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 <u>required</u> materials and allow you to upload them.

4. **What if I want to attach letters of recommendation?**

   We no longer request letters of recommendation as part of our application process and do not accept them.

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.

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

6. **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.

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

   Contact the appropriate recruiter for assistance.

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

   Contact the appropriate recruiter for assistance.

9. **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.

10. **Importance notice about withdrawing your application**:

    DO Not withdraw your application, unless you no longer wish to be considered for the position. The system will warn you of this before you withdraw because if you do, **you will not be able to reapply** for the position you withdrew from.

    Recruiters: Academic Positions: melopez@elcamino.edu

    Classified Positions: pjones@elcamino.edu