NOTE: Use Internet Explorer (IE)

If you are using IE10 and are not able to apply or accept because the buttons do not work then you need to do the following:

1. Open Internet Explorer 10
2. Press ALT
3. Click Tools > Compatibility View Settings
4. In the “Add this website” box add the following sites using the Add button
   a. "portal.westminster-mo.edu"
5. Click Close

Step 1: Login
Log In to MyWC, click on “Campus Employment” on the left-hand side of the screen
Login using your full email address (FirstName.LastName@westminster-mo.edu)

Eligibility Box: If it says that you are Eligible in green by either Campus Employment or Work Study then you can apply for a position on campus. If you are Ineligible for one and not the other it does not affect your ability to apply. The only time that you are unable to apply is when it states Ineligible by both Campus Employment and Work Study.
Step 2: Search for Positions

Below you will find an example of what your home screen might look like. From here you can review all your applications and current positions, as well as search for new positions. If you are eligible for 1 position, you may only apply for 1 position at a time. If you are eligible for 2 positions, you may only apply for 2 positions at a time.
Step 3: Find a Position
Once you have found a position that you are interested in, click “Details” to apply or get more information about that position.

Step 4: Apply for a Position
Click the Apply Now link to complete an application for this position.
Step 4: Fill out Application
Include your work experience and job skills. Taking the time to include this information may set you apart from other applicants.

Step 5: Await Supervisor Response
Supervisors have exactly 7 calendar days to respond to your application, or your application will automatically be declined so that you may continue searching for other positions.
Step 6: Accept a Position

You will receive an email when the Supervisor accepts your application. You must indicate your decision to accept or decline the job offer. Your home screen will highlight a red link to show you that your input is required.

After clicking the Action Required button, you will be given the choice to accept or decline this position. You should note that you are allowed a limited number of positions (Max Positions below). When you accept a position that causes you to reach the maximum number of positions, all of your outstanding applications will be automatically declined.
Step 7: Business Office Approval
Once you have accepted the position, Human Resources will verify that all of your personnel forms and identification have been submitted. As soon as they have verified this, you and your supervisor will receive an email notification approving your application.

Step 8: Get to Work!
When you receive your email from Human Resources you will immediately be authorized to begin work. Your position will show up on your home screen, and you won’t be allowed to apply for or view other positions if you have hit the max number of positions.