

## YOU HAVE QUESTIONS? WE HAVE ANSWERS!

- **When are new vacancies posted on the site?**

New positions are posted on an as-needed basis, we do not have a set day/time.

- **How do I set up an account in the Careers at Valencia system?**

On our career page, click on “Create a Profile” on the top right corner. Complete all the required fields and click on “Create Profile”.

### Create a Profile

All fields marked \* are required.

- Passwords cannot have leading or trailing spaces
- Passwords cannot be the same as email.
- Passwords must contain alpha and numeric characters
- Passwords cannot have three or more consecutive same characters
- Passwords must be 6 - 20 characters

\* First Name:

\* Last Name:

\* Email:

\* Confirm Email:

\* Phone:

\* Password:

\* Confirm password:

Language:

By creating a profile you agree to our [Terms of Service](#)

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- **What does “job application status” mean?**

Your "job application status" is the stage of your application in the selection process.

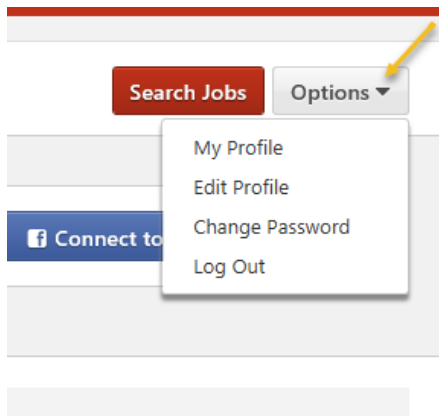
- **Can I add, amend or delete documents from my application once I have submitted my materials?**

Once you have completed the application process, the included documents cannot be altered and no additional documents can be uploaded.

- **How many documents can I upload?**

You can upload a maximum of 10 documents. You can include a resume, cover letter, references and veterans preference documents (DD214 – Discharge form).

- **Can I update my name, email, or my address on my account?**  
Yes, from our career page, login to your account and click on My Profile. Click on “Options” then “Edit Profile”.



- **How will I be contacted for an interview?**  
We will contact you using the email address or phone number you provide when you register on our online job search system. Please ensure the email address and phone number you provide at the point of registration are suitable for receiving emails and phone calls from us.
- **I made a mistake in my application. How do I correct it?**  
Once you have submitted the application, the application cannot be altered and no additional documents can be uploaded.
- **I cannot remember my password. How do I reset it?**  
From our career page, click on “Log in” on the top right corner of the page,

By signing in or creating a profile you agree to our [Terms of Service](#)

A new page will open up (see above), enter your email and then click on “Forgot password”. You will receive an email from [jobs@valenciacollege.edu](mailto:jobs@valenciacollege.edu) with instructions on how to reset your password.

- **Is there someone I can call to follow up regarding my interest in Valencia College?**  
Regretfully, due to the high volume of resumes we receive daily, it is not possible to respond to individual inquiries about the status of a resume or search. You will be contacted directly by a member of the selection committee or the hiring manager if you are selected for an interview. You may also log into your profile on our career site to check the status of your application.

- **Can I schedule an interview for a position that I'm interested in applying for?**  
 Due to the large number of applications and requests for interviews, general appointments cannot be made. Should a selection committee feel that your qualifications match the position requirements, you will be contacted directly for an interview.
- **Can I withdraw my application once I have submitted it for a specific job posting?**  
 Yes, from our career page login to your account and click on "My Profile". Choose the position you wish to withdraw from and click on the title. Click on the withdraw link. Please be aware that if you withdraw your application you cannot reapply for the vacancy via your online recruitment account.
- **Where can I find the closing date?**  
 The closing date is posted on the job ad under "closing date".
- **How will I be contacted for an interview?**  
 We will contact you using the email address or phone number you provide when you register on our online job search system. Please ensure the email address and phone number you provide at the point of registration are suitable for receiving emails and phone calls from us.
- **What is the average timeframe between when a position closes and when interviews begin?**  
 The time varies for each opening depending on the number of applications received and the position type. Please feel free to log into your profile to check the application status online.
- **How will I know my status on my application?**  
 Log into your profile, the application status is listed right below each job you have submitted an application for.
- **What should I do if I am not able to attach the transcripts or reference letters when submitting an application?**  
 You can contact us at [jobs@valenciacollege.edu](mailto:jobs@valenciacollege.edu).
- **I missed the job closing date – can I still apply?**  
 Once the job closing date has passed no applications will be forwarded to the hiring manager and selection committee. Please continue to visit the career site and apply for new jobs as they become available.
- **What happens to my application after I submit it?**  
 You will immediately receive an email confirmation that your application was received, upon successfully submitting your application. Your resume will then be reviewed by the selection committee.
- **How can I check my status for a position?**  
 You can review the status of your application online by logging directly into your profile on our career page.
- **How will my application be evaluated?**  
 When you apply for a position, the selection committee will evaluate your application and review your qualifications in relation to the prospective job, along with those of all other applicants, will be compared against the skills/qualifications needed for the position.
- **How long does the entire interviewing process take?**  
 The search process varies for each opening depending on the number of applications received and the positions type. Please feel free to log into your profile to check the application status online.

- **How are job interviews arranged?**  
The Hiring Manager and/or a member of the selection committee will contact you if you have been selected for an interview.
- **Why does the email say I did not meet the minimum qualifications?**  
Because we receive a high volume of applications for each position, we often have applicants answer qualifying questions. These questions help us focus on those applicants who are most qualified for a position. Please apply only for those positions for which you meet the minimum qualifications posted.
- **I have applied for several positions and continue to not be selected for an interview. I seem to meet the qualifications of the position(s), why am I not selected?**  
We often receive an extensive number of applications at Valencia College for any given position. While you may meet the qualifications for a particular position, there may have been other applicants who met and exceeded the qualifications and/or met the preferred qualifications for the position. Typically, 5-10 applicants will be selected for interviews for a position.
- **Will I receive a response either way?**  
For all part-time and full-time positions, you will be contacted by the Hiring Manager or a member of the selection committee directly (phone or email) if invited for an interview. You can also check your status online by logging into your profile on our career page. Adjunct positions are open for extended periods of time and hiring managers will contact potential candidates as and when there is a vacant section. We exercise our best efforts to notify via email all applicants not selected for an interview when a position has been filled.
- **Will the Office of Org. Development Human Resources contact me if my qualifications match a newly opened position?**  
Due to the large number of inquiries we receive, we cannot contact past applicants with matching qualifications when a new position becomes available. Please visit the <http://valenciacollege.edu/join-us> employment site frequently for updates and newly opened positions.
- **I cannot find the answer to my question, what should I do now?**  
You can contact us via email at [Jobs@valenciacollege.edu](mailto:Jobs@valenciacollege.edu) or call 407 582-8033.