

## 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 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 them?

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 on-line status. It will inform you of missing required materials and allow you to upload them.

### 4. My references want to send their letters directly. Is that possible?

If letters were asked for, you can have the letters mailed to Human Resources and we will upload them for you, or you can have your reference email the letters directly to the recruiter.

**Make sure you have submitted your application before having your reference email the letter(s):**

For Academic Positions: [rmccoy@elcamino.edu](mailto:rmccoy@elcamino.edu)

For Classified Positions: [mfrankli@elcamino.edu](mailto:mfrankli@elcamino.edu)

***Read the job announcement carefully*** – Recommendation letters can only be submitted if they are asked for on the announcement. ***If a position does not ask for letters of recommendation they cannot be submitted.***

***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.

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

Due to our on-line process we ask that you only submit requested materials.

### 6. Is there a size limit for documents?

Yes, the size limitation for a document is 12 megabytes.

### 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 example, if you are applying for a music position and possess the required degree of a Master's in Music, we do not need your Bachelor's or Associate's transcripts. Then, scan the pages of your transcripts and save as one PDF document.

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

Contact the appropriate recruiter for assistance.

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

Contact the appropriate 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 saying your application was received. Check your **Home Page** to make sure your application is complete.