BEFORE YOU APPLY

FOR EXTERNAL APPLICANTS ONLY

Current Seminole State employees MUST USE Self Service via MYSEMINOLESTATE. After logging in, click on Careers/Jobs @ Seminole State. Click here.

The following information provides the basic process for applying for position vacancies at Seminole State College.

- Once you read this information and you are ready to apply for positions, begin the application process by going to http://www.seminolestate.edu/hr/employment.
- It may be helpful to keep these instructions available as you navigate through the application process.

Tips and Tricks

1. Do **not** use the BACK or FORWARD buttons on your browser. Doing so may cause data to be lost. Use the navigation buttons and hyperlinks on the application pages to go from one place to another.

2. You may save your application to be completed 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** used for your login registration in a safe, accessible place. You will need this information to retrieve and to make changes to your application and to apply for additional positions.

5. We recommend 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 **attached online** at the time you apply. See the How to Apply document for more information on how to attach documents.

6. Before submitting your application, be sure it is complete and that you have selected all jobs for which you want to be considered.

7. Use the TAB key to go 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 families. To view all job listings, leave all categories blank and click on the “Search” button.

9. If you find a job posting for which you want to apply, you may select it by clicking in the checkbox next to the posting. Once you are ready to apply, click on the “Apply Now” link.
10. In order for your application to be considered for job vacancies, you must apply for each posting of interest.

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 username and password. To register, click on the “Click Here to Register” or “Register Now” links. Either link will take you to the registration page. If you click “Search,” you will be given the opportunity to search for jobs first. If you select a job and click “Apply Now” before registering you will also be taken to the registration page.

13. It is the applicant’s responsibility to have foreign transcripts evaluated by an authorized evaluation service. We can recommend World Education Services at P.O. Box 5087, Bowling Green Station, New York, NY 10274-5087, telephone (212) 966-6311, or at www.wes.org. The
interview process may be delayed until such a review has been completed.

14. New applicants are required to provide a valid e-mail address because much of the communication during the recruitment/employment process at Seminole State College is handled through e-mail. If you do not currently have an e-mail account, we recommend you register for a free account by choosing one of the following links:

**YAHOO E-MAIL**
https://login.yahoo.com/config/login_verify2?&src+ym&rl=1

**HOTMAIL E-MAIL**