



North Central Texas College Frequently Asked Questions for Applicants

Q) Where do I begin?

Create a user name and password that you will easily remember. Passwords are case sensitive. Note, if you are a current NCTC employee, it is best to use your personal email address for applying.

Q) Do I have to fill out an application?

Yes, everyone is required to complete an online application to be considered for a NCTC position.

Q) What if I have already created an application?

A separate application is needed for each position. Use the login you created to access the application system and check the status of your application.

Q: I forgot my username and password. How do I retrieve this information?

Use the "Forgot username and password?" link and follow the prompts. You may also contact Human Resources at hmail@nctc.edu for assistance.

Q) What information will I be asked to provide in my application?

You will be asked to provide personal information such as name, address, phone number, date of birth. You will also be asked to provide information relative to your education and professional experience, as well as contact information regarding your employment history and references. Note, if you are recommended for hire you will provide additional information for the background check. The information provided will be used to determine minimum qualifications and rate of pay.

Q) How do I update the information contained in my application?

Updates to your application information can only be made before each submission for a new position. Log in with the username and password that you used to create your application. You will then click on the 'Edit Application' link on the left margin. You will not be allowed to change your application information after you have submitted the application. Please note that you will not be able to attach or remove any documents associated with an application once you have submitted it into the system. If you need to update an application you've already submitted, contact Human Resources at hmail@nctc.edu.

Q) What if I want to submit a resume?

Attaching a resume does not substitute for completing the application. There will be directions prompting you how and when to attach your resume to the online application.

Q) Can I copy selected information from another electronic document?

Yes. For example, you can copy and paste the information from a Word document directly into the appropriate fields in the application form.

Q) How do I save my application?

You must click SAVE AND CONTINUE TO NEXT or SAVE AND STAY ON THIS PAGE to save the information you have entered.

WARNING:

if your application is not completed at the time a posting is removed from advertisement you will not be considered an applicant.

Q: What format(s) are acceptable for my attachments?

All attachments must be in an Adobe PDF or Microsoft Word format. Scanning a document in black and white will help decrease the document size.

Q: What if I don't have a scanner?

Many office supply businesses and public libraries offer scanning services.

Q: I am having trouble attaching my documents. Can I just mail or fax them?

All required documents must be attached to the online application. Q: The system won't take my attachment. What is the size limit? The size limit for each attachment is 9MB.

TIP: Try saving the document to your desktop; each time you do this it reduces the document size.

Q: Which transcripts do I need to submit?

Attach or copy/paste the transcript for degrees or courses related to the teaching discipline or job position. If you have multiple pages of transcripts, you will need to scan them into one single document. Note that the transcripts do not need to be official transcripts for the online application process.

Q: I am currently a NCTC employee. My latest transcript is already on file in Human Resources. Do I still have to attach transcripts?

Yes, please contact HR to retrieve transcript information from your personnel file.

Q: Is it OK to have more than one login?

No. The system can help you to recover your login information if you can't remember.

Q: How do I search for current job openings?

You can search for jobs by key words (such as "biology" or "nurse"), job title, department, or job posting number.

Q: How often are job postings updated?

Full-time positions are typically posted for two weeks or until filled. Adjunct or part-time positions sometimes stay open for months at a time collecting applicants in a pool.

Q: What happens when I bookmark a job?

The system saves a list of the job you have bookmarked. You must be logged in to bookmark a job. Note: bookmarking a job is not equivalent to submitting an application.

Q: How does the "email a friend" feature work?

The system allows you to email a friend a job. You must provide the email address.

Q: Is it okay to apply for several similar positions?

Yes. Consider applying to any position that matches your qualifications.

Q: The information that copied in when I started this application is out of date. How do I fix it?

You can change information on an application that is in a draft state. You can also edit your application profile to update information such as your address and phone number, so new applications have the latest information.

Q: How is my personal information safeguarded?

Our web site uses a secure connection. The information you provide is encrypted as soon as you save or submit it.

Q: Why am I seeing this message about being logged out due to inactivity when I am typing in this form?

The system does not register keystrokes in the form; it has a timer that runs out at some time (15 minutes) after you select an action. To keep working, select OK in the message box. This resets the timer.

Q: How do I make sure my documents upload properly into the system?

Be sure your documents are editable and not password protected. We will not be able to review your documents if they are password protected or read-only – they will not upload successfully. Create Word and PDF documents using letter-size pages with standard margins, so your documents can be printed easily. Keep the file size of each document as small as you can.

Q: If I submit my application without the required documents, will my application still be reviewed?

No. You will not be able to submit your application until you have attached documents marked "required".

Q: The system says there is a problem with my application. How do I find and fix it?

When you review your application, the heading for each section will be marked with a green check mark if it is complete or a red X if it is incomplete. To open an incomplete section, select the section heading. The page presents a message that tells you what needs to be corrected.

Q: How can I confirm that I was successful at completing the application online?

The system will display a confirmation message upon completion. You can always visit the applicant tracking site to check the status of your application.

Q: Will I be able to print my application when I complete it?

Yes. You will be able to print a copy of your completed application.

Q: What happens next?

Your application is accessible by the supervisor as soon as it is submitted successfully. If you are selected for an interview, you will be contacted by the supervisor. The length of the recruitment process can vary based upon the needs of the individual departments.

Q: Should I call Human Resources or the department head if I don't hear back?

Contacting HR is not necessary. You can log in and check the status of all the jobs you have applied to or reach out to the contact name provided on the posting.

Q: How long will my application be on file?

We have a data retention policy that requires us to keep your application in our records whether you are hired or not. In most cases, your application is only considered in connection with the specific position you have applied, so we encourage you to return to our employment site from time to time, and apply for any position in which you meet the qualifications.

Q: What are “Pooled” postings?

‘Pooled’ postings, often adjunct positions, are reviewed based on teaching or department needs, supervisors College-wide will review applications and make hiring decisions on an as needed basis.

Q: When will I be contacted for an interview?

Only applicants selected for interview will be contacted by the supervisor. Those selected for an interview for non-faculty positions may be asked to complete an assessment as assigned by position.

Q: Does NCTC sponsor employment?

NCTC does not sponsor employment. All NCTC employees must be authorized to work in the United States, regardless of citizenship or national origin, except where specified by law. If you are not a citizen or a lawful permanent resident, you may need to apply for an employment authorization document to prove you may work in the U.S.

Q: I’m a TRS retiree, how does full time employment affect my retirement?

Please contact TRS directly for details @ 1-800-223-8778.

Q: What are job alerts?

Job alerts (or applicant interest cards) allow you to select categories you’re interested in and receive notifications when new postings are open to applications.