

# HCM External Applicants

Maricopa encourages external applicants to create their own unique Applicant profile. This profile will allow the applicant to easily apply for Maricopa jobs. Applicants can also upload resumes, cover letters, etc. that are required for the application process. In addition, the applicant will be able to review and accept job offers via their applicant profile.

This quick reference guide will provide you the steps on how to access the External Applicant careers page as well as other activities and functions that you can perform in your applicant profile.

## Helpful FAQ Pages

The links below are helpful FAQ pages that provide you information on general questions you may have related to the application and hiring processes at Maricopa. If you encounter issues such as not being able to submit your application or create an account, refer to our frequently asked questions pages below for more information.

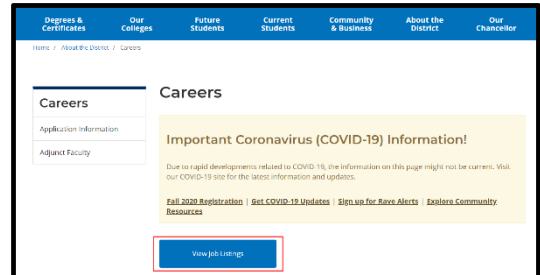
- [Application Process](#)
- [Job Information](#)
- [Account Information](#)

## Access External Careers Page

1. In your web browser type: [www.maricopa.edu](http://www.maricopa.edu) and press Enter.
2. Scroll to the bottom of the page, and click the Careers link.



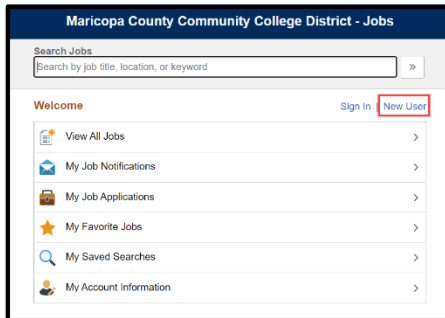
3. From the Careers page, click View Job Listings button.
- The Jobs page displays.



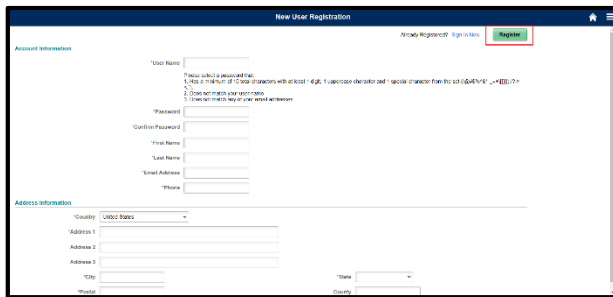
# Create Applicant Profile

If you have not created an applicant profile before with Maricopa, follow the steps below. Otherwise, if you have previously created an account, click the Sign In link to login and skip to the next section.

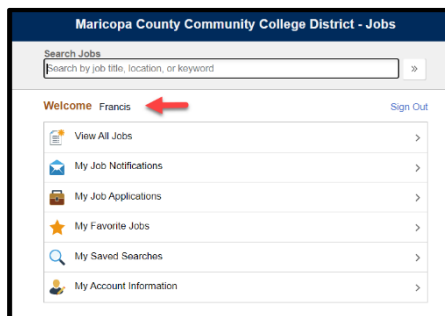
1. Click the New User link.



2. Fill out all the required fields in the New User Registration page, and click Register.

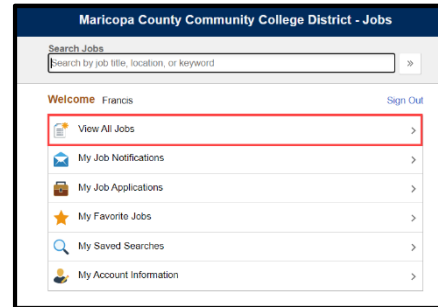


- Your new applicant profile is now successfully created.

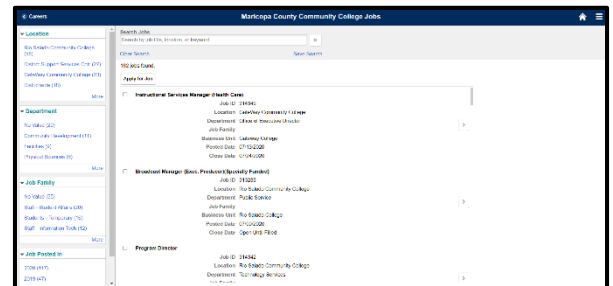


# View Job Openings

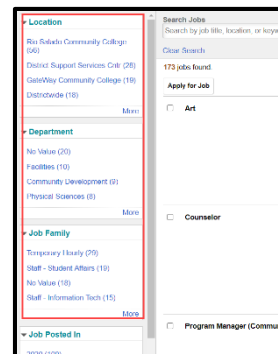
1. Click the View All Jobs tab.



- The Job Postings page displays.



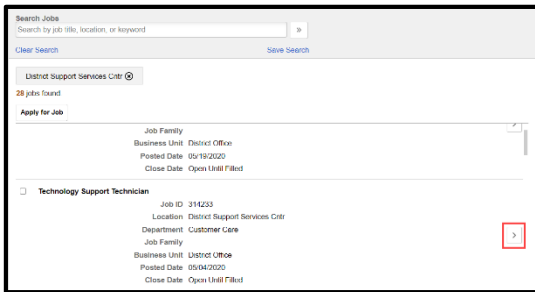
2. To filter Job Postings by category, such as Location or Job Family, click on the corresponding links on the left menu.



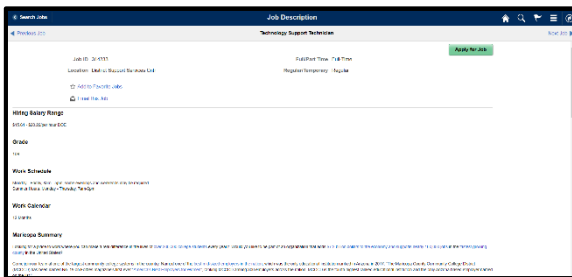
- This will filter the jobs based on the option you choose.

# View and Apply for a Job

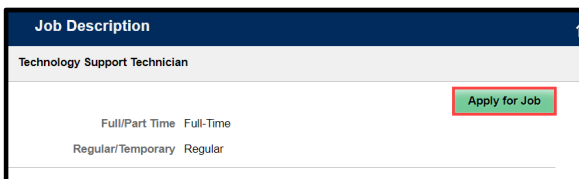
1. To view a job posting, to the right of the job post, click the View Job Description button.



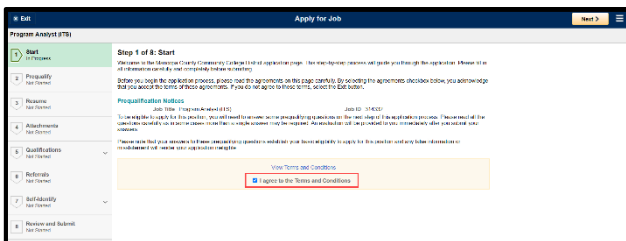
2. The Job Post displays. Be sure to scroll down to view the entire job post.



3. To apply for the job, in the upper-right corner, click the Apply for Job button.



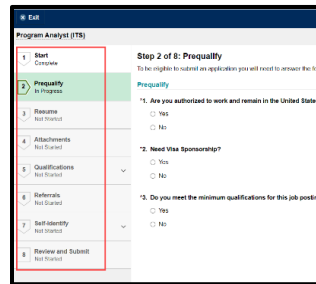
4. Before you can proceed, you must click the checkbox where you agree to the Terms & Conditions.



5. Click Next in the upper-right corner.

6. Be sure to answer each question in the application process, and you must click the Next button to proceed to the next section.

- Your progress in the application process will display in the left-hand column.
- You will reach the Submit button once you have completed all sections.



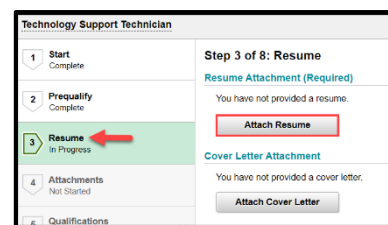
## Resume & Other Attachments

When applying for a job, a resume is required and you will not be able to proceed until one is attached.

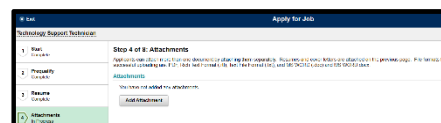
Refer to the "How to Apply" section of the job posting for more information on the requirements regarding applying for the position.

When applying, keep in mind the following when attaching your items:

In the Resume section, this is where you will attach your Resume and if applicable your Cover Letter.



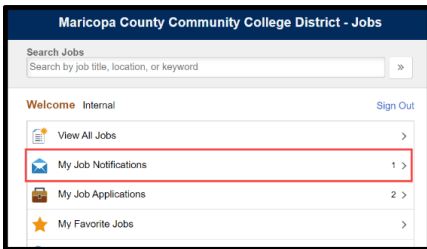
For other attachments such as Transcripts, use the Attachments section.



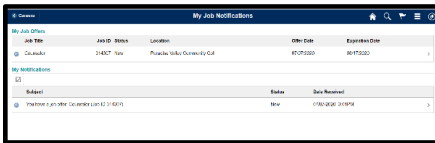
# View & Accept Job Offer

To view and accept a Job Offer, follow the instructions below.

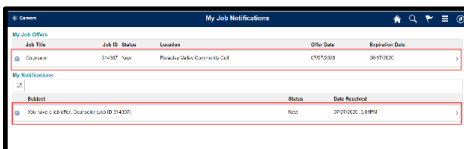
1. Follow the steps in the "Access External Careers Page" section on page 1 to access your applicant profile.
2. Click My Job Notifications.



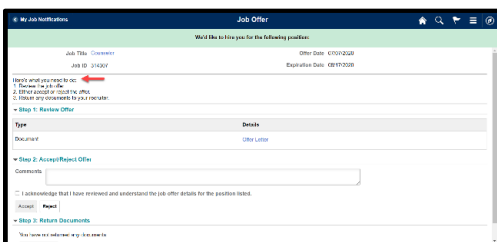
- Your My Job Notifications page displays.



3. Click either the Job Offer row, or the row under My Notifications (*both take you to the same screen*).



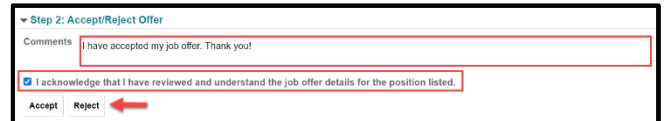
- The Job Offer page displays with specific instructions to follow. Be sure to read them.



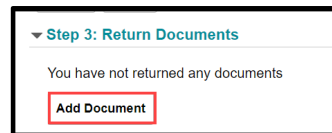
4. To view the Job Offer letter, in Step 1: Review Offer section, click the Offer Letter link.



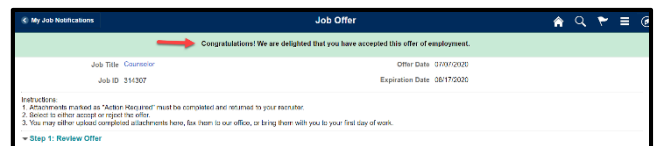
- A new tab will open displaying your Offer Letter. Once you have reviewed the letter, close the tab to return to the Job Offer screen.
5. In Step 2: Accept/Reject Offer section, enter your response to the Job Offer, click the checkbox to check that you acknowledge & understand the Job Offer, then choose Accept or Reject.



6. Click OK in the message window box to confirm.
7. If your Job Offer has instructed you to return documentation, click the Add Document button in Step 3: Return Documents section. Follow the prompts to attach. Otherwise, skip this step.



- Congratulations! You have accepted your Job Offer!



8. When finished, Sign Out.