Frequently Asked Questions

Q) Where do I begin?

A) To begin the application process, please **create an account** with a username and password that you will easily remember. Please **write down** your username and password. You will need them to apply for other positions or check the status of your application the next time you visit the site. To apply, please click **SEARCH JOBS,** then **VIEW DETAILS** of the desired position, and then click **APPLY FOR THIS JOB**.

Q) What information will I be asked to provide?

A) You will be asked to provide personal information such as name, address, phone number, etc. You will also be asked to provide information about your education and previous employment, as well as contact information regarding your employment history and references. You will be asked to submit a resume or curriculum vitae as well as a cover letter. If you are applying for a laboratory position, you will also be asked to attach an unofficial copy of your transcripts and answer questions regarding your laboratory skills. Please gather this information before beginning the application.

Q) What if I have already created an application?

A) If you have already created an application with this online employment system, once you **Login** you will be able to attach and edit this application for any additional position you may wish to apply to. However, once you have applied to a posted position you cannot make any changes to that particular application without the express permission from HR.

Q) Can I return later if I am not ready to complete the application right now?

A) Certainly. If you cannot complete the application at this time, please click **SAVE CHANGES** on your application located at both the top and bottom of each page, and then you may leave the page. The information you have already entered will be saved so you can return later, finish your application and submit it for consideration.

Q) What if I am not ready to fill out the application at this time?

A) If you do not want to complete the application at this time, you may back out of the page and, just note that once the application has been started it will appear in your '**YOUR APPLIACTIONS'** tab.

Q) Do I have to fill out an application?

A) In order to be considered for a position, you must complete and submit an application. Any 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. Applications will only be accepted for posted opportunities.

Q) What if I want to submit a resume?

A) There will be directions prompting you how and when to attach your resume at the end of the application process. Please note that attaching a resume does not substitute for completing the application form. For your convenience, you may also attach resumes, cover letters, or any other documents to your account ahead of time by using the '**YOUR DOCUMENTS'** tab.

Q) How do I save my application?

A) You must click **SAVE AND CONTINUE** or **SAVE CHANGES** to save the information

you have entered. If you close your browser prior to clicking **SAVE AND CONTINUE TO NEXT** or **SAVE CHANGES** your application and account will be saved, but you will lose the information on the last page that was not saved.

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

A) Yes. You can copy and paste information from your document directly into the appropriate fields in the application form.

Q) My document was created on a Mac, what do I need to do?

A) You can copy and paste information from your document directly into the appropriate fields in the application form. Alternatively, you can convert files from Mac to PC then attach them to the application. If you need assistance, please visit the following web page, created by the National Teacher Training Institute: http://www.thirteen.org/edonline/ntti/resources/workshops/digital_file/pdfs/moving_files.pdf.

Q) What if I forgot my username and/or password

A) To recover your username or password, on the login page click **Forgot your username or password?** and follow the appropriate prompts. If you are unable to recover or change your username/password, please reach out to Brookdale Community College's Human Resources Department.

Q) What if I already created an account and application with an earlier version of this employment system?

A) If you have already created an account or application using the previous version of our employment system and this is your first time on our new version, we advise you to create a new account and to submit any applications moving forward into our new

system. If you have applied to adjunct or other applicant pool positions in the earlier version, we encourage that if you are still interested in the position, you reapply with your most current information using the new version of our employment system.

For any additional questions or assistance please call Brookdale Community College's Human Resources Department at 732-224-2739 or reach out by e-mail to hrdept@brookdalecc.edu