

Directions for Completing an Online Job Application



Before Getting Started

- ✓ Know your email address and have it ready
- ✓ Have your cover letter, resume and transcripts saved electronically
- ✓ Have the names and phone numbers of your current and past supervisors
- ✓ Have the names, email addresses and phone numbers for at least three professional references



Please Make Note...

- ✓ Write down your username and password after you create your account
- ✓ You can save your application and return to finish it later
- ✓ The system will time out after sixty minutes of non-usage



Creating an Account

- ✓ Go to www.llcc.edu/hr (you should see the screen below)
- ✓ Click on “Faculty & Staff Vacancies”

The screenshot shows the Human Resources page of the Lincoln Land Community College website. At the top left is the LLCC logo and the college name. A search bar labeled 'SEARCH LLCC' is at the top right. Below the search bar are links for 'Text Only', 'E-Mail', 'WebAdvisor', and 'College Directory' on the left, and 'Blackboard', 'My LLCC Portal', 'Faculty & Staff', and 'Employment' on the right. A navigation menu on the left lists categories like 'ABOUT LLCC', 'ACADEMICS', 'WORKFORCE', 'ATHLETICS', 'LIBRARY', 'FUTURE STUDENTS', 'CURRENT STUDENTS', 'ALUMNI & FOUNDATION', and 'VISITORS'. The main content area features a large image of a fountain in front of a building, with the text 'HUMAN RESOURCES' overlaid. Below the image, there are sections for 'Welcome!' and 'Our Mission'. The 'Welcome!' section includes a paragraph about the college and a link for 'Faculty & Staff Vacancies' in the left sidebar. The 'Our Mission' section describes the HR office's role. At the bottom, there is an 'Office of Human Resources' section with office hours information.

Lincoln Land Community College

SEARCH LLCC

Text Only
E-Mail
WebAdvisor
College Directory

Blackboard
My LLCC Portal
Faculty & Staff
Employment

ABOUT LLCC
ACADEMICS
WORKFORCE
ATHLETICS
LIBRARY

FUTURE STUDENTS
CURRENT STUDENTS
ALUMNI & FOUNDATION
VISITORS

Human Resources
Adjunct Faculty & Contractual Positions
Faculty & Staff Vacancies
Benefits
Employees
Community
Contact Us

HUMAN RESOURCES

Welcome!

Lincoln Land Community College is a two-year higher education public institution located in Springfield the state capital of Illinois. The college serves students in Illinois Community College District #526, a 15 county, 4115 square mile district. Opportunities for employment include faculty, administrative, professional and classified staff positions. Lincoln Land is an equal opportunity employer and provides employees with an extensive benefits package including medical, dental and life insurance plans as well as tuition reimbursement and a generous leave plan that includes vacation, sick and personal time.

Our Mission

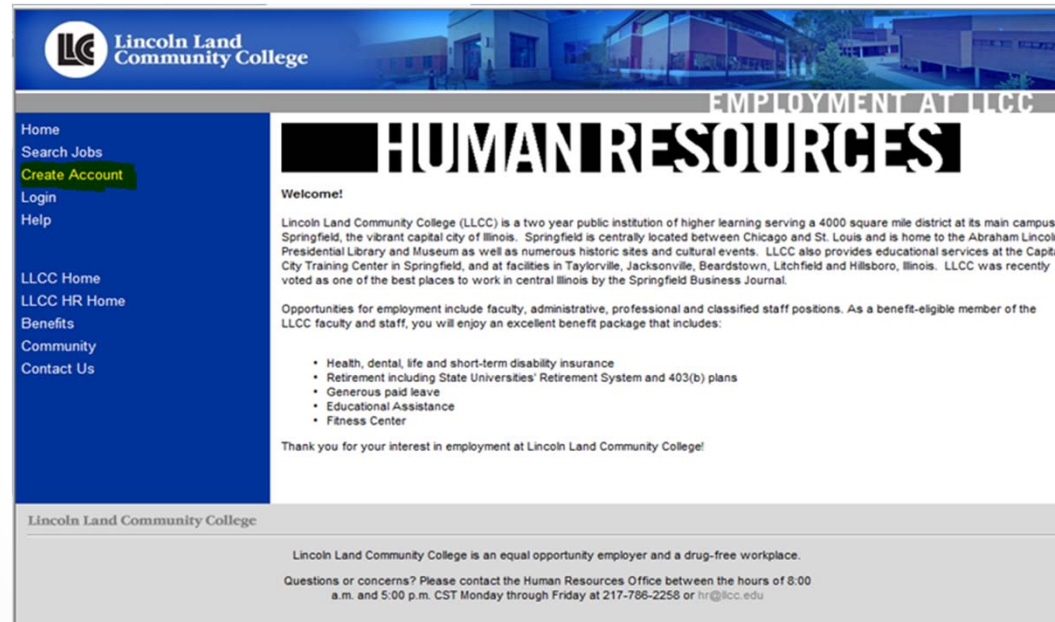
The Human Resources Office will support the mission of the college by promoting positive relationships with the community and providing support and service to the college's greatest asset: its employees.

Office of Human Resources

The office hours of the Human Resources department are Monday through Friday, 8 am until 5 pm except during college holidays.

Creating an Account

✓ Click on "Create Account"



Lincoln Land Community College

EMPLOYMENT AT LLCC

Home
Search Jobs
Create Account
Login
Help

LLCC Home
LLCC HR Home
Benefits
Community
Contact Us

HUMAN RESOURCES

Welcome!

Lincoln Land Community College (LLCC) is a two year public institution of higher learning serving a 4000 square mile district at its main campus in Springfield, the vibrant capital city of Illinois. Springfield is centrally located between Chicago and St. Louis and is home to the Abraham Lincoln Presidential Library and Museum as well as numerous historic sites and cultural events. LLCC also provides educational services at the Capital City Training Center in Springfield, and at facilities in Taylorville, Jacksonville, Beardstown, Litchfield and Hillsboro, Illinois. LLCC was recently voted as one of the best places to work in central Illinois by the Springfield Business Journal.

Opportunities for employment include faculty, administrative, professional and classified staff positions. As a benefit-eligible member of the LLCC faculty and staff, you will enjoy an excellent benefit package that includes:

- Health, dental, life and short-term disability insurance
- Retirement including State Universities' Retirement System and 403(b) plans
- Generous paid leave
- Educational Assistance
- Fitness Center

Thank you for your interest in employment at Lincoln Land Community College!

Lincoln Land Community College

Lincoln Land Community College is an equal opportunity employer and a drug-free workplace.

Questions or concerns? Please contact the Human Resources Office between the hours of 8:00 a.m. and 5:00 p.m. CST Monday through Friday at 217-766-2256 or hr@llcc.edu

Creating an Account

- ✓ Fill in the information and click "Create" at the bottom

Lincoln Land Community College

EMPLOYMENT AT LLCC

Home
Search Jobs
Create Account
Login
Help

LLCC Home
LLCC HR Home
Benefits
Community
Contact Us

Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Login Information

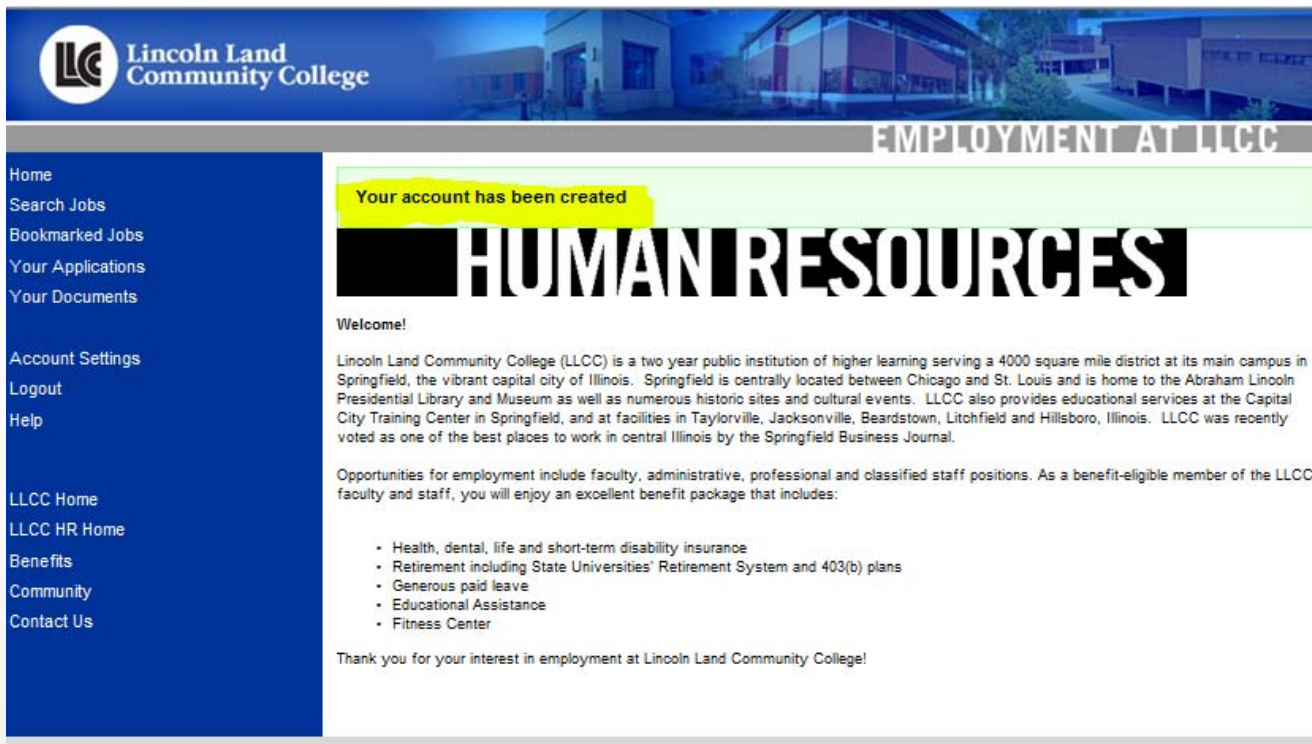
First Name	John
Last Name	Smith
Username	jsmith
Password	••••••••
Password Confirmation	••••••••
Email	jsmith@email.com <small>Please provide an email address in order to receive status updates.</small>
Email Confirmation	jsmith@email.com
Address 1	123 Main St.
City	Springfield
State	IL
Postal Code	62703

create

Lincoln Land Community College

Creating an Account

- ✓ After successful completion, you should see the following message “Your account has been created”



The screenshot displays the Lincoln Land Community College (LLCC) Human Resources website. At the top left is the LLCC logo and the text "Lincoln Land Community College". A navigation menu on the left includes links for Home, Search Jobs, Bookmarked Jobs, Your Applications, Your Documents, Account Settings, Logout, Help, LLCC Home, LLCC HR Home, Benefits, Community, and Contact Us. The main content area features a green banner with the text "Your account has been created" and a large "HUMAN RESOURCES" header. Below this, a "Welcome!" message is followed by a paragraph describing LLCC as a two-year public institution of higher learning in Springfield, Illinois. It then lists opportunities for employment and a list of benefits including health, dental, life insurance, retirement, paid leave, educational assistance, and a fitness center. The page concludes with a thank-you message for the user's interest in employment at LLCC.

Lincoln Land Community College

EMPLOYMENT AT LLCC

Your account has been created

HUMAN RESOURCES

Welcome!

Lincoln Land Community College (LLCC) is a two year public institution of higher learning serving a 4000 square mile district at its main campus in Springfield, the vibrant capital city of Illinois. Springfield is centrally located between Chicago and St. Louis and is home to the Abraham Lincoln Presidential Library and Museum as well as numerous historic sites and cultural events. LLCC also provides educational services at the Capital City Training Center in Springfield, and at facilities in Taylorville, Jacksonville, Beardstown, Litchfield and Hillsboro, Illinois. LLCC was recently voted as one of the best places to work in central Illinois by the Springfield Business Journal.

Opportunities for employment include faculty, administrative, professional and classified staff positions. As a benefit-eligible member of the LLCC faculty and staff, you will enjoy an excellent benefit package that includes:

- Health, dental, life and short-term disability insurance
- Retirement including State Universities' Retirement System and 403(b) plans
- Generous paid leave
- Educational Assistance
- Fitness Center

Thank you for your interest in employment at Lincoln Land Community College!

Applying for a Position

- ✓ Click on "Search Jobs"
- ✓ Click on "View Details" to see the full description of the position including the requirements

The screenshot displays the Lincoln Land Community College (LLCC) Employment portal. The header features the LLCC logo and the text "Lincoln Land Community College" on the left, and "EMPLOYMENT AT LLCC" on the right. A navigation menu on the left includes links for Home, Search Jobs (highlighted in green), Bookmarked Jobs, Your Applications, Your Documents, Account Settings, Logout, and Help. Below the navigation menu are links for LLCC Home, LLCC HR Home, Benefits, Community, and Contact Us.

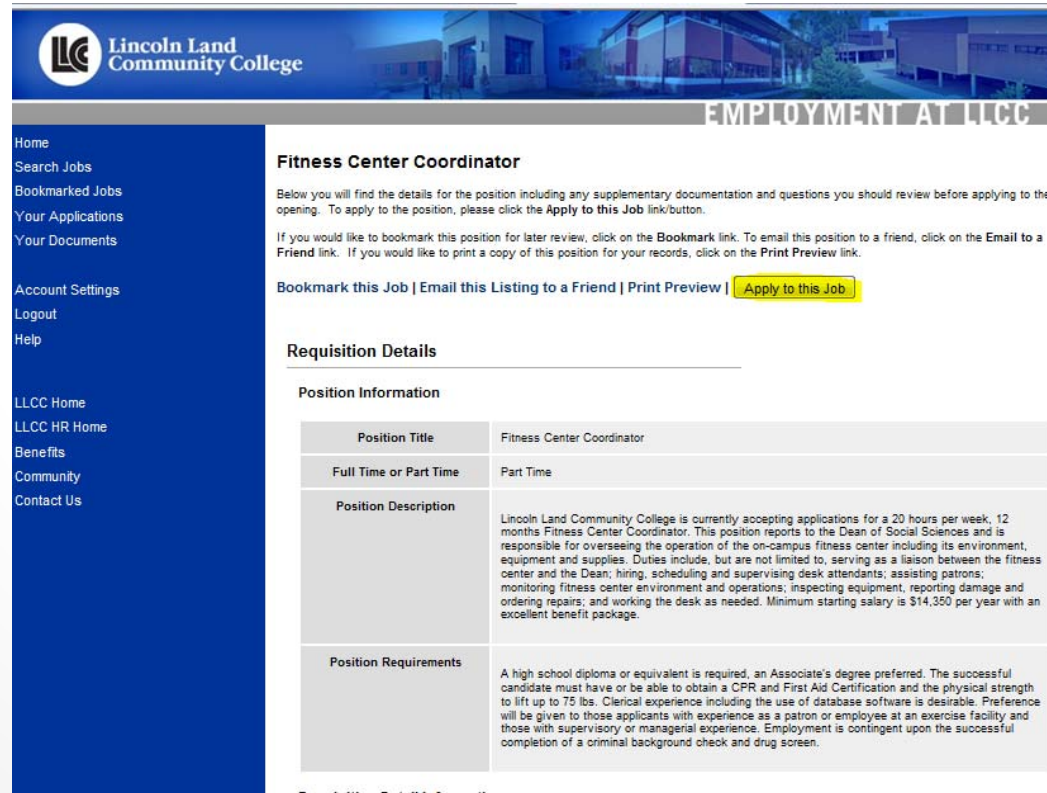
The main content area is titled "Search Jobs | 1 job" and includes a search form with fields for "Keywords", "Posted Within", and "Any time period" (a dropdown menu). A "Search" button is located below the form. Below the search form, the "Search Results | 1 job" section provides instructions on how to view position details, apply, bookmark, or email a position to a friend.

The search results list a single position: "Fitness Center Coordinator". The description states: "Lincoln Land Community College is currently accepting applications for a 20 hours per week, 12 months Fitness Center Coordinator. This position reports to the Dean of Social Sciences and is responsible for overseeing the operation of the on-campus fitness center including its environment, equipment and supplies. Duties include, but are not limited to, serving as a liaison between the fitness ce...". Below the description are links for "View Details", "Bookmark", and "Email to a Friend".

The footer of the page includes the text: "Lincoln Land Community College is an equal opportunity employer and a drug-free workplace. Questions or concerns? Please contact the Human Resources Office between the hours of 8:00 a.m. and 5:00 p.m. CST Monday through Friday at 217-786-2258 or hr@llcc.edu".

Applying for a Position

- ✓ You can scroll down and view the details of the position
- ✓ Click on “Apply to this Job”



The screenshot shows the Lincoln Land Community College (LLCC) website's employment page. The header features the LLCC logo and a banner image of a building with the text "EMPLOYMENT AT LLCC". A left-hand navigation menu includes links for Home, Search Jobs, Bookmarked Jobs, Your Applications, Your Documents, Account Settings, Logout, Help, LLCC Home, LLCC HR Home, Benefits, Community, and Contact Us. The main content area is titled "Fitness Center Coordinator" and includes a description of the role, application instructions, and a list of action links: "Bookmark this Job", "Email this Listing to a Friend", "Print Preview", and "Apply to this Job" (highlighted in yellow). Below this is a "Requisition Details" section with a table of position information.

Position Title	Fitness Center Coordinator
Full Time or Part Time	Part Time
Position Description	Lincoln Land Community College is currently accepting applications for a 20 hours per week, 12 months Fitness Center Coordinator. This position reports to the Dean of Social Sciences and is responsible for overseeing the operation of the on-campus fitness center including its environment, equipment and supplies. Duties include, but are not limited to, serving as a liaison between the fitness center and the Dean; hiring, scheduling and supervising desk attendants; assisting patrons; monitoring fitness center environment and operations; inspecting equipment, reporting damage and ordering repairs; and working the desk as needed. Minimum starting salary is \$14,350 per year with an excellent benefit package.
Position Requirements	A high school diploma or equivalent is required, an Associate's degree preferred. The successful candidate must have or be able to obtain a CPR and First Aid Certification and the physical strength to lift up to 75 lbs. Clerical experience including the use of database software is desirable. Preference will be given to those applicants with experience as a patron or employee at an exercise facility and those with supervisory or managerial experience. Employment is contingent upon the successful completion of a criminal background check and drug screen.

Applying for a Position

- ✓ Fill in the application with your information
- ✓ All fields with a red asterisk (*) are required
- ✓ The application is broke down into the following sections:
 - ✓ Personal Information
 - ✓ Documents Needed to Apply
 - ✓ Education and Experience
 - ✓ Additional Information
 - ✓ Supplemental Questions
 - ✓ Basic Identification Information
 - ✓ Professional References
 - ✓ Check for Errors and Submit

Applying for a Position

- ✓ Clicking “Next” will take you to the next section or you can select the specific section you want to go to and click “Go”
- ✓ As you move from one section to the next the system will save your information
- ✓ Please click on “Save Changes” if you want to leave the application and complete it later



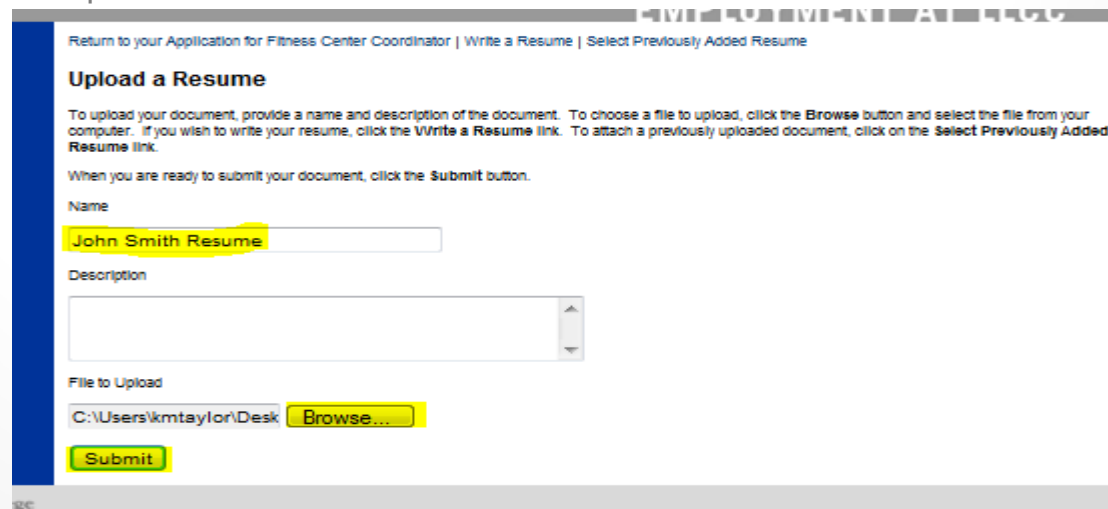
Applying for a Position

✓ Personal Information

- ✓ Fill in all fields
- ✓ There is no limit on how much you can type into a field
- ✓ Notes for conviction/plea of felony/serious crime
 - ✓ This information is not seen by those individuals reviewing your application
 - ✓ Conviction records will not necessarily be a bar to employment
- ✓ When done with the page click "Next"

Applying for a Position

- ✓ Documents Needed to Apply
 - ✓ At a minimum for almost all vacancies, you will be asked to upload your cover letter and resume
 - ✓ You may also be asked to upload your transcripts, licenses or certifications
 - ✓ Click on "Add Required Resume"
 - ✓ Name your document (description is optional)
 - ✓ Click on "Browse" and locate your resume in your computer files
 - ✓ Click on "Submit"
 - ✓ Follow the same process for other documents listed and click "Next" when done.



Return to your Application for Fitness Center Coordinator | Write a Resume | Select Previously Added Resume

Upload a Resume

To upload your document, provide a name and description of the document. To choose a file to upload, click the **Browse** button and select the file from your computer. If you wish to write your resume, click the **Write a Resume** link. To attach a previously uploaded document, click on the **Select Previously Added Resume** link.

When you are ready to submit your document, click the **Submit** button.

Name

Description

File to Upload
 Browse...

Submit

Applying for a Position

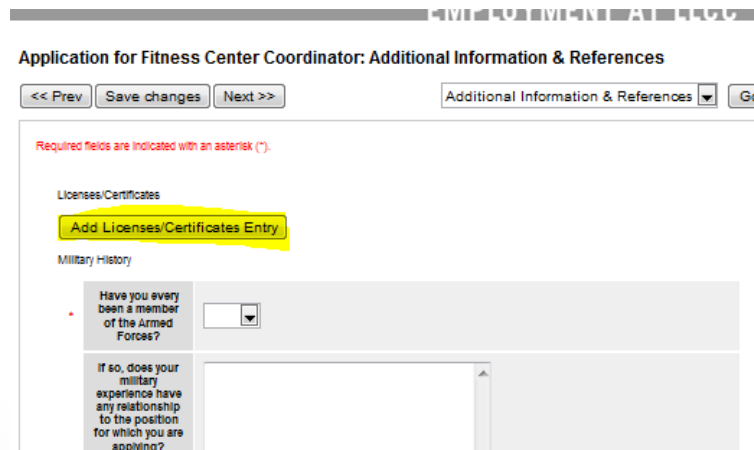
- ✓ Education and Experience
 - ✓ Click "Add Education Entry" and complete the fields
 - ✓ You can add as many education entries as necessary
 - ✓ Click on "Add Work Experience" and complete the fields
 - ✓ You can add as many work experience entries as necessary
 - ✓ When done with the page click "Next"

The screenshot shows a web application interface for LLCC. The top navigation bar includes the LLCC logo and the text "Community College" and "EMPLOYMENT AT LLCC". A left sidebar contains navigation links: Home, Search Jobs, Bookmarked Jobs, Your Applications, Your Documents, Account Settings, Logout, Help, LLCC Home, LLCC HR Home, Benefits, Community, and Contact Us. The main content area is titled "Application for Fitness Center Coordinator: Education and Experience". It features a breadcrumb trail "Education and Experience" and navigation buttons: "<< Prev", "Save changes", "Next >>", and "Go". A red note states "Required fields are indicated with an asterisk (*)". The "Education" section includes a text prompt: "Please enter your educational history beginning with the most recent by clicking the Add Education Entry button." Below this is a yellow "Add Education Entry" button. The "Academic Honors/Awards" section includes a text prompt: "List academic honors, awards, scholarships, or activities you consider significant or relevant to your employment with LLCC. If applicable, please list the titles of your Master's or Doctoral thesis." and a large text input area. The "Work Experience" section includes a text prompt: "Please enter your previous employers beginning with the most recent by clicking the Add Work Experience Entry button. If you do not have any work experience to list, please enter N/A for each of the required fields." and a yellow "Add Work Experience Entry" button. At the bottom, there are navigation buttons: "<< Prev", "Save changes", "Next >>", and "Go".

Applying for a Position

✓ Additional Information

- ✓ Click "Add Licenses/Certificates Entry", if applicable to you, and fill in fields
- ✓ Fill in *Military History* and *Additional Information* sections if applicable to you
- ✓ Click "Next" when done with this section



Application for Fitness Center Coordinator: Additional Information & References

<< Prev Save changes Next >> Additional Information & References Go

Required fields are indicated with an asterisk (*).

Licenses/Certificates

Add Licenses/Certificates Entry

Military History

* Have you every been a member of the Armed Forces?

If so, does your military experience have any relationship to the position for which you are applying?

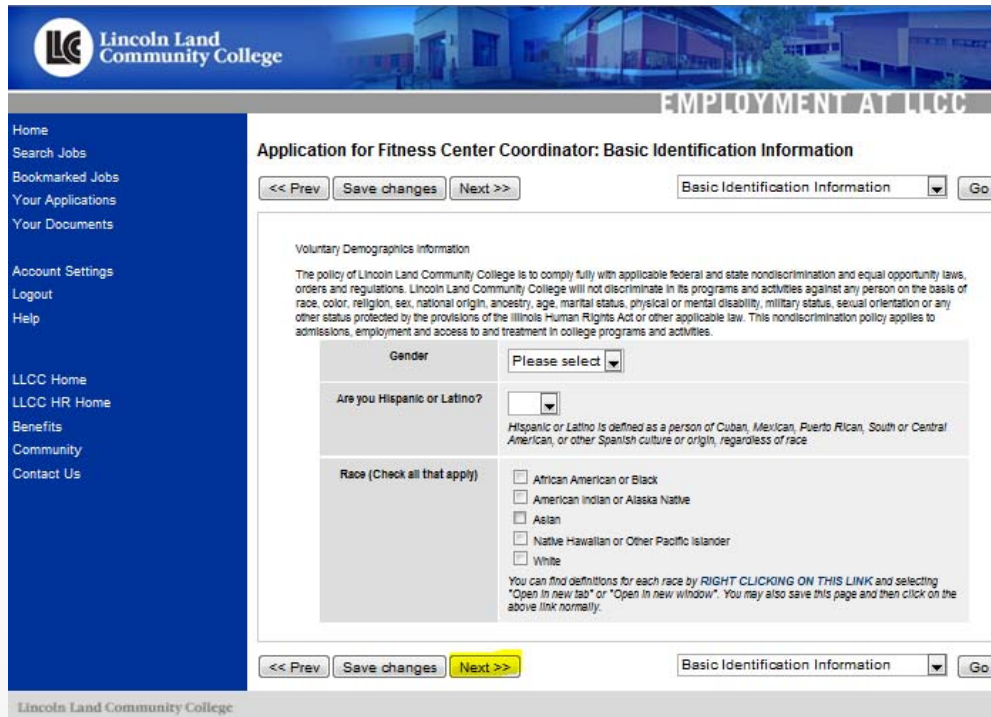
Applying for a Position

- ✓ Supplemental Questions
 - ✓ You will be asked to let us know how you learned about the position
 - ✓ You may also be asked additional questions such as
 - ✓ Do you have a bachelor's degree?
 - ✓ Do you have a driver's license?
 - ✓ Can you lift 50 lbs.?
 - ✓ The questions may be Yes/No answers or they may require you to type in your answer
 - ✓ These questions are specific to the position you applied for and the answers you provide will help determine if you're qualified for the position
 - ✓ Click "Next" when done with this section



Applying for a Position

- ✓ Basic Identification Information
 - ✓ Select your gender, ethnicity and race
 - ✓ This information is not used in the selection process and its completion is voluntary
 - ✓ Click "Next" when done with this section



The screenshot shows the Lincoln Land Community College (LLCC) employment application interface. The header includes the LLCC logo and the text "Lincoln Land Community College" and "EMPLOYMENT AT LLCC". The main content area is titled "Application for Fitness Center Coordinator: Basic Identification Information". It features a navigation bar with "<< Prev", "Save changes", "Next >>", and a dropdown menu set to "Basic Identification Information" with a "Go" button. The form contains a section for "Voluntary Demographics Information" with a disclaimer about the college's nondiscrimination policy. Below this are three fields: "Gender" with a "Please select" dropdown, "Are you Hispanic or Latino?" with a checkbox, and "Race (Check all that apply)" with a list of checkboxes including African American or Black, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, and White. A link at the bottom of the race section provides definitions for each race. The form also includes a second navigation bar at the bottom with "<< Prev", "Save changes", "Next >>", and another dropdown menu set to "Basic Identification Information" with a "Go" button. A sidebar on the left lists various navigation options like Home, Search Jobs, and Account Settings.

Lincoln Land Community College

EMPLOYMENT AT LLCC

Home
Search Jobs
Bookmarked Jobs
Your Applications
Your Documents
Account Settings
Logout
Help
LLCC Home
LLCC HR Home
Benefits
Community
Contact Us

Application for Fitness Center Coordinator: Basic Identification Information

<< Prev Save changes Next >> Basic Identification Information Go

Voluntary Demographics Information

The policy of Lincoln Land Community College is to comply fully with applicable federal and state nondiscrimination and equal opportunity laws, orders and regulations. Lincoln Land Community College will not discriminate in its programs and activities against any person on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation or any other status protected by the provisions of the Illinois Human Rights Act or other applicable law. This nondiscrimination policy applies to admissions, employment and access to and treatment in college programs and activities.

Gender Please select

Are you Hispanic or Latino?

Hispanic or Latino is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

Race (Check all that apply)

African American or Black
 American Indian or Alaska Native
 Asian
 Native Hawaiian or Other Pacific Islander
 White

You can find definitions for each race by RIGHT CLICKING ON THIS LINK and selecting "Open in new tab" or "Open in new window". You may also save this page and then click on the above link normally.

<< Prev Save changes Next >> Basic Identification Information Go

Lincoln Land Community College

Applying for a Position

✓ Professional References

- ✓ You must provide the name, address, phone number, email address and employer of three people who will provide a reference for you
- ✓ These individuals will receive an email requesting they answer a couple of questions about you
- ✓ You should contact the individuals you've listed to let them know they will be receiving an email and will be required to answer a couple short questions about you
- ✓ Click "Next" when done with this section

The screenshot shows a web form titled "Professional References". At the top, there are navigation buttons: "<< Prev", "Save changes", and "Next >>". To the right is a dropdown menu set to "Professional References" and a "Go" button. Below this, there is instructional text: "Please enter your professional references. You can add references by clicking the **Add References** button." and a security warning: "For security purposes, this system automatically logs you off when it sense no activity for 60 minutes. Please click either the **Next** button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking **Go** button every 60 minutes to avoid losing your data." A red note states: "Required fields are indicated with an asterisk (*)".

The form is titled "References" and contains a table with the following fields:

Name of Reference *	<input type="text"/>
<i>Please provide first and last name of this reference.</i>	
Reference Address	<input type="text"/>
Reference Email *	<input type="text"/>
Reference Phone	<input type="text"/>
<i>Format: XXX-XXX-XXXX</i>	
Reference Employer	<input type="text"/>
<input type="checkbox"/> Remove Entry?	

At the bottom of the form is an "Add References Entry" button. The footer of the form includes the same navigation buttons as the top: "<< Prev", "Save changes", "Next >>", the "Professional References" dropdown, and the "Go" button.

Applying for a Position

✓ Summary

- ✓ Your entire application will display in this new window
- ✓ If it is incomplete, it will indicate the section(s) that need attention
- ✓ Click “edit this application” to go back to your application
- ✓ Visit each section of the application that needs attention and fill in the missing information

EMPLOYMENT AT UCC

Application for Fitness Center Coordinator [edit this application](#) | [print version](#)

Your application is incomplete.

One or more sections have invalid or incomplete responses. You can review the summary below for sections marked with a red "X" and click on the section name for more details.

✘ Personal Information

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. To avoid losing your data, please click either the Save changes or Next button every 60 minutes. Data is also saved when you select a different page of the application from the drop down menu and click the GO button.

Contact Information

First Name	John
Last Name	Smith
Address 1	123 Main St.

Applying for a Position

✓ Summary

- ✓ If your application is complete, click on "Certify and Submit"

✓ Supplemental Questions

1. *What prompted you to apply to Lincoln Land Community College?

- LLCC Website
- Other Website
- Notice in Professional Journal
- Newspaper Advertisement
- LLCC Employee or Student
- Other
- No Answer

2. Please provide more details regarding your choice above.

3. Please elaborate on your experience with a fitness center whether as an employee or a patron.

text

✓ Documents needed to Apply

You may be asked to attach any optional or required documents. If you begin applying, but do not finish attaching all of your documents, the documents that you have attached will be held in the system.

- Resume (PDF | 9.2 KB)

✓ Basic Identification Information

Voluntary Demographics Information

The policy of Lincoln Land Community College is to comply fully with applicable federal and state nondiscrimination and equal opportunity laws, orders and regulations. Lincoln Land Community College will not discriminate in its programs and activities against any person on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation or any other status protected by the provisions of the Illinois Human Rights Act or other applicable law. This nondiscrimination policy applies to admissions, employment and access to and treatment in college programs and activities.

Gender	
Are you Hispanic or Latino?	
Race (Check all that apply)	

Certify and Submit

Applying for a Position

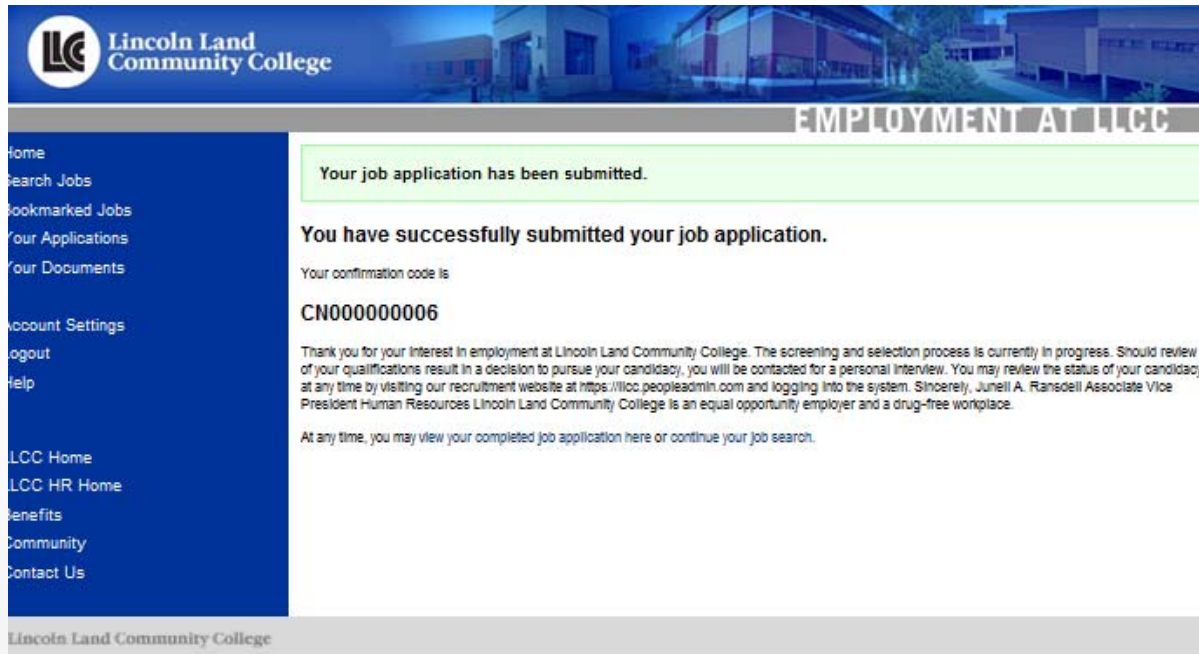
✓ Certification

- ✓ Read the certification statement, check the box, type your initials and click "Submit this Application"
- ✓ This will act as your physical signature and it certifies that all the information you provided is true

The screenshot shows the Lincoln Land Community College (LLCC) employment application interface. At the top, the LLCC logo and name are on the left, and a banner image of a building is on the right with the text "EMPLOYMENT AT LLCC". Below the banner, a navigation menu is visible on the left side. The main content area is titled "Certify and submit your application for Fitness Center Coordinator". Under the heading "Certification", there is a paragraph of text stating: "I certify that the information on this application is true and complete. If employed, I understand that false statements on this application shall be considered sufficient cause for dismissal. I authorize Lincoln Land Community College to make any investigation necessary to verify the information appearing on this application, as well as an investigation of my character, reputation, and any information pertinent to my employment qualifications." Below this text, there is a checked checkbox followed by the text "I certify that I have read and agree with these statements." Underneath, it says "Please enter your initials to verify your identity." There is a text input field containing the initials "js" and a yellow button labeled "Submit this Application" next to it, with the text "or Return to Application" following. At the bottom of the page, there is a footer with the text "Lincoln Land Community College" and "Lincoln Land Community College is an equal opportunity employer and a drug-free workplace."

Applying for a Position

- ✓ Success!!
 - ✓ You should see the window below indicating successful submission of your application and your confirmation code
 - ✓ You will also receive an email confirming the submission of your application



The screenshot displays the Lincoln Land Community College (LCC) employment portal. At the top left, the LCC logo and name are visible. The main header area features a blue background with the text "EMPLOYMENT AT LCC". A prominent green message box states: "Your job application has been submitted." Below this, the text reads: "You have successfully submitted your job application." The confirmation code is displayed as "CN000000006". A thank-you message follows, mentioning the screening process and providing contact information for Junell A. Ransdell, Associate Vice President of Human Resources. A footer note indicates that users can view their application or continue their search at any time. The left sidebar contains navigation links such as Home, Search Jobs, Bookmarked Jobs, Your Applications, Your Documents, Account Settings, Logout, and Help. The bottom of the page also displays the LCC logo and name.

Your Application

- ✓ Checking on your Application Status
 - ✓ You can log in to the website to check on your application status
 - ✓ Click on "Your Application"
 - ✓ You can see if your application is still under review or if the position has been closed
 - ✓ You will receive emails when the position status changes
 - ✓ LLCC will contact you by phone if you are selected for an interview
- ✓ Updating your Account Information
 - ✓ After logging in to the website, click on "Account Settings"
 - ✓ You can change your password and update your email address and other contact information



Help?

- ✓ You may contact the Human Resources office at 217-786-2258 or 217-786-2259 with any questions.
- ✓ If you need a computer you can go to your local library or unemployment office or the nearest LLCC campus.

