

# Step-by-Step Application Instructions

1. Navigate to the GRCC Jobs webpage ([www.grcc.edu/jobs](http://www.grcc.edu/jobs)).
2. If you are not an employee, select the "External Candidate" link.

## Jobs

Grand Rapids Community College offers competitive salaries, excellent fringe benefits including medical, dental, vision and retirement benefits, life insurance, tuition reimbursement, parking, and access to our health club facilities. It is the mission of Grand Rapids Community College to provide the community with learning opportunities that enable people to achieve their goals.

Grand Rapids Community College is an Equal Opportunity Employer.

To view a full listing of open positions for Faculty/Staff/Adjunct/Contingency, please select one of the options below:

- [Current GRCC Employee](#)
- [External Candidate](#)
- [Student Employee](#)



### 3. Sign In or Register

If you are a returning candidate, please click the "Sign In" link & log in using the Username and Password you'd previously created. If you are a new candidate, please click the "New User" link and follow the steps to register for an account.

The screenshot shows the top navigation area of the GRCC Jobs website. On the left, the word "Welcome" is displayed in orange. On the right, the links "Sign In | New User" are enclosed in a red rectangular box. Below this, a vertical menu contains six items, each with an icon and a right-pointing chevron:

- View All Jobs (document icon)
- My Job Notifications (envelope icon)
- My Job Applications (briefcase icon)
- My Favorite Jobs (star icon)
- My Saved Searches (magnifying glass icon)
- My Account Information (person icon)

When registering for an account, the system will require you to create a unique Username, Password (confirm password), enter your first & last name, and a valid email address. You may enter a phone number if you wish. Upon completing all required fields, click the "Register" button to finish.

<<<Screen Shot on Next Page>>>

**Account Information**\*User Name 

Please select a password that:

1. Has a minimum of 10 total characters with at least 1 digit, 1 lowercase character and 1 uppercase character.
2. Does not match your user name.
3. Does not match any of your email addresses.

\*Password \*Confirm Password \*First Name \*Last Name \*Email Address Phone 

## 4. View Job Postings

Once you've signed in or registered, you will be redirected to the home page. Click "View All Jobs" to browse all available job postings.

**Welcome**[Sign In](#) | [New User](#)

View All Jobs



My Job Notifications



My Job Applications



My Favorite Jobs



My Saved Searches



My Account Information



To view a specific posting's details, click the right arrow on the posting OR check the open check-box, then click the "Apply for Job" button.

<<<Screen Shot on Next Page>>>

**Careers** **Search Jobs**

**Location**

- GRCC Main Campus (91)
- GRCC Lakeshore Campus (10)
- Tassell M-TEC (2)

**Department**

- Language & Thought (14)
- Social Sciences (8)
- Visual Arts (8)
- Biological Science (7)
- Physical Science (7)
- Nursing Program (6)
- Secchia Institute for Culinary (5)
- Applied Technology (4)
- Business (4)
- Mathematics (4)

[More](#)

**Search Jobs**

Search by job title, location, or keyword

[Clear Search](#) [Save Search](#)

102 jobs found.

**Apply for Job**

**Assistant Professor Nursing\_Tenure Track, Long Term Care and Medical/ Surgical - External**

Job ID 1046  
 Location GRCC Main Campus  
 Department Nursing Program  
 Job Family Teaching - Fulltime Faculty  
 Posted Date 02/13/2020

**Assistant Professor Nursing\_Tenure Track, Women's Health/Obstetrics and Medical/ Surgical - External**

Job ID 1045  
 Location GRCC Main Campus  
 Department Nursing Program  
 Job Family Teaching - Fulltime Faculty  
 Posted Date 02/13/2020

The position details & summary will populate. To submit your application, click the "Apply for Job" button.

**Search Jobs** **Job Description**

[Previous Job](#) **Assistant Professor Nursing\_Tenure Track, Long Term Care and Medical/ Surgical - External**

Job ID 1046 Full/Part Time Full-Time

Location GRCC Main Campus Regular/Temporary Regular

[Add to Favorite Jobs](#)

[Email this Job](#)

**Org Marketing Statement**

Date: February 13, 2020

Title: **Assistant Professor Nursing – Tenure Track**  
 (Long Term Care and Medical/ Surgical)

Position Number: 1046

Schedule: 42 Week Contract, 37 Contact Hours/ Year  
 (Contact Hours will be distributed over 3 semesters: Fall, Winter and Summer)

Compensation: Master's Degree (\$66,445), PhD. (\$71,745)  
 (Opportunity to select additional courses beyond base salary)

Start Date: Fall 2020

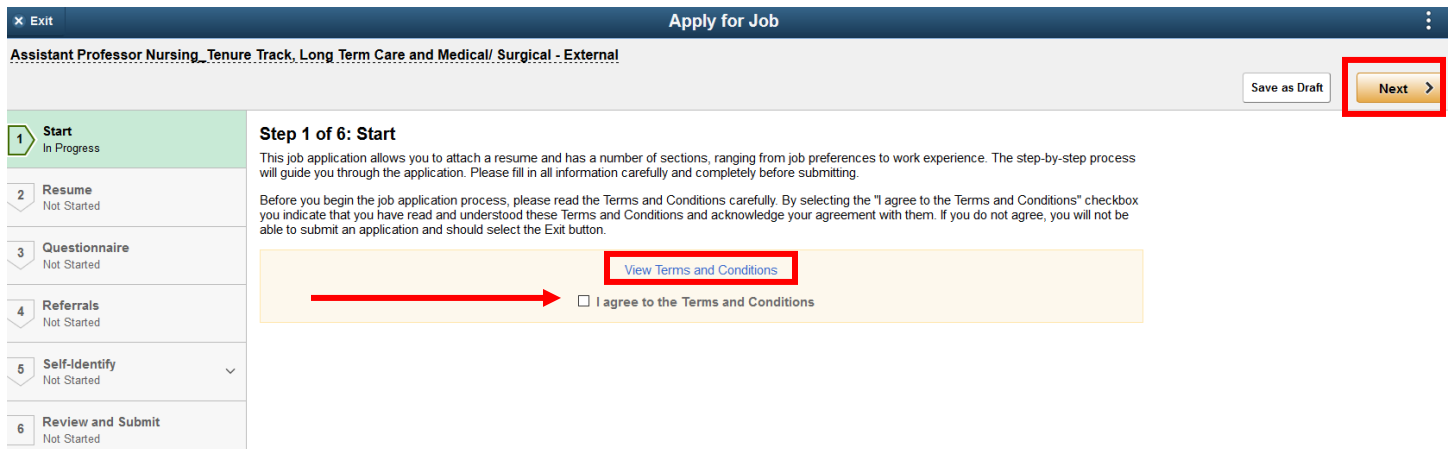
Reports to: Associate Dean, School of Workforce Development

Closing date: March 16, 2020

## 5. Complete the Application:

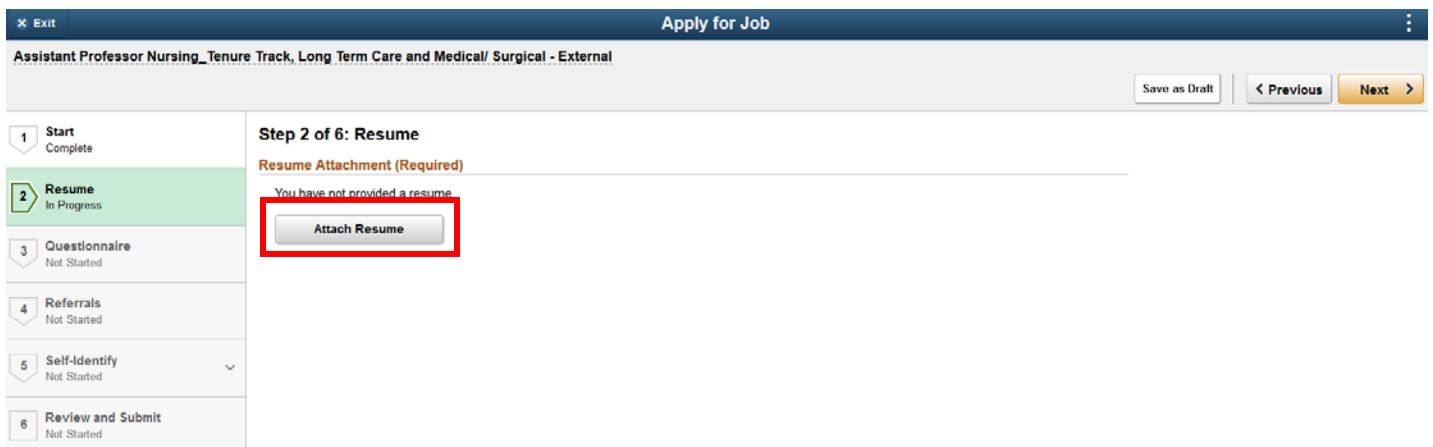
There are six (6) steps to the application process: Start, Resume, Questionnaire, Referrals, Self-Identify, and Review & Submit. To move through the application, complete all required fields (marked with an asterisk (\*)), then click the "Next" button.

**5a.** You must agree to the Terms & Conditions in order to proceed. Click the “View Terms and Conditions” link to review prior to accepting. NOTE: You may save a draft of your application at any time by clicking the “Save as Draft” button, however, it is not recommended.



**5b.** Attach your resume by clicking the “Attach Resume” button, then the “My Device” button, select your document, then click “Upload” and “Done”.

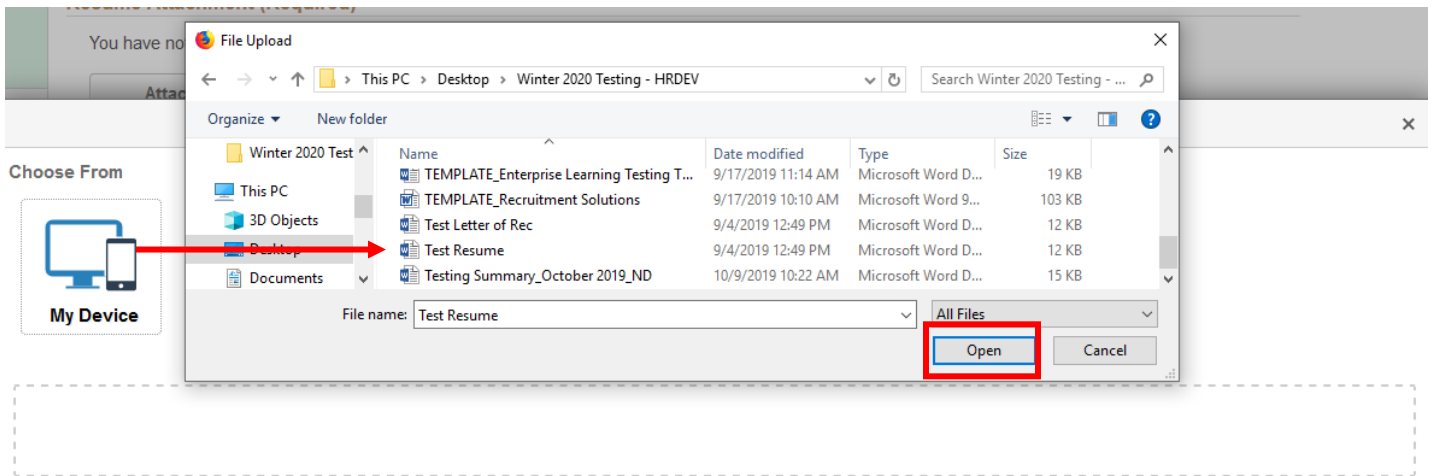
Click “Attach Resume” button:



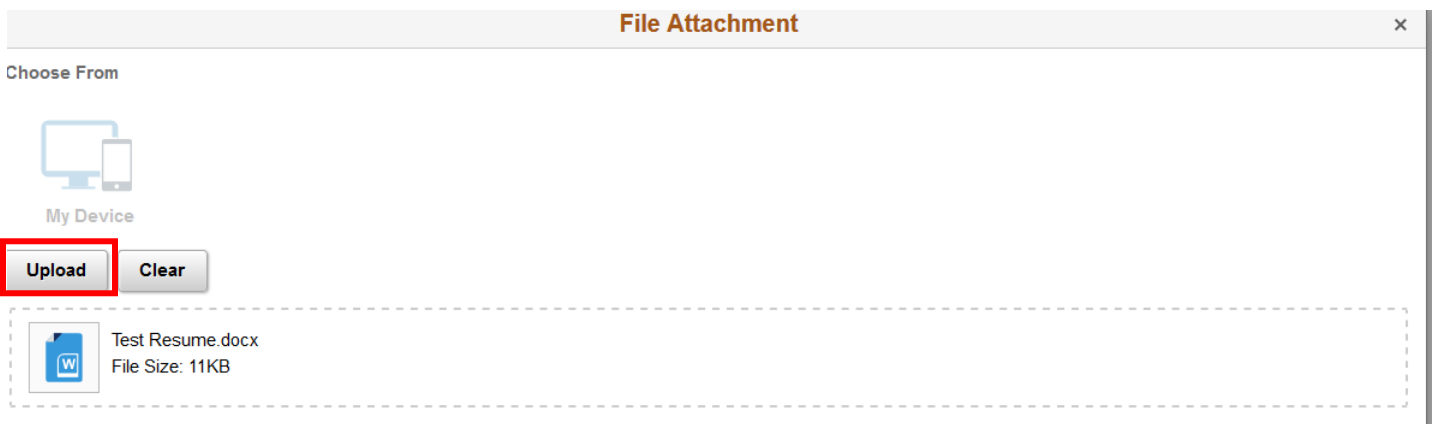
Click “My Device” button:



Locate & open your file:



Click "Upload" button. To select a different document, click "Clear", then repeat steps to upload:



Click "Done" to finalize upload:



## 5c. Complete the Questionnaire

The screenshot shows the 'Apply for Job' application form for the position of Assistant Professor Nursing, Tenure Track, Long Term Care and Medical/ Surgical - External. The form is currently on Step 3 of 6: Questionnaire. The left sidebar shows the progress of the application: Step 1 (Start) is complete, Step 2 (Resume) is complete, Step 3 (Questionnaire) is in progress, Step 4 (Referrals) is not started, Step 5 (Self-Identify) is not started, and Step 6 (Review and Submit) is not started. The main content area is titled 'Step 3 of 6: Questionnaire' and contains three required questions. Question 1 asks if the applicant is related to a current GRCC employee, with radio buttons for YES (selected) and NO. Question 2 asks if the applicant currently has authorization to work in the United States for Grand Rapids Community College, with radio buttons for YES (selected) and NO. Question 3 asks if the applicant will now or in the future require GRCC to sponsor them for a visa, with radio buttons for YES and NO (selected). Below the questions is a section for 'Open Ended Questions (Required)'. Question 1 asks for the name and relationship of a current GRCC employee if the answer to Question 1 was YES. The text 'John Smith' is entered in the text box. A 'Word Count' button and 'Total Words 0' are displayed at the bottom. The 'Next' button is highlighted with a red box.

## 5d. Complete the Referrals Section

The screenshot shows the 'Apply for Job' application form for the position of Assistant Professor Nursing, Tenure Track, Long Term Care and Medical/ Surgical - External. The form is currently on Step 4 of 6: Referrals. The left sidebar shows the progress of the application: Step 1 (Start) is complete, Step 2 (Resume) is complete, Step 3 (Questionnaire) is complete, Step 4 (Referrals) is in progress, Step 5 (Self-Identify) is not started, and Step 6 (Review and Submit) is not started. The main content area is titled 'Step 4 of 6: Referrals' and contains a 'Referrals' section. The form fields are: '\*How did you learn of the job?' (Website), '\*Additional Information' (Diversity Jobs), 'Specific Referral Source' (empty), 'Are you a former employee?' (Yes), and 'Last Day of Employment' (02/17/2020). The 'Next' button is highlighted with a red box.

## 5e. Complete the Self-Identify Section, including questions on disabilities, veteran status, and diversity.

<<<Screen Shot on Next Page>>>

## Disability Section:

Apply for Job

Assistant Professor Nursing\_Tenure Track, Long Term Care and Medical/ Surgical - External

Save as Draft < Previous **Next** >

1 Start Complete

2 Resume Complete

3 Questionnaire Complete

4 Referrals Complete

5 Self-Identify In Progress

6 Review and Submit Not Started

### Step 5 of 6: Self-Identify - Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

## Veteran Status Section:

Apply for Job

Assistant Professor Nursing\_Tenure Track, Long Term Care and Medical/ Surgical - External

Save as Draft < Previous **Next** >

1 Start Complete

2 Resume Complete

3 Questionnaire Complete

4 Referrals Complete

5 Self-Identify In Progress

6 Review and Submit Not Started

### Step 5 of 6: Self-Identify - Veteran

**Definitions**

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or
  - A person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12986.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

**Self-Identification**

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I identify as one or more of the classifications of protected veteran listed

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classification to which I belong

I am not a protected veteran

I am not a veteran

### Diversity Section:

The screenshot shows the 'Apply for Job' interface for the position 'Assistant Professor Nursing\_Tenure Track, Long Term Care and Medical/ Surgical - External'. The progress bar on the left indicates that steps 1 through 4 are complete, step 5 is 'In Progress', and step 6 is 'Not Started'. The main content area is titled 'Step 5 of 6: Self-Identify - Diversity' and includes instructions, a 'Diversity' section with a disclaimer, a 'Gender' section with radio buttons for 'Female' and 'Male', and an 'Ethnic Identification' section with an 'Add Ethnic Group' button. A 'Next >' button is highlighted with a red box in the top right corner.

### 5f. Review and Submit Application

The screenshot shows the 'Apply for Job' interface for the same position, now at 'Step 6 of 6: Review and Submit'. The progress bar shows steps 1 through 5 are complete, and step 6 is 'In Progress'. The main content area is titled 'Step 6 of 6: Review and Submit' and includes a 'My Contact Information' section with fields for Email, Address, and Contact Method, and a list of sections to review: Resume Attachment, Referrals, Disability, Veteran, and Diversity. A 'Submit' button is highlighted with a red box in the top right corner.

You will receive a confirmation message when your application has been successfully submitted.

The screenshot shows the 'Application Confirmation' message, which states 'You have successfully submitted your job application'. Below this message is a table titled 'Jobs Applied For' with the following details:

Job Title	Posting Date
Assistant Professor Nursing_Tenure Track, Long Term Care and Medical/ Surgical - External	02/13/2020
Job ID 1046	Application Date 02/17/2020
Location GRCC Main Campus	

At the bottom, there are links for 'Careers' and 'View Submitted Application'.



## 6. Add Additional 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 before exiting the program, click the "Careers" link to go to the home page.

Jobs Applied For	
Job Title	Assistant Professor Nursing_Tenure Track, Long Term Care and Medical/Surgical - External
Posting Date	02/13/2020
Job ID	1046
Application Date	02/17/2020
Location	GRCC Main Campus

[Careers](#)

[View Submitted Application](#)

Then click the "My Job Applications" section. If you are adding documents at a later date, log into the system and begin at this step.

**Careers**

**Search Jobs**

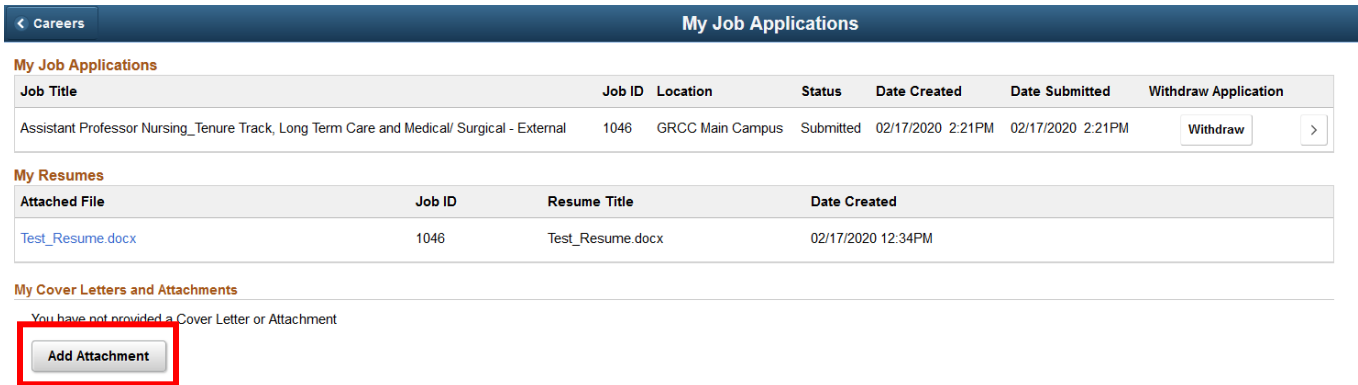
Search by job title, location, or keyword

**Welcome** Test [Sign Out](#)

- [View All Jobs](#)
- [My Job Notifications](#)
- [My Job Applications](#) 1**
- [My Favorite Jobs](#)
- [My Saved Searches](#)
- [My Account Information](#)

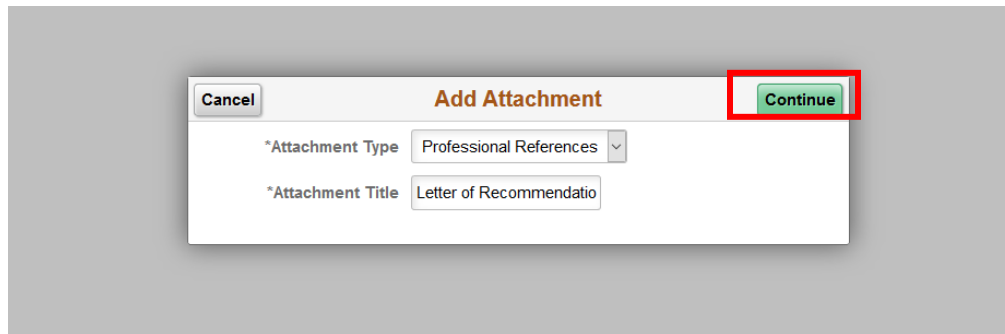
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Click the "Add Attachment" button



The screenshot shows the 'My Job Applications' page. At the top, there is a navigation bar with '< Careers' and 'My Job Applications'. Below this, there are three sections: 'My Job Applications', 'My Resumes', and 'My Cover Letters and Attachments'. The 'My Job Applications' section contains a table with columns: Job Title, Job ID, Location, Status, Date Created, Date Submitted, and Withdraw Application. The 'My Resumes' section contains a table with columns: Attached File, Job ID, Resume Title, and Date Created. The 'My Cover Letters and Attachments' section contains the text 'You have not provided a Cover Letter or Attachment' and a button labeled 'Add Attachment' which is highlighted with a red box.

Specify the Attachment Type and the Attachment Title, then click "Continue"



The screenshot shows the 'Add Attachment' dialog box. It has a title bar with 'Cancel', 'Add Attachment', and 'Continue' buttons. The 'Continue' button is highlighted with a green box. Below the title bar, there are two fields: '\*Attachment Type' with a dropdown menu set to 'Professional References' and '\*Attachment Title' with a text input field containing 'Letter of Recommendation'.

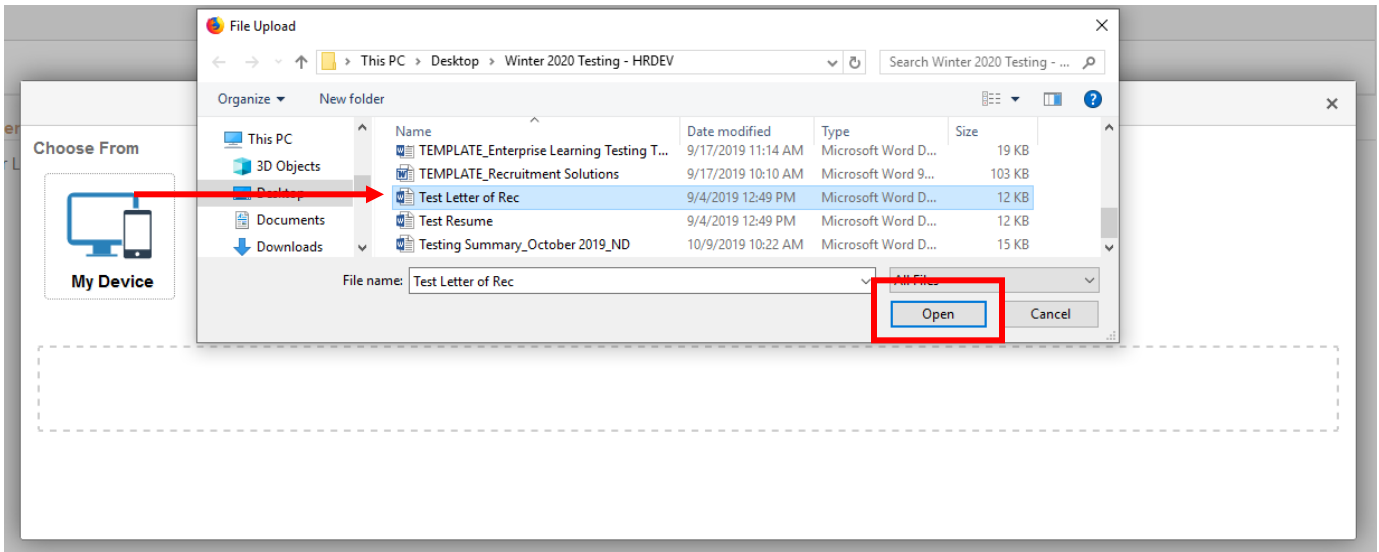
Click "My Device" Button:



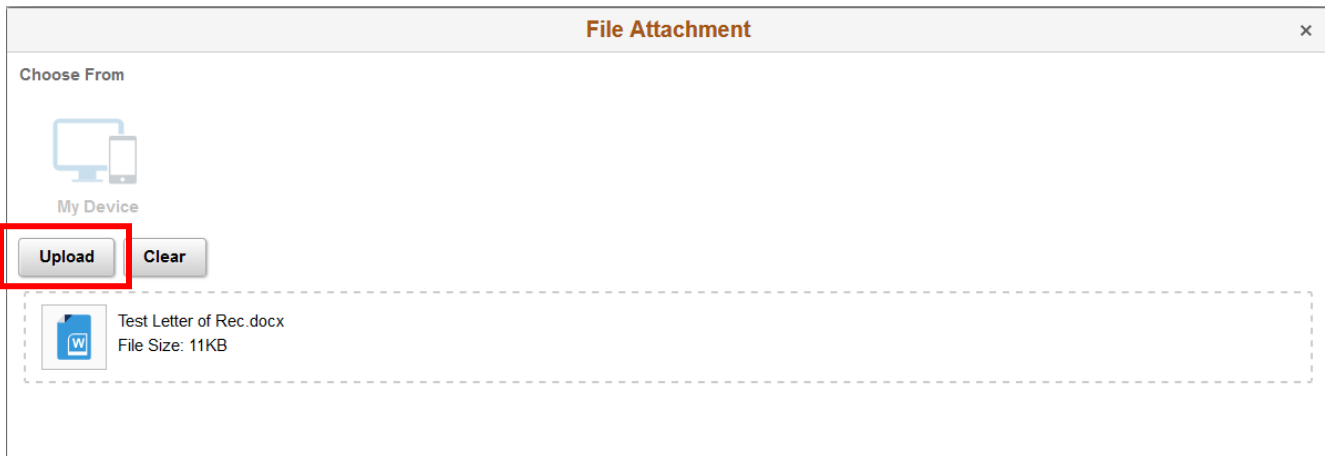
The screenshot shows the 'File Attachment' dialog box. It has a title bar with 'File Attachment' and a close button. Below the title bar, there is a section titled 'Choose From' with a button labeled 'My Device' which is highlighted with a red box. Below this button, there is a large dashed rectangular area.

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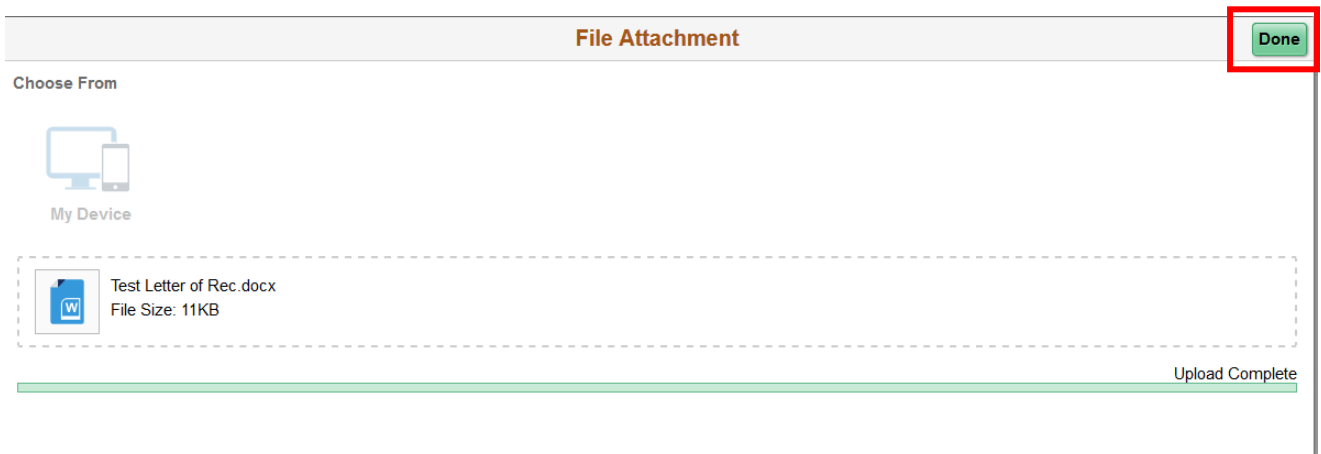
Locate & open your file:



Click "Upload" button. To select a different document, click "Clear", then repeat steps to upload:



Click "Done"



Click "Save"

**Cancel** **Add Attachment** **Save**

\*Attachment Type Professional References

\*Attachment Title Letter of Recommendation

To add more documents, click the plus sign (+) and repeat.

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
Test_Letter_of_Rec.docx	All	Letter of Recommendation	Professional References	02/17/2020 2:35PM

Once you have successfully submitted your application and subsequent documentation, log out of the system by clicking the vertical ellipses in the upper right corner, then "Sign Out" from the pop-up menu.

My Job Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Assistant Professor Nursing_Tenure Track, Long Term Care and Medical/ Surgical - External	1046	GRCC Main Campus	Submitted	02/17/2020 2:21PM	02/17/2020 2:21PM	Withdraw

My Resumes

Attached File	Job ID	Resume Title	Date Created
Test_Resume.docx	1046	Test_Resume.docx	02/17/2020 12:34PM

My Cover Letters and Attachments

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
Test_Letter_of_Rec.docx	All	Letter of Recommendation	Professional References	02/17/2020 2:35PM

- Careers
- Search Jobs
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information
- Sign Out**
- Sign Out

If you have any questions, please contact Human Resources at [hr@grcc.edu](mailto:hr@grcc.edu) or 616-234-3972.