



YOUR CAREER AT SOUTHEASTERN TECHNICAL COLLEGE

Accessing the Online Job Center

<http://www.southeasterntech.edu/about-stc/employment.php>

If you have any questions or need any assistance, please contact the Human Resources Office:
(912) 538-3147 or bwilcox@southeasterntech.edu

Step 1: Visit the Southeastern Technical College Employment Page and access the **Online Job Center** to apply for positions.

Step 2: Create an Account.

Step 3: Select a position to apply for by clicking on a **position type**.

Step 4: You will see a list of positions in the middle of the page.

- **EITHER** click on the **JOB TITLE** of the position to view more information
- **OR** click on **"Apply"** to begin the application process.

Step 5: After you have selected a position, you will need to complete the "Pre-Screening Question" section.

****You must answer all required questions to access the application. ****

Step 6: Complete Online Application.

- List your employment experience, education, professional references.
- Answer a set of questions towards the end. Important: Be sure to read and understand the "Certification Statements" section of the application.

Step 7: Submit the application.

- You will then come to the **"Notifications"** page.
- This page lists the **documents you need** to complete your application.
- **To upload** the required documents click **"Continue."**

Step 8: The **"Jobs Requested"** page:

- You will find all positions you applied for (choose from the drop down menu).
- This is also the section to **upload required documents**.
- To upload a document, choose "Upload" (next to the description of what you would like to upload).
- To view the file, click on "View File."
- As your documents are processed, they will be marked "Approve," "Decline," or "Incomplete" by HR.

To complete the required References:

- Your position will require 1, 2, or 3 references, as listed under Description
- Professional references MUST be submitted on the form provided by the college.
- These forms can be **sent to your references**
 - o **via email** by clicking the "Send Form" button in the References section of the application;
 - o ***OR* you can print and mail** the forms directly to your reference.

Click the "Print Reference Letter" located at the bottom of your application.

Step 9: Check your email regularly for notifications regarding the status of your application.

You may need to add *easyhr@easybenefits.com* to your safe sender list to ensure your emails do not go to junk mail.

****Please note: if you have a Yahoo email account, emails will bounce back from Easy HR Web.**

Step 10: To view your account, log back into the Job Center.

- Click on "Your Profile" to update information.
- Click on "Jobs Requested" to view the status of your application.