

APPLICATION PROCESS:

In order to apply to an open position you must first “Create a Profile”. This can be done by clicking on the Create a Profile link in the upper right corner of the career page or at the time you have selected a position you would like to apply to.

All new users (applicants) will need to create a profile in order to apply for a position. Returning users (applicants) will be able to log in with your Username and Password created at the time of their profile creation.

You may update your profile information at any time.

Please keep in mind that the employment process may take up to several months. If selected for a phone screen or an interview you will be contacted via the online system, email or phone. Once the position is filled, applicants will be notified.

EMPLOYMENT APPLICATION GUIDELINES:

Open positions are posted on the website as they become available.

Before submitting an application for a position, please review the minimum qualifications on the job posting to ensure the position is an appropriate match. You may apply for more than one position.

If your application progresses through our screening process, you may receive an email with instructions on an action you may need to take.

If at any time you need to update information once you have submitted your application for a job, you will need to withdraw that application and re-apply with the new or updated information. Please note that at the time this is done you may not be able to re-apply for the position if it is no longer posted. Additionally, the information being changed may have to first be done in your profile.

FREQUENTLY ASKED QUESTIONS:

How does the application process work?

Using our online system, applicants can create and update their profile, view open positions, and apply to posted positions at any time. Our system is available 24 hours a day, 7 days a week from any computer with internet access.

Can someone help me if I have questions?

You may also call Human Resources at (216) 987-4831 for assistance via phone Monday - Friday between 8:30 a.m. – 5 p.m. for assistance.

Who can I contact if I need special accommodations due to a disability?

If you are a person with a disability who is in need of a reasonable accommodation in order to participate in the College's application and/or interview process, please contact the Office of Human Resources at (216) 987-4831. A Human Resources representative is available to assist you Monday - Friday 8:30 a.m. – 5:00p.m.

Can I save my application before I finish completing it?

Yes, your application can be saved into a draft format. Please note by simply saving your information this does not mean you have officially applied to a position. Saving your work frequently is a best practice. You must complete all required steps in the application process and submit your information. Please note at various steps of the on-line application process fields showing an asterisk "*" are required fields needing to be completed.

Do I need to recreate my application each time I want to apply for a position?

Our system will retain basic information in your applicant profile that will pass into any job you apply to. However, you will need to complete all application steps when applying to a job since each job you apply to may have different questions be asked of applicants.

Can I apply to more than one position?

Yes, you can apply to multiple positions that are posted.

How will I know when I have completed the process of applying for a position?

You will receive a system generated notification to your profile when you have successfully completed the process. You will also be able to see your completed application on your candidate profile.

Will a resume and cover letter be required for every position?

Required applicant materials vary by position. Each job posting indicates, which applicant materials are required in order to apply for that specific position.

Should I save my resume and cover letter into one file (i.e., Word) and attach it to my application?

No, you will be asked to attach your resume and cover letter separately.

How can I attach my transcripts to my application?

The job posting notice will indicate if transcripts are required applicant materials for a position. If you are asked to provide transcripts, you can either attach the transcript for each degree as a separate file into the system.

All my pertinent information is on my resume. Can I fax, mail or e-mail my applicant materials to you?

The College does not accept resumes or applications via fax, mail or e-mail.

I want to send a sample of my work (portfolio, CD, syllabi, etc.) so the hiring manager or search committee has it for review. How can I do that?

Submit only applicant materials requested in the job posting. This applies to work samples or copies of resume/cover letter. Other materials such as portfolios, CDs, etc. will not be accepted.

If I am presently a Tri-C employee, do I still need to complete an employment application?

Yes, you need to apply to all positions using our internal application site through TEC. Applications are required of each person applying for a position. It is likely that some of your credentials have changed since you originally applied and obtained the position you are currently in. Completing a new application ensures that your current qualifications and personal information are documented and up to date.

I missed the deadline for applying for a position. Can I still apply?

No, additional applications will be accepted once a deadline has passed since the posting will not be active to apply to. Please continue to visit the employment site and apply for new jobs as they become available.

I saw a position advertised, but when I went to the website it was not listed. How can I apply for it?

The fact that the position is no longer listed indicates that either the application deadline has passed or the position was filled or cancelled.

I made a mistake on the application I submitted for a position. How can I change it?

Once you have certified the information on your application to be complete and true and you have applied the application to a position, you cannot change your application for that position. You will need to withdraw your current application and reapply to the position. If the position is no longer posted you will not be able to reapply.

What if I attached the wrong document to my application?

Once you have certified the information on your application to be complete and true and you have applied the application to a position, you cannot change your application for that position. You will need to withdraw your current application and reapply to the position using the correct documents. If the position is no longer posted you will not be able to reapply.

What if I incorrectly answered one of the questions in the online system when applying for a position?

Once you have certified the information on your application to be complete and true and you have applied the application to a position, you cannot change your application for that position. You will need to withdraw your current application and reapply to the position to answer the questions correctly. If the position is no longer posted you will not be able to reapply.

I received a degree(s)/diploma(s) from an institution outside the USA. How can I determine if my degree/diploma is recognized in the US?

Your credentials must be translated and uploaded as part of the application process so they can be evaluated with your submission.

How often are job listings updated?

Positions may be posted at any time.

How will I know the status of a position?

By logging into your profile you will be able to view the current status of positions you have applied to.

What should I do if I forget my username and/or password?

Follow the “forgot password” feature when you try to log into your profile.

Will I be guaranteed an interview if I am qualified for a position?

Often, there are many applicants who apply and meet the minimum qualifications for a position. Not all will be granted an interview. The search committee/hiring manager will schedule interviews with candidates who appear to present the best fit for the College, department, and position available.

Will I receive a letter if I am not the selected candidate for a position?

If you were interviewed for a full-time position, you will receive a letter that you are no longer in consideration once the position has been filled. If the job is closed and filled you will also receive a status notification in your profile.

Does the College conduct background checks?

Yes, the College conducts background checks and drug screens.

Offers of employment are contingent upon a background clearance. Background checks can also be conducted on current employees who are being hired into a grant-funded position that requires a background clearance.