

# APPLICANT Frequently Asked Questions [FAQ's]

## How do I find out what jobs are available at the District?

You will need a computer with internet access to obtain the available openings information and to apply for a position online. You may visit the job opportunities page of the District website 24-hours a day at <https://hrjobs.mtsac.edu/>

## What types of jobs are available at the District?

There are basically two general types of positions at the District: academic and non-academic positions. Within these two position types there are several other categories of positions.

### ACADEMIC (Teaching)

1. Part-time Faculty applications are accepted all year long and for any subject area. Applications are accepted for a pool of qualified candidates for a variety of temporary teaching positions. These recruitments are on-going and generally do not have a fixed closing date. Candidates are hired from a pool of candidates as the need arises.
2. Full-time tenure-track Faculty applications are ONLY accepted as the position becomes available. Unsolicited applications will not be accepted. The recruitment period for full time academic position is from late Fall to Spring.

### NON-ACADEMIC (Non-Teaching) Review

1. Classified staff positions are generally for support staff that provides classified service. Applications are only accepted for an open position.
2. Classified management positions are those who perform management level work and/or oversee support staff positions.
3. Confidential employees are those who are required to develop or present management positions on collective bargaining, or whose duties normally require access to **confidential** information that contributes significantly to the development of management positions on collective bargaining.
4. Academic administrator (or administrative) positions include positions such as Dean, Vice President, Executive and Interim positions.
5. Short-term temporary, professional experts and student worker positions include pools of candidates for substitute and other temporary assignments. These position types are short-term and hourly.

## How does the application process work?

Applicants can complete their applications online at <https://hrjobs.mtsac.edu/> from any computer with Internet access.

**Important:** You must make sure that you have attached your **application** to a **posting** by **11:59 p.m. Pacific Time of the initial screening date** for guaranteed consideration

or Job Close Date, along with any **required documents**, in order to be considered for the position.

After the initial screening date or closing date of a position, all applications who meet minimum qualifications for the position will be submitted to a hiring committee for review. As this process is very comprehensive, the length of this period may vary from 4-6 weeks from the position closing date or longer, depending upon the size of the committee and the number of applications received for the position. Please be patient during this review period as your application is very important to us!

Those qualified applicants who are to be interviewed will be contacted by a Human Resources/District representative. You may review the status of your application after the initial closing date and/or close date by returning to the applicant site with your personal user name and password. The applicant system can be accessed 24-hours-a-day, 7-days-a-week from any Internet connection! You may also check the job announcement as updates to the selection process is updated there as well.

**NOTE: Possession of the minimum qualifications for a position does not ensure an interview.**

### **Who will see my application if I use the online applicant site?**

Your online application information is located on a secure web server and will only be available to the Human Resources Department and the applicable hiring committee for the specific job opening in which you apply. Your voluntary demographic information is only available to Human Resources and will be used for EEO (Equal Employment Opportunity) reporting purposes only. The applicant site is password protected. When creating a new online application, you will be prompted to provide a personal user name and password. This information will grant you access to view and edit your personal information ONLY.

### **Where can I complete an online application?**

Applications are accepted via our online applicant site. Using the Internet, you may go directly to <https://hrjobs.mtsac.edu/> to create your application. Once you have completed your application, you may apply your application to any of the open positions listed on the Job List - simply click on 'apply for this position,' attach a cover letter/resume, and/or other supporting documents (if applicable), and answer any supplemental questions (if applicable).

### **Can someone help me complete the online application?**

HR staff members are available to help applicants get started and to answer questions about the online site for applicants. You may contact the Human Resources Department at 909-274-4493 or [employment@mtsac.edu](mailto:employment@mtsac.edu) Monday - Friday, 7:30 am - 4:30 pm.

## Can I save my application before I finish completing it?

Yes, however you must first complete all of the required fields notated with a \*red asterisk on the current page before the application can be saved. If you run into a time crunch and cannot finish the entire application, you may complete just the required fields on the page and come back later to finish the application and apply for a specific position.

Be sure that when you reach the last page of the application, you click "Save Application". You may return later and edit the application before applying your application to a specific position.

**NOTE:** You must remember your user ID and password to log back on to review the status of your application.

**\*Please note that the applicant site will automatically time out if you leave your computer idle for more than 60 minutes. If you cancel the prompt on the screen the timer will begin again for another 60 minutes. If you do not have all of the required information, please be sure to save your current application and return to your online application to complete the rest of the information for your application.**

**If you attempt to exit the employment site before saving your employment application, you will be prompted to save data before exiting the site.**

## How long does it take to complete the online application?

- You are allowed to complete the application in several steps. **You do not have to complete all the steps in a single session.** You can complete them at different times, even on different days.
- The application consists of multiple steps and will take you at least 30 - 60 minutes to complete, but you can stop at any time, without losing any work.

**\*Incomplete applications will not be considered. See resume is also considered incomplete.**

## Can I attach my resume? How?

You may attach a resume, cover letter, unofficial transcripts, and any other required document at the time you submit your application for a position. Electronic documents in Word or PDF format can be attached during the application process. After completing the online application and applying it to the position for which you would like to apply, you will come to an Attach Documents screen that allows you to attach resume, cover letter and references, etc. as applicable.

**\*It is important to read all of the instructions on the Attach Documents screen carefully to ensure you submit ALL of the attachments required for the position. The attachment requirements may vary depending upon the position type.**

## **Do I need to apply online if I am only interested in temporary positions?**

Yes, applicants may apply online for temporary positions, as well as all other position types. Temporary positions are listed on the Search Jobs page of the website.

## **Can I apply for more than one job at a time?**

Yes, once you have completed your online application through the new Employment site, you can apply to multiple positions that are currently open and on the current job listing. Even days or weeks later, all you have to do to apply for another position is to log back on to the applicant site and apply. The application(s) you originally completed will still be in the system available for you to update and/or submit for another job opening. Please be sure that you choose an applicable job opening and select the APPLY FOR THIS POSTING button in order to apply your online application for an opening.

**\*Be sure to remember your user name and password so that you can log back into the system at a future time.**

## **How long is my application valid?**

For any applications that you have submitted to a particular job posting, your application will remain on file indefinitely with the District. You must apply your online application to specific positions in which you are interested. You will be able to make changes to your saved application prior to applying for a specific job opening.

## **When/how can I make changes to my application?**

Changes can be made to your general application at any time. However, once you SUBMIT an application for a particular position, you cannot go back and make changes to the submitted application. You must contact Human Resources to reactivate your application so that you can make changes.

## **How do I print my application?**

On the last page of your online application, you will have the opportunity to Preview your completed application. When your application opens in a new browser window with the printable version of the application, using the tool bar at the top of your computer screen, click on File | Print and follow the prompts on the screen to print.

## **I missed the deadline – can I still apply?**

As with any position, once a closing date (deadline of 11:59 pm Pacific Time) has passed, no applications will be accepted. Please continue to visit the online applicant site and apply for new jobs as they become available. However, positions submitted after the initial screening deadline may still be considered if the committee decides to expand the pool to include additional applications. It is at the discretion of the committee.

## **How can I check the status of my applications?**

Using the online applicant site, you can login at any time using your user name and password. Looking at the left side menu bar, click on "Your Applications". You may verify the current status of your application for each position for which you have applied by reviewing the Status column provided on the Manage Jobs screen. You may also check the job announcement as updates to the selection process is updated there as well.

## **I can't remember my password. What do I do?**

We understand that it is very possible that you may misplace your password or user name information. Please contact human resources at 909-274-4225 for assistance in locating your username and/or resetting your password.

*\*Please keep this information in a safe place so that you will be able to easily retrieve the information at a later time.*

## **I am having a problem using the Back button to get to a prior page. It keeps returning me to the same page, what do I do?**

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the Employment site, or to open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please always use the navigational buttons within the site.

## **I am having a technical problem with my computer that is stopping me from completing the application or applying for a job. What can I do?**

Be sure you are using either Internet Explorer 5.5 or higher, or Netscape 4.79 or higher (with the exception of Netscape 7.0). Also, under your browser internet options, you need to have cookies and javascript "enabled." However, we highly recommend that you use the Fire Fox or Google Chrome browser. If you are still having technical difficulties, you may e-mail and/or call us with the specific problem and someone from Applicant Support will assist you.