

[Return to Home page](#)

**Linn-Benton Community College
Online Application System**

Frequently Asked Questions

How do I begin?

To begin the application process, you'll first set up your applicant account by selecting a username and password that you will remember. Keep track your username and password so you can apply for other positions or check the status of your application the next time you visit the site.

What if I forget my username or password?

If you forget your username or password, click [I Forgot My Username/Password](#) located in the Login screen and follow the instructions for retrieval.

What information will I be asked to provide when I apply?

You'll be asked to provide personal information such as name, address, phone number, etc. 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. You will want to gather this information before beginning the application.

In addition to the online application, some postings will require you to attach additional materials such as a cover letter, resume, transcript, and/or other documents. In some postings additional materials will be optional. Be sure to note any required documents in each posting you apply to. Please note that attaching additional documents does not substitute for completing the application form.

Can I save my application before I finish completing it?

Absolutely. Some pages of the application have required fields notated with a ***red** asterisk so you'll want to complete and save those before exiting the application. If you run out of time and cannot finish the entire application, you may save what you have entered and come back later to finish it. Be sure to click "Save Changes" on each page you have completed.

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 the required information, please be sure to save your application and return to complete it later.

When/how can I make changes to my application?

Once you submit your application to a posting and receive a confirmation number you can't go back and make changes to that application. You can make changes to your application when you apply for a new position.

How do I respond to the “Supplemental Questions”?

The college uses Supplemental Questions as a screening device to help determine which applicants will be interviewed. The questions have been designed to elicit additional information that will help in identifying the strongest candidates for the job. Read the question carefully and provide specific examples if they will help demonstrate your knowledge, skills, abilities and experience.

How do I attach documents to my application?

After completing the online application and attaching it to the posting to which you are applying, you will come to an Application Documents screen that allows you to attach required and optional documents. You will have the option to upload your document, copy and paste from a saved file, or type the information in the text area provided. Once you attach your documents to a posting, they are held in the system and you may select them when applying for other positions.

Please be sure to read all of the instructions on the Application 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. If any of the required documents are missing at the time your application is submitted, your application will be considered incomplete.

Note: Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word Document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- **Please use “standard” fonts, such as Times New Roman, Arial, and other common fonts.**
- **Avoid the use of complex tables and shading.**
- **Avoid the use of several columns in one document.**
- **Avoid embedded images, such as pictures or graphics.**

Once I've submitted my application, what happens?

Your application will pass through a series of screenings. Human Resources will do a preliminary screening for completeness and minimum qualifications. If your application is complete and meets the minimum qualifications of the position, it will be forwarded to the hiring department. A detailed review of all applications will be performed, and interviews will be offered to selected applicants. Because there may be many applicants for a position, not everyone who meets the minimum qualifications will be invited to interview. If your application does not meet the minimum qualifications of the position

or is incomplete, your application will no longer be considered. We will notify you by email.

If I am presently an LBCC employee applying for a new position, do I still need to complete an employment application?

Yes, please. When you submit an updated application you can be sure that your current qualifications are being considered.

What time of day does a posting close?

Postings are closed and removed from the website at 11:59 p.m. on the closing date. Be sure to submit your application and all required documents by that time.

What does “Open Until Filled” mean?

Some positions will not feature a specific closing date. Positions which are “Open Until Filled” will be closed when a sufficient pool of applicants has been received. Because these postings may be closed at any time, you are encouraged to apply as soon as possible if you see a position that interests you.

How do I contact Human Resources?

By telephone: (541) 917-4421

By email: employ@linnbenton.edu

By mail or in person at:

Human Resources, Calapooia Center 108

LBCC, 6500 SW Pacific Blvd., Albany, Oregon 97321

Our office hours are 8 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

Can someone help me complete the online application?

Absolutely. Human Resources staff members are available to answer questions about the online site, and assist applicants with disabilities. You are welcome to call, email or visit us.