

Mott Community College

Online Employment Application Instructions

System Overview

Mott Community College uses an online employment application system called "PeopleAdmin". The system allows applicants to create an online application that can be used to apply for multiple positions now and in the future. Job postings can be viewed and applications can be submitted from any computer with an Internet connection. The online application system functions best when using Mozilla Firefox as your web browser. A free download is available at www.mozilla.com

Before Applying

- Read the job posting thoroughly in order to view the position's minimum and preferred qualifications, any additional materials you will need to upload (attach), and, if applicable, the application deadline date.
- Assemble information pertaining to your education, employment history, and contact information for five professional references, including their phone numbers.
- Create an electronic copy (Microsoft Word or PDF) of your resume, cover letter and other materials indicated in the job posting. These documents will be attached and submitted with your application.

Creating Your Account

- Select a username and password that you can easily remember. Please retain this information for future use.

Searching and Viewing Jobs

- Search by Keyword, Position Type or Division
- View individual jobs by clicking on the job title located under "Search Results"

Applying for a Position

- Click on the job title located under "Search Results"
- Click on "Apply to this Job"
- Complete each section of the application:
 - **Personal Information:** Contact and background information.
 - **Voluntary Demographic Information:** Optional information gathered to study recruitment patterns. Information provided is kept confidential and will not affect your chances for employment.
 - **Education and Experience:** To supply educational information, click on "Add Education Entry". For work experience, provide a minimum of three consecutive employers, beginning with current or most recent experience.
 - **Reference Providers:** Click on "Add Reference Provider Entry" to provide a minimum of five professional references. Names and phone numbers must be supplied.
 - **Supplemental Questions:** Answer all questions listed.
 - **Documents needed to Apply:** Upload (attach) all required documents.
 - **Check for Errors:** If you've forgotten to complete any "required fields", you will get an error message at the top of the page. Scroll down to view the fields you need to complete. The incomplete fields will be highlighted with a red "X". To complete, click on the field name listed next to the "X".
 - **Certify and Submit:** Once your application is complete and error-free, click on "Certify and Submit" (buttons are located at the top and bottom of the page). After reading and agreeing to the certification statement, click on box and enter your initials. You may then "Submit this Application" or return to the application.
- Logout of the system when finished

Additional Information

- Do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.
- To protect the security of your data, the system will log you out if it detects no activity for 60 minutes.
- Due to limited resources and the number of applications we receive, we are not able to respond to inquiries. However, if you experience technical difficulties, please contact Human Resources at (810) 762-0565.