

Application and Interview Hints for Community College Faculty Positions

Presented by

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Topics for this Session

- Application Advise
- Interviewing Advise
- Minimum Qualifications and Equivalency

Application

- Review the position announcement
 - Is this the position you want
 - Read the announcement carefully
 - Online or hard copy
 - Carefully follow all directions

Application

- ~~What information is required~~
- Letter of application
 - Be as neat as possible
 - Check spelling and grammar
 - Be accurate and detailed
 - Do you meet the Minimum Qualifications
 - Do you need to apply for an Equivalency
- Resume and or placement file
- Transcripts copies or official

Application

- Degrees acquired outside of the U.S. must have evaluation service assessment
- Petition for equivalency
- Letters of recommendation
- Filing deadline

BE AWARE OF TIMELINES

Interviewing

- Prior to interview
 - Visit site if possible
 - Talk to people in and outside of the organization
 - Review District and Campus
 - Goggle the District and Campus

Know Yourself

- ▣ What do you believe in
- ▣ What kind of organization do you want to work for
- ▣ What working environment is best for you
- ▣ Salary/Benefits
- ▣ Relocation
- ▣ Always ask yourself questions and develop answers with examples. How have you demonstrated success?

Interview

- ▣ Verify the time/date/place
- ▣ Dress your best
- ▣ Ask about the interview process
- ▣ Verify the time/date/place
- ▣ Clarify questions if needed
- ▣ Do not ramble
- ▣ Be yourself
- ▣ Verify the time/date/place

▣ Questions

▣ Thank You