



1033 Springfield Avenue  
Cranford, NJ 07016

40 West Jersey Street  
Elizabeth, NJ 07202

232 East Second Street  
Plainfield, NJ 07060

1776 Raritan Road  
Scotch Plains, NJ 07076

908.709.7000

[www.ucc.edu](http://www.ucc.edu)

*Transforming Our  
Community ...  
One Student  
at a Time*

## FAQ's

### **1. How can applicants learn about available positions at UCNJ Union College of Union College, NJ ("The College")?**

Applicants can learn about available positions at UCNJ Union College of Union County, NJ 24 hours a day, 7 days a week by accessing the [employment site](#). Next, click on the "Search Jobs" link. Before applying for an advertised vacancy, you should carefully read the job posting to be sure that you are interested in and possess the required qualifications for the job.

### **2. How often are new jobs listed?**

Positions are updated on the <https://ucc.peopleadmin.com/> employment site as soon as an opening becomes available. To check on any new postings, visit [the employment site](#) and click on the link entitled "Search Jobs".

### **3. What is a completed application?**

Applications are considered completed when they are fully filled out as per the instructions and inclusive of all demographic, education and work history information. At the end of the application, the applicant certifies that his/her information is correct. If the information is not listed accurately, nothing is being certified. It is unacceptable to write "see resume" in the educational and job history sections. An application that is incomplete will disqualify an applicant from being considered for a position. A hiring committee is not responsible to piece together information and may disqualify an application for further consideration for failure to provide the requested information on the application form.

### **4. How long does it take to fill out an application online?**

It depends on the amount of detail the applicant provides in the application. The application must be completed in its entirety.

### **5. Does an applicant have to fill out an application?**

Yes. Everyone who applies for a position is required to submit a completed application online. Required information is denoted with an asterisk (\*). However, the more information provided, the easier it will be to effectively evaluate the applicants' skills, abilities and qualifications. If the applicant does not provide an answer to a question, they could be disqualified for failure to provide a completed application. Please remember, it is up to the applicant to provide accurate and up-to-date information when applying for a position.

### **6. Can applicants apply directly to the Human Resources Department?**

No. The Human Resources Department coordinates the hiring process for all college vacancies but does not accept paper applications, resumes or cover letters. Only those applicants applying via the [online employment site](#) will be considered for available positions. Any paper applications, resume or cover letters received when an online application is required, will not be accepted and/or processed.

### **7. What information should be included on the application?**



1033 Springfield Avenue  
Cranford, NJ 07016

40 West Jersey Street  
Elizabeth, NJ 07202

232 East Second Street  
Plainfield, NJ 07060

1776 Raritan Road  
Scotch Plains, NJ 07076

908.709.7000

[www.ucc.edu](http://www.ucc.edu)

*Transforming Our  
Community ...  
One Student  
at a Time*

Completed applications should fully describe all the applicants' education, training and work experience. It is very important that they provide detailed information about their qualifications and accomplishments. To summarize all job duties and/or experience, and they should always attach a cover letter and current resume.

#### **8. How do I save my application?**

If you either close your browser or lose your internet connection prior to completing your application, log in again and select "Edit Application". Completed pages will be saved and you will be able to continue entering information. Your application is not complete until you receive a confirmation message.

#### **9. What if applicants have already created an application?**

If the applicant has already created an application within the [employment site](#), and wish to update their information, select the "Login" link and enter their existing username and password. Once you have logged in, they will be able to apply for positions, edit information and review previous applications.

#### **10. What if an applicant has forgotten their username and password?**

If applicants forget their username or password, they should click on Login and then click on "[Forgot your username and password?](#)". This will bring them to the screen where they would have the choice to enter their email address if they have forgotten their username or enter their username if you forgotten your password. If they do not remember the answer to their secret question, the applicant will need to contact the Human Resources Department at [HR.hires@ucc.edu](mailto:HR.hires@ucc.edu).

#### **11. Will applicants need to attach their resume?**

After completing the online application and selecting the position, the applicant will eventually come to a screen that allows them to attach their resume and/or cover letter. It is important to read all of the instructions carefully so all of the required attachments for the position are submitted. Required documents will be highlighted with an Asterisk (\*). If the applicants do not add the required document(s), their application will not be complete, and an error message will appear.

#### **12. To whom should I address my cover letter to?**

Address the cover letter to "Search Committee Chair".

#### **13. Should applicants submit a resume to be kept on file until a suitable position becomes available?**

No. Applicants cannot submit only a resume but should apply for a specific job by completing an online application and attaching their resume to it. Your resume and application are then stored on [the employment site](#) and you may reapply for other suitable positions as they become available.

#### **14. Should applicants mail a copy of my resume if they have already submitted it via the [employment site](#)?**

No. A resume submitted via the [employment side](#) is sufficient. Paper submitted resumes, applications and other information will not be maintained by UCNJ Union College of Union County, NJ.



1033 Springfield Avenue  
Cranford, NJ 07016

40 West Jersey Street  
Elizabeth, NJ 07202

232 East Second Street  
Plainfield, NJ 07060

1776 Raritan Road  
Scotch Plains, NJ 07076

908.709.7000

[www.ucc.edu](http://www.ucc.edu)

*Transforming Our  
Community ...  
One Student  
at a Time*

**15. What should applicants do if they want to apply for multiple positions?**

Once applicants have created an application in [the employment site](#), they will not be required to duplicate this information. However, they can update this information by accessing the “Manage Applications” section of the website, and then clicking on the edit feature. To apply for multiple positions, applicants simply search the site for any currently open positions and click on the “Apply for this Job” feature. Applicants will be automatically directed to the supplemental questions for the new position for which they are applying.

**16. What if the applicants do not own or have access to a computer?**

Applicants can submit their application and required documents from any computer with internet access (home, school, library, etc.).

**17. An applicant is having difficulty completing the online application from their home computer. What can they do?**

If an applicant is having difficulty completing the online application, they should make sure that their computer is operating with the most updated browser. If the applicant is still having trouble, please contact the Human Resources Department at [HR.hires@ucc.edu](mailto:HR.hires@ucc.edu). We can answer questions or provide options for completing the application. **Normal business hours are Monday through Friday, 8:00 am to 5:15 pm. (should we exclude?)**

**18. How long can an applicant use their application to apply for positions?**

Applications remain on file as long as the individuals are actively applying for positions. Applications can be updated at any time by using the “Manage Applications” link. We recommend that applicants update their application if it has been 6 months or longer since you last applied within the [employment site](#).

**19. If an applicant is a current employee of The College, will they have to submit an application?**

Yes. All applications are submitted online at [employment site](#). It is likely that they may have acquired additional skills, experience and education since they originally applied that should be considered. In addition, completing an online application ensures that all qualifications and personal information will be documented and ensures accurate applicant tracking information for every position. Please remember, it is the applicant’s responsibility to submit their information to the hiring committee for review. It is not the hiring committee’s responsibility to know what an applicant’s job history and skills are.

**20. An applicant missed a job closing date – can they still apply?**

No. Once the job closing date has passed no applications will be forwarded to the hiring manager and search committee. Please continue to visit the applicant site and apply for new jobs as they become available. All positions are electronically closed at midnight on the date listed on the announcement. For example, if the deadline is May 1st, an applicant can apply until midnight on May 1st.

**21. What if an applicant is interested in an “Adjunct” or Non-Credit instructor position?**



1033 Springfield Avenue  
Cranford, NJ 07016

40 West Jersey Street  
Elizabeth, NJ 07202

232 East Second Street  
Plainfield, NJ 07060

1776 Raritan Road  
Scotch Plains, NJ 07076

908.709.7000

[www.ucc.edu](http://www.ucc.edu)

*Transforming Our  
Community ...  
One Student  
at a Time*

All Adjunct and Non-Credit Instructor positions are “pooled positions”. This means that applicants are applying for a position where there may or may not be a current job opening. Applications are reviewed on an “as needed” basis. Should a position become available, applicants will be contacted for an interview if their qualifications match the needs of the position.

**22. If a job was posted a few months ago and remains on the [employment site](#), is it really still open?**

Yes. If a job is listed on our employment website it is still open. Jobs are removed as they are filled. Be aware that some jobs take longer to fill than others and may continue to be open until filled. Please feel free to contact Human Resources at [HR.hires@ucc.edu](mailto:HR.hires@ucc.edu)

**23. What happens to applications after they are submitted?**

Applicants will immediately receive a confirmation message upon successfully submitting their application via email, if they provided their email address. Most correspondence between The College and the applicant will be via email. Application and required documents will be forwarded to the Search Committee after the closing date. Once a position has closed, no further documents can be uploaded to current applications and no changes can be made to the information submitted. The Search Committee will determine who will be selected for an interview.

**24. Can applicants check their status for a position?**

Applicants may review the status of their application by choosing the “Application Status” link at [employment site](#) anytime they log in. By accessing this link, applicants will see where their application is in the hiring process.

**25. How will applications be evaluated?**

The Search Committees will evaluate qualifications, education, experience, technology skills, etc. in relation to the qualifications needed to fulfill the requirements of the position.

**26. How long does the entire interviewing process take?**

The search process varies for each opening due to the high volume of applicants. Applicants may log into their application to check the status online.

**27. Can applicants schedule an interview for a position that they are interested in applying for?**

No. Search committees determine which applicants will be scheduled for an interview and arrange the interview time, place and date.

**28. If an applicant is offered an interview, is there a way for them to go and look at the job posting?**

Yes. By logging in under their username and password, they will have access to the “Manage your Jobs” link. Under this section, they will be able to view the job posting for all the positions for which you have applied.

**29. Are applicants required to bring any documents to the interview?**



1033 Springfield Avenue  
Cranford, NJ 07016

40 West Jersey Street  
Elizabeth, NJ 07202

232 East Second Street  
Plainfield, NJ 07060

1776 Raritan Road  
Scotch Plains, NJ 07076

908.709.7000

[www.ucc.edu](http://www.ucc.edu)

*Transforming Our  
Community ...  
One Student  
at a Time*

Professional positions require a college degree and three letters of professional reference identifying work experience and job knowledge. If the applicant is called for an interview, they will be required to bring with them three letters of professional reference and copies of their college transcripts. Original transcripts are only required if and when an offer of employment has been extended.

**30. Will Human Resources contact applicants if their qualifications match a newly opened position?**

No. It is the responsibility of a job applicant to determine which positions he/she is interested in and to apply for the position(s) online. Applicants should visit the [employment site](#) frequently for updates and newly announced positions.

**31. Is there someone applicants can call to follow up regarding their interest in The College?**

No. Applicants may log into the website by using their username and password to check the status of their application. Should applicants have specific questions, they should contact Human Resources via email at [HR@ucc.edu](mailto:HR@ucc.edu)

**32. What type of correspondence will applicants receive from The College in reference to a position that they applied for?**

For all open and available positions applicants have applied for, they will receive an email verifying that their application has been received. In the event that a position is no longer available, the applicant will be notified via email. They will also be contacted to schedule an interview if they are selected by the hiring committee for further consideration. This contact may be by phone, letter or email. If a position is filled and they were not selected, the applicant will also receive notification via email.