

Applicant Tip Sheet

First Visit? Create a Login!

If you don't have any kind of Hampshire 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.



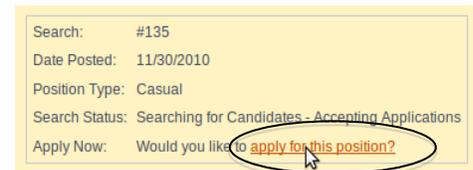
Returning & Hampshire Users Login

- Click "returning to this site" or "Hampshire College community member".
- Enter your login information and password.



Enter Your Application

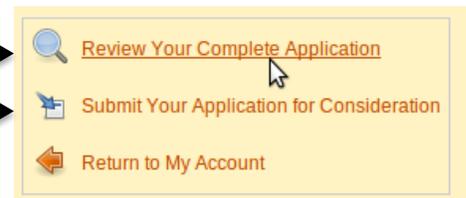
- Select a position from the list of open vacancies.
- Click "apply for this position".
- On the My Application page, you will have a series of steps you need to complete, depending on the type of position for which you are applying. You may complete these steps individually or you can have the Application Wizard guide you through each step in the application process.



Step	Status
Verify Your Profile	Not Yet Begun
Complete Equal Opportunity Information	Not Yet Begun
Enter References and Document(s)	Not Yet Begun
Answer Application Question(s)	Not Yet Begun
Read and Complete the Certification	Not Yet Begun

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 Your Complete Application" to ensure your application is accurate before submitting it.
- Once you are satisfied with your application, select "Submit Your Application for Consideration". At this point you cannot make changes to your application without withdrawing it from consideration. Profile information can be changed at any time.



Have Questions?

Contact us anytime!