Applying for a Full-Time Position (2015 Event Handout)

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Paperwork

- Most applications are done online. You will need to create a username and password and enter information into your profile.

- Make sure you are applying for the correct position. Pay attention to the position number.

- Answer all questions completely. Leaving out minor details could jeopardize the status of your application.

- In the Personal Qualifications statement, explain how you meet minimum and desired qualifications for the position you are applying to.

- Cater your cover letter specifically to the position you are applying for.

- Avoid saying "See resume."

- Use positive language in your application packet.

- Secure several copies of official transcripts ahead of time.

- Contact references and secure letters of recommendation ahead of time.

- Take the deadlines seriously.

Preparation for the First Interview

- Most interviews last about an hour, with 10-15 minutes devoted to the teaching demonstration.
- Expect a variety of questions, including content-specific questions, role-playing exercises, and questions based on the qualifications listed in the job announcement.
- Spend time preparing for your teaching demonstration. It is usually weighted pretty heavily in the interview scoring process.
- Research the campus ahead of time. Visit the website. Learn about committees and clubs on campus. Learn about current issues facing the campus.
- Dress to impress (formally).
- Be flexible and open with times and dates for the interview.

The First Interview

- Show up at least a half hour early. You may have to submit a timed writing sample or exercise before the interview begins.
- Do not assume the interviewers know anything about you, including what is written in your application and associated materials. Repeat important items listed in your paperwork as you see relevant.

- Keep answers concise and stay on topic. Ask the committee member to repeat the question if necessary.
- Always be aware of your time limit. Committee members may give you signals about how much time you have left for the interview, but they will not direct you otherwise.
- Take role-playing exercises seriously and try to engage the panel as if they were students (or colleagues).
- Be prepared to discuss your definition of diversity and experiences with it.
- You may be asked what range of courses you can teach, what courses interest you the most, and what your availability is.
- Be honest, but represent yourself in the best possible way.
- Come prepared with questions for the committee.
- Talk slowly and stay relaxed.

The Teaching Demonstration

- Come prepared with notes, handouts, or other relevant materials.
- Find out ahead of time what technology will be available for your use.
- Be sure that your demonstration addresses the specific topic sent out to you prior to the interview.

- Engage the committee so they can get a glimpse into your teaching practice.
- Be sure you can complete it in the short time allotted. Practice with friends beforehand.

The Second Interview

- This interview is less formal than the first interview, but you should still dress to impress and show up early.
- The committee is made up of mostly administrators, although some faculty from the first interview may be present.
- The purpose of this interview is to assess how well you will fit into the college community and what contributions you can make to it.
- Feel free to repeat things you said during the first interview if you feel that it addresses the question.
- Make eye contact, stay relaxed, and speak naturally.

We have included some checklists to help you better prepare for a full-time position.

APPLICATION CHECKLIST

- ☐ Completed & Uploaded Basic Application
- ☐ Uploaded Personal Qualifications Statement (if applicable)
- ☐ Uploaded Resume
- ☐ Uploaded Cover Letter
- ☐ Uploaded Responses to Supplemental Questions
- ☐ Uploaded Unofficial Transcripts
- ☐ Uploaded Letters of Recommendation (if applicable)
- ☐ Uploaded References

INTERVIEW CHECKLIST

- ☐ Scheduled First Interview (if called)
- ☐ Prepared Teaching Demonstration
- ☐ Researched College
- ☐ Reviewed Qualifications
- ☐ Thought about Diversity
- ☐ Thought of Questions to ask the committee
- ☐ Got Proper Attire for Interview
- ☐ Scheduled Accommodations (if applicable)

USEFUL LINKS

Higher Ed Jobs

http://www.higheredjobs.com/community/default.cfm?type=1#Faculty

Chronicle of Higher Ed Jobs

https://chroniclevitae.com/job_search?job_search%5Binstitution_type%5D=2000&job_sea rch%5Bposition_type%5D=1

CCC Registry

https://www.cccregistry.org/jobs/index.aspx

CATESOL

https://groups.google.com/forum/#!categories/catesol-jobs

California Community College Minimum Qualifications

http://extranet.cccco.edu/Portals/1/AA/MinQuals/MinimumQualificationsHandbook2012_2014.pdf

CLPCCD Faculty Contract

http://clpcfa.com/

CALSTRS Retirement System

http://www.calstrs.com/