Frequently Asked Questions about CCAC's employment website

Getting Started

Where do I begin when I'm seeking a position at CCAC?

Do I have to fill out an application?

How does the application process work?

Can I create an application without applying to a posting?

I forgot my password or username, what should I do?

What if I don't have my own computer to apply?

About the Application

What is the difference between an application and actually applying to a posting?

What if I need to leave in the middle of creating my application?

When attaching documents, what format(s) should they be in?

Right after applying for a position, I noticed that my application status says 'Not Hired'. What happened?

How do I know when I have successfully applied to a position?

How do I make changes to my application?

I want to send a sample of my work (portfolio, CD, syllabi, etc.) so the hiring manager or search committee has it for review. How can I do that?

Am I required to provide a resume and cover letter?

Do I have to fill out the work experience and education if I am attaching a resume?

General Questions

If I am currently a CCAC employee, do I still need to complete an online employment application?

Can I send you my resume through the mail?

How often are jobs posted?

What if I missed the deadline for applying for a position?

I saw a position advertised, but could not find it on the job website. Why?

How do I know when a position I applied for has been filled?

How do I know where a position is located?

When I am in the "manage jobs" section, I noticed that the status of my application has the word "withdraw" in blue, what does this mean?

What if I attached the wrong document to my application?

Will I be guaranteed an interview if I am qualified for a position?

Temporary/Part-time Teaching and Clerical Openings

What is an Adjunct Pool and how does it work?

Technical Problems

What if I incorrectly answered one of the questions in the online system when applying for a position?

Who may I contact if a question of mine was not answered in the FAQ section?

Getting Started

Q) Where do I begin when I'm seeking a position with CCAC?

A) The first step is to visit our website, www.ccacjobs.com, and select 'Create an application'. Instructions on accessing CCAC's Employment website are available. Please also read the instructions on the employment website and follow the steps to complete an online application. Once you have completed your application, you may begin applying to our job openings, which can be found by using the fast find buttons by job category on the top part of the homepage or under 'Search Postings' in the left menu. <top>

Q) Do I have to fill out an application?

A) Everyone who applies for a position at the CCAC is required to complete an online application. Any required information is denoted with an asterisk (*). Please make sure your contact information is up-to-date. All applicants will also be required to attach a resume and cover letter when applying to a specific posting. <top>

Q) How does the application process work?

A) When you apply to an opening at CCAC, your application will be reviewed by the hiring administrator and a search committee. There is no set time frame for the hiring process, but you may check on the status of your application under 'Manage Jobs' of your account. Candidates are

contacted by phone and/or email, so please make sure that your contact information is always accurate on your application prior to applying. <top>

Q) Can I create an application without applying to a posting?

A) Yes, you may create an application account on the website without applying to a specific posting. However, only applications that are submitted to a position with a resume and cover letter attached before its closing date will be considered. <top>

Q) I forgot my password or username, what should I do?

A) Step 1: If you forgot your username or password, select "login" from the left menu on the homepage of www.ccacjobs.com. Then select the hyperlink, "I forgot my username/password" and follow the directions.

Step 2: If the first step does not work, you may contact the Human Resources department by calling 412.237.2224 or emailing humanresources@ccac.edu. We will be able to provide you with your username and/or reset your password. Please **do not** create a new application with a new username. <top>

Q) What if I don't have my own computer to apply?

A) Each of the College's campuses also have computer labs in the Library that is available. Most public libraries also have computers available to the public:
- Pennsylvania public libraries

<top>

About the Application

Q) What is the difference between an application and actually applying to a posting?

A) When you fill out an application, you have **not** applied to any specific position. You must search our postings and apply to a specific position you are interested in. When you do apply to a position, your application is automatically attached. You will need to follow several steps during the applying process, including attaching a resume and cover letter. You will also have an opportunity to attach other documents, such as, references, scans of transcripts, etc. <top>

Q) What if I need to leave in the middle of creating my application?

A) You may save your current progress and return to complete your application at a later time. Make sure that you keep your log-in information safe yet accessible. <top>

Q) When attaching documents, what format(s) should they be in?

A) When attaching documents (eg. resume, cover letter) while applying to a position, they must be in text (.doc, .docx, .txt) format or PDF. We do not accept image files (JPEGs) or HTML files.<top>

Q) Right after applying for a position, I noticed that my application status says "Not Hired". What happened?

A) When the status of your application says 'Not Hired' immediately after applying, it means that you did not meet one or more of the minimum requirements from the series of supplemental questions that was presented to you during the applying process. <top>

Q) How do I know when I have successfully applied to a position?

A) At the end of the applying process, the final screen will display a confirmation number, and your application status in the 'Manage Jobs' page should show 'In Progress'. *You have not completed applying for a position if you did not receive a confirmation number.* <top>

Q) How do I make changes to my application?

A) Simply log in to the job website and click on 'Edit Application' from the left menu. Regardless of which page(s) there are changes to, continue through the pages until you reach the last page.

Your changes will only be activated after you confirm your application summary on the very last page and click 'Continue' in Application Status.

Please note that any changes you make will not be retroactive, meaning they will not be reflected on applications for previous positions you have applied to. Make sure that your application is up-to-date before applying to any new openings. <top>

Q) I want to send a sample of my work (portfolio, CD, syllabi, etc.) so the hiring manager or search committee has it for review. How can I do that?

A) Submit only applicant materials as requested in the job posting. Other materials such as portfolios, CDs, etc. will not be accepted by the Human Resources department prior to an interview. <top>

Q) Am I required to provide a resume and cover letter?

A) Yes. CCAC requires that a resume and cover letter is attached when applying to a position in order to be considered. <top>

Q) Do I have to fill out the work experience and education if I am attaching a resume?

A) Yes. The information you provide on your online application will be the primary information used to evaluate your qualifications for each job for which you apply. <top>

General Questions

Q) If I am currently a CCAC employee, do I still need to complete an online employment application?

A) Yes. All candidates are required to complete an application, including attaching a resume and cover letter, in order to be considered. You are also responsible for updating any changes on your application, including indicating that you are a current employee. <top>

Q) Can I send you my resume through the mail?

A) Please submit your resume electronically through the job website with your application when applying to a position. When you apply to a position online, you will be required to attach your resume and cover letter, as well as attaching other documents if you wish. <top>

Q) How often are jobs posted?

A) Positions may be posted at any time but are normally posted on Fridays. Please refer to the job details for a position's closing date. <top>

Q) What if I missed the deadline for applying for a position?

A) Unfortunately, we do not accept any applications after a posting has closed. You may check back in the future for other openings that interest you. <top>

Q) I saw a position advertised, but could not find it on the job website. Why?

A) All current openings will be listed on the job website. If you cannot find a posting, it means that the position has been filled, cancelled, or the deadline for application has passed. <top>

Q) How do I know when a position I applied for has been filled?

A) You will be notified by email if you have not been selected as the final candidate. You must have a current and valid email address to receive this email notification. Alternatively, you can check the position status on 'Manage Jobs' of your job account. <top>

Q) How do I know where a position is located?

A) Every job posting has a campus location listed in its description. 'College-wide' indicates that a location has not yet been assigned, the position has responsibilities involving multiple campuses, or there may be more than one opening for the position listed. You may visit the Campus & Centers page for directions and addresses to specific campuses. If a position is located at a Center, the location will display the main campus that the Center belongs with. The posting will also include information that the position is located at a specific Center.

Please note that some campus designations may refer to a CCAC center or satellite facility. <top>

Q) When I am in the "manage jobs" section, I noticed that the status of my application has the word "withdraw" in blue, what does this mean?

A) When you see the words "withdraw" in blue in the status section, this is a link that allows you to withdraw your application when selected. S*eeing this in the status section **does not** mean your application has been withdrawn.* If you click on this hyperlink, it will ask you if you want to withdraw your application. If you click on it by accident, simply select "no" when asked if you are sure about withdrawing your application. <top>

Q) What if I attached the wrong document to my application?

A) If you accidentally attached the wrong document, send an email of explanation to humanresources@ccac.edu indicating the posting title for which you were applying and attach the correct document to the email. Human Resources will review your request and contact you accordingly. <top>

Q) Will I be guaranteed an interview if I am qualified for a position?

A) Often, there are many applicants who apply and meet the minimum qualifications for a position. Not all will be granted an interview. The search committee/hiring manager will schedule interviews with candidates who appear to present the best fit for the College, department, and position available. <top>

Temporary/Part-time Teaching

Q) What is an Adjunct Pool and how does it work?

A) Any posting with the title 'Adjunct' is a registry where candidates interested in teaching part-time at the college may apply. Assignments may be for the current semester or beyond. This applies for all academic subjects. Credit adjunct instructors are usually required to meet the same minimum requirements as full-time faculty members, although exceptions do occur. (See Minimum Criteria for Faculty Positions.) Part-time instructors are not eligible for benefits.

Adjunct posting applicants are not guaranteed a response, due to the open-ended nature of the posting.

<top>

Technical Problems

Q) What if I incorrectly answered one of the questions in the online system when applying for a position?

A) If you accidentally answered one of the questions incorrectly, send an email of explanation to humanresources@ccac.edu indicating the vacancy for which you were applying. Human Resources will review your request and contact you accordingly. <top>

Q) Who may I contact if a question of mine was not answered in the FAQ section?

A) You can reach the Human Resources department by calling 412.237.2224. Please leave a message clearly stating your name, contact information and the question that you have. Alternatively, you may email us at humanresources@ccac.edu.

<return to top>