

Application Tips for Success



Things to consider when completing your application:

- ✓ Make sure **all** required attachments are attached and include an appropriate title.
- ✓ Include completed relevant coursework on your application (there is a supplemental question that asks for coursework).
- ✓ Include all relevant work experience and job duties on the application.
- ✓ Your application should be thoroughly completed and consistent with your resume, i.e., job duties, dates of employment.
- ✓ Your Diversity Essay should answer the prompt listed on the job announcement.
- ✓ Incomplete applications **will be** rejected.

In addition to your Diversity Essay please include any relevant Diversity experience throughout your application which may include but not limited to:

- ✓ Classes taken
- ✓ Training/workshops
- ✓ Community involvement
- ✓ Diverse personal experiences
- ✓ Diverse work-related experiences
- ✓ Affiliated Services
- ✓ **Your Diversity Essay will be scored during the screening process, please be thorough!**

During the screening process you will be screened and scored on the following:

- ✓ Relevant experience, including volunteering, internships, etc. (Job duties)
- ✓ Education (Relative to the Minimum Qualifications)
- ✓ Knowledge, Skills and Abilities (As stated in the job announcement)
- ✓ Communication (Presentation of your application materials)
- ✓ Diversity (Commitment to Diversity throughout application materials)

Interview Process:

- ✓ All candidates will receive email notifications via NEOED throughout the process.
- ✓ Candidates self-schedule interviews via SchoolJobs.com/careers/buttecc.
- ✓ Interviews are timed.
- ✓ Interview Committees range from 5-9 people.
- ✓ An Equal Employment Opportunity Representative will be in the Interview (and will serve as timekeeper).
- ✓ Candidates may ask for an interview accommodation during the application process.
- ✓ There may be follow up questions asked.
- ✓ Required for Faculty Interviews: Teaching Demos.
- ✓ Other potential components to the process: writing assignments, presentations, or tests.
- ✓ Second Interviews typically occur the week after first interviews.
- ✓ Zoom interviews are an option.
- ✓ Hire date is always the first of the month following Board Approval.