

## Log-in Information

You can log-in to MyCareer@PCC using your MyPCC credentials by clicking on this [link](#) or navigating to <http://pcc.edu/mycareer>. You can also find the link in MyPCC under the Employee (Employee Tools - Support) and Manager (Manager Forms and Tools) tabs.

## Resources

We have created a [few resource guides](#) to help you navigate the system. The current guides provide guidance for managers on how to submit and manage requisitions and information for all employees on how to search and apply for open positions through the Career Center.

## PCC Jobs

Within MyCareer@PCC there is a Career Center, where employees can view all open jobs at PCC. Please search for and apply to jobs from this site.

There is also an external Career Site that lists only external positions and is meant for those who are not currently PCC employees.

## What happens to my current requisition (managers)?

### My job is still open for applications:

1. All jobs that are still open for applicants have been posted in MyCareer@PCC. New candidates are now directed to the MyCareer site to apply.
2. All candidates who applied in People Admin will be transferred to MyCareer@PCC this week.
3. Your HR Recruiter will alert you when your Applicant Pool is released to review in MyCareer@PCC.

### My job is no longer posted, but we haven't made a hire yet:

1. All active candidates who applied in People Admin will be transferred to MyCareer@PCC this week.
2. You will still be able to access your requisition and current applicant pool in People Admin this week, but we are transferring all current applicants into MyCareer@PCC. Your HR Recruiter will let you know when the applications have transferred and you can review them in the new system.
3. Note that after October 31st, you will no longer be able to log into People Admin.

### I have a new job to post:

1. If you have already connected with your HR Recruiter to post this position, it will be posted now in MyCareer@PCC. You can contact your HR Recruiter to be sure they have all the information needed to post the job.

2. If you have not already contacted your HR Recruiter for this position, you can try out the Request Requisition portal on MyCareer@PCC to submit the request. Log in to MyCareer@PCC and scroll down to “**Post a New Job Opening**”. Your Recruiter will contact you for next steps once the request is received.

### **What happens if I recently applied to a job (all employees)?**

If you have recently applied for a PCC job and are still under consideration, your application materials will be transferred into the new system this week. Please note that your profile in MyCareer@PCC will use your PCC email address (even if you provided your personal email on previous applications).

**Note** - you will no longer be able to access your application in People Admin, so if you need to update anything, complete an application, or check your status, please contact the HR Recruitment Team at [pccjobs@pcc.edu](mailto:pccjobs@pcc.edu) or at 971-722-5857. Once your application has been transferred to MyCareer@PCC, you will be able to check your status there.