CAMOSUN COLLEGE

FAQS FOR JOB APPLICANTS

Q: May I provide my application in person?
Camosun College only accepts applications that are submitted through the [Camosun College Career Site](). Paper copies of resumes will not be accepted.

Q. If a posting is showing on the Career site, does that mean that you are still accepting applications?
Yes. You are able to apply to a posting as long as it displayed on our Career site.

Q. What documents do I need to submit as part of my application?
All job opportunities require applicants to provide a resume and cover letter. Additional required documents are listed on specific job postings.

Q: What format can I submit my documents in?
PDF, .doc and .docx are accepted. You can also copy and paste or type the information into the text-box provided.

Q: What time do postings close?
All postings close at 11:59PM (PST) on the closing date stated in the posting.

Q: How will I know about new postings that are available?
All new postings are available 24/7 on our employment site.

Q. I do not live in Canada. Can I still apply to a posting?
Camosun College is committed to being a workforce that is free of discrimination, values diversity, and is representative of the communities that we serve. Camosun College welcomes all applications. Before applying for a job posting at Camosun, we encourage you to review the requirements of the position to ensure you are eligible. Canadian citizens and permanent residents are eligible to apply for continuing positions. All applicants who are not Canadian citizens or permanent residents applying for term or temporary positions must be able to obtain and maintain a valid Canadian work permit and social insurance number by the start of employment and for the duration of the posted employment term. You will be asked to disclose your eligibility to work in Canada during the application process.

Q. How can I increase the chances of being shortlisted for a position?
While each position is different, here are some basic tips which make it easier for us to understand how your skills, experience and education match those required for the position:

- **Tailor your Resume and Cover Letter**

  Make note of the requirements requested for each posting, including education, experience, as well as the key responsibilities, and the knowledge, skills and abilities listed. If you have these skills and qualifications, and/or have done similar work please indicate this clearly in your resume and cover letter, so that the Workplace Leader can *accurately* assess your skills and qualifications.

- **Include important details to enhance clarity**

  We want to understand your employment history as clearly as possible – it is helpful if you provide details such as:

  - ✓ All positions you have held within recent years of employment. This helps to eliminate gaps or lack of clarity about your work history;

  - ✓ Months and years of previous positions you held (i.e. Sept 2009 – May 2011) instead of only the years;

  - ✓ Specific titles of the positions held, as well as the organization's names and location;

  - ✓ The main responsibilities you had in each position, specifically those that relate to the position you are applying for;

  - ✓ Use a chronological resume format;

  - ✓ Indicate if previous jobs were full-time, part-time, casual, contract, etc. If you worked in a casual role, provide the total number of hours worked; or

  - ✓ Related volunteer work or extracurricular activities.

Q: Can I use previous resumes, cover letters, or other application documents when applying for different positions?

Once you have created an applicant profile, applying can be a very quick process as our system stores previous resumes and cover letters so you have the option of reusing them for multiple postings or editing a previous version to highlight your resume differently for a new position.

Q: Do I need to attach transcripts or copies of certifications to my application if they are on file from previous competitions?

Yes. If specific education or certifications are a requirement of the position you are applying to, please attach a scanned copy of your transcripts for application purposes. It does not have to be an official copy. If you will not be able to access these prior to the closing date, please apply anyway.

Q: If I have already applied to a position but need to update my application, can I do so?

Once an application has been submitted, it cannot be modified. In exceptional circumstances, Human Resources may return portions of an application to the applicant for editing as long as the posting is still open on the Career site. However, not all parts of an already submitted application can be modified and

requests to do so are authorized solely at our discretion. It is not possible to reactivate applications for postings that have closed.

Q. I have applied to a posting and I have not heard anything back yet, would you be able to provide me with an update?
A member of the Selection Committee will be contacting you if you are shortlisted for a position. Due to the high volume of applications received, we are not able to provide updates and feedback on individual applications. You can also check the status of the posting online through the "Your Applications" page of your individual applicant account.

Q: What if I forget my Username or Password for my applicant account?
Click on the "Login" link, and then the link "forgot your username or password."

Q: I have a new phone number/email/address, how do I update my profile?
"Login" using your User Name and Password, and click on "Account Settings" to update and edit your profile.

Q: How will Human Resources know if I am a current employee with regular status?
There will be a question for all positions that asks, "Are you a current employee of Camosun College?" Also you will be asked to include your Colleague (employee) number in the application, so that you only have to add it once. In addition, as per previous practice, we verify the employment status of all applicantsif they already work with the College.

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Q: How does the Camosun Careers site ensure confidentiality?
Our previously high standards regarding confidentiality will not only be maintained, but enhanced – Human Resources will assign the appropriate internal users to competitions. Those users will only be able to see the competitions and applications that are directly relevant to them. This system will also decrease the emailing and transmitting of paper files back and forth, to maximize confidentiality.