

## **FREQUENTLY ASKED QUESTIONS**

**FIND WHAT YOU NEED** by pressing “Ctrl+ F” to search for a keyword, or phrase. Enter your text and press enter, or click “find next”.

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### **APPLYING FOR AN OPEN POSITION**

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**How do I apply for a job?**

The application process has three steps;

1. Create a log in username and password. This will enable you to come back and apply for additional positions, as well as, check the status of a position.
2. Create your online application.
3. Apply your online application to a specific job opening by the closing date.

\* It's important that you read and follow all instructions carefully \*

Once you have finalized your online application, you are ready to use that application to apply for one of the jobs shown on Broward College jobsite. You can use the “Search” feature on the web site to find any open positions that interest you and for which you meet the minimum required qualifications.

Be sure to write down or use the print feature to print your user name and password, so that you can log back into the system at a future time.

**Can I apply directly with the hiring department?**

All positions require the use of the Online Application System as the central intake point for all vacancies. Only those applicants applying through the Online Employment System can be considered.

**Do I need to apply online if I am only interested in temporary positions?**

Yes, applicants must apply online for temporary positions. These positions are posted with the word “temporary” in the job title. You should also indicate this interest by selecting the “temporary” option in the “Type of Position” box on your employment application.

**Can I apply for more than one job at a time?**

Yes. Once you have completed your online application, you can apply to multiple positions that are currently open by selecting “search postings.” You may select the “search postings” feature at anytime by visiting Broward College jobsite. The application you originally submitted will remain in the system available for you to update and/or submit for another job opening at any time you desire.

**Can I attach a resume, cover letter, or writing samples?**

Yes. You may attach any document that is requested as you apply for each position. Electronic documents in Word or PDF format can be attached during the application process.

### Can I copy selected information from another electronic document?

Yes; for example, you can copy and paste the information from a Word or WordPerfect document directly into the appropriate fields in the application form.

### How long is my application valid?

If you do not apply for any job openings for two years, you will have to re-enter your application before you can apply again. You will be able to make changes to your saved application prior to applying for a specific job opening. Your application will remain valid for two years from the time you last updated it.

### When/how can I make changes to my application?

Changes can be made to your application at anytime. However, once you submit an application for a particular position, you cannot go back and make changes to the submitted application. In addition, changes you do make to your main application will be reflected for any new position for which you apply.

Using Broward College jobsite, login using your username and password.

- Look at the menu bar on the left side of the computer screen, click on "Edit Application."
- Make the desired changes to your application and save. Your original application is replaced with the updated changes.
- The next time you apply for a position, your revised application will be submitted.

**Note:** If you find that you do need to make a correction or provide additional information after you have submitted your application for a job opening, you should contact the Recruitment Office at 800-682-3646 or 954-201-7338.

### How do I print my application?

Before submitting your application, you will have the option to view it. When your application opens in a new browser window, click File | Print from the tool bar at the top of your computer screen, and follow the prompts on the screen to print.

### I missed the deadline - can I still apply?

As with any position, once a closing date (deadline) has passed, no applications will be accepted. Please continue to visit Broward College jobsite and apply for new jobs as they become available.

### Can I apply by sending my resume via e-mail?

All applications should be completed online using Broward College jobsite. Paper applications, cover letters and resumes will not be accepted by fax, e-mail or postal mail unless specifically stated within the posting. Transcripts are the only documents will be accepted by fax, email or postal mail.

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## CREATING AN APPLICATION

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### How can I check the status of my application?

Using Broward College jobsite, you can login using your user name and password. Looking at the left side menu bar, click on "Job Status." You will see one of three status notes next to each position for which you applied:

- Under Review – position is still open and based on your skills/qualifications, you may or may not be contacted for an interview;
- Not Qualified – Your application did not meet the minimum qualifications for the position;
- Position Filled – Another candidate has been hired.

### Do I have to complete an online application?

Candidates for all positions at Broward College are required to create an application, which includes certain information. 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.

### What information will I be asked to provide?

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. Please gather this information before beginning the application.

### Where can I obtain access to a computer, or get help completing an application?

The Recruitment Office is available to help applicants answer questions about the jobsite. You may contact the Office at:

225 E. Las Olas Boulevard  
Fort Lauderdale, Fl 33301  
Tel: 800-682-3646 or 954-201-7338  
Email: [jobs@broward.edu](mailto:jobs@broward.edu)

You may use any computer having internet capability to access the jobsite at <https://jobs.broward.edu> . There are also a number of places where you can obtain access to a computer on Broward College campuses. These locations are listed below:

Broward College Campus locations:

**1) Willis Holcombe  
(Downtown) Center**  
225 East Las Olas Blvd.  
Fort Lauderdale, FL 33301

**2) A. Hugh Adams Central  
Campus**  
3501 S.W. Davie Road  
Davie, FL 33314

**3) North Campus**  
1000 Coconut Creek Blvd.  
Coconut Creek, FL 33066

**4) Judson A. Samuels  
South Campus**  
954-201-8835  
7200 Pines Blvd.  
Pembroke Pines, FL 33024

**5) Pines Center**  
16957 Sheridan Street  
Pembroke Pines, FL 33331

**8) Weston Center**  
4205 Bonaventure Blvd.  
Weston, FL 33332

- Any [public library](#) or job placement facility.

### Can I save my application before I finish completing it?

You must first complete all of the required fields notated with a red asterisk before the application can be saved. If you run into a time constraint and cannot finish the entire application, you may complete just the required fields and come back later to finish the application and apply for a specific position. Be sure that when you reach the last page of the application, you click "Save Application." You may return later and edit the application before applying to a specific position. You must remember your user ID and password to log back on.

### How long does it take to complete the online application?

The time it takes depends on several factors; the amount of work experience and education you have to enter, how fast you can type, etc. You should allow 25-60 minutes for the total process. However, you can speed up the process by collecting important information about previous work experience, education, certifications, etc. before you start creating your application. If you find you are missing a piece of information requested on the application, you may be able to skip the field and go back later to complete it. If you decide to do this, it is important that you return and complete the missing information BEFORE you apply for a specific job opening. The information on your application form when you apply will be used to evaluate your qualifications for the job opening for which you apply – make sure it is accurate and contains all information requested.

### What if I need to leave a box blank?

If you want to leave a box blank, you can either use the tab button to move to the next box or you can put your mouse on the next box where you want to enter information. If you are finished entering information on that page, you can scroll down to the bottom of the screen using the scroll bar to the right. Then use your mouse to either click on the "Continue to the Next Page" button or the "Return to the Previous Page" button at the bottom. You do not have to enter information into every box unless it is required (\*) or unless you would like to answer the question.

### How can I attach my resume?

After completing the online application and selecting the position for which you would like to apply, you will come to a screen that allows you to do one of two things:

1. Attach resume, cover letter and writing samples (if requested)
2. Copy and paste or type in resume, cover letter, or writing samples

It is important to read all of the instructions carefully so that you send all of the attachments you wish to include for the position. Should you submit an application without the supporting documentation, you may later send the attachments through the "manage documents" feature on the Applicant Status screen as long as you do so before the posting close date.

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## FINDING AVAILABLE JOBS

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### How do I find out what jobs are available?

Visit our online jobsite to search for jobs that are currently available. A list of available positions can be viewed 24-hours-a-day at <https://jobs.broward.edu> on any computer with Internet access. This information is updated weekly so you'll want to check back frequently.

### How does the application process work?

Applicants can complete their applications online at <https://jobs.broward.edu> from any computer with Internet access. After the closing date, all applications will be screened for minimum qualifications by the Recruitment Office. Those applicants who are to be interviewed will be contacted by the hiring department. You may check the status of your application at any time by logging in and checking the “Applicant Status” screen.

### What are the advantages of using the BC online jobsite?

There are a number of advantages to using the new online jobsite. Some of these include the ability to:

- Save your application form online for re-use on future job openings;
- Update your online application with specific skills and experience related to the posting;
- Access and review the job requirements before completing the application;
- Submit your application immediately and directly to BC, minimizing the risk of missing a deadline;
- Saves time whenever you want to apply for multiple jobs at one time, or apply for several positions throughout the year at any one of our eight campuses.
- Keep track of the status of your application;
- Learn about job openings and apply for positions at any time and from any computer with internet access.

### Who will see my application if I use the BC online jobsite?

Your application is on a secure web server and will be available to the Recruitment Office and the interviewer(s) for the specific job opening for which you apply. Broward College does not share its database with other companies or localities.

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## BROWARD COLLEGE REQUIREMENTS

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### How old do I have to be to work at Broward College?

You must be at least 18 years of age to work at Broward College.

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## CONTACT BROWARD COLLEGE:

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### Address, Phone, and Directions

Broward College  
Recruitment Office  
225 East Las Olas Blvd.  
Ft. Lauderdale, FL 33301  
Tel: 800-682-3646 or 954-201-7338  
Fax: 954-201-7612 fax  
Email: [jobs@broward.edu](mailto:jobs@broward.edu)

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## TESTING

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If you apply for a position requiring testing AND meet the minimum qualifications, you will need to pass the test prior to being hired. You should contact the Recruitment Office to schedule an appointment to take the required test.

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## TECHNICAL SUPPORT

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I am having a technical problem with my computer that is stopping me from completing the application or applying for a job. What can I do?

Be sure you are using either Internet Explorer 5.5 or higher, or Netscape 4.79 or higher.

I forgot my password, what can I do?

If you have already clicked the "I forgot my password" link at the logon screen and were not successful at retrieving your account information, please contact the Recruitment Office.

I get a blank screen. What can I do?

Be sure you are using either Internet Explorer 5.5 or higher, or Netscape 4.79 or higher. Also, under your browser Internet options, you need to have cookies and JavaScript "enabled."

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

Mac users need to save their work in appropriate formats before attempting to attach a Mac file. Word processing documents can normally be used on both platforms if saved on a PC-formatted disk and saved in any of the Microsoft Word for Windows formats (\*.doc, \*.txt, or \*.rtf). A PC cannot read a Mac file format or a Mac-formatted disk. All documents MUST be attached using Microsoft Word for PDF.

If you are still having difficulty with your computer and need technical assistance, please contact the help desk 954-201-7521.

**Note:** All questions of a technical nature are directed to BC helpdesk at 954-201-7521. If your question is not of a technical nature you may contact the Recruitment Office for assistance at 800-682-3646 or 954-201-7338.

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## BENEFITS

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What are the benefits at Broward College?

A brief summary of benefits is available at the HR website <http://www.broward.edu/HR/>.

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## AFFIRMATIVE ACTION STATEMENT

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### Equal Employment Opportunity Policy

Broward College is an equal opportunity/affirmative action employer. It is the policy of this College that there shall be no unlawful discrimination against any employee or applicant for employment because of age, race, color, religion, gender, sexual orientation, national origin, disability, marital status, or other legally protected status. Such policy shall apply to, but not necessarily limited to the following: employment, job placement, promotion, benefits or other terms and conditions of employment.

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