

Hints for Hiring

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Cypress College, North Orange County
Community College District

Pre-application Hints

- ◆ What should you do before you apply?
 - Read the job announcement
 - Do you meet the “Minimum Qualifications” to apply?
 - Do you need to apply for “Equivalency”?
- ◆ What information do you need to apply?
 - Organize your information
 - Establish a timeline

Application Process Hints

- ◆ What should you do to apply?
 - Read the job announcement
 - Follow directions
 - Neatness counts
 - Pay attention to details
 - Submit and copy only materials requested
 - Create a checklist using the job announcement

Interview Hints

- ◆ What should you do to prepare for an interview?
 - Review the job announcement
 - Research and practice
 - Review your submitted paperwork
 - Formulate questions
 - Dress for success

More Hints for Hiring

- ◆ North Orange County Community College District will host “Hire Me” workshops for interested candidates on:
 - ◆ February 3, 2007 10 a.m.-1 p.m. “Hire Me” Part 1
 - ◆ February 10, 2007 10 a.m.-1 p.m. “Hire Me” Part 2
 - ◆ Call (714) 484-7324 for reservations and directions to their district.