

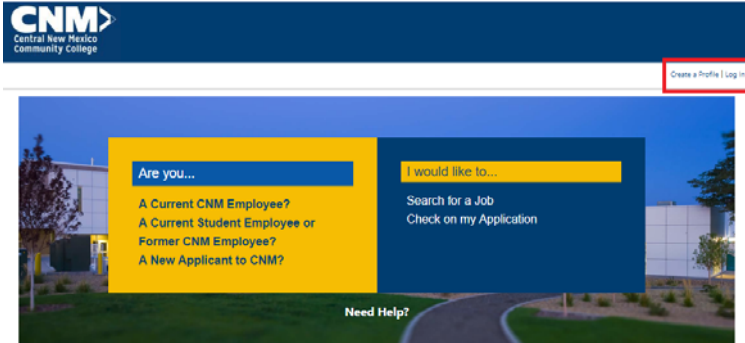


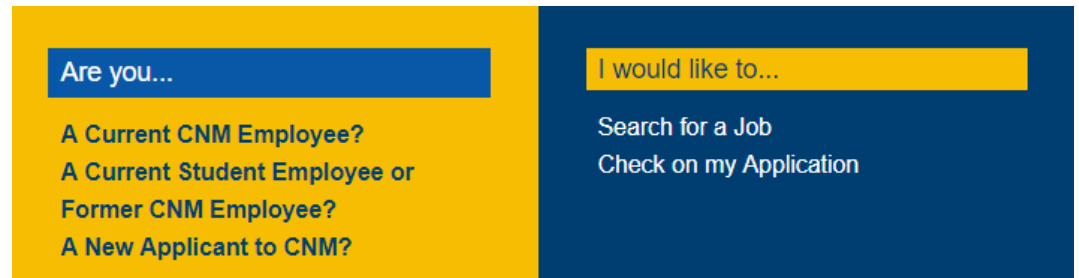
How to Apply (External Applicants)

Introduction

This Job Aid will tell you how to apply for a new position at CNM using our new Cornerstone Applicant System.

Step:	Action:
1	<p>From CNM.edu, scroll to the bottom of the page until you see Jobs and “Careers at CNM” Click on that option.</p> 
2	<p>From the Career Page, select “Find Your Job”</p> 
3	<p>You will now be redirected to the job site which will have several options. First, make sure to create profile by selecting “Create a Profile” or “Log In” if you already have a profile.</p> 

Next, select the option that best suits you:



The screenshot shows two main sections: 'Are you...' and 'I would like to...'. Under 'Are you...', there are four options: 'A Current CNM Employee?', 'A Current Student Employee or Former CNM Employee?', and 'A New Applicant to CNM?'. Under 'I would like to...', there are two options: 'Search for a Job' and 'Check on my Application'.

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A Current CNM Employee? – If you are a current CNM *employee*, use this link to log into MyCNM and apply as an internal employee.

A Current Student Employee or Former CNM Employee? – If you are a current CNM *Student*, use this link to log into MyCNM and apply.

A New Applicant to CNM? – If you have never attended school at CNM or have never worked for CNM, use this option to apply.

Search for a Job – This will show all jobs, Staff and Faculty, available for applications

Check on my Application – This will take you to your candidate profile to view and in-progress applications you may have open.



The image shows two side-by-side screenshots. The left one is titled 'STAFF POSITIONS' and shows a group of people in an office setting. The right one is titled 'FACULTY POSITIONS' and shows a person in a classroom setting.

Staff Positions: Will only display staff (non-teaching) positions at CNM

Faculty Positions: Will only show you teaching-specific positions at CNM

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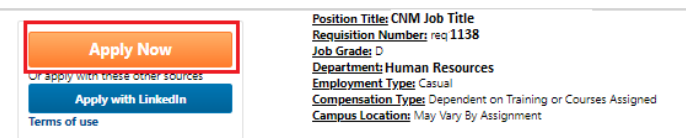

After selecting the option you want, you will be brought to the appropriate CNM job site:

Full Job Listing

Share Search

Job Title +	Date Posted +	For Best Consideration Date
Administrative Technical Assistant	5/3/2018	3/9/2018
Assessment Technician	4/27/2018	5/9/2018
Associate Dean - School of Adult & General Education	4/11/2018	5/7/2018
Casual Pool Instructor - Proctor NREMT	4/9/2018	4/16/2018
Contact Center Information Specialist	4/17/2018	4/27/2018
Contact Center Information Specialist	4/17/2018	4/27/2018
Digital Content Specialist	3/20/2018	4/9/2018

Select the job title you would like to apply to.

	<p>After selecting the title, review the position's requirements and click on "Apply Now"</p> 
	<p>Application Process: This bar represents how far you are towards completing your application.</p>  <p>You will need to proceed through all steps to complete the application for consideration.</p>
6	<p>Application Questions</p> <ul style="list-style-type: none"> • Answer all posting specific questions <p>Click Next</p>
7	<p>Resume/Cover Letter/Other Documents</p> <ul style="list-style-type: none"> • You can either Upload or Paste in your documents. <p>Uploading Resume/Cover Letter/Other Documents</p> <ul style="list-style-type: none"> • You can upload up to 10 other documents. • Accepted file types: doc, docx, PDF, Text • Max file size: 5MB <p>Pasting Resume/Cover Letter/Other Documents</p> <ul style="list-style-type: none"> • You can copy and paste your resume in the text box. <p>Once all documents are uploaded Click Next</p>
8	<p>References</p> <ul style="list-style-type: none"> • Fill out 3 References (at least 2 direct supervisor references current or former) • Must leave out dashes for phone number • After each reference click next • After filling in the 3rd reference Click Submit Final Answers at the bottom of the page
9	<p>Contact/Address Information</p> <ul style="list-style-type: none"> • If you uploaded your resume the information should transfer over. • If you copy and pasted your resume you will need to enter in Contact and Address information. <p>Click the mandatory check box and click submit.</p>

10	<p>Previous Work History</p> <ul style="list-style-type: none"> • Fill out the last 5 years of work history if applicable.
11	<p>Compliance Questions</p> <p>Please enter demographics (optional). Answers to these questions will not affect your eligibility.</p> <p>Click Next</p>
12	<p>Disclaimer</p> <ul style="list-style-type: none"> • Do you Agree? • Click the box marked I agree <p>Do you agree?</p> <p><input checked="" type="checkbox"/> I Agree</p>
13	<p>Submit Application</p> <ul style="list-style-type: none"> • Before submitting application make sure all fields are accurate • If accurate click Submit Application or Click Back to go back and review. <p>Submit Application</p>

If you have questions regarding the application, contact the Human Resources at (505)-224-4600.