Contents

SEARCH AND APPLY FOR A JOB

1. You can use various search criteria, including location, **Full-time/ Part-time** or by **Job Category**.

2. Select **Job Category** to search by job classification (i.e., staff, part-time faculty, management, etc.).

3. Click on the job posting link for the position you are interested in and then click **Apply**.

4. Select **Autofill with Resume** or **Apply Manually**.

5. The **Sign In** screen offers the option to login using existing login credentials or to create a new account.

    a. If you are a new user, click the blue **Create Account** link.

b. If you are a returning applicant, enter your login credentials and click on **Use My Last Application** button.

Review or update your existing information on all sections of the application.

6. Enter or review information on **My Information, My Experience,** and the rest of the application sections. As you fill in the application, the completed sections will have a checkmark in the circle.

a. Complete all fields/sections on the application. Do NOT type "See Resume" or leave any fields blank. Applicants MUST enter their work experience, education, etc. on the District Application. Applications reflecting "See Resume" will be considered incomplete and will not be considered for recruitment.
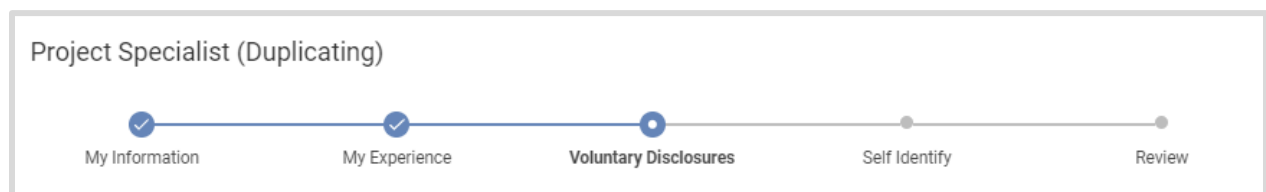
b. Attach any required documents, such as resume, cover letter, transcripts, etc. at the bottom of the **My Experience** page. You can drag and drop or upload files from a folder.

Upload your cover letter, resume/CV, transcripts and any other required or optional documents.

Please redact or remove any confidential information, or otherwise unrequested information that does not pertain to job related factors (e.g. social security numbers, birth dates, pictures, identifiers of protected characteristics, etc.) from your application, cover letter, CV/resume and/or transcript. Transcripts must show conferral date of earned degree.

Upload a file (5MB max) *

⬆

Drop files here

or **Select files**

	Sample Resume.docx 22.38 KB ✓ Successfully Uploaded!	🗑
	Sample Transcript.docx 879.06 KB ✓ Successfully Uploaded!	🗑

Full-Time and Part-Time Faculty and Permanent Position Applicants Only – Answer Application Questions

If you are not applying for a Part-time Faculty, Full-time Faculty, Classified or Management position, go to step 7.

If you are applying for a part-time or full-time faculty position, you will be presented with the page to complete **Application Questions**.

Business/Management Instructor - Part-time

Autofill with Resume ✓ — My Information ✓ — **My Experience** ● — Application Questions — Voluntary Disclosures — Self Identify — Review

- On the **Application Questions** page, verify that you attached all required documentation, which may include resume/CV, transcripts, etc. before you submit your application and select how you meet the minimum qualifications for the position.

Business/Management Instructor - Part-time

Autofill with Resume — My Information — My Experience — **Application Questions** — Voluntary Disclosures — Self Identify — Review

Application Questions

* Indicates a required field

Academic transcripts of all college level work showing date degree awarded from an accredited institution are required. For consideration, degrees must be awarded at the time of application, or applicant must complete the Supplemental Application for Equivalency Determination formand submit with their online application. Unofficial transcripts are acceptable at the time of application. Successful candidate must provide official transcripts upon hire. Non-U.S. transcripts must include a certified U.S. evaluation with translation, (i.e., NACES agency: www.naces.org) at the time of application.

NOTE: if your degree is NOT CONFERRED, or you need to apply under equivalency, then download the Supplemental Application for Equivalency Determination form, complete the form, and attach it below when asked to do so.

I have attached my resume/CV and transcripts that validate how I meet the minimum qualifications to this application. *

- ☑ Resume/CV (Required)
- ☑ Transcripts with degrees posted (Required)

Do you meet the minimum qualifications for this position as defined in the job posting? If no, you MUST complete and submit the Supplemental Application for Equivalency Determination with your application.

[Yes, I meet the minimum qualifications as defi… ▼]

- If you are applying for a faculty position based on equivalency, select the **No** answer from the dropdown menu, download, complete and attach the *Supplemental Application for Equivalency Determination form* to the **Application Questions** section of your application.

Information — My Experience — **Application Questions** — Voluntary Disclosures — Self Identify — Review

Application Questions

* Indicates a required field

Academic transcripts of all college level work showing date degree awarded from an accredited institution are required. For consideration, degrees must be awarded at the time of application, or applicant must complete the Supplemental Application for Equivalency Determination formand submit with their online application. Unofficial transcripts are acceptable at the time of application. Successful candidate must provide official transcripts upon hire. Non-U.S. transcripts must include a certified U.S. evaluation with translation, (i.e., NACES agency: www.naces.org) at the time of application.

NOTE: if your degree is NOT CONFERRED, or you need to apply under equivalency, then download the Supplemental Application for Equivalency Determination form, complete the form, and attach it below when asked to do so.

I have attached my resume/CV and transcripts that validate how I meet the minimum qualifications to this application. *

- ☑ Resume/CV (Required)
- ☑ Transcripts with degrees posted (Required)

Do you meet the minimum qualifications for this position as defined in the job posting? If no, you MUST complete and submit the Supplemental Application for Equivalency Determination with your application.

[No, but I have education and experience that i… ▼]

select one

Yes, I meet the minimum qualifications as defined in the job posting.

No, but I have education and experience that is at least equivalent to the minimum qualifications as defined in the job posting.

for Equivalency Determination here. (Link to form is

…les here

or **Select files**

Below is an example of application questions for a classified or management position.

> The instructions differ from job to job. Read the instructions carefully to ensure the submission of a complete application. Incomplete applications will not be considered.

7. On the **Job Application** pages, review all entered sections. Use the **Save and Continue** or the **Back** buttons to navigate from section to section.

8. On the **Voluntary Disclosures** section, you may enter your information and check the box after you read and consent to the terms and conditions.

> Yes, I have read and consent to the terms and conditions. *
>
> ✔

9. On the **Self- Identify** page, check the box if you would like to provide an answer. Providing this information is voluntary.

> Please check one of the boxes below: *
>
> ☐ Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
>
> ✔ No, I Don't Have A Disability, Or A History/Record Of Having A Disability
>
> ☐ I Don't Wish To Answer

10. Review your application and click **Submit**.

- A notification with a task to complete will display.

> ✓
>
> **Congratulations!**
>
> **STOP**
>
> YOU HAVE ONE MORE TASK TO COMPLETE
>
> **Please complete the following questions to complete your application.**
>
> _____
>
> There are 1 or more tasks for the Senior Administrative Assistant job that require your attention. Close this message to complete your next task.

11. Click on the ☒ to complete the questionnaire, answer all questions and click **OK. The questionnaire MUST be completed to be considered a complete application.**

Are you a current employee of South Orange County Community College District? *

No

Do you have any relatives (or anyone who resides in your home) currently employed at this District? *

No

I hereby waive my right to receive a copy of any information obtained by the South Orange County Community College District on my character, general reputation, personal characteristics, or mode of living, which is a matter of public record, including records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment. However, notwithstanding this general rule, if the information is a criminal offender record obtained from the Department of Justice, such records may NOT be disclosed to the applicant. *

Yes

Do you have a prior conviction? A conviction does not necessarily exclude you from consideration. At the time of the offer for employment, your conviction(s) * **will be individually reviewed and considered. A conviction includes a plea of guilty, nolo contende (no contest) and/or a finding of guilty by a judge or a jury, even if such conviction was later dismissed pursuant to Penal Code section 1203.4. Convictions that are dismissed under Penal Code section 1203.4 are not "expunged" for this purpose and must be disclosed. They will appear on the report prepared by the California Department of Justice. You may omit the following: Minor traffic infractions Offenses adjudicated in juvenile court Convictions more than two (2) years ago of misdemeanor marijuana offenses under CA Health and Safety Code sections 11357(b), 11357(c), 11360(b), 11364, 11365, or 11150**

No

Follow Us

OK   Cancel

12. A notification for task completion will display and you will be returned to the home page where the application(s) status will be displayed.

Ron Smart - Candidate Home

My Tasks

No tasks to complete.

Submitted Applications

If present, please complete the following task(s).

1 item

Job	Status	Actions
Applications Specialist I	In Progress	Manage ▾

MANAGE YOUR APPLICATION

Applicants can manage your applications from the **Candidate Home** page.

1. Click on **Manage** and select **Withdraw Application** to withdraw from an applicant pool.

Submitted Applications

If present, please complete the following task(s).

3 items

Job	Status	Actions
Office Assistant	In Progress	Manage ▾
		View My Submitted Application
		View Tasks
		Withdraw Application
Human Resources Assistant	In Progress	
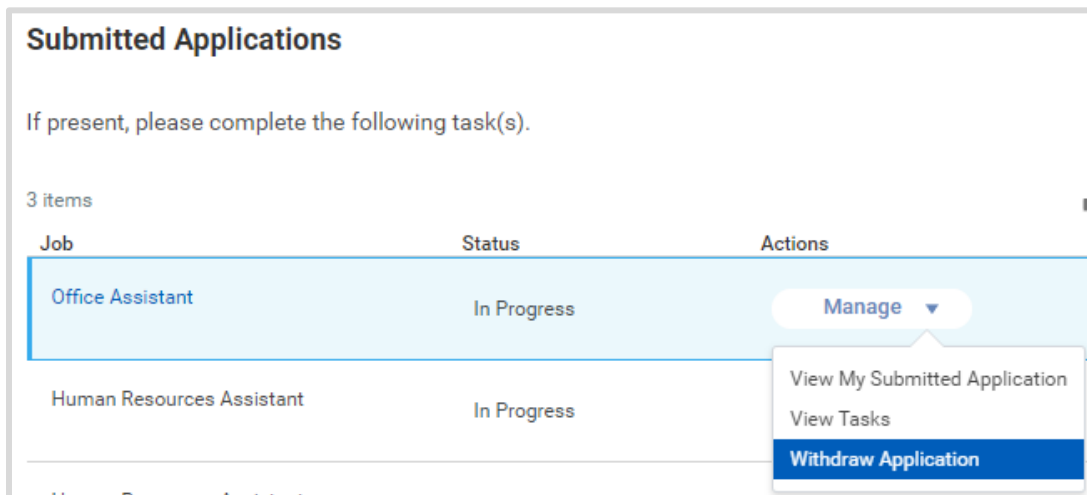
2. Applicants **CANNOT** edit their application once it has been submitted. If you need to make a change or add a document to your application, you must contact Human Resources at hrinfodesk@socccd.edu.
   a. Human Resources will inactivate your application so that you may re-apply with the corrected information or added documents. Select **Use My Last Application** so the information previously entered will populate.

SCHEDULE INTERVIEW (FOR PERMANENT POSITIONS ONLY)

If you are selected for an interview, first level and second level, you will receive an email with instructions to self-schedule your interview through the applicant portal. Login to the portal and check items listed under **My Tasks** section on the **Candidate Home**.

1. Click on the **Start** button under **My Tasks** section.

My Tasks (1)

If present, please complete the following task(s).

Candidate Self-Schedule Event
Job: Applications Specialist I

Start

2. Select the date interview.

Event Location *
Zoom

Event Date *

No Dates or Times Work for Me

3. Check the box next to the check-in time slot and click the **OK** button.

If none of the dates and times work for you, click on the **No Dates or Times Work For Me** link. Click Discard Changes and enter a reason in the comment box.

Please select an available interview date and time below. Once a time has been selected you will receive a notification in your candidate home account that contains interview details and additional information.

Event Location *
Zoom

Event Date *

☰ × Tuesday, December 14, 2021

Available Times 15 items | 1 selected, max allowed: 1

	Start Time	End Time	Location
☐	8:00 AM PST	8:30 AM PST	Zoom
☐	8:30 AM PST	9:00 AM PST	Zoom
☑	9:00 AM PST	9:30 AM PST	Zoom
☐	10:00 AM PST	10:30 AM PST	Zoom
☐	10:30 AM PST	11:00 AM PST	Zoom
☐	11:00 AM PST	11:30 AM PST	Zoom
☐	11:30 AM PST	12:00 PM PST	Zoom
☐	1:00 PM PST	1:30 PM PST	Zoom
☐	1:30 PM PST	2:00 PM PST	Zoom
☐	2:00 PM PST	2:30 PM PST	Zoom
☐	2:30 PM PST	3:00 PM PST	Zoom

OK   Cancel

4. A confirmation popup with meeting location information will display.

✕

✓

Your Event has Been Scheduled!

Thank you for scheduling your interview!

Join Zoom Meeting
https://socccd.zoom.us/j/9493486000
Meeting ID: 949 348 6000

If you have any questions, please contact Irene Smith in HR.

Date: December 14, 2021
Time: 9:00 AM PST – 9:30 AM PST
Location:
Zoom

5. If you need to reschedule or cancel your interview, navigate to the **Candidate Home** page to process your changes.
6. To access the interview details after the popup clears, click on the link under **My Scheduled Events** on the **Candidate Home** page.

My Scheduled Events

Library Assistant for REQ9340 Library Assistant II
April 14, 2022 | 9:15 AM PDT – 10:00 AM PDT

Library Assistant for REQ9340 Library Assistant II

CONFIRMATION FOR INTERVIEW

Date:
April 14, 2022 (Thursday)

Location:
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo CA 92692
Health Sciences (HS) Building, 3rd Floor

Contact:
(949) 348-6009: Jas Aulakh, Human Resources Specialist

Day of Interview:
(949)582-4850 Human Resources Office

Campus Map: http://www.saddleback.edu/maps/

- Park in Parking Lot 13, off Marguerite Parkway. Parking permits not required at this time.
- Please check in with the HR Assistant at least 5 minutes prior to your scheduled arrival time.
- You will have 10 minutes to complete the assessment activity.
- You will have 10 minutes to review the interview questions prior to meeting with the hiring committee.
- The interview will take approximately 30 minutes.
- If you should have any last minute concerns, please contact Jas Aulakh Human Resources Specialist at number above.
- Please respond by April 13th at 4:00 pm.

Date

April 14, 2022

Time

9:15 AM PDT – 10:00 AM PDT

Location

Zoom
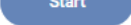
Cancel Event   Reschedule Event

PROVIDE REFERENCES

From **Candidate Home**:

1. Click on the ⬤ Start ⬤ button under **My Tasks** section.

2. Click the **Add** button to enter the references.

3. Enter your reference contact information and click the **OK** button.

Country *

United States of America ▼

First Name *

Thomas

Last Name *

Alabasca

Email *

talabasca@apple.com

Phone Device Type *

Landline Telephone ▼

Country Phone Code *

× United States of America (+1)

Phone Number

648-555-9988

Phone Extension

Job Title *

IT Director

Company Name *

Apple

Relationship Type *

Manager ▼

OK   Cancel

4. Click the **Add** button again to add another reference until you enter the requested number of professional references.

5. When done, click the **OK** button.

Thank you!

This task is complete.

There are currently no more tasks for the Applications Specialist I job.

REVIEW JOB OFFER

From **Candidate Home**:

6. Click on the [**Start**] button under **My Tasks** section.

7. Click on the link to PDF offer document to review it.

8. Review the job offer.

9. If you'd like to accept the job offer, return to the candidate home screen, and click on

the **Select Option ▾** and then click **OK** to accept the offer. Otherwise, click **Don't Accept.**

Workday Recruiting How to apply for a job posting and accept an offer

PROVIDE PERSONAL INFORMATION FOR HIRE

After you accept the offer, you will be prompted to enter additional information.

1. Enter your date of birth and click **OK.**

A popup will display letting you know if there are any additional tasks waiting for you.
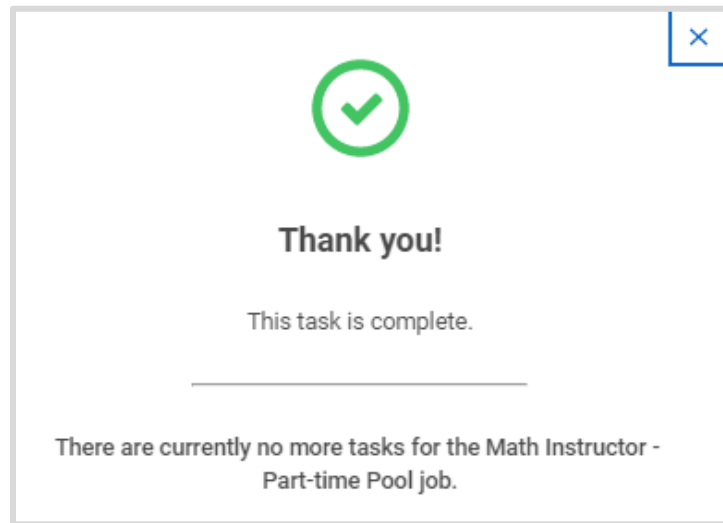
2. Enter the information requested and click **OK**.

A message will display notifying you if you have completed all the tasks.

When the hire process is complete, the application status will change to **"Hired"**.

Josheph Bounahme - Candidate Home

My Tasks

No tasks to complete.

Submitted Applications

If present, please complete the following task(s).

2 items

Job	Status	Actions
Math Instructor - Part-time Pool	Hired	Manage ▼
Mathematics Instructor - Part-time	In Progress	Manage ▼