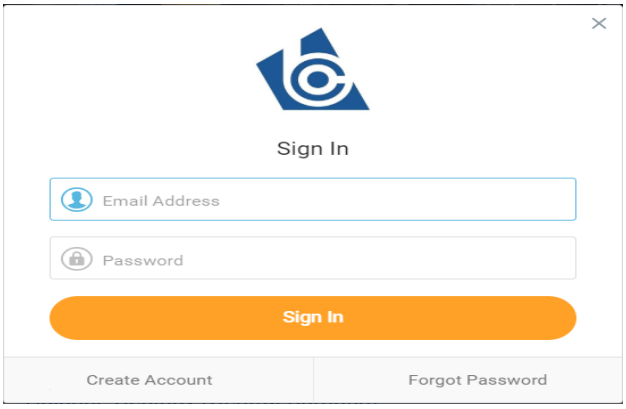
External Applicant (Non-Broward College Employee) Tutorial

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

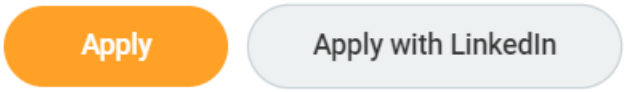
3. Click on "**Create Account**" if you have never applied using this applicant portal or "**Sign In**" if you are a returning user.



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 an email confirming receipt of your application.

13. Please direct all questions to jobs@broward.edu. Inquiries will receive a response within 48 hours.