HCM External Applicants

Maricopa encourages external applicants to create their own unique Applicant profile. This profile will allow the applicant to easily apply for Maricopa jobs. Applicants can also upload resumes, cover letters, etc. that are required for the application process. In addition, the applicant will be able to review and accept job offers via their applicant profile.

This quick reference guide will provide you the steps on how to access the External Applicant careers page as well as other activities and functions that you can perform in your applicant profile.

Access External Careers Page

- 1. In your web browser type: <u>www.maricopa.edu</u> and press Enter.
- 2. Scroll to the bottom of the page, and click the Careers link.



3. From the Careers page, click View Job Listings button.



• The Jobs page displays.

Create Applicant Profile

If you have not created an applicant profile before with Maricopa, follow the steps below. Otherwise, if you have previously created an account, click the Sign In link to login and skip to the next section.

1. Click the New User link.

Search by job title, location, or keyword	»
Welcome	Sign In New User
View All Jobs	>
My Job Notifications	>
My Job Applications	>
★ My Favorite Jobs	>
Q My Saved Searches	>

2. Fill out all the required fields in the New User Registration page, and click Register.

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Address 3			
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Postal		County	

Your new applicant profile is now successfully created.

Search Jobs	
Bearch by job title, location, or keyword	×
Welcome Francis	Sign Out
View All Jobs	>
My Job Notifications	>
My Job Applications	>
My Favorite Jobs	>
Q My Saved Searches	>
2. My Account Information	>

View Job Openings

1. Click the View All Jobs tab.

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Search by job tille, location, or keyword	*
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F View All Jobs	>
My Job Notifications	>
My Job Applications	>
★ My Favorite Jobs	>
Q My Saved Searches	>
2. My Account Information	>

• The Job Postings page displays.

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* Location	A Rearch Jobs	
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040	Cher Sainh Sain Swith	
Date: Support Seasons Only (77)	180 (His Fund.	
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Physical Sciences (5)	Cross Date: 079442300	
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+ Job Family	Jab 10 31225	
	Location: The School Community College	
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Statl - Stadord Alfanis (20)		
Students - Temporary (16)	Business Unit Rie 6dade College	
Braff Information Tools (12)	Posted Date: 0700200 Close Date: OpenUtd Filed	
More	Constant Operation	
	Fregram Director	
* Job Posted In	Jub 10 214342	
2008 (917)	Location Rie Salado Community Collego	
2019 (47)	Department Technology Bervices	

2. To filter Job Postings by category, such as Location or Job Family, click on the corresponding links on the left menu.

Location	Search Jobs
	Search by job title, location, or key
Rio Salado Community College (56)	Circa Scouth
District Support Services Catr (28)	
	173 jobs found.
GateWay Community College (19)	Apply for Job
Districtwide (18)	
More	□ Art
Department	
Department	
No Value (20)	
Facilities (10)	
Community Development (9)	
Physical Sciences (8)	
More	
More	Counselor
Job Family	
Temperary Hearly (29)	
Staff - Student Affairs (19)	
No Value (18)	
Staff - Information Tech (15)	
More	J
Job Posted In	 Program Manager (Commu

• This will filter the jobs based on the option you choose.

View and Apply for a Job

1. To view a job posting, to the right of the job post, click the View Job Description button.

Search by job title, location, or keyword	>
Clear Search	Save Search
District Support Services Critr 🛞	
28 jobs found	
Apply for Job	
Job Family	/
Business Unit	District Office
Posted Date	05/19/2020
Close Date	Open Until Filled
Technology Support Technician	
Job ID	314233
Location	District Support Services Ontr
Department	Customer Care
Job Family	
Business Unit	District Office
Posted Date	05/04/2020
Close Date	Open Until Filled

2. The Job Post displays. Be sure to scroll down to view the entire job post.

Search Jobs	Job Description		*	i a	۲	=	
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		Apply for 30					
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3. To apply for the job, in the upper-right corner, click the Apply for Job button.

Apply for Job

4. Before you can proceed, you must click the checkbox where you agree to the Terms & Conditions.



5. Click Next in the upper-right corner.

- 6. Be sure to answer each question in the application process, and you must click the Next button to proceed to the next section.
- Your progress in the application process will display in the left-hand column.
- You will reach the Submit button once you have completed all sections.

8 Exit		
Program Analyst (ITS)		
1 Start Complete		Step 2 of 8: Prequalify To be eligible to submit an application you will need to answer the folio
2 Prequality In Progress		Prequalify
3 Resume Not Started		*1. Are you authorized to work and remain in the United States?
4 Attachments Not Started		"2. Need Visa Sponsorship?
5 Qualifications Net Started	Ň	⊖ Yes ⊖ No
6 Referrals Not Started		*3. Do you meet the minimum qualifications for this job posting? Yes
7 Self-Identify Not Started	Ň	O N0
Review and Submit Not Started		

Resume & Other Attachments

When applying for a job, a resume is required and you will not be able to proceed until one is attached.

Additionally, some jobs may require a Cover Letter, Transcripts, and or other documentation.

When applying, keep in mind the following when attaching your items:

In the Resume section, this is where you will attach your Resume and if applicable your Cover Letter.

1 Start Complete	Step 3 of 8: Resume
Compare	Resume Attachment (Required)
2 Prequalify Complete	You have not provided a resume.
-	Attach Resume
3 Resume In Progress	Cover Letter Attachment
4 Attachments	You have not provided a cover letter.
Not Started	

For other attachments such as Transcripts, use the Attachments section.

	Apply for Jeb
Technology Support Technic	an
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View & Accept Job Offer

To view and accept a Job Offer, follow the instructions below.

- 1. Follow the steps in the "Access External Careers Page" section on page 1 to access your applicant profile.
- 2. Click My Job Notifications.

Search Jobs	
Search by job title, location, or keyword	»
Welcome Internal	Sign Ou
View All Jobs	>
My Job Notifications	1 >
My Job Applications	2 >
+ My Favorite Jobs	、 、

• Your My Job Notifications page displays.



3. Click either the Job Offer row, or the row under My Notifications (both take you to the same screen).



• The Job Offer page displays with specific instructions to follow. Be sure to read them.



4. To view the Job Offer letter, in Step 1: Review Offer section, click the Offer Letter link.



- A new tab will open displaying your Offer Letter. Once you have reviewed the letter, close the tab to return to the Job Offer screen.
- In Step 2: Accept/Reject Offer section, enter your response to the Job Offer, click the checkbox to check that you acknowledge & understand the Job Offer, then choose Accept or Reject.



- 6. Click OK in the message window box to confirm.
- If your Job Offer has instructed you to return documentation, click the Add Document button in Step 3: Return Documents section. Follow the prompts to attach. Otherwise, skip this step.



• Congratulations! You have accepted your Job Offer!



8. When finished, Sign Out.