


**Welcome to the
Brookdale Community College
Online Employment System
Applicant Tutorial**

Online Employment System Training for Brookdale Community College Applicants

This presentation will take approximately 20 minutes.

**Click on your mouse to go to the next slide
OR click on the  box at the bottom of each page.**

**To go back a slide,
click on the  box.**



Section 1:

Getting Started

After reviewing this tutorial, you will be able to use the system to:

- 1) Learn about opportunities at Brookdale Community College**
- 2) Complete an application for employment**
- 3) Apply for specific position(s)**
- 4) Attach a resume or other document to your application for each position**
- 5) Log in to the site to view your status for each position to which you have applied**

Items To Gather Before Beginning Your Application:

- 1) Your complete education, reference, and employment information
- 2) An electronic (either Microsoft Word or PDF) copy of any document (such as a resume) you wish to attach to your application.

Helpful Hints:

- 1) 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.
- 2) To protect the security of your data, the system will log you out if it detects no activity for 60 minutes. Please do not leave your computer for more than 60 minutes while completing your application for employment.

Now, You're Ready To Begin The Tutorial!

Frequently Asked Questions

Q) Where do I begin?

A) To begin the application process, please select a user name and password that you will easily remember. You should write down your user name and password, as you will need it to apply for other positions or check the status of your application the next time you visit the site.

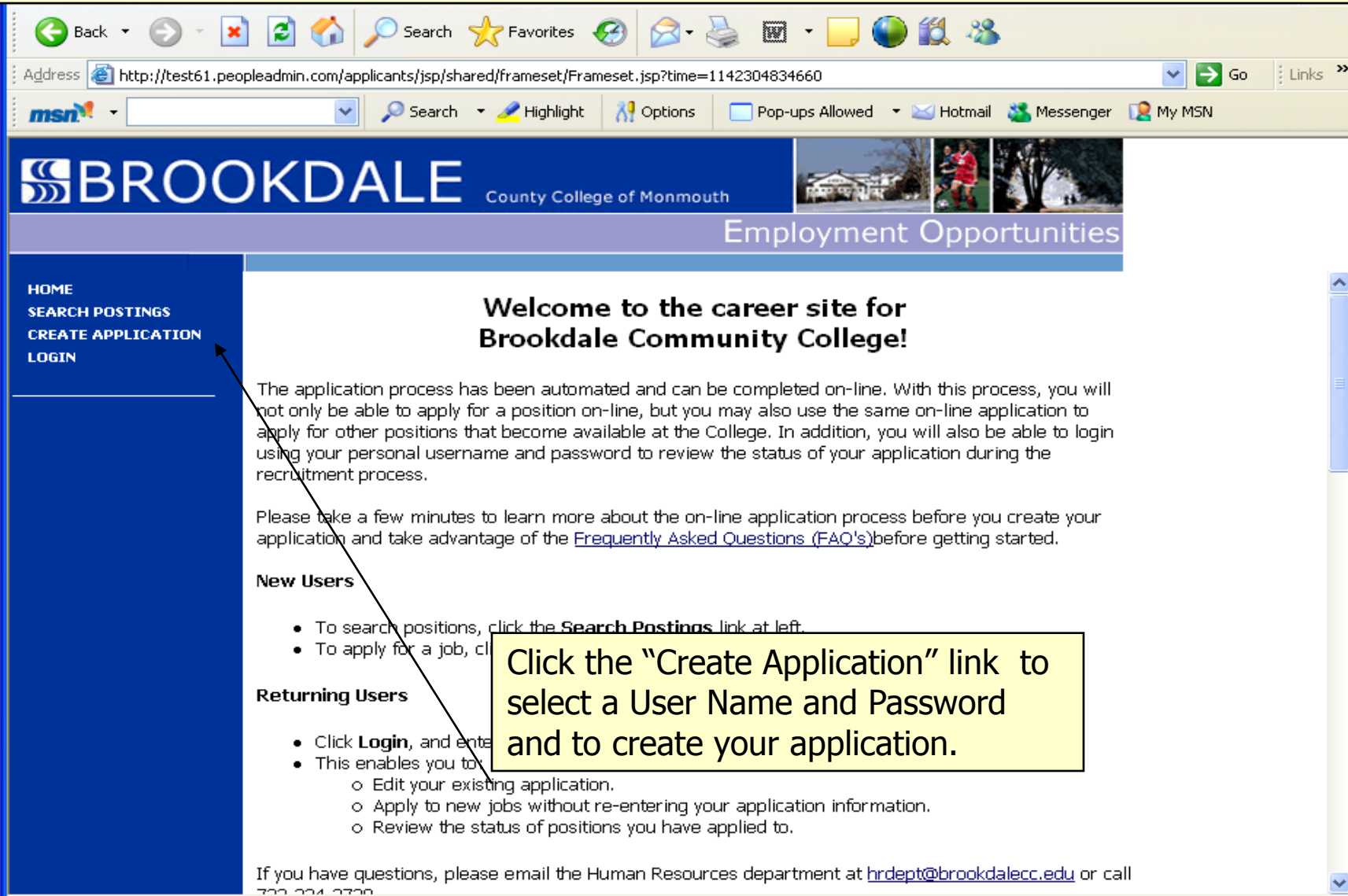
Q) What information will I be asked to provide?

A) You will be asked to provide personal information such as name, address, phone number, etc. You will also be asked to provide information about your education and previous employment, as well as contact information regarding your employment history and references. Please gather this information before beginning the application.

Q) What if I want to submit a resume, cover letter, or other document?

A) You will be able to submit a unique resume, cover letter or other document each time you apply for a position, if you choose. You may attach a different resume for each position you apply for. This process occurs AFTER you click the "apply to position" button and answer any position-specific questions.

STEP 1 – Creating Your Login ID



The screenshot shows a web browser window displaying the Brookdale Community College career site. The browser's address bar shows the URL: <http://test61.peopleadmin.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1142304834660>. The browser's toolbar includes buttons for Back, Forward, Stop, Reload, Home, Search, Favorites, and other standard web browser functions. The Brookdale Community College logo is prominently displayed at the top left, with the text "County College of Monmouth" and "Employment Opportunities" to its right. A navigation menu on the left side of the page lists "HOME", "SEARCH POSTINGS", "CREATE APPLICATION", and "LOGIN". The "CREATE APPLICATION" link is highlighted with a yellow box, and an arrow points to it from a text box. The main content area of the page features a welcome message, a paragraph explaining the automated application process, a link to "Frequently Asked Questions (FAQ's)", and sections for "New Users" and "Returning Users". The "New Users" section includes instructions on how to search for positions and apply for a job. The "Returning Users" section includes instructions on how to login and manage existing applications. A text box with a yellow background and a black border contains the instruction: "Click the 'Create Application' link to select a User Name and Password and to create your application." The bottom of the page provides contact information for the Human Resources department.

BROOKDALE County College of Monmouth

Employment Opportunities

HOME
SEARCH POSTINGS
CREATE APPLICATION
LOGIN

Welcome to the career site for Brookdale Community College!

The application process has been automated and can be completed on-line. With this process, you will not only be able to apply for a position on-line, but you may also use the same on-line application to apply for other positions that become available at the College. In addition, you will also be able to login using your personal username and password to review the status of your application during the recruitment process.

Please take a few minutes to learn more about the on-line application process before you create your application and take advantage of the [Frequently Asked Questions \(FAQ's\)](#) before getting started.

New Users

- To search positions, click the **Search Postings** link at left.
- To apply for a job, click the **Create Application** link at left.

Returning Users

- Click **Login**, and enter your username and password.
- This enables you to:
 - Edit your existing application.
 - Apply to new jobs without re-entering your application information.
 - Review the status of positions you have applied to.

If you have questions, please email the Human Resources department at hrdept@brookdalecc.edu or call 732.324.3722.

Click the "Create Application" link to select a User Name and Password and to create your application.

Creating Your Login ID (cont.)

Select User Name and Password:

Social Security Number:

Please enter your Social Security Number for verification. If you do not have a Social Security Number, or do not wish to provide one, please contact Human Resources. No hyphens please (e.g. 123456789)

*

Enter your SSN

[Help](#)

Select User Name:

Use between 6 and 20 letters or numbers.

*

Samplename

Create a User Name

Password:

Use between 6 and 20 letters or numbers.

*

Create a password – you will type this word twice, but only *** will appear to protect your security

Re-enter Password:

CONTINUE TO PAGE 1 OF FACULTY & STAFF APPLICATION >>

CANCEL

Or click here to cancel.

[Security Information](#)

After typing your information, click the "continue" button to go to the next page.

Creating Your Login ID (cont.)

Select User Name:

Use between 6 and 20 letters or numbers.

Samplename

Create a User Name

Password:

Use between 6 and 20 letters or numbers.

Create a password – you will type this word twice, but only *** will appear to protect your security

Re-enter Password:

CONTINUE TO PAGE 1 OF APPLICATION >>

CANCEL

Or click here to cancel.

[? Security Information](#)

After typing your information, click the "continue" button to go to the next page.

Done



Creating Your Login ID (cont.)

Brookdale Community College Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address <http://test61.peopleadmin.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1142305090168> Go Links

msn Search Highlight Options Pop-ups Allowed Hotmail Messenger My MSN

BROOKDALE

County College of Monmouth

Employment Opportunities

[Click here](#) to open a new window where you can print out and record your user name and password.

You will need your user name and password to check the status of your application or apply for positions the next time you visit the site.

Before beginning your application, please enter a question and answer that only you know. When you enter your password when returning to the site, the system will reset it once you answer this question correctly.

This question and answer will not be part of your employment application.

The question and answer are case-sensitive.

**Required information is denoted with an asterisk.*

Your Question and Answer

* Please enter a question (e.g. What is my mother's maiden name?):

* Please enter the answer to your question:

**Required information is denoted with an asterisk.*

SAVE AND CONTINUE TO NEXT >>

SAVE AND STAY ON THIS PAGE **EXIT**

Type a question to which you will easily remember the answer.

Type the answer here.

Click here to go to the next page.

Creating Your Application

This process consists of several separate "pages" (or web pages) of information. Each page will also have information that you may need to "scroll down" to access.

Brookdale Community College Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address Go Links >>

msn Messenger My MSN

BROOKDALE County College of Monmouth

Employment Opportunities

• Welcome. You are logged in. Monday, March 13, 2006

Create Application

Page 1 of 6

For security purposes, this system automatically logs you off when it senses inactivity. Please click either the **Continue** or **Return** button at the bottom of the screen to avoid losing your data.

*Required information is denoted with an asterisk.

Personal Information

* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Address:	<input type="text"/>
* City:	<input type="text"/>
* State (enter NA if a non U.S. address):	<input type="text"/>
Zip Code:	<input type="text"/>

To scroll down the page, use your mouse and the "scroll bar" here (or simply press the "Page Down" key on your keyboard.)

Creating Your Application (cont.)

You may quit the application process at any time by clicking the "EXIT" button.

Once you have completed this section, click here to go to the next page.

Brookdale Community College Job Site - Microsoft Internet Explorer

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College of Monmouth

(If "No", Enter N/A.)

* Are you related to anyone working at Brookdale Community College? ☐ Yes ☐ No ☒ No Response

If "Yes", please provide the name, relationship, position and department:

(If "No", Enter N/A.)

*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS

SAVE AND CONTINUE TO NEXT >>

SAVE AND STAY ON THIS PAGE

EXIT

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Brookdale Community College · Human Resources Department
765 Newman Springs Road · Lincroft, NJ 07738-1597
Equal Opportunity/Affirmative Action Employer



Creating Your Application (cont.)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail W PDF Word Excel PowerPoint Internet Messenger My MSN

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BROOKDALE

County College of Monmouth

Employment Opportunities

Welcome. You are logged in.

Create Application

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For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Continue** or **Return** button at the bottom of the screen every 60 minutes in order to avoid losing your data.

*Required information is denoted with an asterisk.

Personal Information

* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Address:	<input type="text"/>
* City:	<input type="text"/>
* State (enter NA if a non U.S. address):	<input type="text"/>
Zip Code:	<input type="text"/>

The first screen displays our Personal Information screen, where you enter your name, address, and other similar information.

Questions with asterisks next to them are required questions and must be answered to continue to the next screen.

Error Messages

File Edit View Favorites Tools Help

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Welcome. You are logged in.

Create Application

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⚠ This page has errors that must be corrected before you may continue. Please correct these errors before proceeding.

For security purposes, this system automatically logs you off when it senses no activity. Please click either the **Continue** or **Return** button at the bottom of the screen every 60 minutes to avoid losing your data.

*Required information is denoted with an asterisk.

Personal Information

First Name:	<input type="text"/>
* This is a required field. Please complete field before continuing.	
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
* This is a required field. Please complete field before continuing.	

If you've forgotten to complete any "required fields," you will get an error message at the top of the page.

The "required fields" that you need to complete will be highlighted in yellow.

Error Messages

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BROOKDALE

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Employment Opportunities

* required to verify your employment eligibility and identity within 3 days after reporting to work.

☐ Yes ☐ No ☒ No Response

● This is a required field. Please complete field before continuing.

Have you ever been employed by Brookdale Community College?

* ☐ Yes ☐ No ☒ No Response

● This is a required field. Please complete field before continuing.

If "Yes", please provide the dates of employment, department, and position:

(If "No", Enter N/A.)

Are you related to anyone working at Brookdale Community College?

* ☐ Yes ☐ No ☒ No Response

● This is a required field. Please complete field before continuing.

If "Yes", please provide the name, relationship, position and department:

(If "No", Enter N/A.)

*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS

SAVE AND STAY ON THIS PAGE

SAVE AND CONTINUE TO NEXT >>

EXIT

To continue completing your application, click Save and Continue to Next>>

Voluntary Information

Brookdale Community College Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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BROOKDALE County College

Welcome. You are logged in.

Create Application

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Brookdale Community College prohibits discrimination on the basis of gender, sexual orientation, disability, ancestry, age, marital status.

The College must provide information on ethnic diversity to state and federal agencies for reporting purposes only. Response to this inquiry is entirely voluntary and will have no adverse effect on the evaluation of your qualifications for a position.

The information provided on this form will not be part of your employment file and will not be available to any department considering you for employment. This information is for reporting purposes only.

*Required information is denoted with an asterisk.

Voluntary Demographic Data

Race:

[Definitions](#)

☐ White

☐ Black

☐ Asian/Pacific Islander

☐ American Indian/Alaskan Native

The second screen displays our Voluntary Demographic Data screen. The information in this section is voluntary, but is greatly appreciated – your information will remain anonymous and is used for reporting purposes only.

The information you enter on this screen will have absolutely no bearing on any employment-related decision.

Click Save and Continue to Next>> to continue.

Creating Your Application – Education

Brookdale Community College Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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BROOKDALE

County College of Monmouth

Welcome. You are logged in.

Create Application

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Please enter your education history, starting with High School. Include Vocational School, College and Graduate School if applicable. When finished, click on the **Save and Continue to Next Page>>** button at the bottom of the screen.

*Required information is denoted with an asterisk.

High School Information

* Did you graduate from High School or receive a GED? ☐ Yes ☐ No ☒ No Response

Name of High School, City, State:

Number of years completed:

Post High School Education

Name of School/College/University:

On this page you will list your educational experience.

Creating Your Application – Education

Brookdale Community College Job Site - Microsoft Internet Explorer

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BROOKDALE County College of Monmouth

provided at the end of the application.

*Required information is denoted with an asterisk.

Work Experience

Current or most recent title:	<input type="text"/>
Employer Name:	<input type="text"/>
Business Address:	<input type="text"/>
Phone Number: (Format: xxx-xxx-xxxx)	<input type="text"/>
Begin Date:	<input type="text"/> / <input type="text"/> (yyyy)
End Date (leave blank if still employed):	<input type="text"/> / <input type="text"/> (yyyy)
Brief Description of Duties:	<input type="text"/>
Final Salary:	<input type="text"/>
Supervisor Name:	<input type="text"/>
Reason for Leaving:	<input type="text"/>

On this page you will list your work experience.

Creating Your Application - References

Brookdale Community College Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://test61.peopleadmin.com/applicants/jsp/shared/frameset/frameset.jsp?time=1142305090168> Go Links

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BROOKDALE County College of Monmouth

Employment Opportunities

Welcome. You are logged in. Monday, March 13, 2006

Create Application

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Please enter the information for three (3) professional references. When finished, click on the **Save and Continue to Next Page>>** button at the bottom of the screen.

**Required information is denoted with an asterisk.*

References

Name of Reference:	<input type="text"/>
Position/Title:	<input type="text"/>
Business Address:	<input type="text"/>
Phone Number: (format: xxx-xxx-xxxx)	<input type="text"/>
Email:	<input type="text"/>
How do you know this reference?	<input type="text"/>
Name of Reference:	<input type="text"/>

On this page you will list your reference information.



Creating Your Application – Additional Information

Brookdale Community College Job Site - Microsoft Internet Explorer

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BROOKDALE County College of Monmouth

Employment Opportunities

Welcome. You are logged in. Monday, March 13, 2006

Create Application

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Please answer the following questions and click **Save and Continue to Next Page** at the bottom of the screen.

*Required information is denoted with an asterisk.

Additional Information

List any honors and distinctions you have.	<input type="text"/>
I learned about opportunities at Brookdale from the following:	<input type="checkbox"/> Friend (name) <input type="text"/>
	<input type="checkbox"/> Advertisement (name) <input type="text"/>
	<input type="checkbox"/> Employee (name) <input type="text"/>
	<input type="checkbox"/> Internet site (name) <input type="text"/>
	<input type="checkbox"/> Agency (name) <input type="text"/>
	<input type="checkbox"/> Relative (name) <input type="text"/>
	<input type="checkbox"/> Walk In <input type="text"/>

On this page you will list additional information related to licenses and other information.

The Online 'Consent' Form

Brookdale Community College Job Site - Microsoft Internet Explorer

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County College of Monmouth

Employment Opportunities

To certify your application, click **Continue**. To edit the application, click **Edit**. To exit the application without making any changes, click **Cancel**.

[Edit My Information](#) [View Application](#)

Application Status

I understand that a false statement on this application or accompanying resume or curriculum vitae is sufficient cause for denial of employment or dismissal from employment.

The Immigration and Control Act of 1986 requires Brookdale to certify the identity and work eligibility of all new employees. Therefore, if offered employment at Brookdale Community College, I will present documentation to establish my true identity and eligibility to work before I can be employed, and if employment eligibility expires, I will present documentation to update and verify my eligibility.

After an offer of employment is made, certain positions require a medical examination. If I am offered such a position, Brookdale Community College will make the arrangements for an examination, if appropriate.

I authorize Brookdale Community College to seek any information relevant to making an employment decision from previous employers, persons, schools or organizations.

☒ Certify changes and save application

CANCEL **CONTINUE**

Page 1 of 6

You will electronically "sign" your application by clicking here.

Then click here to continue.

Certifying Your Application

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BROOKDALE County College of Monmouth

Employment Opportunities

Welcome. You are logged in.

Confirm Change Application

Confirm edits.

Application Status

Certify changes and save application

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Brookdale Community College · Human Resources Department
765 Newman Springs Road · Lincroft, NJ 07738-1597
Equal Opportunity/Affirmative Action Employer

Search Postings

Brookdale Community College Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://test61.peopleadmin.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1142306859319> Go Links

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BROOKDALE

County College of Monmouth

Employment

HOME

SEARCH POSTINGS

APPLICATION STATUS

EDIT APPLICATION

PREVIEW APPLICATION

CHANGE PASSWORD

LOGOUT

Welcome **a, a**. You are logged in. Monday, March 13, 2006

Application Status

Login Successful!

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the **Withdraw Application** link for that position.
(Note: If you withdraw your application, you will NOT be able to apply in the current search for the same position).

You have not applied to any positions. Please apply for a specific posting by clicking Search Postings, viewing the Job Details for a specific position, and applying for that position.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

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After finishing your application, you will automatically be taken to the home page.

Section 2:

Applying for a Position

**Step-by-step instructions
on how to apply for positions**

Now that you have completed your application, it's time to begin applying for position(s).

Applying For A Position

Brookdale Community College Job Site - Microsoft Internet Explorer

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BROOKDALE

County College of Monmouth

Employment Opportunities

HOME
SEARCH POSTINGS
APPLICATION STATUS
EDIT APPLICATION
PREVIEW APPLICATION
CHANGE PASSWORD
LOGOUT

Welcome a, a. You are logged in.

Search Postings

To view open postings, please enter your search criteria below. You may view specifying any search criteria and clicking on the **Search** button.

Working Title	Any	Job Title	Any
Job Category	Any		

SEARCH **CLEAR RESULTS**

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

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You begin the process by searching for a posting.
Click "SEARCH" to bring up a list of all open positions.



Applying For A Position (cont.)

Brookdale Community College Job Site - Microsoft Internet Explorer

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Employment Opportunities

Search Results

To view the position details and/or apply to a position, click on the 'View/Apply' link below the Job Title. To sort, click on the arrow next to the column title.

RETURNING USERS (Please **STOP** and read important message!)

If you need to **edit your application information** before applying for a position, please click on the 'Edit Application' link on the left hand side of margin. You will not be allowed to change your application information after you have applied for a position.

14 Records

▼ Position Title	▼ Working Title	▼ Job Open Date	▼ Job Type	▼ Job Category	▼ Department
Professor 7 View/Apply	Professor-English	03-03-2006	No Response	Faculty	Sample Office
Professor A View/Apply	Professor A	03-02-2006	No Response	Faculty	Sample Office
Professor 5 View/Apply	Professor 5	03-02-2006	No Response	No Response	Sample Office
Professor 1 View/Apply	Professor 1	03-02-2006	No Response	No Response	Sample Office
Professor of 9 View/Apply	Professor	03-02-2006	Full-Time	Faculty	Sample Office

Click "VIEW" to see the Position details.

Applying For A Position (cont.)

Brookdale Community College Job Site - Microsoft Internet Explorer

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Address Go Links

BROOKDALE County College of Monmouth

Employment Opportunities

HOME
SEARCH POSTINGS
APPLICATION STATUS
EDIT APPLICATION
PREVIEW APPLICATION
CHANGE PASSWORD
LOGOUT

Welcome a, a. You are logged in. Monday, March 13, 2006

Job Details

[Return to Search Results](#) [Printer-Friendly Version](#)

APPLY FOR THIS POSTING

The Position details are listed here.

Position Information

Job Title	Professor A
Working Title	Professor A
Requisition Number	0032
Department	Sample Office
Location	No Response
Job Description	

Answering Supplemental Questions

Brookdale Community College Job Site - Microsoft Internet Explorer

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Supplemental Questions

Professor A

You have not completed applying for this position -- Your application is not eligible for review until you receive a confirmation number.

In order for your application to be reviewed for this position, please answer the following supplemental questions, check the certify statement, then click the **Submit Answers to Supplemental Questions...** button.

If you do not wish to be considered for this specific position, click the **Do Not Consider Me for This Position** button.

It is recommended that you do not use your browser's "Back", "Forward", or "Reload" buttons while applying. This may cause unexpected results, including loss of data.

**Required information is denoted with an asterisk.*

Supplemental Questions

* Do you like working with young adults?	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No
* Do you expect to work everyday?	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No

Answer any supplemental questions here.

Note: not every position will have supplemental questions.

Answering Supplemental Questions (cont.)

Brookdale Community College Job Site - Microsoft Internet Explorer

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BROOKDALE

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Employment Opportunities

HOME
SEARCH POSTINGS
APPLICATION STATUS
EDIT APPLICATION
PREVIEW APPLICATION
CHANGE PASSWORD
LOGOUT

Supplemental Questions

* Do you like working with young adults?	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No
* Do you expect to work everyday?	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No
* What is your teaching philosophy?	<input type="text"/>

Certify Application

I certify that all information provided herein is true

* ☐ In order for your application to be reviewed for this position, please answer the supplemental questions and check the box to the left indicating that you agree with the certify statement above.

SUBMIT ANSWERS TO SUPPLEMENTAL QUESTIONS

CANCEL APPLYING TO THIS POSTING

Just as when you initially created your application, you will electronically "sign" your application by clicking here.

Then click here to submit your answers to the supplemental questions with your application.

Or click here to cancel applying to this position.

Attaching Your Document

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Address <http://test61.peopleadmin.com/applicants/jsp/shared/frameset/Frameset.jsp?time=11423068593>

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Documents.

NOTE: Most documents will retain their original formatting when Microsoft Word document, the following are steps you can take to PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial, etc.
- Avoid the use of complex tables and shading
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics

Once you have attached your document, please click the **View** link to verify that it uploaded correctly. If your document appears to have formatting problems, please click the **Remove** link to remove the document, then adjust your document as needed by following the tips above and reattaching it.

3 Records

Required	Attach / Remove	Document Type	Attached Document ('Type'_'Date'_'Time')	View Document
*	Attach	Resume		
	Attach	Cover Letter		
	Attach	Other Document		

ATTACH ADDITIONAL DOCUMENTS LATER

Some positions will ask for you to attach a resume, cover letter, or other document to your application. If you wish to do so, click "Attach" next to the relevant Document Type.

In order to attach a document, you will need to have saved it in an electronic format such as a Word document or a PDF file (see next slide).

Attaching Your Document (cont.)

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Address <http://test61.peopleadmin.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1142306859319> Go Links

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If your document is in Microsoft Word or PDF format, please use the Upload document. Otherwise, please use the Paste feature.

Upload a new Resume:

To upload a **Microsoft Word** or **PDF** document, click **Browse**, then select your document and click **Open**. Your document must be less than 2 MB in size. Click **Attach** when you are finished.
Note: If your document is NOT in Microsoft Word or PDF format, please copy and paste the text of your document below.

File:

Paste a new Resume:

Enter (or copy and paste) the text of the document in the text box below when finished.

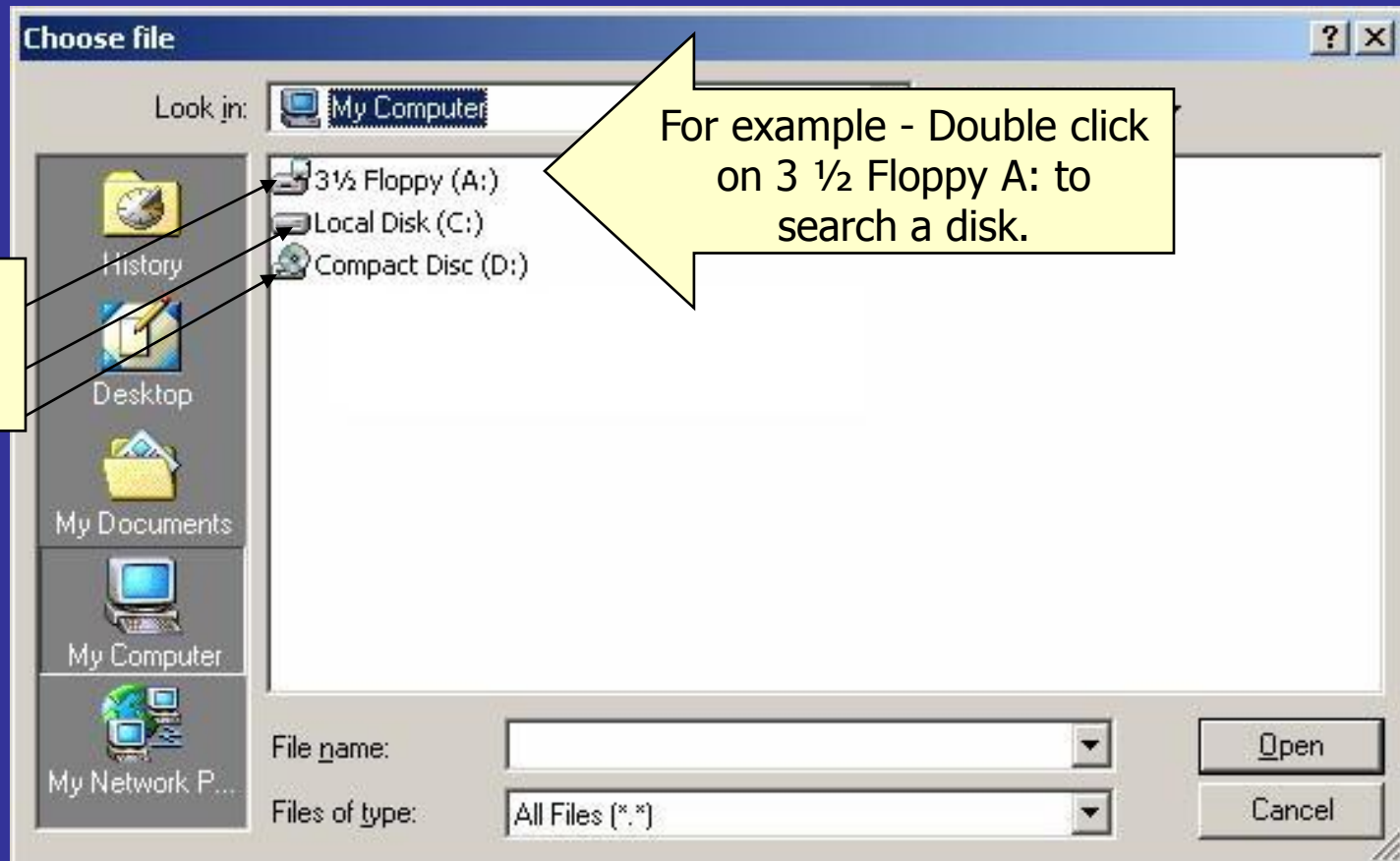
Text:

Click here to search your computer's hard drive or a floppy disc.

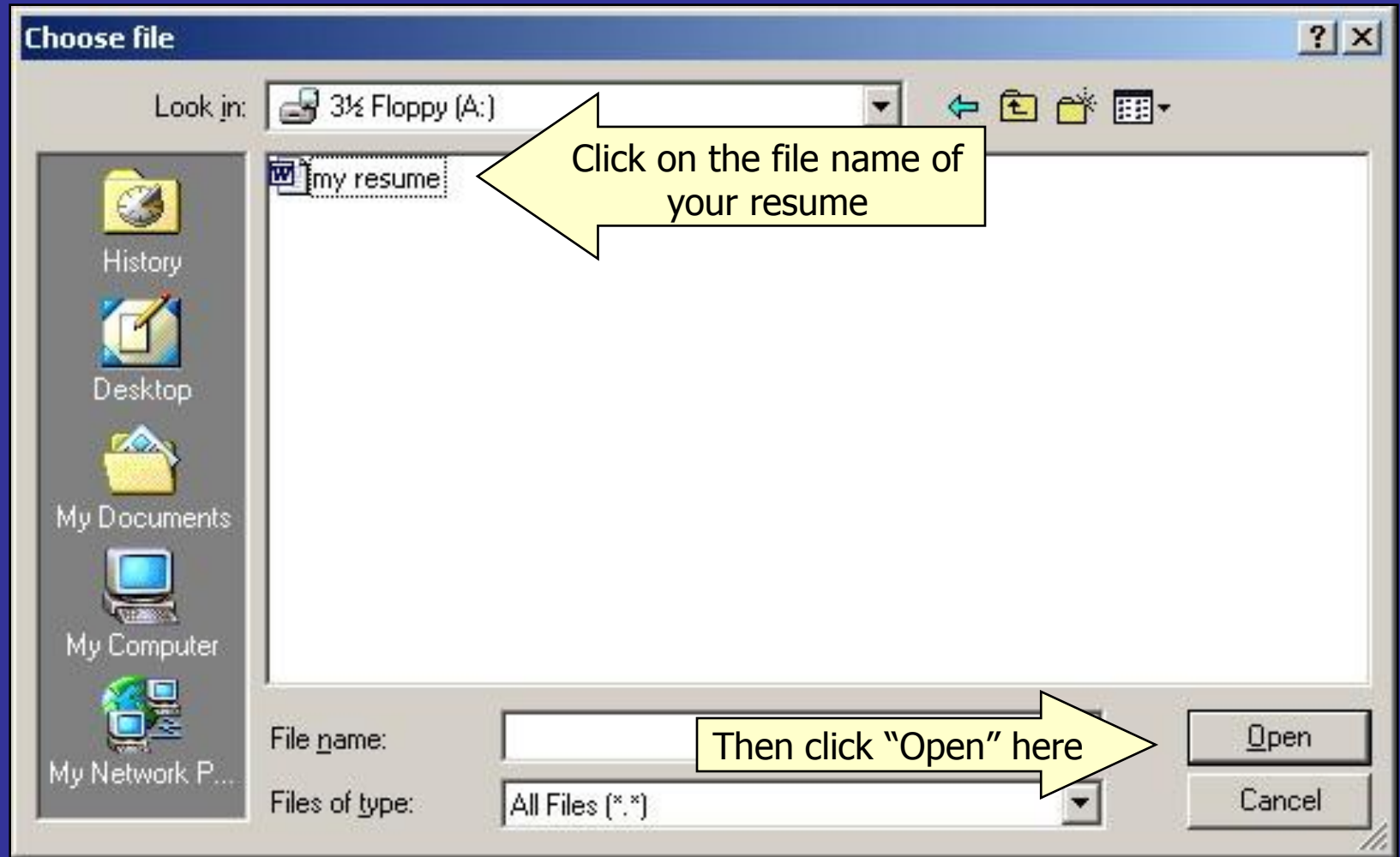
Or, copy and paste the text of your document here. Note that using this Paste box will not preserve the formatting of your documents (fonts, etc.)

Attaching Your Document (cont.)

A pop-up screen will open and you can search for your resume.



Attaching Your Document (cont.)



Attaching Your Document (cont.)

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If your document is in Microsoft Word or PDF format, please use the **Upload** feature to attach your document. Otherwise, please use the **Paste** feature.

Upload a new Resume:

To upload a **Microsoft Word** or **PDF** document, click **Browse**, then select the file you wish to upload and click **Open**. Your document must be less than 2 MB in size. Click **Attach** when you are finished.
Note: If your document is NOT in Microsoft Word or PDF format, please copy and paste the text of your document below.

File: C:\Documents and Settings\ Browse...

ATTACH

Confirm your attachment by clicking "Attach" here.

Paste a new Resume:

Enter (or copy and paste) the text of the document in the text area below. Click **Attach** when you are finished.

Text:

Attaching Your Document (cont.)

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Attach Documents - Professor A

Confirm

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You have not completed applying for this position!

Your application is not complete until you receive a confirmation number.

To permanently submit this document to your application for this position, click the **Confirm...** button at the bottom of the screen.

To cancel attaching this document, please click the **Return to Previous** link on this screen.

Once you click **Confirm and Finish Attaching Documents**, you will not be able to attach any further documents to your application for THIS position.

Job Title	Document Type	Date & Time Submitted
Professor A	Resume	Resume_03

CONFIRM ATTACHING DOCUMENTS

Click "Confirm Attaching Document" here.

Attaching Your Document (cont.)

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- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics.

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3 Records

Required	Attach / Remove	Document Type	Attached Document ('Type' 'Date' 'Time')	View Document
*	Remove	Resume	Resume_03-13-06_21-46-17CT	View
	Remove	Cover Letter	Cover Letter_03-13-06_21-47-18CT	View
	Attach	Other Document		

FINISHED ATTACHING DOCUMENTS

To attach additional documents, click another Attach link for the relevant document. In order to complete applying, you must attach all required documents.

In this example, we will go ahead and attach all necessary documents.

Completing Your Application

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BROOKDALE COMMUNITY COLLEGE

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CONGRATULATIONS!

You've just applied for a position. Please write down your confirmation number and click "OK".

Your Application Has Been Submitted

The following is your confirmation number. Please save this number for future reference: 552997

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

OK

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Brookdale Community College · Human Resources Department
765 Newman Springs Road · Lincroft, NJ 07738-1597
Equal Opportunity/Affirmative Action Employer

Managing Your Positions

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Address http://test61.peopleadmin.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1142308148

msn Search Highlight Options Pop-out

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Welcome a, a. You are logged in. Monday, March 13, 2006

Application Status

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the **Withdraw Application** link for that position.
(Note: If you withdraw your application, you will NOT be able to apply in the current search for the same position).

Application Status

1 Record

Position Title	Confirmation Nbr	Department	Application	Application Date	Status	Attached Documents	Documents
Professor A View	552997	Sample Office	View Application	03-13-2006	In Progress Withdraw Application	Cover Letter Resume	Cvr Ltr Res

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

You can see your status and review your application to each position on this screen.

Managing Your Positions (cont.)

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BROOKDALE County College of Monmouth

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Monday, March 13, 2006

Welcome **a, a**. You are logged in.

The table below lists the applications that you have submitted.

• To remove your application from consideration for a position, click on the **Withdraw Application** link for that position.
(Note: If you withdraw your application, you will NOT be able to apply in the current search for the same position).

Application Status

1 Record

Position Title	Confirmation Nbr	Department	Application	Application Date	Status	Attached Documents	Documents
Professor A View	552997	Sample Office	View Application	03-13-2006	In Progress Withdraw Application	Cover Letter Resume	Cvr Ltr Res

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Managing Your Positions (cont.)

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Address <http://test61.peopleadmin.com/applicants/jsp/shared/fr>

msn Search

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Welcome a, a. You are logged in.

The table below lists the position(s) you have applied for.

- To remove your application from a position, click the "Withdraw Application" link.

(Note: If you withdraw your application, you will need to reapply for the position.)

Application Status

1 Record

Position Title	Confirmation Nbr	Department	Application	Application Date	Status	Attached Documents	Documents
Professor A View	552997	Sample Office	View Application	03-13-2006	In Progress Withdraw Application	Cover Letter Resume	Cvr Ltr Res

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

To apply for additional positions, click Search Postings and follow the exact same process as before.

You will NOT have to reenter your entire application information. You will only need to answer any questions associated with that position, and/or attach another document (resume, cover letter, etc.).

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Login

You have logged out. You may login below to reenter the site.

Returning User

If you already have an electronic application on file with this University, please login to the site with your User Name and Password.

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view your information.

[? I Forgot My Password](#)

Whenever you return to the Online Employment System, just login using your User Name and Password.

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Brookdale Community College · Human Resources Department
765 Newman Springs Road · Lincroft, NJ 07738-1537

If you forget your PASSWORD, click here. Your secret question will be displayed for you to answer.

If you forget your USER NAME or need additional assistance, please contact the Employment Office.

**Thank you for viewing this
presentation!**