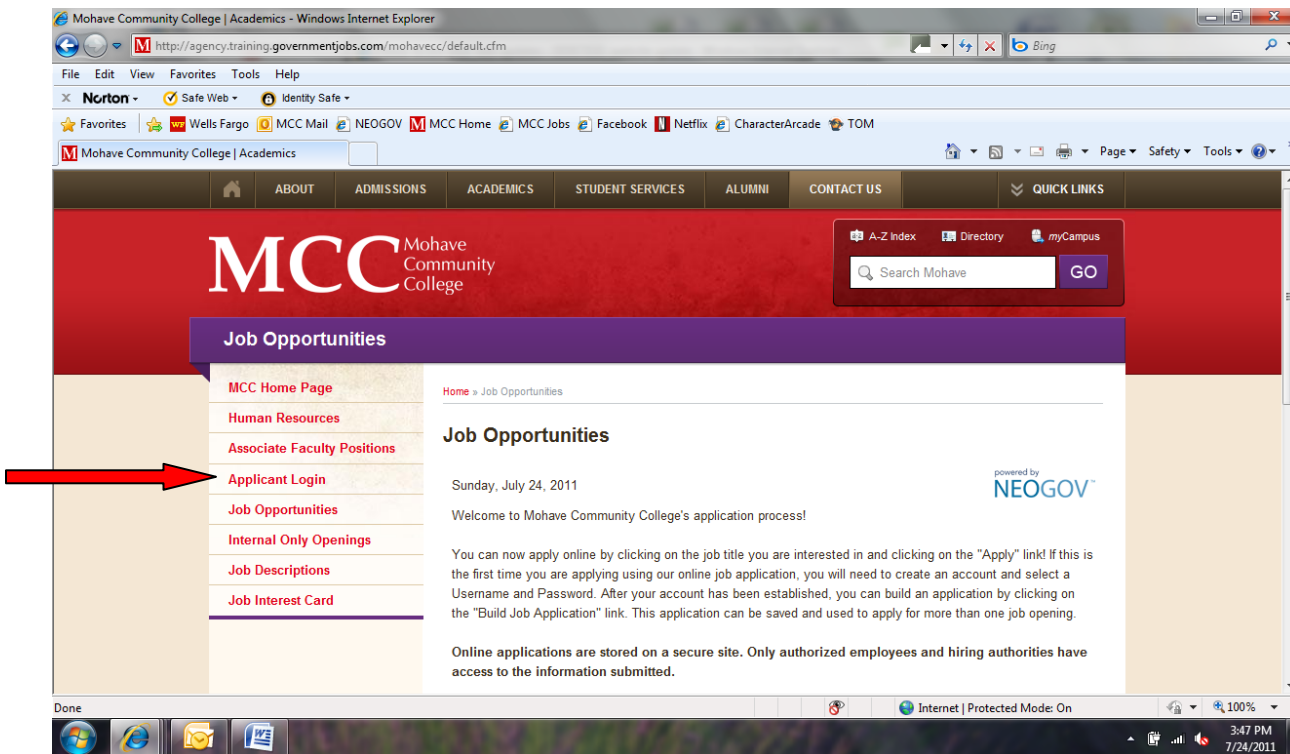


APPLICATION INSTRUCTIONS AND HINTS

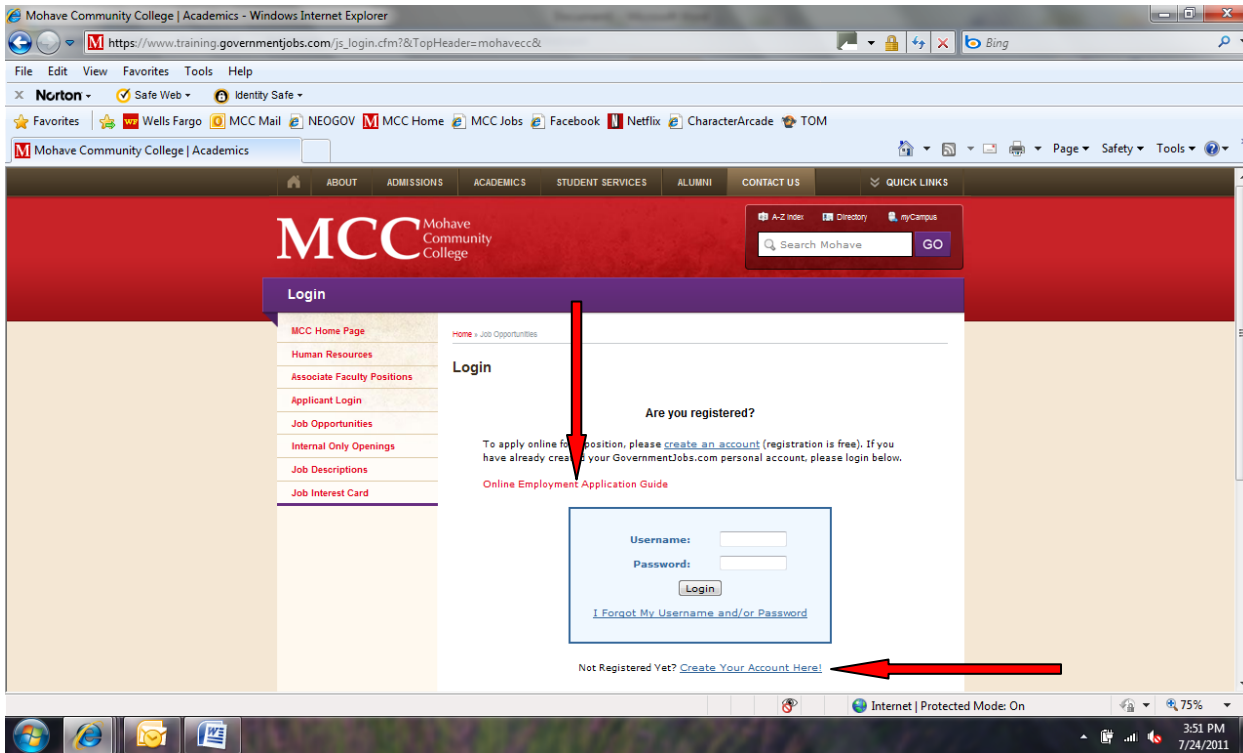
Thank you for your interest in employment at Mohave Community College!!

We want you to be successful in the application process! Therefore, we are providing this instructional manual with additional hints and tips to assist you in maximizing your opportunities.

- 1) You **MUST** create an account before you can apply for a position. If you attempt to apply directly from the job posting without creating an account beforehand, you will not be successful.
- 2) To create an account, click on Applicant Login – located in the left-hand column on all pages.



3) Click on the “Online Employment Application Guide” for assistance in creating your application. Skip the first two steps and start at “Click on Create Your Account Here”. As indicated in the graphic below, you are already there.

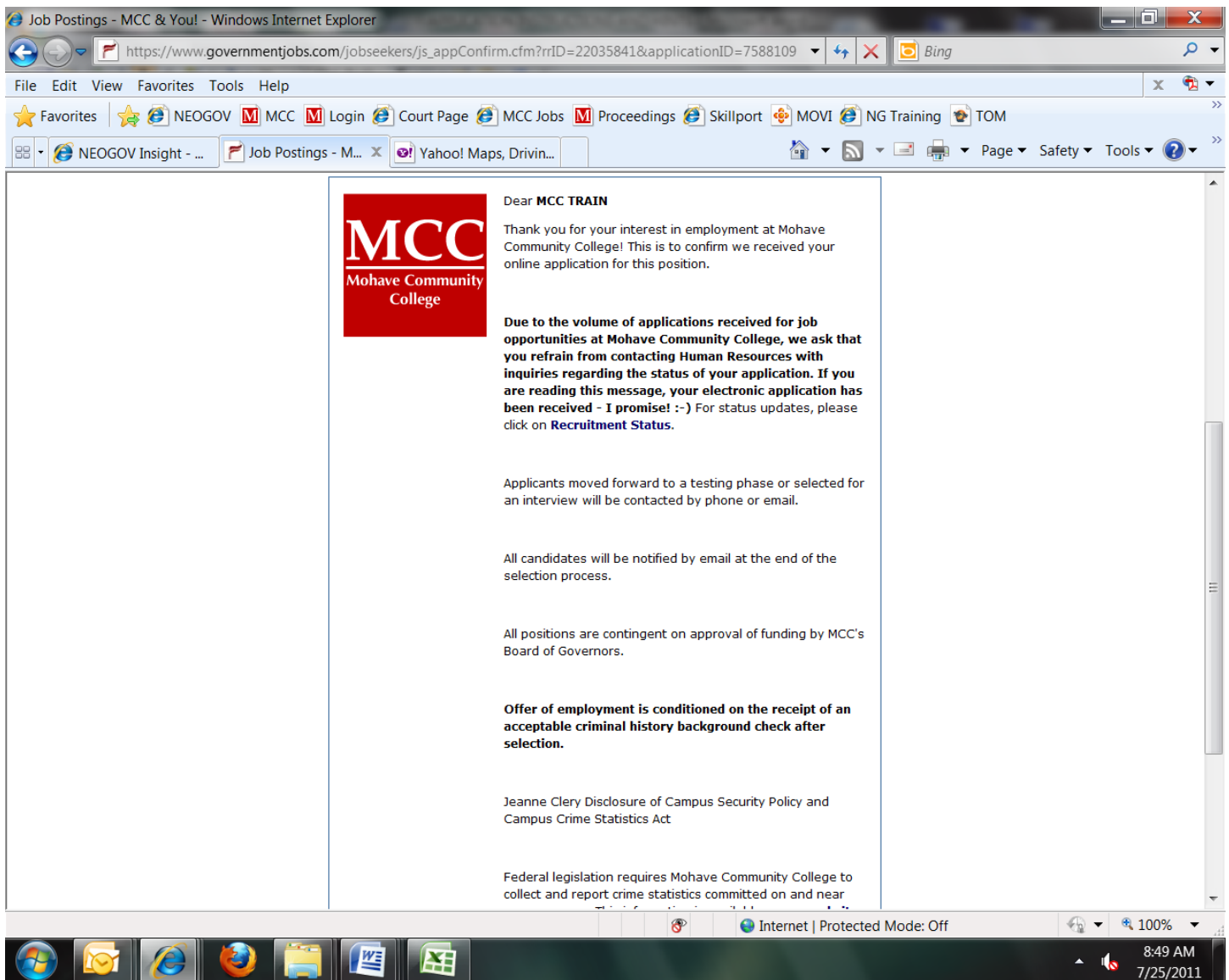


4) Initial screening of your qualifications, such as education and experience, is done SOLELY from the information provided in your application. If you “verify” you have “no work experience” or “no education”, your application will be screened accordingly and will be disqualified based on your verification. Information provided in attached documents such as resumes, cover letters, or CV’s is NOT reviewed during the initial screening of applications. Therefore, it is essential you complete the application fields in order to be considered.

Entry level maintenance, custodial or clerical positions where an applicant may indeed have no work experience or education beyond high school, will be screened as appropriate.

5) If attachments are required, you will be UNABLE to submit your application if you do not have an attachment matching each required item; i.e. if Transcripts are required, then you MUST have a document with the description of “Transcripts” attached.

6) On successful submission of your application, you will receive the following message in a pop-up window. You will also receive this as an email to the email address you provided. If you do not receive this email, check your junk mail. Further correspondence will be done via email and it’s your responsibility to ensure you receive this correspondence.



NOTE: Requests to be added to “Safe Sender” lists are not completed. While we understand the need to reduce SPAM, we do not have the time to respond to all these requests. It is your responsibility to ensure you receive further correspondence from MCC.

TIPS AND HINTS

1) REMEMBER!!

Your application is your first impression with us (or any other employer). Incomplete applications, applications with typos and grammatical errors (particularly for clerical positions), applications that do not address the questions asked, and failure to follow application instructions will reflect poorly on you. Applications with unexplained gaps in employment history may be considered incomplete. Applications completed in all lower or UPPER case may be considered unprofessional.

Last updated: 1/18/2012

Have a friend or family member review your application for professionalism before you submit it. Make sure you provide all the information requested, including attaching required documentation.

References need to be PROFESSIONAL references (former supervisors, co-workers, contractors, vendors, etc.). Reference information needs to include name, relationship to you, employer (or retired), telephone number and, if possible, email contact information.

2) HONESTY IS THE BEST POLICY!

Been arrested or convicted? Terminated or fired? While this information will not AUTOMATICALLY disqualify you, NOT disclosing such information (telling us about it) will most likely result in any offer of employment being withdrawn. It's best to be up-front and honest and provide all the facts surrounding the situation – including dates, offense and disposition (for arrest/ conviction) or dates, employer and circumstances (for termination/fired). Comments such as “I'd rather discuss in person” are unacceptable and will disqualify your application. If necessary, attach a document with all the specifics to your application.

A criminal background check is completed on those applicants selected for a position, completed before a verbal offer is extended. If other than traffic offenses appear, and we are unable to match these with the information you provided, any employment offer may be withdrawn.

3) FINALLY....

We're honored you want to work at Mohave Community College!! While we understand you are excited about the possibility of working here, when we have to continually respond to phone/email requests regarding updates, this delays the recruitment process. Therefore, we'd like to remind you to please refrain from contacting us regarding status updates.

Recruitment Status is updated bi-weekly (usually Monday afternoon), AS TIME PERMITS. During busy recruitment times, status updates may be delayed. Additionally, some recruitment status updates may be available in your account.

You WILL be notified by phone or email if you move forward in the process. You WILL be notified at the end of the recruitment if you are not selected.

Thank you for your consideration!