

MiraCosta College

Applicant FAQs

#	Question	Answer
1	How can I check the status of my application?	Check your status by logging into https://jobs.miracosta.edu and clicking 'Your Applications' on the left-hand menu.
2	Can I save my application and complete it at a later time?	Yes, however you must complete and submit your application by 11:59 PM on the closing date. NOTE: The applicant site will automatically time out if you leave your computer idle for more than 60 minutes.
3	Will I be able to edit my application and documents after I finish applying and get a confirmation number?	Changes can only be made before the closing date. Contact Human Resources (HR) at jobs@miracosta.edu and HR will reactivate your application so that you can make the desired changes. Changes cannot be made after the closing date.
4	What if I accidentally withdrew my application?	Human Resources can reactivate your application if it's before the closing date. Email HR at jobs@miracosta.edu .
5	If transcripts are required, can they be unofficial copies?	Yes, legible unofficial copies are acceptable at the time of application as long as they state your degree title, major, and date awarded (if applicable). Official transcripts will be required if you are hired.
6	What if I don't meet the minimum qualifications for a faculty position?	You may apply through <u>equivalency</u> if you meet one of the equivalency guidelines.
7	I am having a technical problem with my web browser. What can I do?	Please delete all browser history, bookmarks, and favorites, then try again. Google Chrome and Mozilla Firefox browsers work best with the system.