button.

<u>Note</u>: If you have clicked the Add References Entry a 4th time you will need to click Remove Entry to continue on with your application.

Adding the Required Documents

You will be asked to attach any optional documents. Begin with attaching your resume. Click on the *Add Required Resume* button.

A minimum of three references are required.							
Required fields are indicated with an asterisk (*).							
References 🗸							
* Name	Betty Black						
* Email	betty.black@gmail.com						
* Phone Number	250-555-5555						
* How do you							
know this	know this Former Supervisor						
Remove Entry?							
Add References Entry							

Add Required Resume	\Diamond
Add Required Cover Letter	
Add Required Transcripts	
<< Prev	
Documents Needed To Apply \sim	
Go	



From here you will have a few options. You can browse and locate your resume from your personal computer, Write your resume by

clicking on the *Write Resume* link, or use the resume you uploaded into the system when you set up your account.

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When you have uploaded or written your document click on *Add to my Application* link.

Add to my Application
Write Transcripts Use Previously Uploaded Transcripts
Alternatives
C:\Users\dpatterson\Deskto Browse

Once you have uploaded a document(s) you will see a list of your documents. You can view or replace these documents as necessary. Once you are done, click on the *Save & Continue* button.

Document Type	Filename	Status	(Actions)
Required Resume	Resume 11-05-20 13:17:15 (PST)	PDF complete	View Replace Resume
Required Cover Letter	Cover Letter 11-05-20 13:17:38 (PST)	PDF conversion in process	Replace Cover Letter
Required Transcripts	Transcripts 11-05-20 13:18:17 (PST)	PDF conversion in process	Replace Transcripts
<< Prev	Save changes	Save & Continue	\

If you have applied to positions before you may be able to use your previously uploaded documents. To locate them click on the Use Previously Uploaded (Cover Letter, Resume, or Transcripts) link.

application.

Alternatives Write Transcripts Use Previously Uploaded Transcripts Add to my Application

Save changes

Save & Continue

You will now	Previously Uploaded Trans Return to Application	scripts		
		Name	Description	Date Added
your previously uploaded	•	Transcripts 11-06-20 11:45:11 (PST)		Friday November 06, 2020 11:45:20 AM

documents. Select the previously uploaded documents you would like to use for your application. You can view the document by clicking on the document name. When you are satisfied click on the Add to my Application button.

Personal Information ~ **Answering Supplemental Questions** Personal Information You may be asked some supplemental questions. Educational History **Employment History** Documents Needed To Apply References Check for Errors and Submit 1. What is the highest level of education attained? If you are answer the question(s) and then O GED click Save Changes or Save & Continue to O High School Diploma O Associates Degree continue on to the next section of your

Bachelors Degree

O Masters Degree O PHD

<< Prev

Completing your application

Your application now moves to a summary of the screens you have just gone through. Sections with a green check mark are complete.



Sections with a red X identify sections with missing/incomplete information. Click on the section title to go to the screen you need to complete.



At the top of the screen the system will identify what items are required.

Find this item and correct it.

* Country	
Please select	^
Canada	
Andorra	

Country" is required

Review the rest of the Summary screen to ensure all required fields (marked with a red asterisks) are completed. When everything is complete click on the *Save an Continue* button.

Click on the dropdown box at the top of you application and select Check for Errors and Submit.

Personal Information	
Go	

Personal Information	
References	
Documents Needed To Apply	
Check for Errors and Submit	

Repeat as needed until all errors or omissions have been fixed.

Once all sections are complete you can click on the *Edit this Application* link to make further edits, click on the *Print Version* link to print your summary page.

If you are ready to continue click on the *Certify and Submit* button.

Application for COORDINATOR, LIBRARY S	SERVICES Edit this Application	Print Version
Certify and Submit	仓	仓

Read the Certification message. If you agree with the statements then check the box and enter your initials to verify your identity. If you are not quite ready you to submit your application you can click on the *Return to Application* link. If you are ready click on the *Submit this Application* button.

You will now see a message that you have successfully submitted your application and receive a confirmation code. You can click on the Logout link on the menu to the left if you are done, click on the *View Your Completed Application* button if you want to go back and review your completed application <u>Note</u>: you will not be able to make changes to your application once it is submitted) or you can click on the *Continue Your Posting Search* to review other postings.

Managing your Applications

Locating an application – Not yet completed

Click on the **Your Applications** link on the menu to the left. Locate the position and click on the **Edit** link.

Click on the drop down box to go to the screen you were working on when you left your application.

Certify and submit your Application for COORDINATOR, LIBRARY SERVICES Certify and submit your Application for COORDINATOR, LIBRARY SERVICES Certification I certify that all statements made on this application and the information contained in all other documents I have submitted in support of my application are true and complete to the best of my knowledge. I understand that North Island College may verify the information I have provided. I understand and agree that any misrepresentation, omission, or falsification of information provided may constitute grounds for immediate dismissal and may disqualify me for employment at this institution. I authorize North Island College to make inquiries regarding my education, work experience, references, and criminal background (if applicable). I understand that any job offer or subsequent employment may be conditioned on North Island College's receipt of a satisfactory background inquiry. I agree to cooperate in such inquiry and understand that providing misleading information may result in disqualification and/or termination. By electronically submitting this application, I certify that I have read and agree with these statements. Please enter your initials to verify your identity. Solomit this Application or Return to Application

Our Application has been submitted.

You have successfully submitted your Ap

Your confirmation code is

CN000000090



Thank you for your interest in this position. The scre candidacy, you will be contacted.

View Your Completed Application

Continue Your Posting Search

☆ Home Q Search Jobs	Your Applications (1) Applications to Complete (1) In order to be considered for these postings, you
Job Alerts	
Vour Bookmarked Postings	COORDINATOR, LIBRARY
Your Applications	Edit
E Your Documents	

Personal Information	
Go	

Hit the go button.



Personal Information
References
Documents Needed To Apply
Check for Errors and Submit

Locating Competed Applications

To view your completed applications click on the *Your Applications* link on the menu on the left. You will see a list your completed Applications.

You can see the status of your application in this screen.

# Home	Your Applications (1)			
Q Search Jobs	In order to be considered for these	postings, you must complete your a	pplication prior to the Closing Date	
Job Alerts			Job Number	
Kour Bookmarked Postings	You do not have any in-process a	pplications.		
Your Applications		<u> </u>		п
Se Your Documents	Completed Applications (1)	Confirmation Number	Posting Num	~
Account Settings		Commación Number	Posting Number	Status
🖒 Logout Bob	SERVICES	CN00000090		Under Review by Department/Committee
? Help	Archive			Withdraw Application
Support Staff Testing				11

Withdrawing Your Application

Follow the steps above to locate your completed application. Click on the *Withdraw Application* button. <u>Note</u>: once you withdraw your application you will not be able to apply to this posting again.

If you are sure then click on the **Yes, withdraw this Application** button.

Are you sure? You will not be able to apply for this job posting again if you withdraw your application.

Yes, withdraw this Application or Cancel

Job Alerts

You can receive email job alerts for specific or all job categories. Click on the **Job Alerts** link on the menu to the left.

🖀 Home	
Q Search Jobs	
Job Alerts	$\overline{\Box}$
+ Create Account	*

Complete the top section (email, First name, Last name). You can select to get job alerts only on the categories that you are interested in by clicking the checkbox next to the category. When you are done you click on the **Subscribe** button. If you want to unsubscribe from these emails you click on the **Unsubscribe** button.

Bookmark a posting

You can click on *Search Jobs* located on the menu on the left. You can then refine your search for a particular position title, position type, department, or search for a specific posting number, then click the *Search* button. Results will be shown below.

Job Alerts		
Indicate which categories you are interested	l in, and select Subscribe to begin receiving no	otifications when new Postings are open to applications.
Email *		
First name *		
Last name *		
	Sele	ct All Clear All Subscribe
\Box		
Administration Part Time	Faculty Full Time	Support Staff Full Time
Administration Full Time	Faculty Part Time	Support Staff Part Time
		Unsubscribe
		\sim

🖨 Home	View all open Postings helow, or enter search criteria to narrow your search				
Q Search Jobs 🤇	Kenovorde	,	Posted Within		
Job Alerts	Neywords		Posted Within	Any time period 🗸	
+ Create Account	Position Title		Department		
🖲 Log In				No Selection Adult Basic Education	
? Help	Position Type			Arts, Sciences & Technology Assessment Services	
Support Staff Testing			Posting Numb	ber	
Criminal Records Check - Immunization		No Selection Support Staff Administrative Staff	-		
Applicant Instructions - FAQ's		Faculty	*		
Hiring Manager Login	Sear	rch			
Job Alerts (RSS)	View Results (10)				

Once you have located a posting you are interested in you can Bookmark the posting to review later. Click on the **Bookmark** button, once it has been added you will see the posting details and a note at the top of the screen stating your Bookmark has been added.

RVICES
Bookmark

Viewing your Bookmarks

Click on the **Your Bookmarked Postings** link on the menu to the left. You can then click on the View Details of the posting.



To Remove our Bookmarks

Go to the bookmark and then click on the *Remove Bookmark* button.

Account Settings

To update your account settings click on the *Account Settings* link on the menu on the left. You are then able to edit your information. You will need to ensure all required fields marked with a red asterisks have been completed.

	Edit Account Settings	
🖀 Home	This is the page where you keep your personal info up to date	
Q Search Jobs	Login Information	
Job Alerts	Required fields are indicated with an asterisk *	
Vour Bookmarked Postings	* Username	
Your Applications	BDylan	
Your Documents		
Account Settings	- Password	
	* Descurand Confirmation	

When you are done click the *Update* button located at the bottom of the screen.

Supporting Links

Links with supporting information can be found on the menu on the left. There are links to Support Staff Testing, Criminal Records Check and Immunization, and Applicant Instructions and Frequently Asked Questions (FAQ).

Support Staff Testing
Criminal Records Check - Immunization
Applicant Instructions - FAQ's 🦯

Logging Out

When you have finished you can logout by clicking on the *Logout* button on the menue to the left.



Remove Bookmark

Forgot your Username or Password?

If you have forgotten your username and/or password, click on the *I forgot my username / password* link the NIC Careers login page.

To retrieve your username you will need to enter your email address that you used to create your account. You will need your username to retrieve your password. If you need further assistance please contact Human Resources.

Note: For security purposes, after clicking Retrieve Username, you will see a system message saying an email was sent, whether or not your actual email address exists in the system. If you do not receive an email, you may have entered a different email address than the one associated with your applicant account. Please enter that email address.

Log in to your account
Required fields are indicated with an aste
* Username
* Password
Forgot your username or password?

Retrieve Username

Enter the email address you used to create your account. Your Username will be emailed to you
Email Address*

Retrieve Username

Forgot Password Enter your username to set a new password.

Username*

Set New Password