HR/Human Capital Management (HCM)

External Applicant Process
1.0 External Applicant Process

This document provides the external job applicants with the process on how to complete a job application for Indian River State College (IRSC).

To apply for a job at IRSC, perform the following steps:

1. In the Internet browser, enter www.irsc.edu (or click the link).
   The IRSC home screen is displayed.

2. At the bottom left of the screen, click HR/JOBS.
   The HUMAN RESOURCES screen is displayed.

3. At the left of the screen with the menu list, click Jobs at IRSC.
   The SEARCH FOR JOBS screen is displayed.

Figure 1-1 Search for Job Screen
NOTE

On the left side of the screen, you can filter your search based on Job Category, Locations, Job Type, and Full Time or Part Time.

4. Select the position for which you want to apply.

The job description for that position is displayed. In this example, the Adjunct Instructor position was selected.

Figure 1-2 Job Description Displayed

5. To apply, click Apply (or to apply with LinkedIn®, click Apply with LinkedIn).

NOTE

When you apply with LinkedIn, it populates the IRSC application with information from your LinkedIn account.

Applying with LinkedIn does not completely fill in the IRSC application. You will still be required to complete the remaining fields, and review the auto-completed fields for information accuracy.

The My INFORMATION screen. See Figure 1-3 My Information Screen on page 3.
6. Complete each field, and then click **Next**.
   Fields with a red asterisk (*) are required.
   The EXPERIENCE screen is displayed.
7. To add information to the Work Experience and Education categories, click Add.
   The Work Experience and Education category fields are displayed.

Figure 1-5 Work Experience Fields

Figure 1-6 Education Fields
8. Complete the Work Experience and Education category fields.

9. Under the Languages category, add any languages that you speak or can communicate in.

![Languages Category](image)

**Figure 1-7 Languages Category**

10. Under the Attachments category, click to attach your cover letter, resume, and a copy of your unofficial transcript (or transcripts).

![Attachments Category](image)

**Figure 1-8 Attachments Category**

**NOTE**

Applicants for Faculty positions — Attach a *Work Verification Letter* from current or former employer on their company letterhead.

If you have additional information you would like to share about yourself from a Web site, under the Websites category, click **Add**, and then add the link.

![Websites Category](image)

**Figure 1-9 Websites Category**

11. Click **Next**.
The APPLICATION QUESTIONS screen is displayed.

![Application Questions Screen](image)

**Figure 1-10 Application Questions Screen**

12. Select the Yes or No option to answer the question.

![Note]

If you select the YES option to the above question, go back to the EXPERIENCE screen, and then attach a copy of your DD-214 or other valid proof of military service.

13. Answer the remainder of the questions, and then click Next.

The VOLUNTARY DISCLOSURES screen is displayed.

![Voluntary Disclosures Screen](image)

**Figure 1-11 Voluntary Disclosures Screen**

14. Read the entire screen for important information.

If you choose to answer the personal data questions, select which options most closely apply.

![Note]

Read the Terms and Conditions for important information (see Figure 1-12 Terms and Conditions on page 7. If you accept the terms of the application, and have provided the required information, select the Yes, I have read and consent to the terms and conditions option, and then click Next.
The REVIEW screen is displayed. This screen allows you to review the information that you have provided on your application.

15. Review for informational accuracy.

If you need to make changes, continue clicking the Back button until you reach the screen with the appropriate fields to make the changes.

16. Once you have reviewed the information, click Submit.

The application successfully submitted message is displayed once you have submitted the application, confirming receipt of your application. See Figure 1-14 Application Successfully Submitted Message Displayed on page 8.
IRSC’s Human Resources Department recommends creating an account so that you can track your application, and view the status.
Document Change Record

The following changes have been made to this document.

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<tr>
<td>01/25/16</td>
<td>Approved version 1.</td>
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<tr>
<td>07/25/17</td>
<td>Minor Change – On page 5, replace Figure 1-8 and updated the Note box.</td>
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