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.

Returning to this site Login
• Click “returning to this site”
• Enter your login information and password.

Mount Holyoke Users Login
• “Mount Holyoke College community member”.
• Enter your login information and password.
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.

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.

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](mailto:jobs@mtholyoke.edu)