Student Employee Application Guide
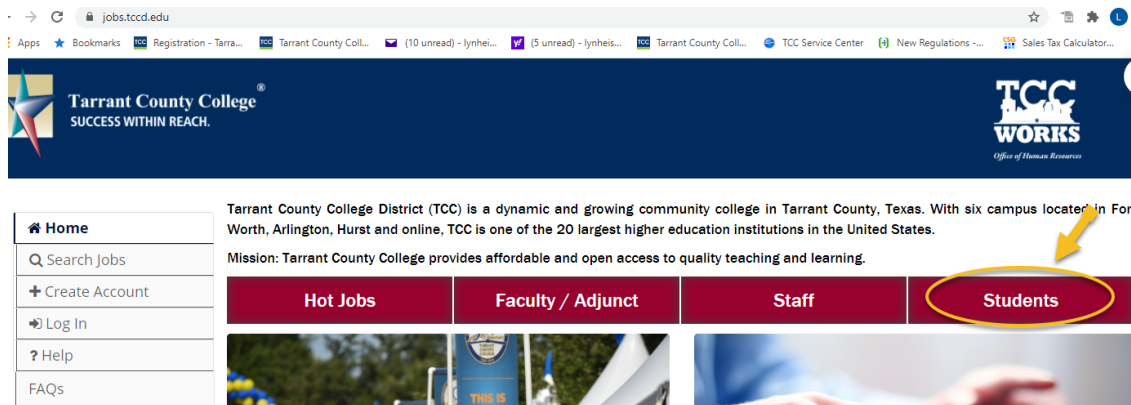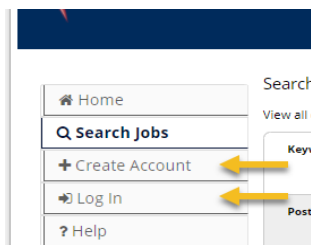
Creating an Account
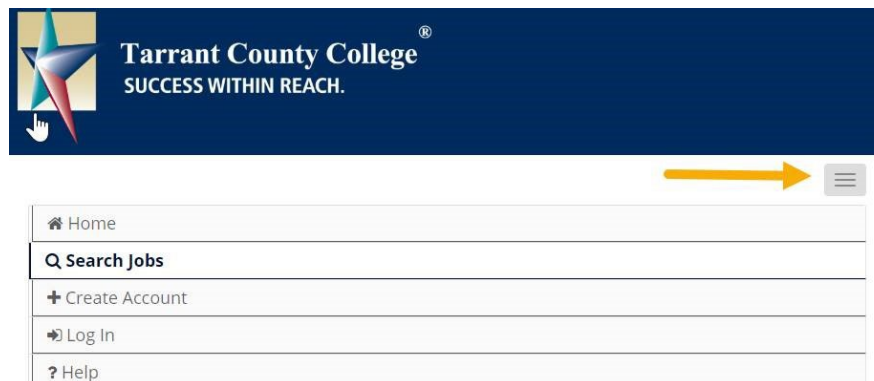
1. Go to Jobs.tccd.edu
2. Click on **Students**

3. Either **Log in** or **Create Account** by using the side bar menu or by clicking the link below the green **Log In** button.

Note: If on a mobile device, the menu is accessed by clicking the hamburger in the upper right corner, as shown below:

4. **To create an account**, it is recommended that you use your **@my.tccd.edu** email address, but a personal email address may be used.

a. On the **Create an Account** page, you also have the option of uploading your resume.

5. After all the required information is entered, click the **Create Account** button.

Searching for Jobs

1. To search for job openings, locate the **Category** box and then click on **Student** option in the list. Then, click **Search**.

2. Available positions meeting your selected criteria will populate. Click the **View Details** button to view the posting details.

Applying for a Job

1. After reviewing the details, if you wish to apply for the job, click the **Apply for this job** button at the top. Or, to return to the search results, click your browsers back button.

Student Employee

| 🔖 Bookmark this Posting | 🖨 Print Preview | ➡ Apply for this Job |
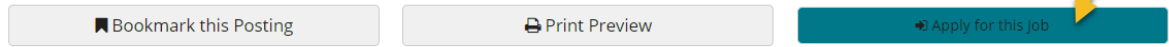
Please see Special Instructions for more details.

2. Complete each section of the application. Be sure to save as you go by clicking the **Save Changes** or **Save & Continue** button either at the top or bottom of each page.

Application for Student Employee: Personal Information

| Save changes | Save & Continue |

| Personal Information ⌄ |

| Go |

Note: The system will automatically **log you off after 15 minutes** of inactivity. Be sure to click **Save** and log off, or **Next** to save and move forward.

3. You may revisit or skip ahead to other sections of the application by using the dropdown list and clicking the **Go** button.

Application for Student Employee: Personal Information

| Save changes | Save & Continue |

| Personal Information ⌄ |

| Go |

For security purposes, this system will automatically log you off after 60 minutes of inactivity. Please click **Save** to s
To move to another page in the application process, please use the drop down menu at the bottom of the page (s

4. Once you reach the end of the application,
   a. **If incomplete**, you will see a notice in a red box.
      i. Scroll down the page to see which section is missing information, indicated in red. (The completed sections will have a green check mark.)
      ii. Click on the section title and enter the missing information. Click **Save Changes** or **Save & Continue**.
      iii. You may use the dropdown list to skip to **Check for Errors and Submit** to see if anything else needs updating.

Application for Student Employee: Personal Information

Save changes   Save & Continue

Check for Errors and Submit   ⌄

Go

b. Once all sections of the application are complete, click the **Certify and Submit** button.

Application for Student Employee Edit this Application | Print Version

Certify and Submit

5. Read the **Summary of Rights** under the **Certification** heading.
   a. Check the box next to the statement "**I certify that I have read and agree with these statements**".
   b. Enter your initials
   c. Either click **Submit this Application** *or* the **Return to Application** link.

IMPORTANT: Once you click **Submit**, you will **not** be able to return to the application for editing.

If you need to make changes to your application, contact your campus Career Services office.

the review of this information, and agree to fully reimburse them for any liability that may incur as a result of the scope or manner of their investigation, which investigation is authorized herein. I consent to the required Criminal History Background Check and Drug Test (if applicable).

☑ **I certify that I have read and agree with these statements.**

Please enter your initials to verify your identity.

LH   Submit this Application or Return

to Application

6. Upon completion of the application, you will receive confirmation of submission on the screen and via email to the address you provided.

7. Qualifying applicants will receive a link to complete the "Student Employee Information Session".