

Applying for Internal Positions

This is a brief tutorial on how to search and apply for Open Internal Position within Southwest Tennessee Community College












- Open Internet Explorer or Google Chrome.
- In the address bar type in <http://www.southwest.tn.edu/facstaff/>
- Click on Connector-Applicants

Southwest Tennessee Community College Resources

Resources

- [Become a SMARTS Mentor](#)
- [Calendars, News, and Videos](#)
- [Committees](#)
- [Communications and Marketing](#)
- [Facilities Usage and Rental](#)
- [Healthy Employee Wellness Program](#)
- [IE Planning System \(opens new window\)](#)
- [Police Services/Public Safety](#)
- [Policy Manual](#)
- [Position Announcements \(opens new window\)](#)

Services

-  [Directory](#)
-  [Document Library](#)
-  [Email](#)
-  [Suggestion Form](#)
-  [E-print](#)
-  [Bomgar](#)
-  [Help Desk](#)
-  [Kronos](#)
-  [CONNECTOR-Applicants](#)
-  [Tech Talk](#)
-  [BETA Form](#)

Email, Student Portal and Wireless Network Access

- **Requesting a New Email Account**
Those needing to request an email address for new employees may do so using the [Email Request \(opens new window\)](#).
- **How do I access My.Southwest?**
The Web address is <http://my.southwest.tn.edu/>. Use your Exchange (technet) username and password to log into the Web portal. This is the same username and password you use to log into your office computer or access your Web mail (Southwest Connect [Zimbra] email). For login difficulties please call the Help Desk at 901-333-4357.
- **Wireless at Southwest**
View the list of [wireless network access locations](#) at Southwest.
- Faculty and staff who need access to SIS, Banner, Exchange/Outlook email, or other systems related to the business functions of the College should additionally set up a VPN connection. Instruction can be found on the [Information Technology Services](#) document library page.

Applying for Internal Position Cont.

- You are now on the Cornerstone log-in page.
- Username: Southwest email address
- Click on Forgot Password, follow the direction on the screen. A password will be sent you.(Southwest Email)
- Complete the login process.



Welcome to Cornerstone OnDemand. | [Please Sign-in](#)

Login

Username:

Password:

[Forgot Password?](#)

[LOGIN](#) 



Applying for Internal Position Cont.

- Once you have successfully logged-in the screen to the right should appear.
- Place your cursor over Career Center, this will cause the Career Center link to drop down.

File Edit View Favorites Tools Help



Home

Career Center

Reports

Recruit


Welcome, LaShundia, to your talent management center.



Applying for Internal Position Cont.

- Click the dropped down Career Center.
- The Career Center screen will now appear.

The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, Favorites, Tools, Help
- Logo:** tbr THE COLLEGE SYSTEM of TENNESSEE
- Navigation Bar:** Home, Career Center, Reports, Recruit
- Welcome Message:** Welcome  Career Center to your talent management center.
- Cornerstone Logo:** A large grey banner at the bottom of the page contains the Cornerstone logo.



Applying for Internal Position Cont.

- Click on the blue square in the Institution box, this will cause a pop-up window to appear
- Once pop-up window has appeared, click on the plus sign next to System Office

Career Center

Career Center

The screenshot shows the Career Center application interface. At the top, there are three tabs: "Explore Open Jobs", "Applications", and "Refer Jobs". Below the tabs are three search input fields: "Keyword or ReqID", "Institution", and "Campus". A red arrow points to a blue square icon in the "Institution" field. A pop-up window titled "Search Institution" is open, displaying search results. The pop-up has a search bar and a "Search" button. Below the search bar, it shows "(4 Results)". The results are in a table with columns "Title", "ID", and "Parent".

Title	ID	Parent
Client Admin Division	CAD	Tennessee Board of Regents
Cornerstone Administration Division	CSAD	Tennessee Board of Regents
 New Hires	NH	Tennessee Board of Regents
 System Office	TBR	Tennessee Board of Regents

At the bottom left of the page, there is a profile card for Vernon Townsend, Southwest Tennessee. The Cornerstone logo is visible at the bottom center.

Applying for Internal Position Cont.

- When the list of school appear, click on the #2 at the top right corner of the screen.
- The new list will appear, find and select Southwest Tennessee.
- Southwest Tennessee will appear in the Institution box on the Career Center Screen.
- Now Click on Search. Clicking Search will give you a list of all the open Internal Position at Southwest Tennessee

Search Institution

Title: ID:

(40 Results) 1 2 3 4 >>

All > Tennessee Board of Regents > System Office >

Title	ID	Parent
Chattanooga State	CHSCC	System Office
Cleveland State	CLSCC	System Office
Columbia State	COSCC	System Office
Dyersburg State	DSCC	System Office
Jackson State	JSCC	System Office
Motlow State	MSCC	System Office
Nashville State	NaSCC	System Office
Northeast State	NeSCC	System Office
Pellissippi State	PSCC	System Office
Roane State	RSCC	System Office

Search Institution

Title: ID:

(40 Results) << 1 2 3 4 >>

All > Tennessee Board of Regents > System Office >

Title	ID	Parent
Southwest Tennessee	STCC	System Office
TCAT - Chattanooga	CHATT	System Office
TCAT-Athens	ATHEN	System Office
TCAT-Covington	COVIN	System Office
TCAT-Crossville	CROSS	System Office
TCAT-Crump	CRUMP	System Office
TCAT-Dickson	DICKS	System Office
TCAT-Elizabethton	ELIZA	System Office
TCAT-Harriman	HARRI	System Office
TCAT-Hartsville	HARTS	System Office

Home Career Center Reports Admin Recruit Certification

Career Center

Career Center

Explore Open Jobs Applications Refer Jobs


Keyword or ReqID Southwest Tennessee (STCC) Campus

Include Subordinates Include Subordinates

Vernon Townsend
Southwest Tennessee

Cornerstone

Applying for Internal Position Cont.

- The list of open Internal Position will appear, locate the position you would like to apply for.
- Click on  to view the job posting.
- Once you have finished reading the job posting and you feel this position is right for you.
- Click on the Apply now link.
- Following the on screen instruction

Home Career Center Reports Admin Recruit Certification

Career Center

Career Center
















Explore Open Jobs Applications Refer Jobs

Keyword or ReqID Southwest Tennessee (STCC) Campus


Include Subordinates Include Subordinates

Search

(3 Results)

Title	Campus	Institution	Job Ad	Hiring Manager	Referral Bonus	Refer	Share	Application Options
Account Clerk 2	Southwest Tennessee-Union	Southwest Tennessee		Yolanda Smith		 	 	 Apply Now
Police Officer II/Investigative Sergeant	Southwest Tennessee-Macon Cove, Southwest Tennessee-Union	Southwest Tennessee	 	Lezley A Webb			 	 Apply Now
Police Supervisor	Southwest Tennessee-Macon Cove, Southwest Tennessee-Union	Southwest Tennessee		Lezley A Webb				 Apply Now

Vernon Townsend
Southwest Tennessee



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