

FREQUENTLY ASKED QUESTIONS HARVEY MUDD COLLEGE'S APPLICANT PORTAL

How do I find out what jobs are available at Harvey Mudd College?

Open positions are available 24 hours a day on any computer with Internet access.

How do I apply for a job?

You will need to create a username and password to login to the system. Once you have logged in, you may create your application and enter your voluntary demographic information online at any time. You may also search open positions before creating an online application. Step-by-step instructions are available online.

Can I apply for more than one position at a time?

Yes, once you have completed your online application, you will be able to apply for as many positions that match your qualifications. When you revisit the site, the original application you created will be available for you to use and/or update to apply for other positions.

Do I have to fill out an application?

Yes, if you are interested in applying for a position at Harvey Mudd College, you must create an account and complete an application.

How can I apply if I do not have a computer?

Computers and assistance are available in the Human Resources Office from approximately 9:00 a.m. to 4:00 p.m. Monday through Friday; please call 909.607.9700 to request an appointment. Your local library is another resource that community members may use.

Can I apply directly with the department in which I wish to work or where I know there is an open position?

No, HMC's online Applicant Portal is the College's central intake point for all open staff positions. Only applicants who apply for positions through the system will be considered.

When/how can I make changes to my application?

You can make changes to your application at any time. Please keep in mind that once you submit an application for a specific position, you cannot go back and make changes to the submitted application. Changes you make to your application will be included in new positions for which you apply.

Can I attach documents to my application?

Yes, you will be given the opportunity to attach a resume or relevant documents. Certain positions will require you to attach documents such as a cover letter or a resume.

Do I have to fill out the Education & Training and Employment History sections of the online application, even if I've uploaded my resume which already contains this information?

Yes, please make sure to complete those sections if they are relevant to the requirements of the position for which you are applying. Initial screening of applicants is completed using the online application and failure to provide all the relevant information in these sections may result in removal from consideration.

What if I need an accommodation to apply for a position?

Please contact the Human Resources Office for assistance at (909) 607-4096.

Can I use different resumes or cover letters for different positions?

Yes, you can submit a new resume for each position for which you apply and the site will keep your resumes on file.

How long can I use my application to apply for positions?

Applications remain on file indefinitely. Applications can be updated at any time. If you contact information, educational history or employment history changes, be sure to update your application.

If I chose not to complete some or all of the voluntary demographic information form, will I be able to do so in the future if I change my mind?

Yes, if you want to enter, change or delete voluntary demographic information at a later time, you can do so by clicking on the link "Demographic Info" in the applicant portal.

What happens after I submit my application materials?

Application materials are screened for minimum requirements and then forwarded to the hiring supervisor for review, with the exception of your voluntary demographic information. If you are selected for an interview, you will be contacted by phone or email.

You can check the status of your application by logging in to your account through the [applicant portal](#).

How will I know if a position for which I applied has been filled?

You will receive an email when a position for which you have applied has been filled. You may also check the status of your application by logging into the system and viewing the listing of positions for which you have applied. Once a position is filled, its status will change to "position filled."