

## SEARCH PROCESS FREQUENTLY ASKED QUESTIONS FROM CANDIDATES

Following is a list of questions that applicants may have regarding HCC's search process. If you have any additional questions or need further clarification, please contact the Human Resources Department at (413) 552- 2554.

1. *Can I e-mail or mail my application materials to the Human Resources Dept.?* All applications (cover letter, resume, reference list) for open positions must be submitted through the HCC website careers page using the Hiring Management System: <http://www.governmentjobs.com/careers/holyokeedu/>
2. *Who reviews the application once it's submitted?* The candidate's application materials are reviewed by a search committee consisting of three to nine members depending on the type of position.
3. *If the posting is off the website does this mean that the position has been filled?* No, it means the position has officially closed and the search committee will start reviewing applications.
4. *How long does the search process take from closing of position to interview stage?* There is no set timeframe; it all depends on the search committee and the amount of applications that have been submitted. Typically, three to four weeks.
5. *How will I be contacted for an interview?* The primary mode of communication will be by e-mail. Please update your account profile should your e-mail change.
6. *What if I did not submit a cover letter or reference list?* Your application will be considered incomplete and will not be reviewed by the search committee. Please check that the documents have been submitted through the online system.
7. *Can I submit any other documents besides the cover letter, resume and reference list?* Only submit the required documents. Any other documents, at this time, will not be reviewed by the search committee.
8. *What should I do if I made a mistake on a document and need to re-submit?* As long as the position is still open on the website, you may go back into system as a returning user and delete the document that needs to be re-submitted.
9. *I am a returning user. Do I have to fill in all my personal information (name, address, etc.) again to apply for a different position?* If you already have an account, please use your existing Username and Password. If you need to retrieve your Username or reset your password, please use the links below the "Sign In" button. Once you login to the system, your application will saved and used to apply for future job openings.
10. *Will there be a second interview?* Yes, the search committee will recommend, at minimum, 3 candidates for a second interview. The hiring administrator will contact the candidates who are selected for a second interview.
11. *When are my references contacted?* Professional and employer references will be checked at the final stage of the interview process. If you have any changes to your reference list, the second interview would be the time to provide the hiring manager with an updated list.
12. *If I am interested in another position, do I have to re-apply?* Yes, you will need to re-apply for a different position. On the application page for the new position, once you enter your email address into the email field, the system will automatically recognize whether or not you have an active account in the system. If you do, the system will request you to enter your password to continue the application. This will prevent you from having to re-enter all your personal information for this new position.