FREQUENTLY ASKED QUESTIONS
COTC ONLINE CAREER SITE

How long are the postings listed on the website?
Posted positions are active for a minimum of 7 days (Sunday through Sunday), and may be extended as needed per the request of the hiring supervisor.

Is there a limit to the number of jobs I can apply for?
There is no limit. You may edit your application prior to applying for a specific position by clicking "Manage Applications" in the left margin.

Do you accept paper applications?
No, all applications, resumes and cover letters are required to be submitted online through our career site by the posted deadline date.

Do I have to fill out an application?
Everyone who applies for a position at Central Ohio Technical College is required to create an application. All required information is denoted with an asterisk (*). However, the more information you provide, the easier it will be to effectively evaluate your skills, abilities and qualifications.

Can I fill out an application without applying for a specific posting? What will happen to my application?
Yes, you can fill out an application without applying for something specific but please understand that nothing will happen to your application. It will not be forwarded on to a hiring department unless you apply for a specific posting.

Can I save an application in the middle of creating it and come back later?
No. If you exit in the middle of creating your application the information will not be saved. You need to fully complete your application, save it, and then you can go back and make edits. If you must exit mid-process, continue through the application completing just the required fields (denoted with an asterisk). When you return, log into the system and click on "Manage Applications" to complete the remaining fields *before* applying for a specific position. Once you apply for a specific position, you may not edit your application.

How long does my application remain active in the system?
In the new system the application remains active as long as the applicant is applying for jobs and for three years from the last job that they applied for. It will be purged from the system after three years of no activity.

How is the EEO information used and is this information required?
Central Ohio Technical College is an equal opportunity employer. As a matter of policy and applicable laws, we are required to request the EEO information from applicants. The information is kept confidential and is used to fulfill reporting requirements.

How is the veteran information used and is this information required?
As a government contractor, Central Ohio Technical College is subject to Section 402 of the Vietnam-era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the Veterans Benefits and Health Care Improvement Act of 2000, and is required to take affirmative action to employ and advance veterans. If you are a veteran, you may voluntarily self-identify for consideration under the college's affirmative action programs. A copy of your DD Form 214 must be provided to the Office of Human Resources in order to receive military credit. Information provided will only be used in accordance with the Act and will not go forward to an employing department unless an applicant has self-identified as a veteran.

Should I attach a resume and/or cover letter?
Yes, the hiring managers will expect to receive and review your resume and/or a cover letter detailing your skills, abilities and work experience. If you fail to attach required documents to your application for the position you are applying for, your application will be placed in "inactive" status and you will not receive a confirmation notification that your application has been received.

How do I attach my resume and/or cover letter?
If the position you are applying for accepts resumes or other documents, you will have the opportunity to attach your documents after you have clicked the **"Apply for this position"** button for the position you are applying to. After clicking that button and any position-specific questions associated with that position, an **Attach Documents** screen will appear. The online employment site accepts documents in Microsoft Word or Adobe Acrobat (pdf) format, of a file size less than 1MB. If neither format is available to you, you may copy and paste the text of your document into the **"Paste a new resume"** box.

Can I attach a different resume for each requisition I applied to?
Yes, you may attach a resume and/or cover letter for every position in which you apply.

I'm having trouble attaching documents.
The online employment system only accepts documents in Microsoft Word or Adobe Acrobat (pdf) format, of a file size less than 1MB. If neither format is available to you, you may copy and paste the text of your document into the **"Paste a new Resume"** box. You can attempt this action again by logging into the site, clicking on **"Manage Jobs"** and then "Attach Documents".

How do I attach letters of reference, etc. that are in hardcopy form?
If the applicant has a personal scanner, these documents can be scanned into their computer system and then attached in the "other" category. If the applicants do not have access to a scanner, they can create a word document (similar to a reference page) that indicates that they have letters of recommendation or other pertinent documents.

How do I know my application materials were received and processed?
You will receive a confirmation message on the screen immediately after you apply for a specific position. Also, you may check your application status at any time simply by logging into the system.

If I edit my application will the updated application be sent to all the positions I already applied for?
No, once you edit your application, it will only update your current application. The system does not have the ability to go back and edit all of your past postings.

I accidentally withdrew my application from a position. The system will not let me reapply, what can I do?
Please be extremely careful when withdrawing your application from positions because once you have applied to a position the system will not allow you to reapply. Contact the Office of Human Resources (740) 366-9367 if you have further questions.

How do I get the contact name for a requisition?
You will need to contact the Office of Human Resources at (740) 366-9367 between the hours of 8:00 a.m. and 5:00 p.m.

How do I check my status?
You can log into the system anytime with your user name and password to check on the status of positions you have applied for. Select **"Manage Jobs"** to view your position history and look at **"Status"** for updated information.

How long should I expect to wait to hear back once I've submitted my application on-line?
Once you receive notification that your application has met minimum qualifications (you will receive that notification as soon as you finish the application process for each position), your materials will be forwarded to the hiring department. It's then up to the hiring department to develop the interview and selection process. Therefore, you could hear back as quickly as two weeks or as long as three months.

Will late applications be accepted?
The on-line system will **not** accept an application once the position posting is taken off the website.

How can I apply for positions that were previously posted?
If the position is not listed on the website, you will not be able to apply for it.

Why can't I apply for the same position more than once – it was posted more than once.
If you have already applied for a specific position, the system will not allow you to apply for the same position again.

What if I lose/forget my user name and password?
If you forget your password, click on the "I Forgot My Password" link on the applicant Login page. Your secret question will be displayed for you to answer. If you forget your user name, contact the Office of Human Resources at (740) 366-9367. DO NOT create a second account.

What resources are available if I need assistance completing my application on-line during business hours?
You may contact the Office of Human Resources between the hours of 8:00 a.m. and 5:00 p.m. at (740) 366-9367.

If I have a disability, should I note it on the application? When should I notify the college of my disability?
The disability should not be noted on the application, but you may contact the Office of Human Resources (740) 366-9367 if you need to request an accommodation in completing the application or thereafter. In accordance with the Americans with Disabilities Act (ADA), COTC will provide reasonable accommodation to applicants who make their requests known in advance.