Q) Where do I begin?

Create a user name and password that you will easily remember. You will need it to apply for other positions or check the status of your application the next time you visit the site. Both the username and password are case sensitive. Note, if you are a current TCCD employee, it is best not to use your TCCD email address.

Q) Do I have to fill out an application?

Everyone is required to complete an online application.

Q) What if I have already created an application?

Use the login you created to access the application system.

Q: I forgot my username and password, how do I retrieve this information?

If you don't remember your user name, you can have the system email it to you. If you don't remember your password, you can have the system reset it. The Login page includes a link to allow you to do either of these.

Q) What information will I be asked to provide in my application?

You will be asked to provide personal information such as name, address, phone number, date of birth and social security number. You will also be asked to provide information about your education and previous employment, as well as contact information regarding your employment history and references. Note, only if selected as the candidate for recommendation, the date of birth and social security number are used to process the background check.

Q) Do I have to enter my Social Security Number?

Your Social Security number provides a unique identifier within the application system. Your Social Security will not appear on the printed Application for employment and will only be viewed by Human Resources for official use.

Q) How do I update the information contained in my application?

PA?? Make sure to update your information before applying for a new position. Log in with the username and password that you used to created your application. You will then click on the 'Edit Application' link on the left margin. You will not be allowed to change your application information after you have applied for a position. Please note that you will not be able to attach or remove any documents associated with an application once you have submitted it into the system.

Q) What if I want to submit a resume?

Attaching a resume does not substitute for completing the application. There will be directions prompting you how and when to attach your resume to the position of interest.

Q) Can I copy selected information from another electronic document?

Yes. For example, you can copy and paste the information from a Word document directly into the appropriate fields in the application form.

Q) What if I am not ready to fill out the application at this time?

Click SAVE at the bottom of the page. Please note that the application process is complete when you certify and submit.

Q) How do I save my application?

You must click SAVE AND CONTINUE TO NEXT or SAVE AND STAY ON THIS PAGE to save the information you have entered.

Q: What format(s) are acceptable for my attachments?

All attachments must be in an Adobe PDF or Microsoft Word format. Scanning a document in black and white will help decrease the document size.

Q: What if I don't have a scanner?

Many office supply businesses and public libraries offer scanning services.

Q: I am having trouble attaching my documents. Can I just mail or fax them?

All required documents must be attached to the online application.

Q: The system won't take my attachment. It says it is too big. What is the size limit?

The size limit for each attachment is 9MB.

Q: Which transcripts do I need to submit?

Attach or copy/paste the transcript for degrees or courses related to the teaching discipline or job position. If you have multiple pages of transcripts, you will need to scan them into one single document. Note that the transcripts do not need to be official transcripts for the online application process.

Q: I am currently a TCC employee with my latest transcript already on file in Human Resources. Do I still have to attach transcripts?

Yes please contact Human Resources to request that a copy be sent to you.

Q: Is it OK to have more than one login?

No. The system can help you to recover your login information if you can't remember.

Q: How do I search for current job openings?

You can search for jobs by key words (such as "biology" or "nurse"), job title, department, or job posting number.

Q: How often are job postings updated?

Jobs are posted weekly.

Q: What happens when I bookmark a job?

The system saves a list of the job you have bookmarked. You must be logged in to bookmark a job. Note

Q: How does the "email a friend" feature work?

The system allows you to email a friend a job. You must provide the email address.

Q: Can I start an application and come back to finish it later?

Yes. You can save your work at any point. Your application is complete until you certify and submit.

Q: Is it OK to apply for several similar positions?

Yes. Consider applying to any position that matches your qualifications.

Q: The information that copied in when I started this application is out of date. How do I fix it?

You can change the information on an application that you are still working on. You can also edit your account settings to update information such as your address and phone number, so that new applications have the latest information.

Q: How is my personal information safeguarded?

Our web site uses a secure connection. The information you provide is encrypted as soon as you save or submit it.

Q: Why am I seeing this message about being logged out due to inactivity when I am typing in this form?

The system does not register keystrokes in the form; it has a timer that runs out at some time (usually an hour) after you select an action. To keep working, select OK in the message box. This resets the timer.

Q: How does the reference part work?

If you are selected to move forward in the hiring process, the system emails a message to each of your reference providers, giving them a link to enter a recommendation for you. Remember, references should be professional or business related, not relatives or personal friends.

Q: How do I know that my reference providers got the reference request?

You may contact your reference providers directly to let them know to look for an automated email from the system. Note some email systems will direct the message into the recipient's junk mail folder.

Q: What if someone does not provide a reference on time?

If a reference provider does not respond within a specific length of time, the system sends a reminder message.

Q: How do I make sure my documents upload properly into the system?

Be sure your documents are editable and not password-protected. We will not be able to review your documents if they are password-protected or read-only – they will not upload successfully. Create Word and PDF documents using letter-size pages with standard margins, so your documents can be printed easily. Keep the file size of each document as small as you can.

Q: If I submit my application without the required documents, will my application still be reviewed?

No. You will not be able to submit your application until you have attached documents marked "required".

Q: The system says there is a problem with my application. How do I find and fix it?

When you review your application, the heading for each section has a green check mark if it complete or a red X if it is incomplete. To open an incomplete section, select the section heading. The page presents a message that tells you what needs to be corrected.

Q: How can I confirm that I was successful at completing the application online?

The system presents a confirmation number for your reference when you have successfully completed and submitted your application.

Q: Will I be able to print my application when I complete it?

Yes. You will be able to print a copy of your completed application.

Q: Can I update my application if my information changes?

You cannot edit an application that you have submitted for a specific job posting, but you can log in and update your profile information at any time. You can also upload an updated résumé each time you apply for a new position

Q: What happens next?

Your application is accessible by the supervisor as soon as it is submitted successfully. If you are selected for an interview, you will be contacted by the supervisor. The length of the recruitment process can vary based upon the needs of the individual departments.

Q: Should I call Human Resources or the department head if I don't hear back?

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No. You can log in and check the status of all the jobs you have applied.

Q: How long will my application be on file?

We have a data retention policy that requires us to keep your application in our records whether you are hired or not. In most cases, your application is only considered in connection with the specific position you have applied, so we encourage you to return to our employment site from time to time, and apply for any position in which you meet the qualifications.

Q: What are "Pooled" postings?

 'Pooled' applications are reviewed based on adjunct needs, supervisors District wide will review applications and make hiring decisions on an as needed basis.

Q: When will I be contacted for an interview?

Only applicants selected for interview will be contacted by the supervisor. Those selected for an interview for non-faculty positions will be asked to complete a series of assessments as assigned by position.

Q: Does TCC sponsor employment?

TCC does not sponsor employment. All TCCD employees must be authorized to work in the United States, regardless of citizenship or national origin, except where specified by law. If you are not a citizen or a lawful permanent resident, you may need to apply for an employment authorization document to prove you may work in the U.S.

Q: I'm a TRS retiree, how does full time employment affect my retirement?

The following rules apply to any TRS retirees if they work full-time.

A.   TRS Pension Surcharge: For future TRS retirees who are employed in full-time positions and subject to the TRS Pension Surcharge, TCC treat them like all other persons we employ in full-time positions. TCC, the employer, pays the pension TRS surcharge of 6.4% and the retiree pays the 6.4% of the TRS surcharge pension surcharge. This would be the amount that we as the employer will pay for any employee who is in a TRS eligible position. Thus, we treat them as we treat all other employees. TCC will pay the 6.4%. The total surcharge is 12.8% and TCC will pay 6.4% and the TRS retiree will 6.4%. This is effective immediately, May 14, 2013 for any new TRS retiree.

B.   TRS Care Surcharge: For future TRS retirees who are employed in a full-time position and subject to the TRS Care Surcharge, the TRS retiree will be responsible for 100% of the TRS Care surcharge.

You may contact TRS for any follow up questions at 1-800-223-8778