



**Thank you for selecting  
Holmes Community College  
as your Employer of Choice**



Welcome to Holmes Community College's online, applicant tracking system. We have created this system to facilitate your career search; we have streamlined our application process by creating an online application that enables you to search and apply for positions in a web-based environment. Some of the many advantages this system offers you include:

- Ability to view and apply for job postings using the system's all inclusive, integrated online features. There is no longer a need to submit paper applications, resumes or electronic document attachments via e-mail.
- Apply from the comfort of home. In the event, you do not have access to a computer at home, you may utilize computers at the local library or visit your local WIN job center.
- A password protected user account for purposes of maintaining an online employment application, creating and saving multiple resume formats if desired, and tracking the status of the positions for which you have applied.
- Unlimited access for searching and applying for positions. With an online application system, jobseekers can search and apply for positions from virtually any location at any time.

#### **TRANSCRIPTS (Including Licenses/Certificates):**

When applying for a position that requires a degree, it is to your advantage to scan your transcript(s) and attach them as a ".pdf" document if you have access to a scanner. This will ensure that your transcript will continue to be part of your online account if you apply for other positions throughout Holmes Community College. If you do not have access to a scanner, you can contact our office at [\*\*\(662\)472-9163\*\*](tel:6624729163). Someone on our staff will assist you in scanning and attaching your transcripts to your online application.

#### **RESUMES, COVER LETTERS, OTHER REQUIRED MATERIALS:**

Application materials (e.g. resume, cover letter, etc.) should be attached as part of your online application and should not be faxed or e-mailed. Please do not send originals or portfolios that are not requested as they will not be returned to you.

#### **PRINTING APPLICATION**

You may print the application for your records. Please do not fax, mail, or send copies of the online application. Holmes Community College only accepts electronic applications.

#### **CHECK STATUS**

The Holmes Community College's online system is designed so that you - the applicant - can create, update, and manage your own employment account. It also allows you to check the status of jobs for which you have applied. Please refer to your online application account for instant information.

#### **TIME IN SYSTEM**

The Holmes Community College's online system is designed so that you do not have to fill in application information more than once. In the event you do not have time or all the information needed to complete the application in one sitting, you may save your information and complete it later.

#### **FREQUENTLY ASKED QUESTIONS**

To contact HR, send an e-mail to [\*\*humanresources@holmescc.edu\*\*](mailto:humanresources@holmescc.edu)

**Tel: (662)472-9163**