



IGREENTREE HELPFUL HINTS

- If you are a MAC user, igreentree is not Safari compatible - use Firefox
- Read the job announcement carefully and only submit the documents requested.
- Check your answers on your profile carefully before submitting your application
 - Once you submit your application no changes can be made to this document by you or the recruiter
- If documents are required for a position, have them ready to upload in the format requested
 - If more than one document is required do not load as one file. Load each document in its designated area
 - There are limits to the size of documents loaded (32 mb). Trying to load a file that's too large may result in an error message
 - If you are editing a document and have tracked your changes, make sure you finalize your document
 - No tiff files – we can't open these
 - Don't load any type of document in the ECC10 area other than those related to a conviction. Any document loaded there is considered highly confidential and cannot be viewed by any committee members.
- Remember to check your status on line. Important information regarding your application may be waiting for you.
- Most important hint: Don't wait until the last minute to apply.

Website: <https://elcamino.igreentree.com> OR www.elcamino.edu, click on Employment Opportunities