

On-line Application Instructions

College of the Canyons

PLEASE READ ENTIRE JOB ANNOUNCEMENT PRIOR TO APPLYING

Proceed to the following website: www.canyons.edu

- Step 1: Click on the following:
Resources (upper right)
Human Resources (drop down menu)
Employment Opportunities (tab on top)
Academic Openings (blue box) – Faculty OR
Non-Academic Openings (yellow box) – Classified
- Step 2. Create a UserID & Password: Log-in
- Step 3: Complete “My Profile” (tab on top) –
References Section: All boxes across required.
***All tabs must turn green* prior to proceeding to next step.**
- Step 4: Click on the following:
Find Positions (tab on top)
Under Browse for Jobs: Click on position desired
Complete Application (grey button)

Proceed to apply for each position separately – minimum qualifications and required documents are listed in job announcement. *We encourage you to save your answers to the supplemental questions in a Word document to copy and paste during application process, as there is limited time allowed and your answers will NOT save until you click **Submit** at the end of reviewing the entire application.*

- Step 5: Uploading documents:

AFTER you click Submit, you will be able to upload required and/or optional documents, as indicated in the Job Announcement.

If after following the above steps, you have difficulties, please call 661/362-3427 or email hro@canyons.edu.

Set an Email Alert to receive notification of new openings:

Log-in - Click “Email Alerts” tab on top and follow instructions
Alert will expire in 90 days and must be reset after that time.