



## **NOCCCD Human Resources**

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# **PEOPLEADMIN: USER GUIDE AND APPLICATION INSTRUCTIONS FOR FINALISTS**

**For Classified/Confidential and Management  
Positions**

**PEOPLEADMIN****FINALIST: APPLICATION UPDATES GUIDE**

*Congratulations! You have been selected as a finalist. As a finalist, you have been asked to upload one or more of the following **within 5 business days** pertaining to criminal convictions, professional references, and/or documents to verify that you meet the minimum qualifications for this position. Please use this guide to complete the required steps. Should you need assistance at any time, please contact Human Resources at (714) 808-4810 or [hrapply@nocccd.edu](mailto:hrapply@nocccd.edu).*

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## Logging into PeopleAdmin

1. Go to this link: <https://nocccd.peopleadmin.com/login>
2. Click "Log In"

HOME

[SEARCH JOBS](#)

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[MINIMUM QUALIFICATIONS FOR CALIFORNIA COMMUNITY COLLEGES](#)

[SALARY SCHEDULES](#)

### Be a part of the North Orange County Community College District team!

We are always seeking highly qualified people to join our organization. If you have a passion for excellence and a commitment to preparing students for the highly competitive, global workplace, we invite you to apply for a position with the District.

The job application process is an online system. Please click on the [Frequently Asked Questions](#) link on the left for details about the system and for assistance with submitting an application.

To search positions, click the [Search Jobs](#) link at left or use one of the links below.

Classified/Confidential

Faculty (Full-Time and Part-Time)

Administrative/Management

Temporary and Part-Time Hourly

3. Enter your username and password, then click on "Log In"

HOME

[SEARCH JOBS](#)

[CREATE ACCOUNT](#)

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[FREQUENTLY ASKED QUESTIONS](#)

[MINIMUM QUALIFICATIONS FOR CALIFORNIA COMMUNITY COLLEGES](#)

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## Log In

*Required fields are indicated with an asterisk \**

Username

\*

Password

\*

[Forgot your username or password?](#)

Log In

Log In with Chronicle Vitae

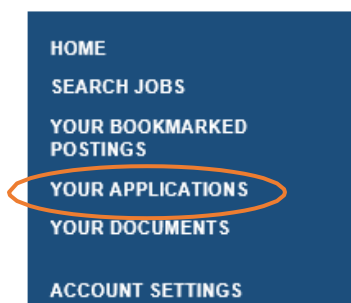
Apply for jobs faster with Chronicle Vitae.

Log In with LinkedIn

Or [Create an Account](#)

## Accessing your application

1. Once logged into your account, click on “Your Applications”



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2. Scroll down to the section titled “Completed Applications”
3. Find the application for this position and click on “Edit” or “Update”

<b><u>Administrative Assistant III</u></b>	CN000143893	2015445P	Finalist/Recommend for Hire	March 04, 2021	<b><u>Application</u></b> ‡
<b><u>Edit</u></b> ‡			<b><u>Withdraw</u></b>		<b><u>Cover Letter</u></b>
<b><u>Archive</u></b>			<b><u>Application</u></b>		<b><u>Resume</u></b>

## Responding to criminal conviction question

- Once logged into your application, locate the drop-down menu and select the application section titled “Personal Information”, then click on “Go”

- Provide your response to the first question by selecting “No” or “Yes”
- If “Yes”, provide additional details in text box as instructed on that page

- After completing this section, click on “Save Changes”

## Providing reference information

1. From the drop-down menu, select the application section titled “References”, then click on “Go”
2. Click on “Add References Entry”

<< Prev

Save changes

Save & Continue

References

Go

Required fields are indicated with an asterisk (\*).

### References

References, including your current supervisor (or prior if applicable) will be contacted if a candidate is moved forward as a finalist in the recruitment process.

**If selected as a finalist**, you will be contacted to provide the required number of additional professional/personal references. When prompted, please submit references who are familiar with your current or previous employment experience. Once they are contacted, references have 72 hours to respond.

For a Classified, Confidential or Management position, you are required to provide a minimum of three (3) references. A Vice President/Campus President/Vice Chancellor position requires a minimum of five (5) references.

Add References Entry

<< Prev

Save changes

Save & Continue

References

Go

3. After each reference entry, click on **“Save Changes”** and then **“Add References Entry”** for each additional reference
4. Upon entering the minimum required number of references, click on **“Save & Continue”**

<< Prev

Save changes

Save & Continue

References

Go

Required fields are indicated with an asterisk (\*).

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<b>* Name</b>	Reference 1
<b>Job Title</b>	Director
<b>* Reference Email</b>	director1@zed.com
<b>* Phone Number</b>	888-888-8888
<b>How do you know this reference?</b>	Professional ▼
<input type="checkbox"/> Remove Entry?	

Add References Entry

<< Prev

Save changes

Save & Continue

References

Go

## Uploading documents

Upload applicable documents in the section titled **“Documents that may be needed to apply”**. Follow guidelines provided regarding document types. Examples are transcripts (may be unofficial), certifications or licenses (current and valid copy).

1. From the drop-down menu, go the application section titled **“Documents that may be needed to apply”**, then click on **“Go”**

<< Prev
Save changes
Save & Continue

Documents that may be needed to apply
Go

Please **ensure that your documents upload successfully before advancing** to the next section of the application. If the transcript is not converting during the upload/PDF conversion process, print and scan the transcript, and then upload the new file. This will ensure a successful conversion process. If you continue to encounter an issue, please contact Human Resources.

Incomplete applications will not be considered. The Office of Human Resources will not accept application materials outside of the electronic application. **Do not** include additional documents that were not requested.

**If selected as a finalist**, you will be required to provide verification of education, certifications, and licenses, if any of these requirements were listed in the Minimum Requirements of the job announcement. Human Resources will contact the finalist(s) to obtain the required documentation during that phase of the recruitment.

**Below are documents that may be needed to apply for positions within our District. If a document is required for the position you are applying for, it will be noted at the bottom of this page, as well as on the job posting.**

**Transcripts** – the award of all degrees, applicant name, and school institution name must be verifiable on a legible transcript. All pages of the transcript must be uploaded. Diplomas, Degree audits, and course or grade summaries will not be accepted in place of a transcript.

**List of relevant courses taken** – should be a list of completed upper division and graduate level course work relevant to the position. Indicate course number, full title, and course level (upper division vs. graduate). Preferably one (1) page maximum.

**List of relevant courses taught** – indicate course prefix/number, course title, level, and number of times taught. Preferably one (1) page maximum.

2. Check the list of required and/or optional documents needed for this position. This will be found on the bottom of the page.



## Sample list of Documents Needed

[Add Required Cover Letter](#)

[Add Required Resume](#)

[Add Required Transcripts with degree posted \(may be unofficial\)](#)

[Add Optional Additional Transcripts I](#)

[Add Optional Additional Transcripts II](#)

[Add Optional NACES Evaluation of Foreign Degree](#)

[Add Optional Copy of California Community College Credential.](#)

<< Prev

Save changes

Save & Continue

Documents needed to apply



Go

3. Click on the title of a document to begin uploading (i.e., [Add Required Transcripts with degree posted](#)).  
**NOTE:** This is the same upload process used for required documents as you did when completing your application.
4. Once you have uploaded any and/or all applicable required and optional documents, click on [“Save & Continue”](#).

## Certify and Submit

1. Scroll to the end of the application section titled “[Check for Errors & Submit](#)”, then click on “Go”.
2. If you do not complete this step, we will not be able to see or accept your updated information.

### Application for Post Certification Test Posting: Documents that may be needed to apply

<< Prev	Save changes	Save & Continue	Check for Errors and Submit	✓	Go
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3. Review all sections and ensure that there are no errors. Errors are indicated by an **X**.

#### FINAL STEP:

4. Once all required information has been submitted correctly and accurately, click on “[Certify & Submit](#)” located at both the top and bottom of the page. You will receive a confirmation email shortly after the application has been successfully submitted.

### Application for Post Certification Test Posting [Edit this Application](#) | [Print Version](#)

Certify and Submit