Step-by-Step Application Instructions

Step 1: Locate GRCC Jobs Link on webpage
Go to the Internet browser and enter www.grcc.edu/jobs

Step 2: Select Internal or External link
If you are an **internal employee**, please click on "Current GRCC Employee"
- Login using your Self Service (PeopleSoft) username and password
- Click on GRCC Employee
- Click on View Job Postings

If you are **not an employee**, please click on "External Candidate"
- Click on View Job Postings

Step 3. Complete Registration
- In the upper right hand side of the screen, click on "New User" to create a login and password.

Step 4: View Job Postings
- Click on the job posting you are interested in applying to
- Scroll to the bottom of the page and click "Apply" to start the application process

Step 5: Complete the Application
- There are five (5) steps to the application process: Start, Resume, Education & Work Experience, Self Identify, Review/Submit.
- Complete all of the required information on each page and continue to click "Next" to move through the Application process.

Step 6: Submit the Application
- After completing the information above, select the "Submit Application" option. While there is an option to "Save as Draft," we do not recommend it. You will always be able to go back to add or delete documents (except for your resume, which stays permanently attached to that particular application).

Step 6: Add Attachments Before Exiting the Program
- Once you have reached the confirmation screen, you've completed your application. If you have additional attachments to add, click on "Return to Job Search." This will enable you to navigate to the menu options.
- Select "My Activities"
- Locate "Add Attachment"
- Add each attachment separately and save.

Step 6a: Add Attachments at a Later Date
- Log back into the system, following Steps 1 and 2 above.
- Select "My Activities"

- Locate "Add Attachment"

If you have any questions about the process, the steps to complete the application or if you have any errors, please contact Human Resources at 616/234-3972 or at hr@grcc.edu