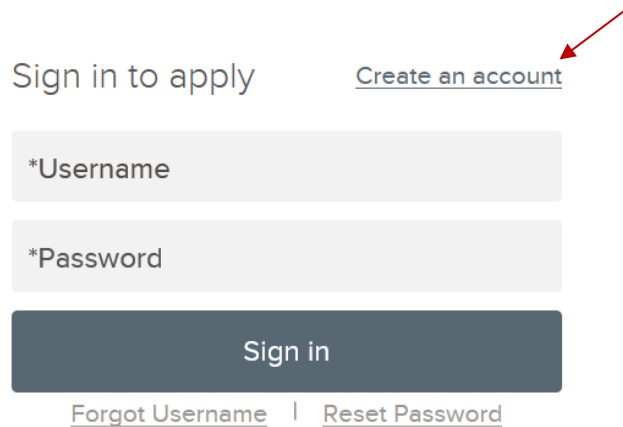


Online Employment Application Guide

1. Go to <http://www.solano.edu> and click **Human Resources/Applicant Login** in the left navigation menu.

Note: The following browsers are supported for PC's or a Mac: Internet Explorer 9 or higher, Fire Fox, Google Chrome, and Safari.

2. Click on 'Create an Account'



Sign in to apply [Create an account](#)

*Username

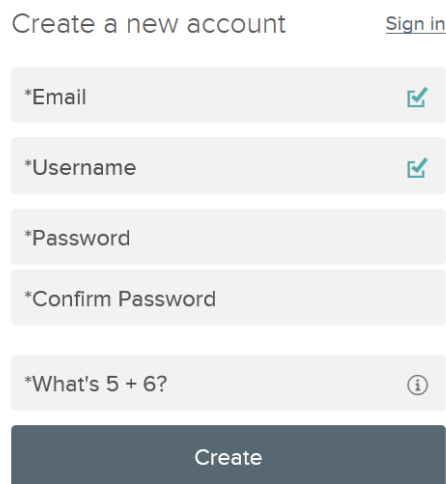
*Password

Sign in


[Forgot Username](#) | [Reset Password](#)


Note: *If you have already created a user account with another employer that uses GovernmentJobs.com as their online application system, you need to log in using your previously created username and password. You will not be able to create another account using the same email address you used previously. **If you receive a message that your email is already in use, click 'I Forgot My Username and/or Password'.** Enter your email address in the 'Forgot Your Username?' field on the following screen to have your username emailed to you. Once you've retrieved your username, enter it in the 'Forgot Your Password?' field to retrieve your password or to have a password reset link sent to your email. **If you continue to have difficulty please contact the APPLICANT TECHNICAL SUPPORT LINE (855) 524-5627 for further assistance.***

3. Enter your new account information (you MUST remember this information). Pay careful attention to the password criteria! Then click **Create**.




Create a new account [Sign in](#)

*Email 

*Username 

*Password

*Confirm Password

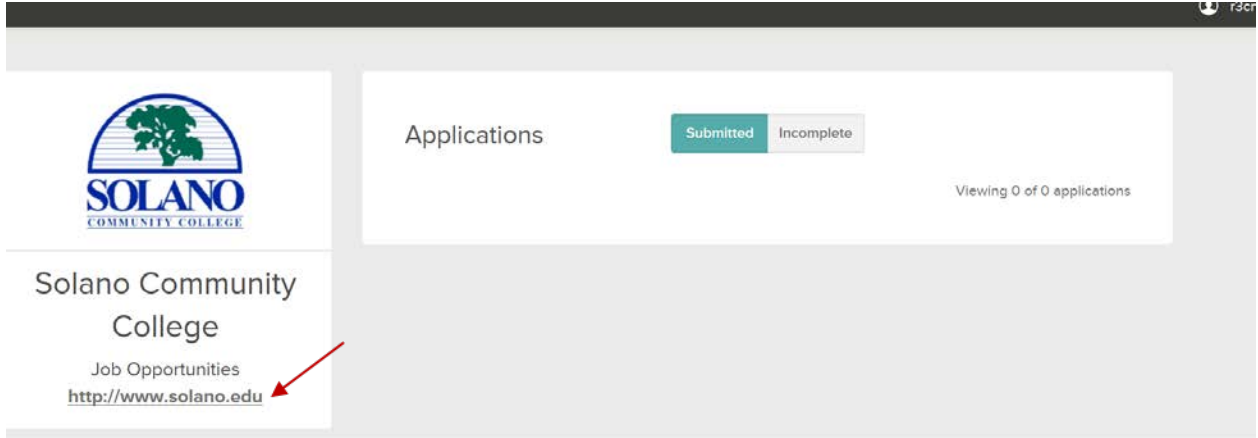
*What's 5 + 6? 

Create

Note: *You do not need to create a separate application for every job that you apply for. The application that you are about to build will serve as your "Template Application" and you will be able to reuse it for other positions.*

To Apply for a Specific Job Posting After the Completion of Your Template Application

4. Click on the link <http://www.solano.edu> on the lower left hand side



5. At the home page, click **Job Vacancies** in the left navigation menu



6. Search and **click** the **posting** for which you want to apply.

60 records found.
Page # of 3

Position	Emp
Education Instructor Part-time Temporary...	Part-t
Electronics Technology Instructor Part-t...	Part-t
Engineering Instructor Part-time Tempora...	Part-t
Environmental Landscaping Instructor Par...	Part-t
ESL (Credit) Instructor Part-time Tempor...	Part-t
ESL (Noncredit) Instructor Part-time Tem...	Part-t
Ethnic Studies Instructor Part-time Temp...	Part-t
Fire Technology Instructor Part-time Tem...	Part-t
French Instructor Part-time Temporary Po...	Part-t
Geography Instructor Part-time Temporary...	Part-t
Geology Instructor Part-time Temporary P...	Part-t
Health Education Instructor Part-time Te...	Part-t
History Instructor Part-time Temporary P...	Part-t
Humanities Instructor Part-time Temporar...	Part-t
Instructional Technology Analyst	Full-t
Intensive English Program (IEP) Instruct	Part-t

7. Click **Apply** at the top of the posting.

Search SCC
A - Z Index | Staff Directory

[Student Services](#) / [Campus Life](#) / [Academics](#) / [Campus & Community](#) / [College Centers](#)

Employment Opportunities

powered by **NEOGOV**

Job Code: F13-09
Job Title: HISTORY PART TIME INSTRUCTOR POOL
Opening Date/Time: Mon, 08/13/12 12:00 AM Pacific Time
Closing Date/Time: Continuous
Salary: \$46.03 - \$75.28 Hourly
Job Type: Adjunct Faculty
Location: Fairfield Campus, California
Department: School of Liberal Arts
Exam Number: 2
FLSA: Exempt position, not eligible for overtime compensation.

[Print Job Information](#) | [Apply](#)

Description | **Benefits** | **Supplemental Questions**

SOLANO COMMUNITY COLLEGE invites applications of interested and qualified instructors to teach during the Spring 2012. For your information, the District may cancel classes or change instructors as enrollment needs are determined. If this occurs, the District will notify affected parties and pay employees for actual services rendered. Part-Time/Adjunct faculty are paid for classroom instruction hours (lecture and lab) only. Paid office hours are available to adjunct faculty in fall and spring semesters who teach a 40% assignment or more.

The History department is a part of the School of Liberal Arts

Responsibilities:

Internet | Protected Mode: On

8. You can speed completing basic profile information by importing a resume from LinkedIn, or by uploading a file from your computer.

Job Details | **Apply**

- Resume**
- Info
- Work
- Education
- ... Additional
- References
- Attachments
- Questions
- Review
- Submit

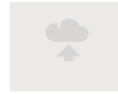
Import Your Resumé

Save time by importing your information into our system automatically



Transfer from LinkedIn

Use your LinkedIn resume information for your new profile. You can edit this info later.



Upload from Computer

Supported file types: .pdf, .doc, .txt

To manually fill in your information, you can

Skip this step

9. Next you will complete a series of steps (entries or screens).

Your progress and current step in the process is shown on the left. In the next example, the information step is in progress:

Job Details | **Apply**

- Info**
- Work (8)
- Education (3)
- ... Additional
- Questions
- Review
- Submit

As you work on your application, refer to the progress bar to see the number of items for each entry, and errors. In the next example, the work entry contains eight items, and the questions entry contains errors:



10. For each step, the buttons on the bottom allow you to save or discard your work on this entry.



Although your typing is periodically automatically saved, it is good practice to click on the Save button.

The Cancel button discards any changes you have made since the last save.


For some entries, the Remove link is present. It deletes the current entry (such as a previous job), after a confirmation. Once deleted, the data cannot be recovered.

The last time that the entry was saved is also displayed at the top:



11. Provide general contact information.
12. If required, provide previous work experience information.
13. If required, provide educational information.
14. If required, provide additional information, including certificates and licenses, skills, and languages.
15. If required, provide references.
16. If required, answer any additional supplemental questions. These are general and agency supplemental questions. Depending on the hiring agency, this section may be blank.
17. Upload any attachments, such as a resume, driver's license, or certificates. The supported file formats are determined by the employer.
 - a. If a particular attachment type is required by the employer, there is an area provided so that you can upload that attachment. For example:


Cover Letter *



You can click upload button or drag and drop a file into this box to start uploading

↑ Upload ↻ Recent Uploads

Resume *



You can click upload button or drag and drop a file into this box to start uploading


↑ Upload ↻ Recent Uploads

- b. If there are no required attachments, then you can use Add supplemental attachment to add additional files. First, use Choose attachment type to select the type, and then use the Upload button. In the next example the License type attachment is selected to upload a file:

Attachments

Supported file types: doc, docx, xls, pdf

License



You can click upload button or drag and drop a file into this box to start uploading

↑ Upload ↻ Recent Uploads


⊕ Add supplemental attachment


* Required attachments must be provided before submission

Next

18. If you have previously uploaded attachments, you can use the Recent Uploads button to access these files.

19. Review each section. If there is an error, it is shown in the progress bar and also in the section.

 Please fix the errors in the following section.

Use **Edit**  to open this item and correct any errors.

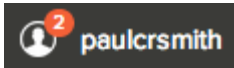
20. Once your application is complete, Click on Proceed to Certify and Submit.

21. On the Certify & Submit page, click on Accept and Submit.

An Application Submitted message confirms that you have applied for the job.

Check Application Status

Your username indicates the number of in-progress applications, for example:



You can get more detailed status information for all applications by clicking on Applications & Status in the top menu bar (in the pull down below your username).

- Use the Submitted button to see all applications that you have successfully submitted. For example:

Applications Submitted Incomplete

ACCOUNTING ASSISTANT II
County of Riverside, California | Applied on: 04/09/2014 08:03 AM Pacific Time

Application Received

[View job listing](#)

Viewing 1 of 1 applications

Click on the job title for more information. You can then use Job Postings to see the information on the job, and Application View to see the details of your application for this job.

Click on View job listing to see more information on the job.

- Use the Incomplete button to see all applications that you started, but did not complete. For example:

Applications Submitted Incomplete

Accounting Technician 1 Remove
Last step completed: Review
Incomplete Application

SENIOR ACCOUNTING ASSISTANT Remove
Last step completed: Questions
Incomplete Application

Click on the job title, and then Apply, to complete the application.

You can use Remove if you want to delete an application without completing.