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!
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

Click the “Create Application” link to select a User Name and Password and to create your application.
Creating Your Login ID (cont.)

Enter your SSN

Create a User Name

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

CONTINUE TO PAGE 1 OF FACULTY & STAFF APPLICATION

Or click here to cancel.

After typing your information, click the “continue” button to go to the next page.
### Creating Your Login ID (cont.)

<table>
<thead>
<tr>
<th>Select User Name:</th>
<th>Samplename</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use between 6 and 20 letters or numbers.</td>
<td></td>
</tr>
</tbody>
</table>

**Password:**

| Use between 6 and 20 letters or numbers. | ******** |

**Re-enter Password:**

| ******** |

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**Create a User Name**

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

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**CONTINUE TO PAGE 1 OF APPLICATION >>**

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**Or click here to cancel.**

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**After typing your information, click the “continue” button to go to the next page.**
Creating Your Login ID (cont.)

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

Type the answer here.

Click here to go to the next page.
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.

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

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.)

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

<table>
<thead>
<tr>
<th>Required information is denoted with an asterisk.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Have you ever been employed by Brookdale Community College?</strong></td>
</tr>
<tr>
<td>(If &quot;Yes&quot;, please provide the dates of employment, department, and position: (If &quot;No&quot;, Enter N/A.)</td>
</tr>
<tr>
<td><strong>Are you related to anyone working at Brookdale Community College?</strong></td>
</tr>
<tr>
<td>(If &quot;Yes&quot;, please provide the name, relationship, position and department: (If &quot;No&quot;, Enter N/A.)</td>
</tr>
</tbody>
</table>
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.
On this page you will list your educational experience.
On this page you will list your work experience.

<table>
<thead>
<tr>
<th>Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current or most recent title:</strong></td>
</tr>
<tr>
<td><strong>Employer Name:</strong></td>
</tr>
<tr>
<td><strong>Business Address:</strong></td>
</tr>
<tr>
<td><strong>Phone Number:</strong></td>
</tr>
<tr>
<td>(format: xxx-xxx-xxxx)</td>
</tr>
<tr>
<td><strong>Begin Date:</strong></td>
</tr>
<tr>
<td>/</td>
</tr>
<tr>
<td>(yyyy)</td>
</tr>
<tr>
<td><strong>End Date (leave blank if still employed):</strong></td>
</tr>
<tr>
<td>/</td>
</tr>
<tr>
<td>(yyyy)</td>
</tr>
<tr>
<td><strong>Brief Description of Duties:</strong></td>
</tr>
<tr>
<td><strong>Final Salary:</strong></td>
</tr>
<tr>
<td><strong>Supervisor Name:</strong></td>
</tr>
<tr>
<td><strong>Reason for Leaving:</strong></td>
</tr>
</tbody>
</table>
On this page you will list your reference information.

<table>
<thead>
<tr>
<th>Name of Reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position/Title:</td>
</tr>
<tr>
<td>Business Address:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>(Format: xxx-xxxx-xxxx)</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>How do you know this reference?</td>
</tr>
<tr>
<td>Name of Reference:</td>
</tr>
</tbody>
</table>
On this page you will list additional information related to licenses and other information.
The Online ‘Consent’ Form

You will electronically “sign” your application by clicking here.

Then click here to continue.
Certifying Your Application

Click Confirm to certify that your answers are correct.

Application Status

Certify changes and save application

GO BACK  CONFIRM

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.
Now that you have completed your application, it’s time to begin applying for position(s).
You begin the process by searching for a posting.
Click “SEARCH” to bring up a list of all open positions.
Click “VIEW” to see the Position details.

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**Applying For A Position (cont.)**

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**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.

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**Search Results**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Working Title</th>
<th>Job Open Date</th>
<th>Job Type</th>
<th>Job Category</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor 7</td>
<td>Professor-English</td>
<td>03-03-2006</td>
<td>No Response</td>
<td>Faculty</td>
<td>Sample Office</td>
</tr>
<tr>
<td>Professor A</td>
<td>Professor A</td>
<td>03-02-2006</td>
<td>No Response</td>
<td>Faculty</td>
<td>Sample Office</td>
</tr>
<tr>
<td>Professor 5</td>
<td>Professor 5</td>
<td>03-02-2006</td>
<td>No Response</td>
<td>No Response</td>
<td>Sample Office</td>
</tr>
<tr>
<td>Professor 1</td>
<td>Professor 1</td>
<td>03-02-2006</td>
<td>No Response</td>
<td>No Response</td>
<td>Sample Office</td>
</tr>
<tr>
<td>Professor of 9</td>
<td>Professor</td>
<td>03-02-2006</td>
<td>Full-Time</td>
<td>Faculty</td>
<td>Sample Office</td>
</tr>
</tbody>
</table>
To apply for this position, click here.

The Position details are listed here.
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, you may close your browser's "Back", "Forward", or "Refresh" button before submitting your application to the Brookdale Community College job site.

*Required information is denoted with an asterisk.

Answer any supplemental questions here.

**Note:** not every position will have supplemental questions.
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.
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).

<table>
<thead>
<tr>
<th>Required</th>
<th>Attach / Remove</th>
<th>Document Type</th>
<th>Attached Document (Type ‘Date’ ‘Time’)</th>
<th>View Document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Attach</td>
<td>Resume</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attach</td>
<td>Cover Letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attach</td>
<td>Other Document</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.)
For example - Double click on 3 ½ Floppy A: to search a disk.

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

Select the location of your file
Click on the file name of your resume

Then click "Open" here
Confirm your attachment by clicking “Attach” here.

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.

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:
Click “Confirm Attaching Document” here.

Attach Documents - Professor A

Confirm

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.
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.
CONGRATULATIONS!

You’ve just applied for a position. Please write down your confirmation number and click “OK”.

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.
Managing Your Positions

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

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).

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Confirmation Nbr</th>
<th>Department</th>
<th>Application</th>
<th>Application Date</th>
<th>Status</th>
<th>Attached Documents</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor A</td>
<td>552997</td>
<td>Sample Office</td>
<td>View Application</td>
<td>03-13-2006</td>
<td>In Progress</td>
<td>Cover Letter</td>
<td>Resume</td>
</tr>
</tbody>
</table>

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 view the status of all applications by clicking the “Application Status” link any time you login.
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.).
Whenever you return to the Online Employment System, just login using your User Name and Password.
If you forget your USER NAME or need additional assistance, please contact the Employment Office.

If you forget your PASSWORD, click here. Your secret question will be displayed for you to answer.
Thank you for viewing this presentation!