

Before You Apply

(External Applicants Only)

The following information provides the basic process for applying for job vacancies at Seminole Community College. Once you have read this information and are ready to apply, visit:

www.scc-fl.edu/hr/jobs/

It may be helpful to keep these tips available as you navigate through the application process.

Current SCC employees **must** use **MySCC** and apply for SCC jobs. The path to this area is:
Self Service > Recruiting Activities > Careers

Tips

1. **Do not** use the Back or Forward browser buttons to navigate the online application; doing so may cause any data you have already entered into the form to be lost. Use the navigation buttons and hyperlinks on the application pages to go from one page to another.
2. You may save your application to complete it at a later time, but you must submit the application by the posted closing date to be eligible for consideration.
3. To protect the privacy of your information, be sure to **log out** and close **all** browser windows after submitting your application.
4. Keep the **user name** and **password** you used for your login registration in a safe, accessible place. You will need this information to retrieve and make changes to your application and to apply for additional positions.
5. It is recommended that you assemble all relevant documents before beginning the application process (e.g., cover letter, reference letters, resume or curriculum vitae, transcripts, certificates or licensure information). All supporting documentation must be submitted **online** at the time you apply. Review the "How to Apply" document for more information on how to attach documents to your application.
6. Before submitting your application, ensure that it is complete and you have selected all jobs for which you wish to be considered.
7. Press the "Tab" key to move from field to field on the application.
8. When searching for jobs on the Careers page, you may use the "**Advanced Search**" option to search by job opening ID, location, keyword or by selecting different job categories. To view all job listings, leave all categories blank and click "Search."

Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Basic Job Search Keywords: <input type="text"/> Posted: Last Month <input type="button" value="Search"/> Advanced Search Search Tips	Login User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> Login Help Register Now
--	---

Latest Job Postings				
Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	07/28/2008	President	100841	Sanford Lake Mary Campus
<input type="checkbox"/>	07/28/2008	Educational Advisor	100840	Altamonte Springs Campus
<input type="checkbox"/>	07/24/2008	Music Prog Coord/Accompanist	100635	Sanford Lake Mary Campus
<input type="checkbox"/>	07/24/2008	Print Shop Supervisor	100634	Sanford Lake Mary Campus
<input type="checkbox"/>	07/24/2008	Solutions Coordinator	100633	Heathrow Center for Econ. Dev.

[Select All](#) [Deselect All](#)

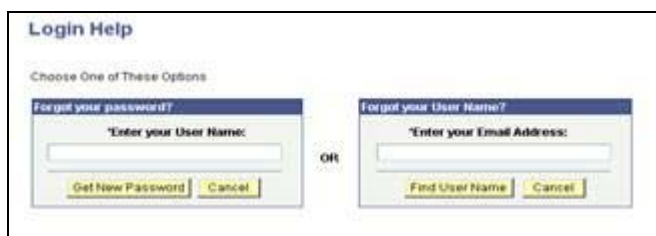
[Apply now without adding a job](#)

9. If you find a job posting for which you wish to apply, click the checkbox next to the posting to select it. You can select multiple postings. Once you are ready to apply, click "Apply Now."
10. To be considered for multiple job vacancies, you must apply for **each posting** separately.
11. Online applications, resumes and vitae that are not accessed for 12 months will be purged, and applicants will be required to complete a new online application, resume or vita to apply for additional jobs.

12. As a first-time online applicant, you will need to create a profile and register with a user name and password. To register, click "Register Now" or "Click Here to Register." Then, click "Search" to find jobs. When you have found a posting you wish to apply for, click "Apply Now" (If have not yet registered, you will be redirected to the registration page.).



13. If you forget your password, click "Login Help" and enter your user name.



14. It is applicants' responsibility to have foreign transcripts evaluated by an authorized evaluation service. SCC recommends:

World Education Services
P.O. Box 5087
Bowling Green Station, New York, NY 10274-5087

Ph: 212.966.6311
Web: www.wes.org

The interview process may be delayed until such a review has been completed.

15. New applicants are required to provide a valid e-mail address, as much of the communication during the recruitment/employment process at Seminole Community College is handled through e-mail. If you do not have an e-mail account, you can register for a free e-mail account at any of the following providers*:

- **Gmail:** <https://www.google.com/accounts/NewAccount?service=mail>
- **Hotmail:** <https://signup.live.com/signup.aspx?rollrs=12&lic=1>
- **Yahoo!:** <https://edit.yahoo.com/registration?.intl=us&new=1>

* None of the listed e-mail providers are affiliated with Seminole Community College, and SCC does not warranty their services in any way.