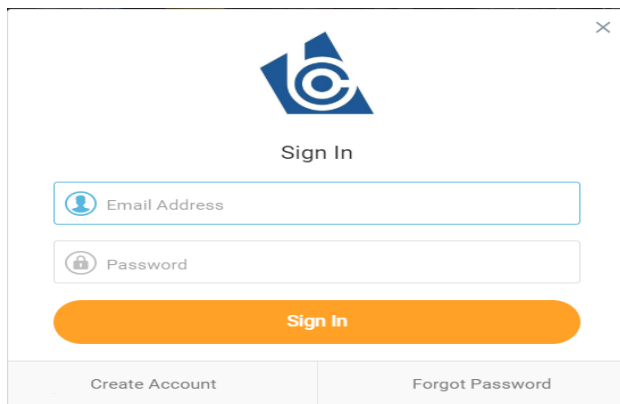


External Applicant (Non-Broward College Employee) Tutorial

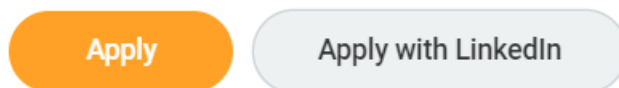
Instructions on how to apply for a position at the College.

1. Click on the link below to view/apply for full-time positions
<https://browardcollege.wd5.myworkdayjobs.com/FT>
2. Click on the link below to view/apply for part-time positions
<https://browardcollege.wd5.myworkdayjobs.com/PT>
3. Click on **“Create Account”** if you have never applied using this applicant portal or **“Sign In”** if you are a returning user.



The screenshot shows a web browser window with the Broward College logo at the top. Below the logo is the text "Sign In". There are two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below these fields is a large orange "Sign In" button. At the bottom of the form are two links: "Create Account" and "Forgot Password".

4. Find the position that you are interested in applying for and read the entire position description and qualifications.
5. **Required Documents** - The required document(s) are listed in the **“comments”** field on the job announcement. Please have these document(s) available before you begin the application process.
6. Click on the **Apply** button or **Apply with LinkedIn** to start the application process.



7. Complete the application form as applicable.
8. Click on **“Next”** to go the next section or **“Back”** to make changes to the previous section(s).
9. **Attachments** – in the **“Resume/Cover Letter”** section at the bottom of **“My Experience”** page, upload all required document(s) listed in the job announcement.

Click on the **“Upload”** button to attach each individual document separately *e.g. Cover Letter, Resume, Unofficial Transcripts*, as applicable. Unofficial transcript(s) must show the conferred date of the degree.

10. On the “**Review**” page, verify that you have completed the application and have attached all the required document(s).

If you need to attach additional document(s), or make changes to a section(s), click on the “**Back**” button to return to the applicable section.

11. Once you have verified all the information, click on “**Submit**”.
12. You will receive the “**Congratulations**” message as indicated below to confirm receipt of your application.



Congratulations!

We have received your application. We are in the process of screening all the applications and will be short listing the candidates whose educational qualifications, experience and other interests meet our requirements. If you are selected for the next phase of the recruitment process, you will be contacted for an interview session.

We appreciate your interest in employment opportunities at Broward College and wish you the very best in this selection process.

Sincerely
Broward College Jobs
Phone: 954 201 7450
Toll Free: 800-682-3646
Fax: 954-201-7612
Email: jobs@broward.edu

13. If you have any questions regarding the application process, please email jobs@broward.edu or 954-201-7450.