# On-line Application Instructions
# College of the Canyons

**<u>PLEASE READ ENTIRE JOB ANNOUNCEMENT PRIOR TO APPLYING</u>**

Proceed to the following website:
https://www.canyons.edu/Offices/HumanResources/Pages/default.aspx

Step 1:     **<u>Click on the following:</u>**
Employment (Blue Navigation Menu)
Jobs at COC (Drop Down Menu under Employment)
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 sections will have a green check once completed***==

Step 4:     <u>Click on the following</u>:
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 **<u>Submit</u>** at the end of reviewing the entire application.*

Step 5:     <u>Uploading documents</u>:

**<u>AFTER</u>** 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.

**<u>Set an Email Alert to receive notification of new openings:</u>**
Log-in - Click "Email Alerts" tab on top and follow instructions
Alert will expire in 90 days and must be reset after that time.