



Workday Recruiting

How to apply for a job posting and accept an offer

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SEARCH AND APPLY FOR A JOB

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

The screenshot shows the top of the Workday Recruiting search page. At the top is a search bar with the placeholder text "Search for jobs or keywords" and a blue "Search" button. Below the search bar are three dropdown menus: "Location", "Full/Part-time", and "Job Category". The "Location" dropdown menu is open, showing a sub-search bar "Search All Locations" and a list of locations with checkboxes: "District Services (6)", "Irvine Valley College (19)", and "Saddleback College (13)". At the bottom of the dropdown are "Clear" and "View Jobs" buttons. The background shows a partial view of a job listing titled "Faculty Pool".

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

The screenshot shows the search results page on Workday Recruiting. At the top is a search bar with the placeholder text "Search for jobs or keywords" and a blue "Search" button. Below the search bar are four dropdown menus: "Location", "Full/Part-time", "Job Type", and "More". The "More" dropdown menu is open, showing a "Job Category" section with a list of categories and checkboxes: "Staff (63)", "Faculty (43)", "Faculty - Part-time (42)", "Administrators and Managers (6)", and "Faculty - Full-time (1)". At the bottom of the dropdown are "Clear" and "View Jobs" buttons. The main content area shows "112 JOBS FOUND" and a job listing for "Program Assistant, Cat. (Substitute)" at "Saddleback College", posted yesterday, with requisition number "REQ9915". Below this is a partial view of another job listing titled "Learning Center Instructor Part-Time - Po".

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



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Search for jobs or keywords **Search**

Location **Irvine Valley College** Full/Part-time **Full time** Job Category **Clear All (2)**

9 JOBS FOUND

Applications Specialist I

Irvine Valley College
Posted Yesterday
REQ9379

Applications Specialist I

Apply

Irvine Valley College Full time
Posted Yesterday

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

Start Your Application

Applications Specialist I

You must first create an account to apply for positions.

Autofill with Resume

Apply Manually

Use My Last Application

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

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

SOCCCD SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SADDLEBACK COLLEGE • IRVINE VALLEY COLLEGE • ATEP

Sign In

Email Address

Password

Sign In

Don't have an account yet? [Create Account](#)

[Forgot your password?](#)





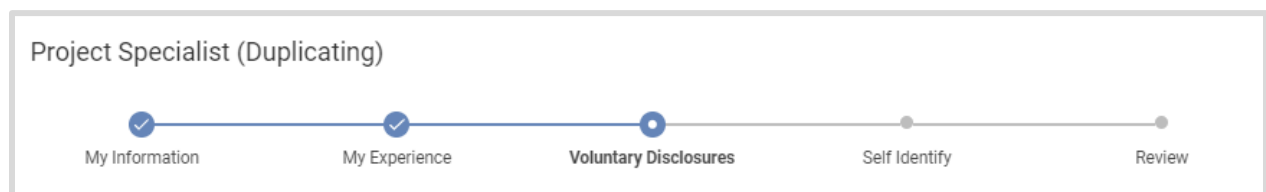
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- b. If you are a returning applicant, enter your login credentials and click on **Use My Last Application** button.

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.




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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



- 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.



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Business/Management Instructor - Part-time



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 form and 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.



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 form and 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

upload files here

or Select files





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

The screenshot shows the 'Application Questions' section for an 'Office Assistant' position. At the top, there is a progress bar with six steps: 'My Information', 'My Experience', 'Application Questions' (current step), 'Voluntary Disclosures', 'Self Identify', and 'Review'. Below the progress bar, the title 'Application Questions' is centered. A note states '* Indicates a required field'. Two text input fields are present: the first is labeled 'Please list the computer software you have worked with and your proficiency level. *' and the second is labeled 'Please list your experience as it relates to this 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.

The screenshot shows the 'Self Identify' section for a 'Business/Management Instructor - Part-time' position. At the top, there is a progress bar with six steps: 'My Information', 'My Experience', 'Application Questions', 'Voluntary Disclosures', 'Self Identify' (current step), and 'Review'. Below the progress bar, the title 'Self Identify' is centered. A note states '* Indicates a required field'. The 'Language' dropdown menu is set to 'English'. Below this, the 'Voluntary Self-Identification of Disability' section is displayed, containing fields for 'Form' (CC-305), 'OMB Control Number' (1250-0005), 'Expires' (05/31/2023), 'Name', 'Employee ID (if applicable)', and 'Date' (MM/DD/YYYY). A red arrow points to the 'Save and Continue' button at the bottom right of the form.





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- 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. *

☒

- 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

- 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.


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





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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SADDLEBACK COLLEGE ♦ IRVINE VALLEY COLLEGE ♦ ATEP

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 contendere (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

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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 ▾





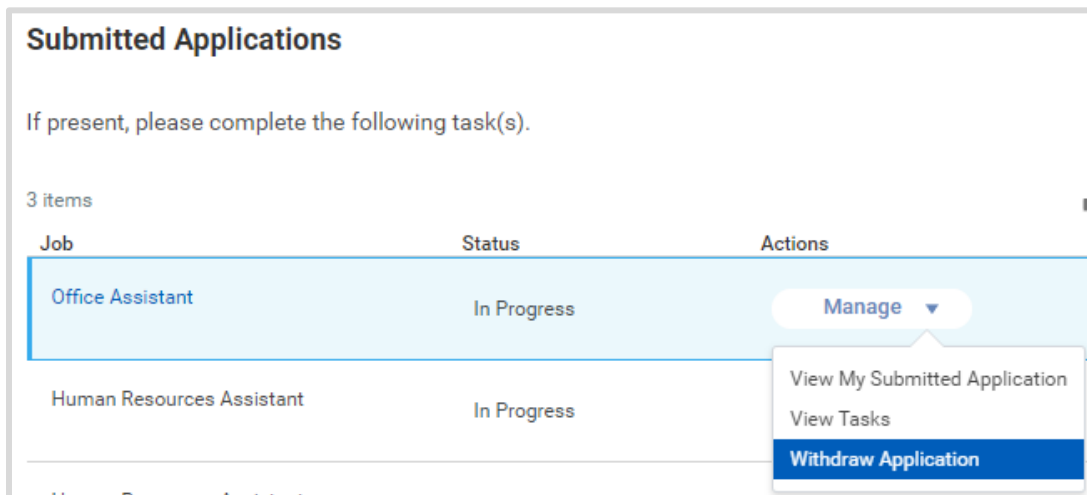
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MANAGE YOUR APPLICATION

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

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



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  button under **My Tasks** section.



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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.



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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 *
x Tuesday, December 14, 2021

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

<input type="checkbox"/>	Start Time	End Time	Location
<input type="checkbox"/>	8:00 AM PST	8:30 AM PST	Zoom
<input type="checkbox"/>	8:30 AM PST	9:00 AM PST	Zoom
<input checked="" type="checkbox"/>	9:00 AM PST	9:30 AM PST	Zoom
<input type="checkbox"/>	10:00 AM PST	10:30 AM PST	Zoom
<input type="checkbox"/>	10:30 AM PST	11:00 AM PST	Zoom
<input type="checkbox"/>	11:00 AM PST	11:30 AM PST	Zoom
<input type="checkbox"/>	11:30 AM PST	12:00 PM PST	Zoom
<input type="checkbox"/>	1:00 PM PST	1:30 PM PST	Zoom
<input type="checkbox"/>	1:30 PM PST	2:00 PM PST	Zoom
<input type="checkbox"/>	2:00 PM PST	2:30 PM PST	Zoom
<input type="checkbox"/>	2:30 PM PST	3:00 PM PST	Zoom
<input type="checkbox"/>	3:00 PM PST	3:30 PM PST	Zoom
<input type="checkbox"/>	3:30 PM PST	4:00 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.



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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](#)

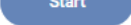
[Reschedule Event](#)





PROVIDE REFERENCES

From **Candidate Home**:

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

My Tasks (1)

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

Add References
Job: Applications Specialist I

Start

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

Add References

Add

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



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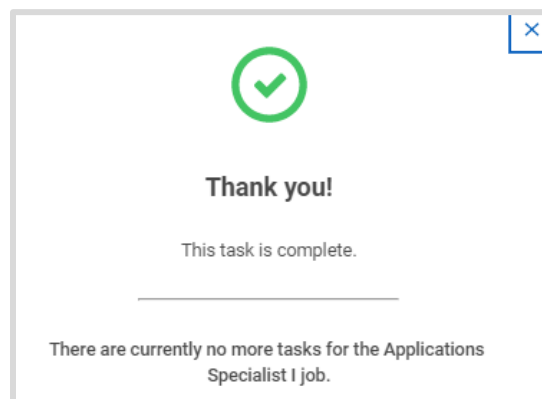
How to apply for a job posting and accept an offer

The screenshot shows a form titled "Add Professional Reference" with the following fields:

- Country ***: United States of America (dropdown)
- First Name ***: Thomas (text input)
- Last Name ***: Alabasca (text input)
- Email ***: talabasca@apple.com (text input)
- Phone Device Type ***: Landline Telephone (dropdown)
- Country Phone Code ***: X United States of America (+1) (dropdown)
- Phone Number**: 648-555-9988 (text input)
- Phone Extension**: (empty text input)
- Job Title ***: IT Director (text input)
- Company Name ***: Apple (text input)
- Relationship Type ***: Manager (dropdown)

At the bottom, there is a note: "You cannot add more references until you have added at least one reference." and two buttons: "OK" and "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.





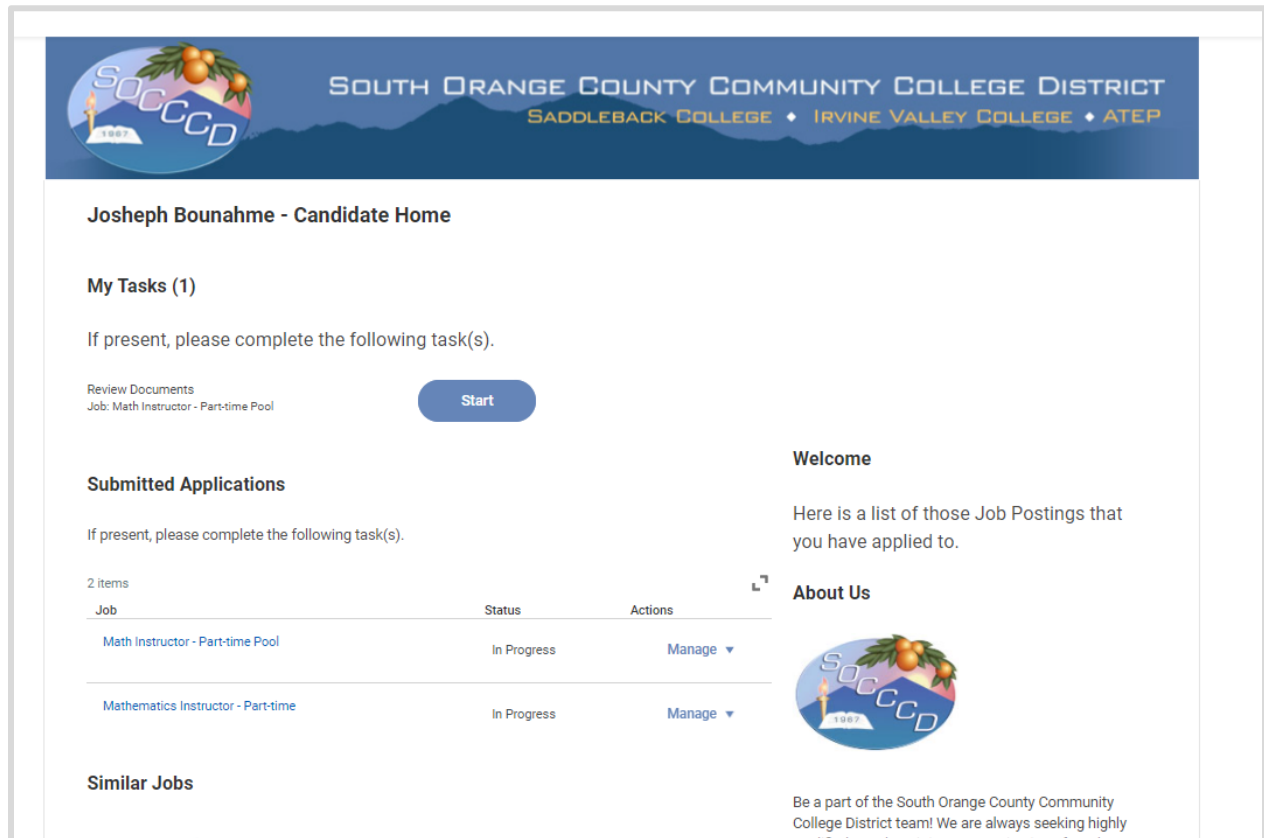
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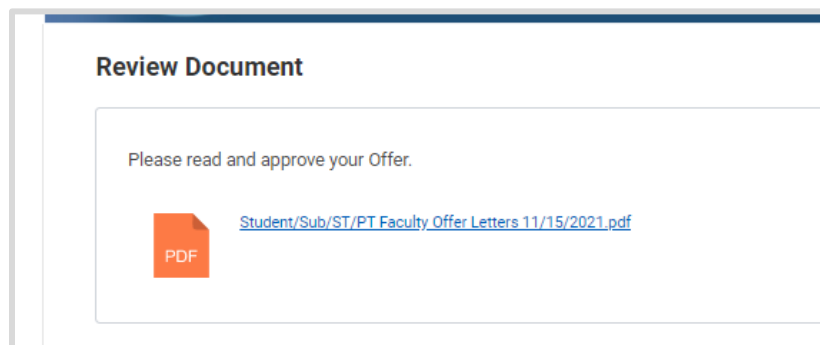
REVIEW JOB OFFER

From **Candidate Home**:

6. Click on the  button under **My Tasks** section.



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



8. Review the job offer.





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SADDLEBACK COLLEGE • IRVINE VALLEY COLLEGE • ADVANCED TECHNOLOGY & EDUCATION PARK

11/15/2021

Joseph Bounahme
321 Center Road Mission Viejo
Mission Viejo, CA 92692

Dear Joseph,

Congratulations. South Orange County Community College District is pleased to offer you employment.

You have been selected as a Associate Faculty (Mathematics).

Your salary will be: \$89.13 an Hour and paid on the 10th of each month.

Please click on the "Selection Option" button below to indicate your acceptance of this offer. There are a few more steps to complete after this and you will be contacted soon.

The Office of Human Resources has received a request to hire you as a part-time faculty member as a Math Instructor - Part-time Pool Instructor at Irvine Valley College College. I would like to begin by giving you some information about the first steps in our hiring process.

Please take a few minutes to read this entire email.

Firstly, employment with our District is contingent upon electronic fingerprint clearance per Education Code 87013.

A blank Live Scan form is available here. Please print out a copy and take it to the Live Scan facility of your choice. **Please use <https://oag.ca.gov/fingerprints/locations> to locate a LiveScan Facility convenient for you.** The district does not reimburse for the cost of the Live Scan procedure. Irvine Valley College Police Department also conducts LiveScan fingerprinting, please see flyer attached for more information. (Please note: IVC Police is an option for you, you can go to any LiveScan Facility of your choice.) While you may have previously had your fingerprints taken for another educational institution, the Department of Justice does not share Live Scan information and requires that the results be sent directly to each requesting institution.

If you are interested in getting your LiveScan at IVC Campus Police, The days and hours are: Tuesday & Thursday, 7:30am – 4:00pm. Appointments can be scheduled online at <http://campuspolice.ivc.edu/Pages/livescan.aspx> or by phone (949) 451-5481.

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

Select Option ▼

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
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Review Document

Please read and approve your Offer.

Student/Sub/ST/PT Faculty Offer Letters 11/15/2021.pdf

Comment

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OK
Don't Accept





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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**.

The screenshot shows a web form titled "Update Personal Information" for the South Orange County Community College District. The header includes the SOCCCD logo and the names of the colleges: Saddleback College, Irvine Valley College, and ATEP. The form has a field for "Date of Birth" with a red asterisk, a calendar icon, and the pre-filled date "01/19/1979". At the bottom right, there is a "Follow Up" link.

A popup will display letting you know if there are any additional tasks waiting for you.

2. Enter the information requested and click **OK**.

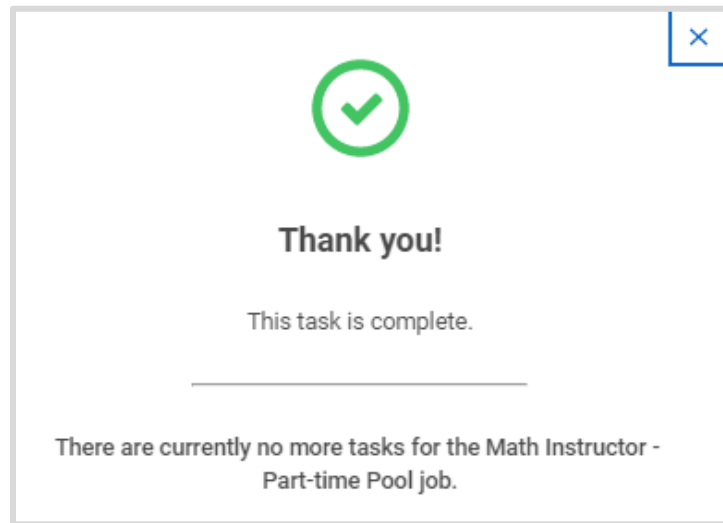
The screenshot shows a "Update Identifiers" popup form. It contains the following fields: "Country" (dropdown menu showing "United States of America"), "National ID Type" (dropdown menu showing "Social Security Number (SSN)"), "Identification Number" (text field with "598-46-6320"), "Issued Date" (calendar icon with "MM/DD/YYYY"), and "Expiration Date" (calendar icon with "MM/DD/YYYY"). There is an "Add" link below the fields. At the bottom, there are "OK" and "Cancel" buttons.



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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 ▼

