



MARICOPA
COMMUNITY
COLLEGES

Welcome to the Maricopa Community Colleges

Adjunct Faculty Tutorial

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Fax 480.731.8599

<http://www.maricopa.edu/hrweb/>

The Maricopa County Community College District is an EEO/AA institution

Online Recruiting System Training for MCCCCD Adjunct Faculty Applicants

This presentation will take approximately 15minutes.

Use you Enter Key to go to the next slide

To go back a slide, use your Backspace Key

Section 1: Getting Started

After reviewing this tutorial, you will be able to use the system to:

1. Complete an adjunct faculty application
2. Apply for specific discipline(s)
3. Attach a resume/cover letter and Faculty course completion forms to your application for each discipline



Items To Gather Before Beginning Your Application

- Your complete education, reference and employment information
- An electronic (such as Word) copy of any document (such as a cover letter/resume) you wish to attach to your application. Acceptable format is Rich Text Format (.rtf).
- Instructions to create a Rich Text Format (.rtf):
http://www.maricopa.edu/employees/divisions/hr/files/jobs/Adjunct_Tutorial.pdf

Requirement:

A COMPLETED COPY OF THE FACULTY COURSE COMPLETION FORM IS USED IN LIEU OF TRANSCRIPTS. NO SEPARATE TRANSCRIPTS WILL BE ACCEPTED.

TRANSCRIPTS FROM NON U.S. INSTITUTION MUST BE TRANSLATED/EVALUATED
FOREIGN GRADUATES SEE
<http://www.maricopa.edu/employees/divisions/hr/files/jobs/ForeignTranscriptEvaluation.pdf>
FOR FURTHER INSTRUCTIONS.



Helpful Hints

- On-Line Adjunct Faculty Application works best on Internet Explorer; MAC is not recommended. Not compatible with Internal Explorer 8.0
- Do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site
- To protect the security of your data, the system will log you out if it detects no activity for 30 minutes. This will cause ALL the data you entered during that session to be lost. Please save often and do not leave your computer for more than 30 minutes while completing your application for employment.

Careers

Careers ADJUNCT ON-LINE APPLICATION

Applications must be submitted via on-line

Enter your user name and password to login. If you have not yet registered, [click here to Register.](#)

New users click here

Login

User Name:

Password:

[Login Help](#) [Register Now](#)

Existing users, if you forgot your password click here

◀◀ First ◀ Previous | Next ▶ Last ▶▶

<u>Job Title</u>	<u>Date</u>	<u>Location</u>
<input type="checkbox"/> Counseling Adjunct	04/17/2009	District Support Services Cntr
<input type="checkbox"/> Computer Science Adjunct	04/17/2009	District Support Services Cntr
<input type="checkbox"/> Computer Aided Drafting Adjunct	04/17/2009	District Support Services Cntr
<input type="checkbox"/> Communications Adjunct	04/17/2009	District Support Services Cntr
<input type="checkbox"/> Astronomy Adjunct	04/17/2009	District Support Services Cntr

Register

Register

Enter your new user name and password.

This will be your new user name and password

Enter Registration Information

***User Name**

***Password**

***Confirm Password**

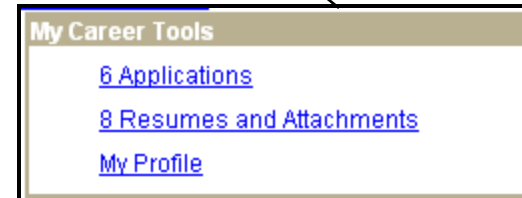
Register

[Return to Previous Page](#)

Careers Home

What all these links do

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)



My Career Tools

- [6 Applications](#)
- [8 Resumes and Attachments](#)
- [My Profile](#)

Summary of all the applications you have constructed/submitted and all your attachments

Careers Home

Careers Home

Welcome

[Faculty Course Completion Form](#)

[Religious Studies Completion Form](#)

My Career Tools

[0 Applications](#)

[0 Resumes and Attachments](#)

[My Profile](#)

Notifications

You do not have any notifications.

Latest Job Postings

[⏪](#) First
 [⏪](#) Previous | Next
 [▶](#) Last
 [▶▶](#)

<u>Job Title</u>	<u>Date</u>	<u>Location</u>
<input type="checkbox"/> Counseling Adjunct	04/17/2009	District Support Services Cntr
<input type="checkbox"/> Computer Science Adjunct	04/17/2009	
<input type="checkbox"/> Computer Aided Drafting Adjunct	04/17/2009	

If you would like to see the disciplines minimum qualifications, click on the link.

My Career Home

[Careers Home](#)
 [Job Search](#)
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 [My Saved Searches](#)
 [My Career Tools](#)
 [Logout](#)

If you are applying for an Adjunct Faculty Position, please make sure you download a Faculty Course Completion Form or a Religious Studies Completion Form and save it on your hard drive or disk.

[Careers Home](#)

Welcome

[Faculty Course Completion Form](#)

[Religious Studies Completion Form](#)

My Career Tools

[0 Applications](#)

[0 Saved Jobs](#)

[0 Saved Searches](#)

To download the Faculty Course Completion Form template or Religious Studies Completion Form template, click the appropriate link.

Notifications

You do not have any notifications.

Latest Job Postings		
<u>Job Title</u>	<u>Date</u>	<u>Location</u>
<input type="checkbox"/> Counseling (Adjunct)	04/17/2009	DistrictWide
<input type="checkbox"/> Computer Science (Adjunct)	04/17/2009	DistrictWide
<input type="checkbox"/> Computer Aided Drafting (Adjunct)	04/17/2009	DistrictWide

Applying for a Job

[Careers Home](#)
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[My Saved Jobs](#)
[My Saved Searches](#)
[My Career Tools](#)
[Logout](#)

If you are applying for an Adjunct Faculty Position, please make sure you download a Faculty Course Completion Form or a Religious Studies Completion Form and save it on your hard drive or disk.

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[Faculty Course Completion Form](#)

[Religious Studies Completion Form](#)

My Career Tools

[0 Applications](#)

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[My Profile](#)

Notifications

You do not have any notifications.

Latest Job Postings

[First](#)
[Previous](#)
[Next](#)
[Last](#)

	<u>Job Title</u>	<u>Date</u>	<u>Location</u>
<input checked="" type="checkbox"/>	Counseling (Adjunct)	04/17/200	
<input type="checkbox"/>	Computer Science (Adjunct)	04/17/200	

[Save Jobs](#)

[Apply Now](#)

Choose the job that you would like to apply for and click on Apply Now

Resume/Cover Letter Information

Choose Resume/Cover Letter

You may attach one document when you apply for a position. If you would like to include a cover letter/resume, please save them as the following document type: Rich Text Format (.rtf).

[Instructions on how to create an rtf file](#)

Resume Options

How would you like to proceed?

- Upload a new resume
- Apply without using a resume

We suggest that you combine your cover letter/resume into one document . Then click to continue

Adjunct Faculty will need to attach a separate Course Completion Form on the following pages using the attachment link.

Continue

[Return to Previous Page](#)

Important: See instructions later in this tutorial for attaching document

Attaching A Resume/Cover Letter



Click here to select your document file for your resume/cover letter attachment . Click twice on the document

Upload your resume/cover letter. Once you have loaded your resume/cover letter attachment click upload



My Profile

My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Save and Continue](#) [Return to Previous Page](#)

Member Information

User Name: klenner33
Password: [Change Password](#)
Preferred Method of contact:

Name

Name Format:
'First Name:
'Middle Name:
'Last Name:

If you do not currently have an email address, you may obtain one from companies such as www.yahoo.com, www.gmail.com, or www.msn.com to create one. Please make sure to write down your user name and password.

Please, it is your responsibility to keep your email current. Interviews are scheduled primarily via phone calls and sometimes confirmed via email.

My Profile

Address

Country:

Address 1:

Address 2:

Address 3:

City: **State:**

Zip Code:

County:

Email Addresses

Primary Email Type:

Email Address: [Remove](#)

[+ Add Another Email Address](#)

Phone

Primary Phone Type:

Phone Number:

[+ Add Another Phone Number](#)

Your Social Security Number is required
Please, it is important that you use your real Social Security Number.

Required to track applicants. HR Website is secure. Search committees and others will not see Social Security Number. Enter your Social Security Number without the dashes.

National Identification [Customize](#) | [Find](#) | [First](#) | 1 of 1 | [Last](#)

Social Security Number [Add/Edit Social Security](#)

[Add/Edit Social Security](#)

[Save and Continue](#) [Return to Previous Page](#)

After entering all of your information , click on Save and Continue

Application

[Apply Now](#)

Complete Application

You are applying for:

[Administrative Secretary III](#)

[Remove](#)

[Add Another Job to Application](#)


John Doe
563 N Maple St
Phoenix, AZ 85032
[Edit Profile](#)

If you click Close Application without saving, you will lose your information

[Previous](#) [Save](#) [Close Application](#) [Careers Home](#) [Next](#)

[Education and Employment History](#) [MCCD Custom Data](#) [Referral Information](#) [Resume](#) [Attachments](#)

This page request information on employment history, education history, job training/computer/ teaching experience, /licenses/certificates, memberships and references. Continue to scroll down after completing each section. Please complete all sections.

Employer	Job Title	Start Date	End Date	
Arizona State University	Graduate Teaching Assistant	08/01/2001	05/02/2003	
+ Add Employment History				

Click here to add your work experience

Work Experience

Add New Application

Add Employment History

Begin with listing your current employer.

Save & Return

Save & Add More

Cancel

[Return](#)

Add your work history in reverse chronological order, starting with your most current employer

Enter Employment Details

*Start Date: 

End Date:

Or Currently employed check here

*Employer: Full/Part Time

*Ending Job Title:

Supervisor Name:

Supervisor Telephone:

Check this box if we may contact this employer Use for current job only

Job Description:   

This button will save your work and then return you to this page until you have completed all the sections on this page. Remember to also save at each page.

Save & Return

Save & Add More

Cancel

Click here to add another employer

Education History

Education History

Highest Education Level:

G-Bachelor's Level Degree



Click on Highest Education level to select your degree of education

Pull down above menu to choose degree obtained. Then click 'Add Post-Secondary Education History' (below). Complete that section and the system will return you back to this page. If you have obtained additional degrees you may add them by clicking 'Add Post-Secondary History' again. Repeat as needed.

Click here to add your college information

You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)


Education History


[Add New Application](#)

Add Post-Secondary Education

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)


Enter Post-Secondary Education Details

Country:  United States


State: 

College/University:


Major:

Degree: 

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

1. Click here to find the State your college/university. 

2. Type in your College/University, Major,

3. Click here to find the Degree. 

5. Click here to save return to the main application

4. Click here to add another school and degree

Training/Computer/Teaching Experience

Training/Computer/Teaching Experience

You have not added any training information to your application.

[+ Add Training](#)

[+ Add Computer/Teaching Experience](#)

Click here to input your
Training

Click here to input your Computer
and Teaching Experience

Training


Add New Application

Training

Training

Course Title:

Location:

Date Taken: 

Click here to add another
Training Course Title

Save & Return

Save & Add More

Cancel


[Return to Previous Page](#)


Computer/Teaching Experience


[Add New Application](#)

Computer/Teaching

Enter Software, Hardware and Courses Taught

Computer Skills/Software		Customize Find 	First	1 of 1	Last
1	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		

Computer Hardware		Customize Find 	First	1 of 1	Last
1	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		

Summary of Courses Taught			Customize Find 	First	1 of 1	Last
	Date From	Date-To	Course Title			
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	

[Return to Previous Page](#)

To add more information for each area, click on the

Licenses and Certificates

Licenses and Certificates

You have not added any licenses or certificates to your application.

[+ Add Licenses and Certificates](#)




Click here to input Licenses and Certificates

License or Certificates

[Add New Application](#)

Add License or Certificates

License or Certificate Details

*License/Certificate	<input type="text"/>	<input type="button" value="v"/>
Other License:	<input type="text"/>	
State	<input type="text"/>	
Date Issued:	<input type="text"/>	
Expiration Date	<input type="text"/>	
License/Certification Number:	<input type="text"/>	
Issued By:	<input type="text"/>	

Use pull down menu for listed Licenses or Certificates. If one is not listed type it in Other License.

Save & Return

Save & Add More

Click here to add another License or Certificate

References

References

You have not added any references to your application.

[+ Add Reference](#)

Click here to input references

References

[Add New Application](#)

Add Reference

Save & Return

Save & Add More

Cancel

[Return to Previous Page](#)

Enter Reference Details

*Reference Type: Professional

*Reference Name:

*Relationship:

Institution:

We recommend professional references

Click here to return to the main application

Save & Return

Save & Add More

Click here to add another professional reference

[Return to Previous Page](#)

General Information

[Apply Now](#)

[Choose Resume/Cover Letter](#)

You are applying for:

[Biology \(Adjunct\)](#)

Click here to attach the Faculty Course Completion Form and/or Religious Studies Form

[Previous](#)

Save

Close Application

[Careers Home](#)

[Next](#)

[Education and Employment History](#) [General Information](#) [Referral Information](#) [Resume](#) [Attachments](#)


Part I Work Authorization Information

Are you authorized to work and remain in the United States?

Yes No

Part II Driver's License Information

Driver's License #:

State:  Currently Valid? Yes No

Part III Maricopa Information

Have you ever been employed by MCCCCD? Yes No

Example mm/dd/yyyy

Example mm/dd/yyyy

From  To 

MCCCD General Information Continued

Are you related to an MCCCD Employee?

Yes No

If Yes, name

Required format: Smith,JohnC

Relationship

Location:



Part IV Criminal Background

Please give details including charges, dates and location.

Part IV Criminal Background

Have you ever been convicted of, or plead guilty or 'no contest' to a crime that has or has not been removed from your record? Disclosure of this information does not automatically disqualify you from consideration. A conviction will not necessarily disqualify an applicant from the position sought.

Have you ever been convicted of a crime?

Yes No

If yes, please indicate by using the pull down menu, select the appropriate conviction. Please give details including charges, dates and location in the box provided. Remember, disclosure of this information does not automatically disqualify you from consideration. Click on the plus sign to add additional convictions and details.

Find View All		First	1 of 1	Last
Conviction	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	
Please give details including charges, dates and location				
<input type="text"/>				
If Convicted, how many years ago was your conviction?				<input type="text"/>

MCCCD General Information Continued

Part V Military Information

Are you a US Military service veteran?

Special Disabled Vietnam Vet



Honorable Discharge

Yes

No

Separation Date



We are a federal contractor and receive federal financial assistance and are therefore subject to Section 503 and Section 504 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. These Sections require us to take affirmative action to employ and advance in employment qualified handicapped individuals (section 503) and special disabled veterans and veterans of the Vietnam Era (Section 402).

Adjunct Location

Please indicate which location you would like to teach.

If I am not chosen for this position, please feel free to share information about me with other MCCCDC offices and colleges so they might contact me and invite me to apply for a similar position. (Note: You still must apply for any advertised position of which you are interested.)

Yes No

If you said Yes to the above, please check off the locations where you would prefer to be employed.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Chandler-Gilbert Community College | <input checked="" type="checkbox"/> Phoenix College |
| <input type="checkbox"/> District Office | <input checked="" type="checkbox"/> Paradise Valley Community College |
| <input checked="" type="checkbox"/> Estrella Mountain Community College | <input checked="" type="checkbox"/> Scottsdale Community College |
| <input checked="" type="checkbox"/> GateWay Community College | <input checked="" type="checkbox"/> South Mountain Community College |
| <input checked="" type="checkbox"/> Glendale Community College | <input checked="" type="checkbox"/> Rio Salado Community College |
| <input checked="" type="checkbox"/> Mesa Community College | |



Attachments

As you can see, your resume/vitae was attached at the beginning of the process. Now you need to attach a Faculty Course Completion Form (CCF) or Religious Studies Form (RSF) click on Add Attachment.

Resumes, Cover Letters and Attachments

<u>File Name</u>	<u>Attachment Type</u>	<u>Posting Nbr</u>	<u>Date/Time</u>	Add CCF/RSF Attachment
ResumeCover Ltr.rtf	Resume	07080722-4	09/15/2008 1:45PM	Add Attachment

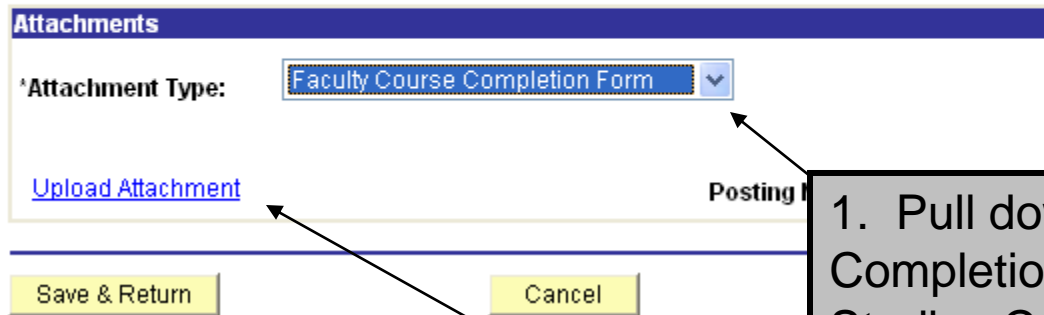
Return

Click here to review your resume/cover letter

Attachments Faculty Only

[My Attachments](#)

Add Attachments



Attachments

*Attachment Type: Faculty Course Completion Form

[Upload Attachment](#)

Posting

Save & Return Cancel

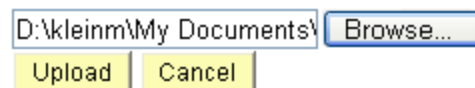
5. Save & Return

1. Pull down menu for Course Completion Form or Religious Studies Completion Form, then click on the "Upload Attachment" link.

2. Click on the "Upload Attachment" link.

3. Click on Browse to find the form saved on your computer or disk.

4. Click on "Upload"



D:\kleinm\My Documents\ Browse...

Upload Cancel

Referral Information

[Education and Employment History](#) [MCCD Custom Data](#) [Referral Information](#) [Resume](#) [Attachments](#)

Referral Information

Where did you find out about the job?:

Referral Source

Other Referral Source:

1. Please tell us where you originally heard about the job.

2. Click here to Save your application before submitting it.

[Education and Employment History](#) [MCCD Custom Data](#) [Referral Information](#) [Resume](#) [Attachments](#)

[Previous](#) [Save](#) [Submit](#) [Close Application](#) [Careers Home](#)

3. Close Application after you save if you want to review your application before submitting it.

4. Click here to submit your application. Once you submit, you cannot edit/change your application. Human Resources will not accept any new materials even if submitted before the closing.

Do you want to submit?

Are you sure you want to submit?

- You cannot change the application after you submit it. The only information you can change is the Profile Information, i. e. Name, address, etc...
- If you are applying for an adjunct faculty opening, did you attach the Adjunct Faculty Course Completion Form or the Religious Studies Completion Form?
- If applicable, did you attach your Resume/Cover Letter?
- Did you complete the application completely including Employment History.
- Click Cancel to go back to the Career Tools to review your application.
- Click O.K. to continue submission.

It is important to review your application. Once you have submitted your application, you cannot make additions, corrections, or add new materials to your application nor will Maricopa Community Colleges accept any new materials even if your application is received before closing date.



Submit Online Application

Submit Online Application

Self Identification Details

Maricopa Community colleges is an Equal Opportunity/Affirmative Action Employer and complies with all applicable federal and state regulations. We are required to solicit the information indicated below. This information is kept for statistical materials and will be treated in high confidential matter. Your responses are voluntary and your cooperation in providing this information is appreciated. Please complete the following information and then click the 'Submit' button.

Gender:

Ethnic Group:

I decline to provide my self identification details.

Please complete this section. This information is very important for statistical information. It is not use for hiring decisions.

Terms and Agreements

By submitting my application on-line, I hereby authorize Maricopa Community College District to investigate my background, references, employment record and other matters related to my suitability for employment. This may include a criminal background check and a check on my driving record. I also authorize my former employers or any third party to disclose to MCCCC all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure.

I hereby release MCCCC, former employers, and all references from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand that employment into a driving position is dependent upon a safe driving record.

I understand that employment into a short term or temporary position may be terminated without cause at any time.

I understand that falsification or omission of facts is sufficient cause for dismissal if an applicant is hired, regardless of the date of discovery.

My submission of this on-line application asserts that all information given in this application is true, and acknowledges my understanding and agreement with all material and conditions as stated.

I agree to these terms I do not agree to these terms

Click Here to submit application

Please read and click to agree.

[Return to Previous Page](#)

Careers Home

This is what you'll see after you have successfully submitted an application

You have successfully submitted your application on 04/30/09 at 1:05PM. Please print this screen for confirmation. If you want to view your application and attachments, you may do so by going to "My Career Tools".

[Careers Home](#)

Welcome Mara

[Faculty Course Completion Form](#)

[Religious Studies Completion Form](#)

My Career Tools

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[My Profile](#)

Notifications

You do not have any notifications.

Latest Job Postings

◀ First ◀ Previous | Next ▶ Last ▶

<input type="checkbox"/>	<u>Job Title</u>	<u>Date</u>	<u>Location</u>
<input type="checkbox"/>	Counseling (Adjunct)	04/17/2009	DistrictWide
<input type="checkbox"/>	Computer Science (Adjunct)	04/17/2009	DistrictWide
<input type="checkbox"/>	Computer Aided Drafting (Adjunct)	04/17/2009	DistrictWide

This will confirm you successfully submitted your application. You will also receive an email confirmation.

You can view the applications and attachments you submitted

You can change your Profile Information at any time

My Career Tools

My Career Tools


Mara Klenner
4549 N Sienna
Phoenix, AZ 85218

[Edit Profile](#) [Faculty Course Completion Form](#) [Religious Studies Completion Form](#)

My Applications

Display applications from:

◀◀ First ◀ Previous | Next ▶ Last ▶▶

<u>Application</u>	<u>Posting Nbr</u>	<u>Status</u>	<u>Application Date</u>
 Radiation Therapy	07080739-4	Applied	09/15/2008 1:54PM

This is what you applied for.

Resumes, Cover Letters and Attachments

<u>File Name</u>	<u>Attachment Type</u>	<u>Posting Nbr</u>	<u>Uploaded</u>
ResumeCover Ltr.rtf	Resume	07080739-4	09/15/2008 1:54PM
Fac Course Completion.rtf	Faculty Course Completion Form	07080739-4	09/15/2008 1:57PM

This indicates you have attached two documents to the designated application.

You can view your resume/cover letter and course completion form here

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Careers Home

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[My Profile](#)

Notifications

You do not have any notifications.

Latest Job Postings

	<u>Job Title</u>	<u>Date</u>
<input type="checkbox"/>	Counseling (Adjunct)	04/17/2009
<input checked="" type="checkbox"/>	Computer Science (Adjunct)	04/17/2009

Save Jobs

Apply Now

When you wish to apply for another position, simply click the box and “Apply Now” and you will be taken to the last application you completed.

Apply for New Positions

- Each time you apply for a new position, the system will return you to your last completed application to allow you to make any changes for the new application. If you do not have any changes, simply click “Save and Next” until you reach the end of the application.