

# *Getting the Job*

## Faculty Job Application and Interview Workshops

This two-part workshop provides Adjunct Faculty with tips about applying to and interviewing for full-time faculty positions at ECC/Compton Center and other community colleges.

### Part I: The Job Application Process

**Friday, December 6, 2013**

**12:30 - 2:00 PM, Alondra Room**

(light refreshments will be served)

Panelists include a representative from Human Resources, a dean, and recently hired full-time ECC faculty members.

The workshop will cover the following topics:

- iGreentree online application software (used at ECC and Compton Center)
- The Dos and Don'ts of submitting the online application
- Tips for writing a cover letter
- Q&A

**2:00 - 3:00 PM Post Session**

**Individual Curriculum Vitae Review**

Available to the first 10 to register.  
Confirmations will be sent.

**REGISTER NOW!**

### Part II: The Interview Process Workshop

Tentatively scheduled for early March 2014.  
A panel of recently hired full-time faculty will discuss and offer advice for conducting a successful interview.