NORTH ISLAND COLLEGE

NIC

NIC Careers
applicant instructions

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Applicant Instructions

To apply for postings on the NIC Careers web site you first need to create an account. Once you have your account set up you will be able to apply to open positions.

How to Create an Account

Click on the **Create Account** link located on the menu on the left side of the screen.
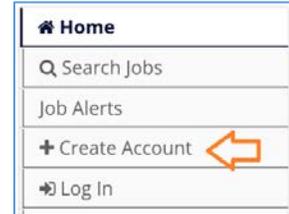
At the top of the account screen, you will have the option to upload your resume when you set up your account, this will then pull into any future applications. **Note**: that you can upload a new resume at any time.
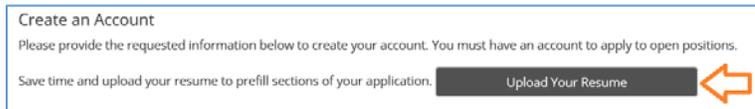
Locate and select your resume and click Open.

You can see that your resume has been uploaded as the name on the button now has the name of your document.
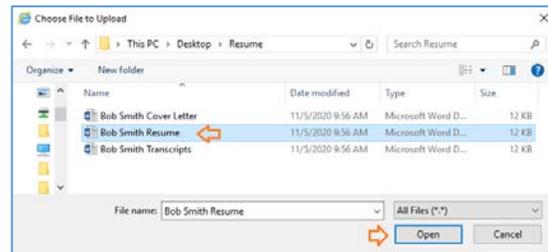
Complete the requested Login and Contact information. If possible complete all fields now and then the information will pull into any applications you submit in the future.

Note: Usernames and passwords are case-sensitive and should not include spaces

Once you have completed this information click on the **Create account** button.
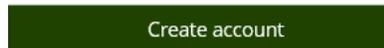
You have now created an account and will see these items on the navigation bar.
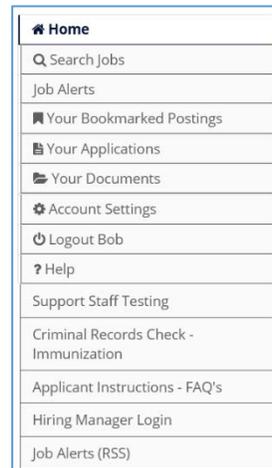
Uploading your Documents for future applications

You are able to upload your resume, cover letter and transcripts so they are easily accessed for future applications to postings.

Click on **Your Documents** link on the menu on the left and then click on the **Add Document** link.
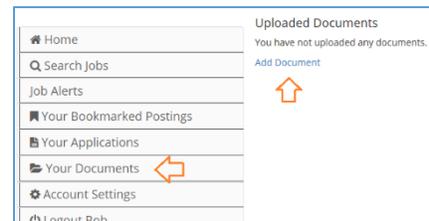
Select the type of document you want to upload from the list. **Note**: almost all job postings require a resume, cover letter, and copy of your transcripts.
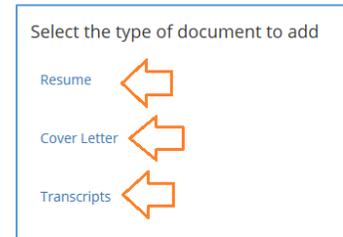
You can either Browse for your document or write your document.
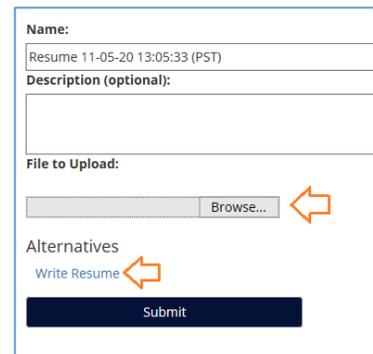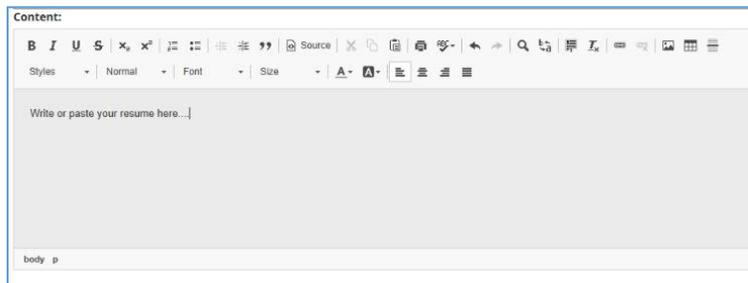
Once you have selected your document or written your document click upload. Repeat this for the other documents you would like to upload.
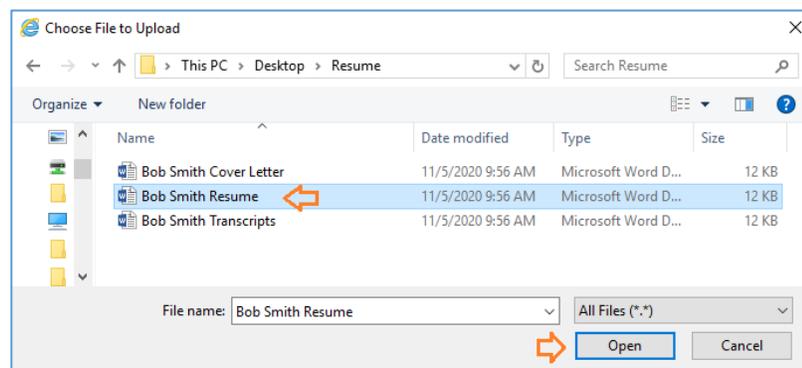
How to apply to a posting

Locating the position

You can click on any of the position category links (Facuty, Support Staff, Administration, Other) to see the active postings OR

Faculty	Support Staff	Administration	Other

You can click on **Search Jobs** located on the menu on the left. You can then refine your search for a particular position title, position type, department, or search for a specific posting number, then click the **Search** button. Results will be shown below.
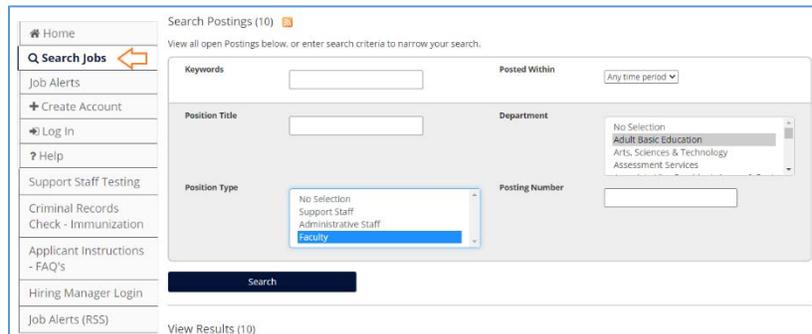
When you find a position of interest click on **View Details**.
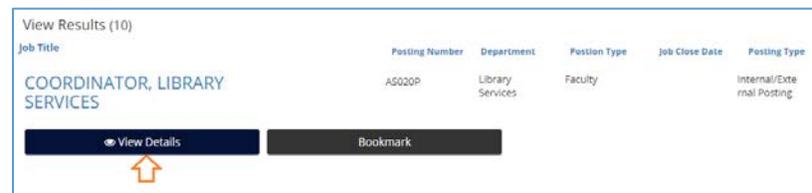
You will be able to Bookmark this Posting to come back later (add link to bookmark instructions), Print Preview the posting, or Apply for this posting.
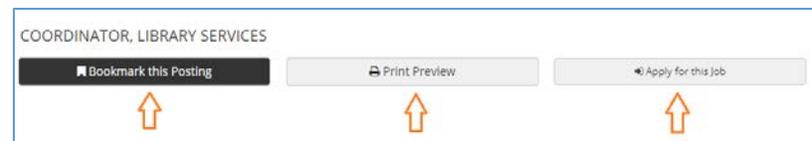
Starting your application

Adding your Personal Information

You have followed the steps above and clicked on the **Apply for this job** button. From here you can update your Contact Information and complete the required General Information at the bottom of the screen. When you are ready you can the click **Save & Continue** button to move onto the next screen. **Note**: you will need to ensure that you have completed any required field marked with a red asterisk.
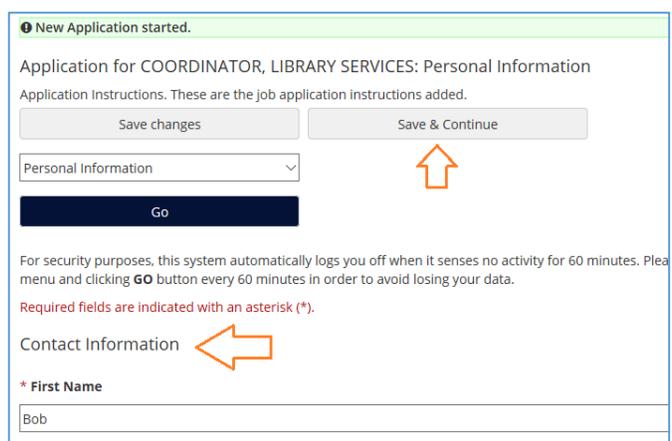
Adding References

You will need to add 3 references. Click on the **Add Reference Entry** button and complete the required information and then click the **Add Reference Entry** button.

You can change the order or your references or remove the entry.
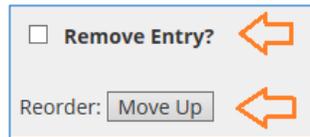
One you have entered three references you are ready to continue click on the **Save & Continue** button.

Note: If you have clicked the Add References Entry a 4th time you will need to click Remove Entry to continue on with your application.
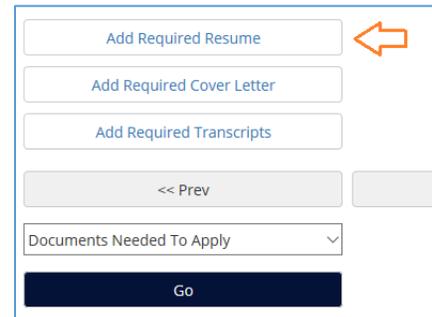
Adding the Required Documents

You will be asked to attach any optional documents. Begin with attaching your resume. Click on the **Add Required Resume** button.

From here you will have a few options. You can browse and locate your resume from your personal computer, Write your resume by clicking on the **Write Resume** link, or use the resume you uploaded into the system when you set up your account.

When you have uploaded or written your document click on **Add to my Application** link.

Once you have uploaded a document(s) you will see a list of your documents. You can view or replace these documents as necessary. Once you are done, click on the **Save & Continue** button.

Document Type	Filename	Status	(Actions)
Required Resume	Resume 11-05-20 13:17:15 (PST)	PDF complete	View Replace Resume
Required Cover Letter	Cover Letter 11-05-20 13:17:38 (PST)	PDF conversion in process	Replace Cover Letter
Required Transcripts	Transcripts 11-05-20 13:18:17 (PST)	PDF conversion in process	Replace Transcripts
<< Prev	Save changes	Save & Continue	

If you have applied to positions before you may be able to use your previously uploaded documents. To locate them click on the **Use Previously Uploaded (Cover Letter, Resume, or Transcripts)** link.

Alternatives

Write Transcripts
Use Previously Uploaded Transcripts

Add to my Application

You will now see a list of your previously uploaded

Previously Uploaded Transcripts
Return to Application

	Name	Description	Date Added
○	Transcripts 11-06-20 11:45:11 (PST)		Friday November 06, 2020 11:45:20 AM

documents. Select the previously uploaded documents you would like to use for your application. You can view the document by clicking on the document name. When you are satisfied click on the **Add to my Application** button.

Answering Supplemental Questions
You may be asked some supplemental questions.

Personal Information
Personal Information
Educational History
Employment History
Documents Needed To Apply
References
Supplemental Questions
Check for Errors and Submit

If you are answer the question(s) and then click **Save Changes** or **Save & Continue** to continue on to the next section of your application.

1. What is the highest level of education attained?
○ GED
○ High School Diploma
○ Associates Degree
● Bachelors Degree
○ Masters Degree
○ PHD

| << Prev | Save changes | Save & Continue |

Completing your application

Your application now moves to a summary of the screens you have just gone through. Sections with a green check mark are complete.

Sections with a red X identify sections with missing/incomplete information. Click on the section title to go to the screen you need to complete.

At the top of the screen the system will identify what items are required.

Find this item and correct it.

❶ "Country" is required

* Country

Please select
Canada
Andorra

Review the rest of the Summary screen to ensure all required fields (marked with a red asterisks) are completed. When everything is complete click on the **Save an Continue** button.

Click on the dropdown box at the top of you application and select Check for Errors and Submit.

Personal Information

Go

Personal Information
References
Documents Needed To Apply
Check for Errors and Submit

Repeat as needed until all errors or omissions have been fixed.

Once all sections are complete you can click on the **Edit this Application** link to make further edits, click on the **Print Version** link to print your summary page.

If you are ready to continue click on the **Certify and Submit** button.

Application for COORDINATOR, LIBRARY SERVICES Edit this Application | Print Version

Certify and Submit

Read the Certification message. If you agree with the statements then check the box and enter your initials to verify your identity. If you are not quite ready you to submit your application you can click on the *Return to Application* link. If you are ready click on the *Submit this Application* button.

Certify and submit your Application for COORDINATOR, LIBRARY SERVICES

Certification

I certify that all statements made on this application and the information contained in all other documents I have submitted in support of my application are true and complete to the best of my knowledge. I understand that North Island College may verify the information I have provided. I understand and agree that any misrepresentation, omission, or falsification of information provided may constitute grounds for immediate dismissal and may disqualify me for employment at this institution. I authorize North Island College to make inquiries regarding my education, work experience, references, and criminal background (if applicable). I understand that any job offer or subsequent employment may be conditioned on North Island College's receipt of a satisfactory background inquiry. I agree to cooperate in such inquiry and understand that providing misleading information may result in disqualification and/or termination. By electronically submitting this application, I certify that I have read and agree with these statements and conditions. By electronically submitting this application, I agree to these conditions.

☑ **I certify that I have read and agree with these statements.**

Please enter your initials to verify your identity.

| BS | | Submit this Application | or |

Return to Application

You will now see a message that you have successfully submitted your application and receive a confirmation code. You can click on the Logout link on the menu to the left if you are done, click on the *View Your Completed Application* button if you want to go back and review your completed application **Note**: you will not be able to make changes to your application once it is submitted) or you can click on the *Continue Your Posting Search* to review other postings.

❶ Your Application has been submitted.

You have successfully submitted your Ap

Your confirmation code is

CN000000090

Thank you for your interest in this position. The scre candidacy, you will be contacted.

View Your Completed Application

Continue Your Posting Search

Managing your Applications

Locating an application – Not yet completed

Click on the *Your Applications* link on the menu to the left. Locate the position and click on the *Edit* link.

| 🏠 Home |
| 🔍 Search Jobs |
| Job Alerts |
| 🔖 Your Bookmarked Postings |
| 📄 Your Applications |
| 📂 Your Documents |

Your Applications (1)

Applications to Complete (1)

In order to be considered for these postings, you

COORDINATOR, LIBRARY SERVICES
Edit

Click on the drop down box to go to the screen you were working on when you left your application.

Personal Information ⌄

Go

Hit the go button.
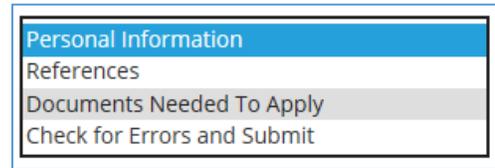
Locating Competed Applications

To view your completed applications click on the **Your Applications** link on the menu on the left. You will see a list your completed Applications.

You can see the status of your application in this screen.
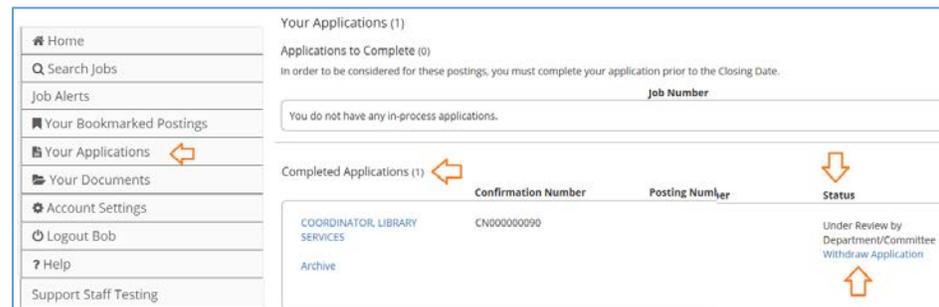
Withdrawing Your Application

Follow the steps above to locate your completed application. Click on the **Withdraw Application** button. **Note**: once you withdraw your application you will not be able to apply to this posting again.

If you are sure then click on the **Yes, withdraw this Application** button.

Are you sure? You will not be able to apply for this job posting again if you withdraw your application.

Yes, withdraw this Application | or Cancel

Job Alerts

You can receive email job alerts for specific or all job categories. Click on the **Job Alerts** link on the menu to the left.
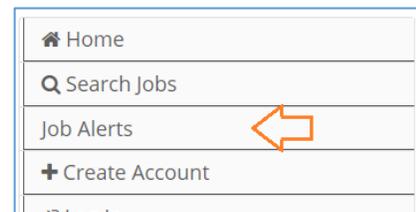
Complete the top section (email, First name, Last name). You can select to get job alerts only on the categories that you are interested in by clicking the checkbox next to the category. When you are done you click on the *Subscribe* button. If you want to unsubscribe from these emails you click on the *Unsubscribe* button.

Bookmark a posting

You can click on *Search Jobs* located on the menu on the left. You can then refine your search for a particular position title, position type, department, or search for a specific posting number, then click the *Search* button. Results will be shown below.

Once you have located a posting you are interested in you can Bookmark the posting to review later. Click on the *Bookmark* button, once it has been added you will see the posting details and a note at the top of the screen stating your Bookmark has been added.

Viewing your Bookmarks

Click on the *Your Bookmarked Postings* link on the menu to the left. You can then click on the View Details of the posting.

To Remove our Bookmarks

Go to the bookmark and then click on the **Remove Bookmark** button.

Account Settings

To update your account settings click on the **Account Settings** link on the menu on the left. You are then able to edit your information. You will need to ensure all required fields marked with a red asterisks have been completed.
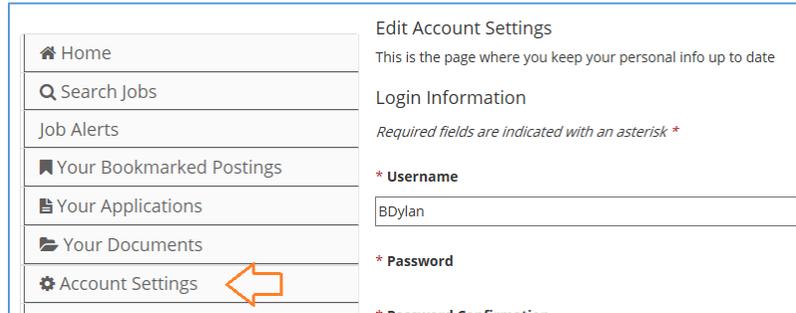
When you are done click the **Update** button located at the bottom of the screen.

Supporting Links

Links with supporting information can be found on the menu on the left. There are links to Support Staff Testing, Criminal Records Check and Immunization, and Applicant Instructions and Frequently Asked Questions (FAQ).
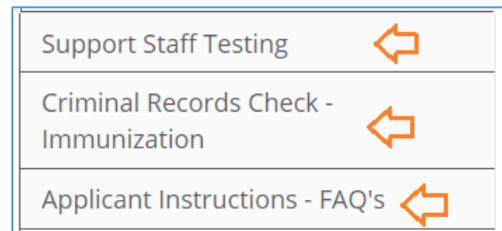
Logging Out

When you have finished you can logout by clicking on the **Logout** button on the menue to the left.
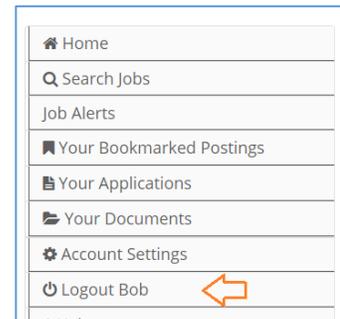
Forgot your Username or Password?

If you have forgotten your username and/or password, click on the **I forgot my username / password** link the NIC Careers login page.

To retrieve your username you will need to enter your email address that you used to create your account. You will need your username to retrieve your password. If you need further assistance please contact Human Resources.

Note: For security purposes, after clicking Retrieve Username, you will see a system message saying an email was sent, whether or not your actual email address exists in the system. If you do not receive an email, you may have entered a different email address than the one associated with your applicant account. Please enter that email address.
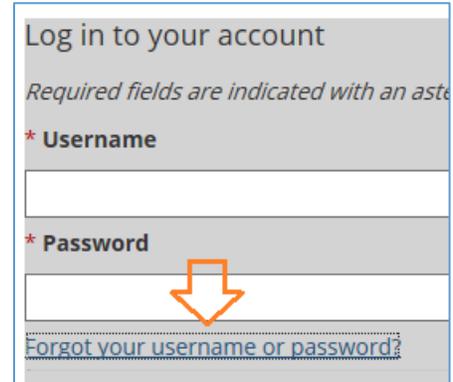
Log in to your account

Required fields are indicated with an aste

* Username

* Password

Forgot your username or password?
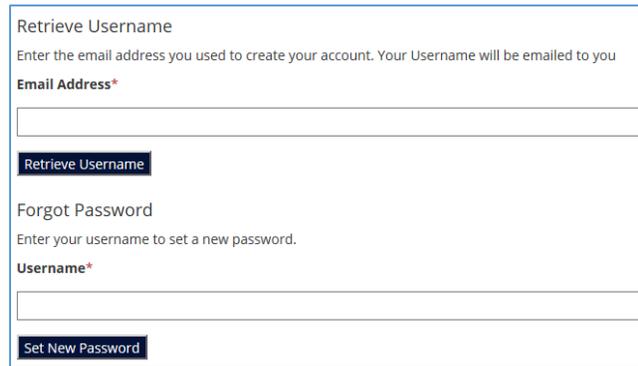
Retrieve Username

Enter the email address you used to create your account. Your Username will be emailed to you

Email Address*

Retrieve Username

Forgot Password

Enter your username to set a new password.

Username*

Set New Password