



## HOW TO APPLY FOR MIRACOSTA COLLEGE EMPLOYMENT OPPORTUNITIES

### VIEW JOB OPENINGS

- ◆ Go to <https://jobs.miracosta.edu> and click **Search Postings** on the navigation bar in the left-hand column. This will bring you to the **Search Results** page. To view a specific job posting, click the **View** link just below the job title.
- ◆ Review job posting details: **Read all instructions in red** at the top of the **Job Details** page and then thoroughly review all posting details.

### APPLY FOR A JOB

- ◆ When ready to apply for a job, click **APPLY FOR THIS POSTING**, located near the top and at the bottom of the **Job Details** page of the posting.

New applicants (if you have NOT used this system): Select **Fill out a new application**. Create a user name and password. You will also be asked to create a security question and an answer that only you will know. Click **SAVE AND CONTINUE TO NEXT** to go to the next page.

#### OR

Existing users: Enter your existing user name and password. You will then be asked to either review the application information you previously entered and apply it to the job you want to apply to now OR complete a new application if the position you are applying to requires a different type of application form than what you have already saved in the system. Click **SAVE AND CONTINUE TO NEXT** to go to the next page. If you don't remember your user name or password, click **I Forgot My User Name/Password** on the login page. You will be asked to answer your security question. Your password will then be reset to your existing user name. If you don't remember your user name, contact Human Resources at 760.795.6854.

- ◆ Answer supplemental question(s): After you have completed each page of the application, answer the required supplemental question(s). Click **SAVE AND CONTINUE TO NEXT** to ensure that all your information is saved.
- ◆ Attach documents: After confirming that the information you entered is correct, you may be asked to attach documents such as a cover letter, resume/cv, transcripts, and letters of recommendation. To attach documents, click **Attach New Document** next to the relevant document type, then either click **Browse** in order to search your computer files for your document and attach it OR copy and paste the desired text into the textbox provided.

*If you are not ready to attach all your documents, you may click **ATTACH ADDITIONAL DOCUMENTS LATER** to return at a later time to continue attaching documents.*

Return to attach documents: Log in using your user name and password. On the **Application Status** page, find the position that you are applying for. Under the **Status** column, click on the **Complete** link and follow the instructions.

- ◆ Receive a confirmation number: Once you finish attaching all required documents, you will receive a confirmation number.

***IMPORTANT: You have not successfully applied to a job posting until you have received this confirmation number.***