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ABOUT THE DISTRICT

Q. What is the North Orange County Community College District (NOCCCD)?

The mission of the North Orange County Community College District is to serve and enrich our diverse communities by providing a comprehensive program of educational opportunities that are accessible, academically excellent, and committed to student success and lifelong learning.

Two of the state's premiere colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our college students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in our continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

Q. What type of employment does NOCCCD offer?

NOCCCD hires individuals to fill a wide variety of jobs. These jobs are sorted into the three major categories listed below.

- Full-Time Faculty
Tenure/Tenure-Track applications are accepted for individual vacancy recruitment efforts. Classroom instructors are hired to teach college classes for credit instruction, as well as non-credit classes for Continuing Education. Counselors and Librarians are also considered Academic positions.
- Classified/Confidential
Classified/Confidential applications are accepted for staff positions. Some of the positions include office/clerical, accounting, safety, maintenance & operations, student services, instructional support, bookstore, purchasing and production.
- Administrative/Management
Academic/Classified Management applications are accepted for academic administrators and classified management positions. Positions include Deans, Vice Presidents, Directors and Managers.

Q. How do I find out about job openings at NOCCCD?

You will need a computer with internet access to view the available openings, resource information, and to apply for a position. You may visit the employment opportunities page and the Human Resources website 24-hours a day for more information. Feel free to contact Human Resources with any additional questions at hrapply@nocccd.edu after reviewing the website, resource information and FAQs.

To look for job opportunities, follow the “Search Jobs” link and use the search tools. You may bookmark a job so you can come back to it later. To return to a job you bookmarked earlier, log in if you have not done so already and follow the Bookmarked Jobs link.

Q. Can a non-U.S. citizen be considered for employment with NOCCCD?

In most cases, you must possess an alien registration card that is granted by the U.S. Citizenship and Immigration Services (USCIS). The only exception is for Canadian and Mexican citizens. Under NAFTA (North American Free Trade Agreement), Canadian and Mexican citizens with college degrees may apply for position in the U.S., and be hired by a U.S. employer for a job that requires a college degree. Once hired, the Canadian or Mexican citizen need only present a letter from his/her U.S. employer to the U.S. Customs officials at the border. The resulting I-94 visa must be renewed annually but it is valid until the employment ends.

NOCCCD will not sponsor any visa applications.

Q. How do I know what type of application to use?

There are three (3) different types of applications. Once you click “Apply to this Job” within the posting, you will be directed to the corresponding application for the position.

Q. Where can I complete an online application?

Go to our Employment Opportunities page www.nocccd.edu/Employment/JobOpportunities.htm or via the link on the District website (www.nocccd.edu).

Each posting has its own unique application and requirements. You may apply to any of the positions listed, simply click on “Apply to this Job,” attach all required documents, and answer the supplemental questions prior to the Closing Date noted.

Note: The application deadline is 11:59 p.m. PST on the date indicated. Your application must be completed and submitted before the deadline. Late submissions are not accepted.

Q. Can someone help me complete the online application?

Human Resources staff members are available to answer questions about the online site, and assist applicants with disabilities. You may call, e-mail or visit the Human Resources Office at the District.

HUMAN RESOURCES

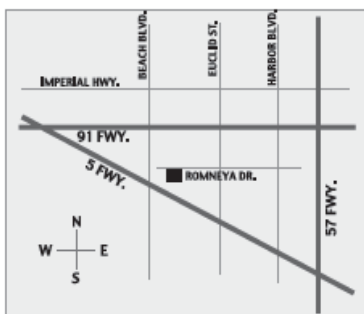
Q. How do I contact the Human Resources Office?

By telephone: (714) 808-4810

By email: hrapply@nocccd.edu

By mail or in person at: 1830 W. Romneya Drive, 9th floor
Anaheim, CA 92801-1819

(However all applications must be received online)



Our office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. There is 30 minute visitor parking at the Anaheim Campus. Please park in designated “Visitor” parking spaces directly in front of the building.

APPLICANT SYSTEM

Q. I can't remember my password. What do I do?

We understand that you may misplace or forget your password or username information. In the event that you are unable to locate your user information to access your application information, click on the "[Forgot your username or password?](#)" link located on the Login screen.

*Note: Please keep your username and password in a safe place so that you will be able to easily retrieve the information at a later time. Do not share your information with others.

Q. How can I check the status or view my application?

Using the online applicant site, you can log in at any time using your username 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 you have applied to by looking under the "Status Column" under "Completed Applications." Application materials can be viewed by clicking on the links. You also have access to view the Posting Details of all jobs you have applied for by clicking on the "View Job" link.



Completed Applications		Confirmation Number	Posting Number	Status	Application Date	Application Materials
English Instructor View Job Archive	CN000000694	2012011P	In Progress Withdraw Application	May 11, 2015	Application Reference Requests Resume Cover Letter Transcripts (may be unofficial)	
Director, Disabled Students Programs And Services View Job Archive	CN000000696	2012009P	In Progress Withdraw Application	May 11, 2015	Application Reference Requests Resume Cover Letter Licenses and Certifications	

Q. When/how can I make changes to my application?

Once you SUBMIT your application for a particular posting, you cannot go back and make changes to the submitted application. Therefore, please gather the necessary information BEFORE beginning the application process.

*Note: You may make corrections (such as a new phone number or name change) after you have submitted your application for a job opening. Please login and make the change under Account Settings.

Q. Who will see my application & how is my security protected?

Your online application information is located on a secure web server and will only be available to the Human Resources Office and the respective search committee for the job posting to which you apply. Your voluntary demographic information is only available to the Human Resources Office and will be used for EEO (Equal Employment Opportunity) reporting purposes only. Security of your personal information is important to us and is provided in two different ways:

1. The applicant site is password protected. When creating a new online application you will be prompted to provide a personal username and password.
2. SSL encryption is utilized to protect all data provided by applicants.

Q. I am having a technical problem with my computer. What can I do?

Be sure you are using either Internet Explorer 8 or higher, or the current version of Mozilla Firefox, Apple Safari or Google Chrome. Also, under your browser internet options, you need to have cookies and JavaScript “enabled.”

The application system will not allow you to save and continue if there are errors in any required (*) field. If you receive the red error bar at the top, it will specify what errors need to be corrected and where the errors are located.

*Note: Feel free to call (714) 808-4810 or email hrappl@nocccd.edu, if you are experiencing technical difficulties.

APPLICATION PROCESS

Q. Where can I apply for an open position?

Applicants may complete their applications online at www.nocccd.edu from any computer with internet access up until the closing date. Computer stations are available at the Human Resources Office if you don't have access to a computer.

Q. How do I apply for positions at the District?

Create an account to use the online employment system with a valid personal email address. The email address will be used to notify you of any status changes and for other information regarding your application.

*Note: If you don't have an email account, you may acquire a free one from any website such as, www.gmail.com and www.yahoo.com.

The application process has five (5) steps:

1. Click “Search Jobs” located on the left side menu or one of the links in the middle of the page.
2. Read through the posting, noting what is required to apply.
3. Create a login username and password, if you haven't already done so. This will enable you to come back and apply for additional positions as well as check on the status of a position.
4. Complete the required information.
5. Apply for a specific job posting on or before the closing date.

When you apply to a job posting, you may be prompted at that time to answer supplemental questions and to attach documents (i.e., resume, cover letter, transcripts, etc.) to your application. A list of supplemental questions and required documents can be reviewed in the Posting Details.

Your application has NOT been submitted until you receive an automated CONFIRMATION number and message from the system. This confirmation number is your receipt that you successfully submitted your application.

*Note: Applications may only be submitted online. Unsolicited applications and resumes are not accepted and will be returned.

Q. What is the filing deadline for postings?

Completed application forms must be submitted by 11:59 p.m. PST on the closing date for the specific posting. Closing dates are listed on the Posting Details.

*Note: We reserve the right to cancel any posting at any time with or without notice.

Q. I missed the deadline – can I still apply?

Once a closing date has passed, no applications will be accepted. Please visit the online applicant site and apply for new postings as they become available.

Q. Can I apply for more than one job at a time?

Yes, you can apply to multiple positions that are currently open and noted on the current job listing. Your personal information, educational history and work history is saved and populated into future applications for your convenience.

*Note: Be sure to remember your username and password so that you can log back into the system at a future time.

Q. Can I apply for a position via e-mail or fax?

Job applications are ONLY accepted using our District online application system. Completed applications must be submitted on this system no later than the posted deadline. In addition, all required documents must be uploaded prior to the time the application is submitted. The District will not accept resumes in lieu of applications. The District will not accept any application materials by fax or email, or in person.

Q. Can I save my application before I finish completing it?

Yes, you can. 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.

Click “Save Application” on each page before advancing to the next page. Click “Next” and be sure to hit “Save” when you reach the last page of the application. You may return later and edit the application before clicking on “Submit” to officially submit your application.

*Note: If you exit before saving your employment application, your data will NOT be saved and you will be required to re-enter your application in its entirety.

Q. How long does it take to complete the online application?

It depends on several factors including the amount of work experience and education you have to enter, how fast you type, etc. You should allow a minimum of 30 minutes to complete the process. When completing an application, you will be asked to provide information about your education and experience, as well as contact information regarding your employment history and references. Please gather this information BEFORE beginning the application process.

If you find you are missing a piece of information requested on the application, click “Save”. You will be able to skip the field and go back later to complete it. The information on your application form will be used to evaluate your qualifications for the job opening for which you are applying. Please ensure it is accurate, complete and contains all required information.

*Note: Incomplete applications will not be considered.

Q. Can I attach documents? How?

You may attach required and optional documents when applying for a position. You can create documents such as a resume and cover letter if you do not have these available as saved documents. If the application allows or requires you to attach documents, a list of relevant documents that you have already uploaded will be available, so you can reuse documents if they are suitable.

You can upload and attach documents in these formats, up to 9MB:

- Microsoft Word or similar word-processing (.doc, .docx, .rtx)
- PDF
- Plain text, such as from Notepad (.txt)
- Microsoft Excel (.xls, .xlsx)
- Graphics (.tiff, .tif, .jpeg, .jpg, .jpe, .png)
- Video (.flv, .mov)

Some applications may allow you to provide a link to your website or files available from your site. In this case you can provide access to file types that you can't attach directly to your application in the system.

*Note: It is important to read all of the instructions on the “Applicant Documents” screen carefully to ensure that you submit all of the attachments required for each position. The attachment requirements may vary depending upon the position type. If any of the required documents are missing at the time your application is submitted, your application will be considered incomplete and will not be considered.

Q. I am having problems uploading documents.

Make sure that your documents are in the formats listed above and are smaller than 9MB. In addition, ensure that your document is not password protected. The system will not be able to covert protected files.

Q. What if I don't have my required document attachments in an electronic format?

We understand that you may NOT have all of your required documents available in an electronic format. We encourage applicants to use local resources such as a library or print service offices that have scanning capabilities.

**Note: The computers at the District Human Resources Office are equipped with scanners.*

Q. How do I withdraw my application?

If you submit an application and then decide that you do not wish to be considered for that position, you can withdraw your application before the closing deadline.

1. Log in and select "Your Applications", locate the application that you need to update.
2. Click on "Withdraw Application"
3. A confirmation page will open, select "Yes, withdraw this application."

**Note: Once the closing date has passed, you will be unable to withdraw your application.*

Q. What happens after I apply to a posting?

A committee will screen all completed application packets received following the filing deadline. Only those applicants with the best combination of knowledge, skills, abilities and experience will be invited to an interview. Meeting the minimum qualifications for a position does not guarantee an interview. Current District employees who are applying for a position should be aware that materials from their personnel files will NOT be considered as part of the application packet. Information on previous and current employment should be provided in the same degree of detail as any other applicant.

Qualified applicants who are invited to be interviewed will be contacted by a Screening Committee representative via email or phone. Be sure to check your email regularly for status updates. You may view the status of your application after the closing date by returning to the applicant site with your personal username and password. The applicant system can be accessed 24-hours a day, 7-days a week from any computer with internet access.

	Confirmation Number	Posting Number	Status	Application Date	Application Materials
Director, Disabled Students Programs And Services Archive	CN000000696	2012009P	In Progress Withdraw Application	May 11, 2015	Application Reference Requests Resume Cover Letter Licenses and Certifications
Campus Marketing/Outreach Assistant J Archive	CN000000706	2012027P	Does Not Meet Minimum Qualifications Withdraw Application	June 03, 2015	Application Reference Requests Resume

Q. How does the reference part work?

The system will send an email message to each of your reference providers, giving them a link to enter a recommendation for you in the system. The recommendation is connected to the job you apply for. If you apply for more than one position and name the same person as a reference on each application, that person receives a reference request for each application. This allows your reference to give information about you that is tailored to the job you apply for.

*Note: The system does not have a way of determining if your reference providers got the reference request. You can contact your reference providers directly to let them know to look for an automated email from the system. Some email systems will direct the message into the recipient's junk mail folder.

Q. Where can I get a typing certificate? What is acceptable?

Some of our Classified/Confidential positions require candidates to be able to type at a certain speed. If a typing test is required, it will be listed on the job posting. There is no need to include a typing certificate. If you are selected for an interview, you will be notified to take a typing test at the District Human Resources Office.

Q. How are the qualifications determined for credit and non-credit faculty positions?

All public community colleges in California fall under the administrative umbrella of the California Community College State Chancellor's Office. The Academic Senate within the state office establishes the Minimum Qualifications for academic instructors, following approval by the Board of Governors. These qualifications are discipline specific. Please visit the website <http://www.nocccd.edu/Employment/MinimumQualifications.htm> for disciplines and qualifications.

All credit and non-credit instructors must meet these minimum qualifications in order to be considered for a teaching assignment in a California community college. Faculty who work in the University of California or California State University systems are not automatically qualified to teach in a community college. At the time of hire, official transcripts from accredited institutions must be provided.

Applicants who do not have the stated minimum qualifications and are seeking consideration on the basis of equivalency will have their application forward to the District Equivalency Committee for evaluation in accordance with the relevant provisions of the contract and/or hiring policy.

*Note: Equivalency is NOT a waiver of the minimum qualifications; rather, to be accorded equivalence the applicant shall provide evidence, as specified herein of qualifications that are at least equal to or greater than the prescribed minimum qualifications. A determination of equivalency will find qualifications that place the applicant in the same position as if he/she possessed the prescribed minimum qualifications.

Q. Can I apply to a posting if I have a foreign degree?

Applicants who have completed college or university course work at an institution from a country other than the United States, including Canada and Great Britain, must have their transcripts evaluated. The NOCCCD only recognizes evaluations from organizations who are members of the National Association of Credential Evaluation Service (NACES), which is an association of private educational credential evaluation services committed to formulating and maintaining ethical

standards in the field of foreign educational evaluation. Visit the NACES home page at www.naces.org to obtain a listing of member evaluation services.

*Note: If the posting requires transcripts, the evaluation **MUST** be submitted with the application.