

## How to View Your Application Status

1. Visit <https://jobs.ccri.edu/> and select “Log In/Create Account in the menu under “Home”

The screenshot shows the Community College of Rhode Island (CCRI) website. At the top is a green header with the CCRI logo and the text "Community College of Rhode Island". Below the header is a navigation menu with the following items: Home, Search Jobs, Log In /Create Account (circled in red), Help, College Mission, and Clery Act. To the right of the menu is a large orange heading: "Welcome and thank you for your interest in employment at the Community College of Rhode Island!". Below this heading is a paragraph of text: "From its modest beginning with 325 students in 1964, CCRI has grown to include four full-service campuses and two satellite campuses, serving approximately 18,000 students. Campuses are located throughout the state in Lincoln, Providence, Warwick and Newport." Below this is another paragraph: "We are pleased to provide visitors with a quick and easy method to applying for positions at CCRI through the use of the PeopleAdmin Applicant Tracking system. PeopleAdmin is an automated applicant system that allows you to search for open positions, apply online, review the status of your application and edit your profile with ease. The Community College of Rhode Island no longer accepts paper applications and resumes. Applicants who do not have access to a computer may utilize one at any of our campus library locations." Below the text are four green buttons: Faculty, Staff, Adjunct, and Part Time Staff. Below these buttons are two images: one of a building with autumn trees and one of a group of people in a hallway.

2. Log into the Applicant Tracking System using the credentials you entered when originally submitting your job application

The screenshot shows the CCRI website login page. At the top is a green header with the CCRI logo and the text "Community College of Rhode Island". Below the header is a navigation menu with the following items: Home, Search Jobs, Log In /Create Account (circled in red), Help, College Mission, and Clery Act. To the right of the menu is a large orange heading: "Log in to your account". Below this heading is a paragraph of text: "Required fields are indicated with an asterisk \*". Below this is a form with two input fields: "Username" (containing "jobseeker2022") and "Password" (containing "\*\*\*\*\*"). Below the form is a green button labeled "Log In". Below the "Log In" button is an orange button labeled "Log In with Chronicle Vitae". Below the orange button is a paragraph of text: "Apply for jobs faster with Chronicle Vitae." Below this is a blue button labeled "Log In with LinkedIn". Below the blue button is a link: "Or Create an Account". At the bottom of the page is a black footer with the following text: "© Community College of Rhode Island, 400 East Avenue, Warwick, Rhode Island 02886, Telephone: 401-825-1000".

- Once logged in, select “Your Applications” in the menu under “Home”

**CCRI Community College of Rhode Island**

Welcome

**A Message from the Administrator**

**Important Message:** In light of current events, there may be a delay in the processing of applications. If you require immediate assistance, please email [ccri@ccri.edu](mailto:ccri@ccri.edu). We appreciate your patience and understanding during this time.

**Welcome and thank you for your interest in employment at the Community College of Rhode Island!**

From its modest beginning with 325 students in 1964, CCRI has grown to include four full-service campuses and two satellite campuses, serving approximately 18,000 students. Campuses are located throughout the state in Lincoln, Providence, Warwick and Newport.

We are pleased to provide visitors with a quick and easy method to applying for positions at CCRI through the use of the PeopleAdmin Applicant Tracking system. PeopleAdmin is an automated applicant system that allows you to search for open positions, apply online, review the status of your application and edit your profile with ease. The Community College of Rhode Island no longer accepts paper applications and resumes. Applicants who do not have access to a computer may utilize one at any of our campus library locations.

- Home
- Search Jobs
- Your Bookmarked Postings
- Your Applications**
- Your Documents
- Account Settings
- Demographic Info
- Logout Michael
- Help
- College Mission
- Clery Act

- View the status of your application under the “Status” heading:

- A status of “Under Review by Search Committee” means that you are currently in consideration for the corresponding position.
- If you are selected for an interview, a member of CCRI’s Office of Institutional Equity and Human Resources and/or the position’s search committee will contact you to schedule a meeting.

**CCRI Community College of Rhode Island**

**Your Applications (3)**

Completed Applications (2)

	Confirmation Number	Posting Number	<b>Status</b>	Application Date	Application Materials
<a href="#">Manager, Executive Operations</a> <a href="#">Archive</a>	CN000077083	SF00698	Not interviewed selected more qualified applicant <a href="#">Withdraw Application</a>	October 24, 2021	<a href="#">Application Cover Letter/Letter of Application</a> <a href="#">Resume</a>
<a href="#">Assistant Director, Affirmative Action and Equal Opportunity</a> <a href="#">Archive</a>	CN000088292	SF00822	Under Review by Search Committee <a href="#">Withdraw Application</a>	October 04, 2022	<a href="#">Application Resume</a> <a href="#">Cover Letter/Letter of Application</a>

[Show your hidden/archived applications](#)

- Home
- Search Jobs
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Demographic Info
- Logout Michael
- Help
- College Mission
- Clery Act