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HR/HCM: External Applicant Process

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External Applicant Process

This document provides external job applicants with the process on how to complete a job application for Indian River State College (IRSC).

To apply for a job at IRSC, perform the following steps:

1. In the Internet browser, enter www.irsc.edu (or click the link).

The IRSC home screen is displayed.

2. At the bottom of the screen, click **Employment**.

The JOBS AT IRSC screen is displayed.

3. To the right of the Employment paragraph, click **Jobs at IRSC**.

The SEARCH FOR JOBS screen is displayed.

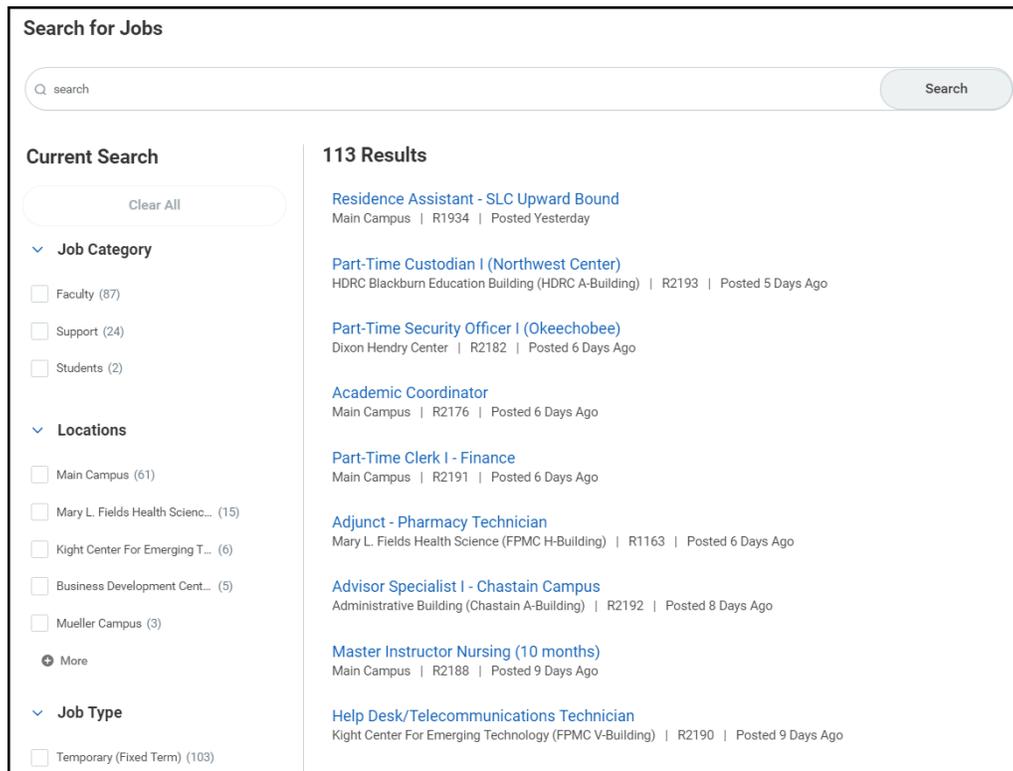


Figure 1-1: Search for Jobs Screen

NOTE

On the left side of the screen, you can filter your search based on Job Category, Locations, Job Type, and Full Time or Part Time.

4. Select the position for which you want to apply.

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The job description for that position is displayed. In this example, the Adjunct position was selected.

Adjunct - Nursing Assistant

📍 Main Campus

🕒 Posted 30+ Days Ago

📄 Part time

📄 R2179

Apply

Job Description

QUALIFICATIONS, KNOWLEDGE, AND SKILL REQUIREMENTS:

- A current valid Florida License as a Registered Nurse (RN) with two (2) years of recent proven clinical nursing experience; one year of long-term care clinical experience;
- Current CPR certification;

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Classroom instructional/clinical supervision of nursing assistant course;
- Responsibilities may also include designing curriculum;
- Organizing and providing educational experience leading to student credentialing and gainful employment in nursing assistant positions;
- Instructing in the clinical and laboratory settings;
- Liaison with the health care agencies;
- IRSC also expects its nursing faculty to serve as professional nurse role models for their nursing students.

This individual may be assigned to teach at any IRSC campus or the Main Campus, which may change according to the needs of the program/department. The use of discretion and independent judgment with respect to matters of significance is also required.

About Us



Indian River State College serves Florida's Treasure Coast as the four-county region's premier provider of post-secondary education. A comprehensive public institution, IRSC offers short-term career training, two-year Associate Degrees and Bachelor's Degree programs. The College's combination of quality, affordability and convenience attracts more than 30,000 students annually. Every aspect of IRSC is focused on helping students succeed. We appreciate your interest in IRSC and thank you for considering IRSC as your career choice.

IRSC EEO/Equal Access Policy

Indian River State College is an equal opportunity/equal access institution. It is the policy of the District Board of Trustees to

Figure 1-2: Job Description Displayed

5. To apply, click the **Apply** button.

The QUICK APPLY screen is displayed.

It is recommended that applicants skip this feature, as it requires specifically formatted resumes, and can result in errors that do not allow you to proceed.

Quick Apply

If you are experiencing errors applying, it may be related to the Quick Apply. Please start over and skip the Quick Apply step by clicking "Next" to go to "My Information" and continue. Attach your resume on the "My Experience" page in the Resume/CV section instead of manually entering the information.

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

Drop file here

or

Figure 1-3: Quick Apply Screen

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6. Click **Next** to continue.

The MY INFORMATION screen is displayed.

The screenshot shows a mobile application screen titled "My Information". At the top, there is a navigation bar with a back arrow on the left and a red circle with a white arrow on the right. Below the navigation bar is a form with the following fields:

- Country ***: A dropdown menu with "United States of America" selected.
- Name**: A section containing two text input fields:
 - First Name ***: An empty text input field.
 - Last Name ***: An empty text input field.
- Address**: A section containing one text input field:
 - Address Line 1**: An empty text input field.

Figure 1-4: My Information Screen

7. Complete each field, and then click **Next**.

Fields with a red asterisk (*) are required.

The MY EXPERIENCE screen is displayed. See [Figure 1-5 on page 4](#).

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The screenshot shows a mobile application interface titled "My Experience". At the top, there is a navigation bar with a back arrow on the left and a forward arrow on the right, with an orange gradient background. Below the navigation bar, the screen is divided into four sections: "Work Experience", "Education", "Skills", and "Languages". Each section has a rounded rectangular container with an "Add" button inside. The "Skills" section also includes a search input field with the placeholder text "Search for a skill." and a menu icon on the right.

Figure 1-5: Experience Screen

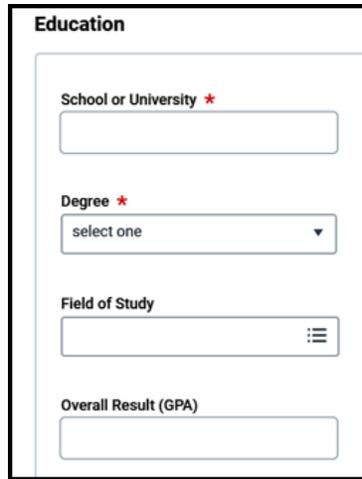
8. To add information to the Work Experience category, click the **Add** button. The Work Experience category fields are displayed.

The screenshot shows the "Work Experience" form fields. The fields are: "Job Title" (required, marked with a red asterisk), "Company" (required, marked with a red asterisk), "Location", "From" (required, marked with a red asterisk, with a date picker showing "MM / YYYY"), "I currently work here" (checkbox), "To" (required, marked with a red asterisk, with a date picker showing "MM / YYYY"), and "Role Description".

Figure 1-6: Work Experience Fields

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9. To add information to the Education category, click the **Add** button.
The Education category fields are displayed.

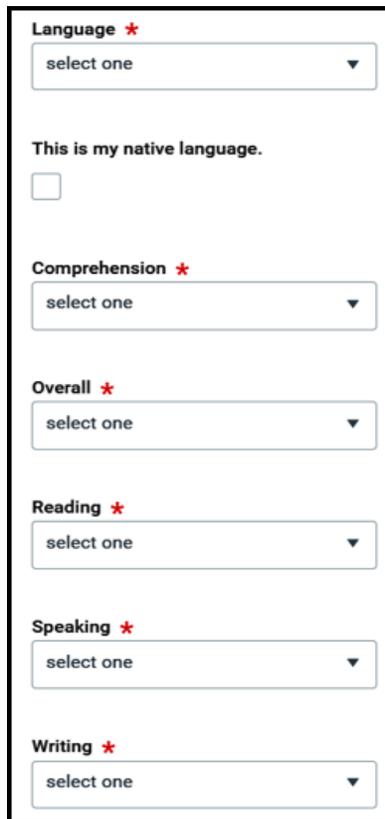


The screenshot shows a form titled "Education" with the following fields:

- School or University ***: A text input field.
- Degree ***: A dropdown menu with "select one" as the current selection.
- Field of Study**: A text input field with a menu icon on the right.
- Overall Result (GPA)**: A text input field.

Figure 1-7: Education Fields

10. In the Languages category, add any languages that you speak or can communicate in.



The screenshot shows a form titled "Language" with the following fields:

- Language ***: A dropdown menu with "select one" as the current selection.
- This is my native language.**: A checkbox.
- Comprehension ***: A dropdown menu with "select one" as the current selection.
- Overall ***: A dropdown menu with "select one" as the current selection.
- Reading ***: A dropdown menu with "select one" as the current selection.
- Speaking ***: A dropdown menu with "select one" as the current selection.
- Writing ***: A dropdown menu with "select one" as the current selection.

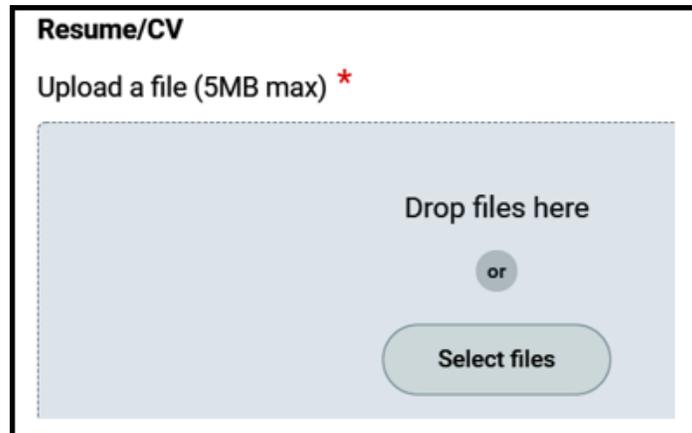
Figure 1-8: Languages Category

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11. In the Attachments category, click **Select files** to attach your resume.

NOTE

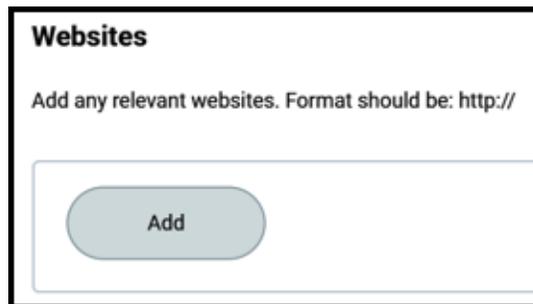
Applicants for Faculty positions — Attach a Work Verification Letter from current or former employer on their company letterhead.



The screenshot shows a form titled "Resume/CV". Below the title, it says "Upload a file (5MB max) *". There is a large dashed rectangular area for dropping files. In the center of this area, it says "Drop files here" above a small circle containing the word "or". Below the circle is a rounded rectangular button labeled "Select files".

Figure 1-9: Attachments Category

If you have additional information you would like to share about yourself from a Web site, under the Websites category, click the **Add** button, and then add the link.



The screenshot shows a form titled "Websites". Below the title, it says "Add any relevant websites. Format should be: http://". There is a large empty rectangular area for entering website information. At the bottom of this area is a rounded rectangular button labeled "Add".

Figure 1-10: Websites Category

12. Click **Next**.

The APPLICATION QUESTIONS screen is displayed. See [Figure 1-11 on page 7](#).

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Adjunct - Nursing Assistant

Application Questions

Attach Cover Letter: -This is NOT a Resume. -The Cover Letter should address how you meet the qualifications for this position, based on the minimum requirements outlined in the Job Description. *

Drop files here
or
Select files

Attach Copy of Unofficial Transcripts: -If this position requires a degree, copies must be attached in order to complete your application for consideration. -Official Transcripts are only required in the event that you are selected as the final candidate. Official Transcripts must come directly from your College to IRSC-HR via regular mail in order to be considered Official.

Drop files here
or
Select files

Please indicate the date you are available to start at IRSC. *

MM / DD / YYYY

Are you currently employed? *

select one

Figure 1-11: Application Questions Screen

13. Answer the questions, and then click **Next**.

The VOLUNTARY DISCLOSURES screen is displayed.

Voluntary Disclosures

Personal Data Statement

Individuals seeking employment are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, or sexual orientation. You are being given the opportunity to provide the following information in order to help us comply with federal and state Equal Employment Opportunity/Affirmative Action record keeping, reporting, and other legal requirements.

Completion of the form is entirely voluntary. Whatever your decision, it will not be considered in the hiring process or thereafter. Any information that you do provide will be recorded and maintained in a confidential file.

Please select your gender

select one

Please select the ethnicity which most accurately describes how you identify yourself

select one

Please indicate if you identify as Hispanic or Latino

select one

Figure 1-12: Voluntary Disclosures Screen

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14. Read the Personal Data Statement for important information.

If you decide to answer the personal data questions, select which options most closely apply.

15. Read the Terms and Conditions for important information.

If you accept the terms of the application, and have provided the required information, select the **Yes, I have read and consent to the terms and conditions** option, and then click **Next**.

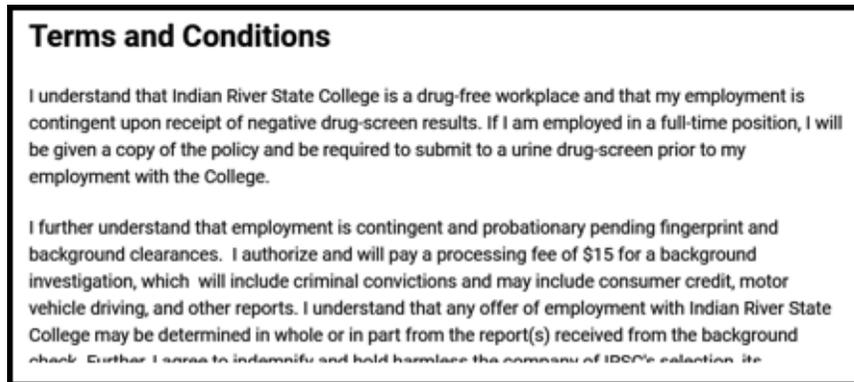


Figure 1-13: Terms and Conditions

The REVIEW screen is displayed. This screen allows you to review the information that you have provided on your application.

16. Review for informational accuracy.

If you need to make changes, continue clicking the **Back** button until you reach the screen with the appropriate fields to make the changes.

17. Once you have reviewed the information, click **Submit**.

The application successfully submitted message is displayed once you have submitted the application, confirming receipt of your application. See [Figure 1-14 on page 9](#).

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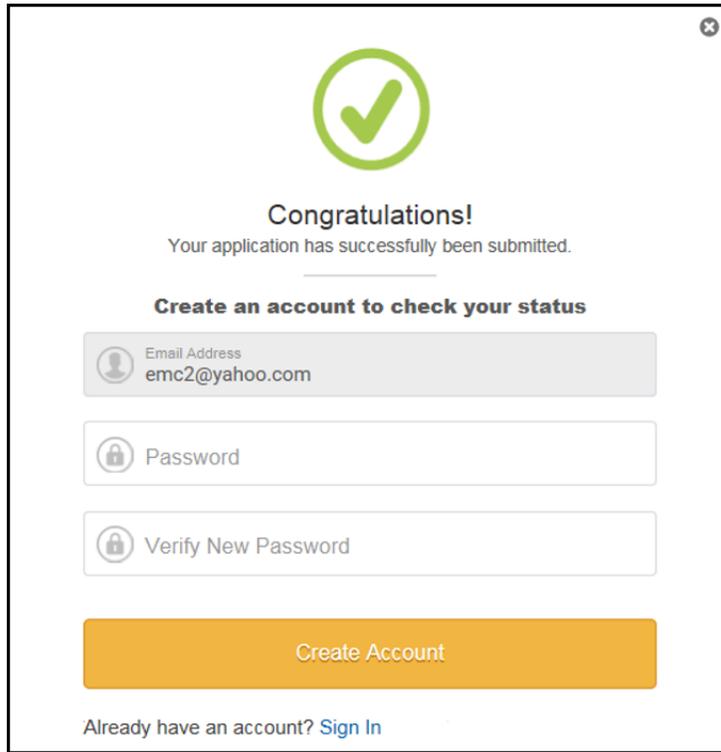


Figure 1-14: Application Successfully Submitted Message Displayed

IRSC's Human Resources Department recommends creating an account so that you can track your application, and view the status.

Document Change Record

The following changes have been made to this document.

Date	Change
01/22/1	Created version 1.
01/25/16	Approved version 1.
07/25/17	Minor Change – On page 5, replace Figure 1-8 and updated the Note box.
04/03/19	Created version 2. On page 1-1, replaced Figure 1-1. On page 2, added the last paragraph. On page 3, added Figure 1-3.
04/04/19	Approved version 2.
07/17/19	Created version 3. On page 2, replaced Figures 1-2 and 1-3. On page 3, replaced Figure 1-4. On page 4, replaced Figures 1-5 and 1-6. On page 5, replaced Figures 1-7 and 1-8. On page 6, replaced Figures 1-9 and 1-10. On page 7, replaced Figures 1-11 and 1-12. On page 8, replaced Figure 1-13.
07/22/19	Approved version 3.