YOUR CAREER AT SOUTHEASTERN TECHNICAL COLLEGE
Accessing the Online Job Center
https://www.easyhrweb.com/JC_SEGATech/JobListings/JobListings.aspx
If you have any questions or need any assistance, please contact the Human Resources Office:
(912) 538-3230 or ljonas@southeasterntech.edu

Step 1: Visit the Southeastern Technical College Employment Page and access the **Online Job Center** to apply for positions.

Step 2: Create an Account.

Step 3: Select a position to apply for by clicking on a **position type.**

Step 4: You will see a list of positions in the middle of the page.

- **EITHER** click on the **JOB TITLE** of the position to view more information

- **OR** click on "**Apply**" to begin the application process.

Step 5: After you have selected a position, you will need to complete the "Pre-Screening Question" section.

**You must answer all required questions to access the application. **

Step 6: **Complete Online Application.**

- List your employment experience, education, professional references.

- Answer a set of questions towards the end. Important: Be sure to read and understand the "Certification Statements" section of the application.

Step 7: **Submit** the application.

- You will then come to the "**Notifications**" page.

- This page lists the **documents you need** to complete your application.

- **To upload** the required documents click "**Continue.**"

Step 8: The "**Jobs Requested**" page:

- You will find all positions you applied for (choose from the drop down menu).

- This is also the section to **upload required documents**.

- To upload a document, choose "Upload" (next to the description of what you would like to upload).

- To view the file, click on "View File."

- As your documents are processed, they will be marked "Approve," "Decline," or "Incomplete" by HR.

<u>To complete the required References:</u>

    • Your position will require 1, 2, or 3 references, as listed under Description

    • Professional references MUST be submitted on the form provided by the college.

    • These forms can be **sent to your references**

        o **via email** by clicking the "Send Form" button in the References section of the application;

        o ***OR* you can print and mail** the forms directly to your reference.

        Click the "Print Reference Letter" located at the bottom of your application.

Step 9: **Check your email regularly** for notifications regarding the status of your application.

You may need to add *easyhr@easybenefits.com* to your safe sender list to ensure your emails do not go to junk mail.

**Please note: if you have a Yahoo email account, emails will bounce back from Easy HR Web.

Step 10: **To view your account, l**og back into the Job Center.

    • Click on "Your Profile" to update information.

    • Click on "Jobs Requested" to view the status of your application.