

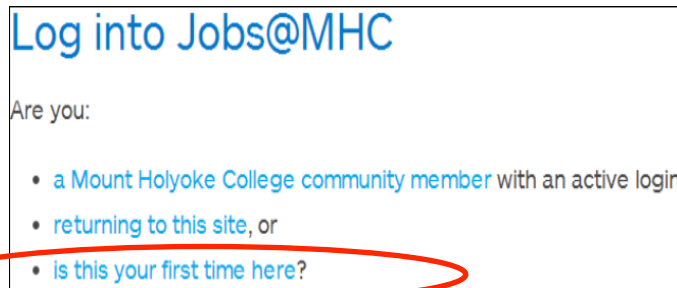
MOUNT HOLYOKE

Applicant Tip Sheet

First Visit? Create a Login

If you don't have a Mount Holyoke username:

- Select "login/create account" from the navigation in the upper left corner.
- Click "is this your first time here?".
- Complete the "First Time Here" form with your full name, email address and a password of your choosing.



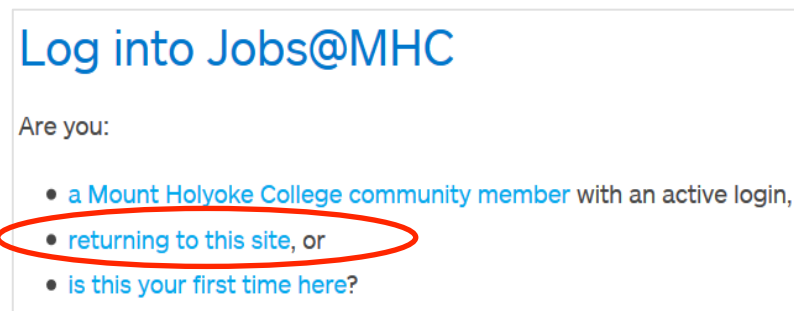
Log into Jobs@MHC

Are you:

- a Mount Holyoke College community member with an active login,
- returning to this site, or
- is this your first time here?

Returning to this site Login

- Click "returning to this site"
- Enter your login information and password.



Log into Jobs@MHC

Are you:

- a Mount Holyoke College community member with an active login,
- returning to this site, or
- is this your first time here?

Mount Holyoke Users Login

- "Mount Holyoke College community member".
- Enter your login information and password.

Log into Jobs@MHC

Are you:

- [a Mount Holyoke College community member](#) with an active login,
- [returning to this site](#), or
- [is this your first time here?](#)

Enter Your Application

- Select a position from the list of open vacancies.
- Click “[apply for this position](#)”.
- On the My Application page, you will have a series of steps you need to complete, depending on the type of position for which you are applying. You may complete these steps individually or you can have the Application Wizard guide you through each step in the application process.

Search:	#223
Date Posted:	07/24/2014
Type/Department:	Staff in Library, Information & Technology
Search Status:	Search Is Open - Accepting Applications
Apply Now:	Would you like to apply for this position?

Use the Application Wizard or select a step:

1. [Verify Your Profile](#)
2. [Complete Equal Opportunity Information](#)
3. [Enter Education](#)
4. [Enter Employment History](#)
5. [Enter References and Document\(s\)](#)
6. [Answer Application Question\(s\)](#)
7. [Read and Complete the Certification](#)

Submit Your Application

- Once you have completed each step, you still need to submit your application for it to be considered.
- We strongly suggest you start by choosing “[Review My Complete Application](#)” to ensure

- *your application is accurate before submitting it.*
- *Once you are satisfied with your application, select “Submit My Application”. At this point you cannot make changes to your application without withdrawing it for consideration. Profile information can be changed at any time.*

Application Status

Your application was **Ready to Submit** as of 08/05/2014 at 02:10PM.

Your application is complete but will not be considered until you submit it. Click on the link below to submit your application.

Please note that you have the ability to modify or withdraw an application after submitting it.

Your application is complete but will not be considered until you submit it. Click on the link below to submit your application.

[Submit My Application](#)

From Here You Can...

[Review My Complete Application](#)

[Return to My Account](#)

Have Questions?

Contact us anytime!

Human Resources, 1 Skinner Hall, Phone (413) 538-2503
Office of the Dean of Faculty, 101 Mary Lyon Hall, Phone (413) 538-3093
or email jobs@mtholyoke.edu