COMMONLY ASKED QUESTIONS

1. **Do I have to fill my application out in one sitting?**

    No, you can work on your application over a matter of hours or days.
    However, once you submit your application and uploaded documentation, you cannot add materials, edit or see what you have submitted.

2. **I filled out my profile, but I don't see any place to add my documents. Where do I add my documents?**

    After completing your profile you have to **APPLY** for a position before you are able to attach documents. Follow the prompts and you will get to the page where you will upload.

3. **I hit submit before I finished uploading my materials, what can I do?**

    Check your online status. It will inform you of missing <u>required</u> materials and allow you to upload them.

4. **May I submit reference letters?**

    Letters of reference are no longer requested as part of the online process.

5. **I have a conviction. Where can I obtain an ECC10 form?**

    A link to the form can be found on the Employment Opportunities page, as well as the "Related Questions" section when completing your profile.

    Do not load resumes or other documents in the ECC10 area. This area is for **conviction documents only** and cannot be viewed by committee members.

6. **I want to submit more materials than asked for, can I mail them in?**

    Due to our online process we ask that you only submit requested materials.

7. **I have multiple page transcripts. How do I upload them when I only get one chance?**

    First, make sure that you are only submitting the transcripts needed. For instance, if you are applying for a music position and possess the required degree of a Master's in Music, we do <u>not</u> need your Bachelor's or Associate's transcripts. Then, scan the pages of your transcripts and save as <u>one</u> pdf document.

8. **I can only scan my transcripts one page at a time, how do I upload my transcript?**

    Contact the appropriate recruiter and they will assist you.

9. **My transcript file is too large and won't upload.**

    Contact the recruiter for assistance.

10. **I just submitted my application, can you tell me if it has been received and if it is complete?**

    Check your email. You should have received a message that said your application was received. Check your Home Page to make sure your application is complete.

    Contact information:
    For Academic Positions: rmccoy@elcamino.edu
    For Classified Positions: melopez@elcamino.edu (Recruitments ending in even numbers)
                                noshio@elcamino.edu (Recruitments ending in odd numbers)