



## MILWAUKEE AREA TECHNICAL COLLEGE ONLINE APPLICATION INSTRUCTIONS

### **ATTENTION FIRST TIME APPLICANTS:**

If you have not been to our online job site before, you must create an account in order to apply for a job. PLEASE NOTE THAT YOUR LOGIN DOES NOT COINCIDE WITH ANY OTHER MATC LOGIN AND/OR PASSWORD.

### **HELPFUL HINTS:**

1. Have your pertinent information ready before you begin (employers, reference information, etc)
2. The **Application** allows you to save as you go. Each page will save once you have pressed the "next" button to advance to the next page in the application.
3. Required fields are indicated by an asterisk (\*). The application will not allow you to move forward without completing the mandatory fields.
4. For any required field for which you do not have an answer, enter N/A
5. If you do not have a middle initial, please enter NMI
6. The salary fields in the application do not accept commas or dollar (\$) signs
7. The Application allows you to upload up to three documents when applying for a position
8. Please direct questions regarding the online application to Human Resources at 297-7708.

### **CREATE ACCOUNT:**

1. From the Job Search Page
2. Click on "View My Account"
3. Click on "Create a New Account" located at the bottom left side of screen
4. Fill out the Account Information page, click on "sign in" at the bottom of the page

### **CREATE PROFILE:**

This feature allows you to complete the major information sections required for the online application without actually applying for a position. Once completed, your online profile will be accessible by you to be used to apply for positions.

1. From the Job Search Page
2. Click on "View my Account"
3. Enter your username and password
4. Scroll down until you see the heading "Documents"
5. Under the word "resumes", click the "ADD" button
6. This is where you will create your profile. The profile, once created, will allow you to apply for jobs without re-entering all of your information
7. Make sure to complete ALL sections of the profile. Your information will save after you complete the last screen and click "Finish". **(Please Note: If you exit the website before you click "Finish", your information will not save, so make sure you allow yourself enough time to complete the entire profile)**

**HELPFUL HINT:** The required fields of the profile are marked in bold, navy blue print. We recommend that you go through the pages the first time and just complete the required fields. This allows you to save your basic information. Then you can go back in to edit the profile and add additional information.

### **EDIT/REVIEW PROFILE:**

This feature allows you to make changes to a profile that you have already created. This can be useful if you are applying for multiple positions and want to customize your information for each.

1. From the Job Search Page
2. Click on "View my Account"
3. Enter your username and password
4. Scroll down until you see the heading "Documents", then "Resumes"
5. Click on the "Edit" button next to the name of your saved profile

**HELPFUL HINT:** Think of the "Finish" button as the "Save" button. If you make any changes to the profile, you need to click the "Finish" button to save the changes. This may require browsing through pages of your profile that do not need changing.

### **TO APPLY:**

1. Select the position(s) for which you would like to apply
2. When you get to the 3rd screen, which has the words "Cover Letter" at the top, scroll to the bottom where it says submit an application and select the option which says "use my saved resume" (you will see your name in the box, because your profile/resume has already been created)
3. The application will use the information from your saved profile, so it will skip the application fields and take you to the next step of the application process
4. On the Application Confirmation page, you will be prompted to enter the last 4 numbers of your social security number as an electronic signature that you agree with the terms and conditions of the application. (The Application is not complete until you enter the last 4 digits of your social security number. If at any time you close out of the website before you enter the last 4 digits of your social security number, you will not have applied for the position.)
5. You will receive a page letting you know your application has been submitted.

### **HELPFUL HINT:**

Once you have applied, you can view the status of your application by doing the following:

1. From the Job Search Page
2. Click on "View my Account"
3. Scroll down to "Application Activity"
4. Click on "View Application Status"

TO VIEW JOB DESCRIPTION OR APPLY, CLICK ON ONE OF THE FOLLOWING:

