Applicant/Hiring

Frequently Asked Questions (FAQs)

ABOUT THE DISTRICT

Q. What is the Merced Community College District?

The Merced Community College District is nestled in the heart of California's Central Valley. Established in 1962 to serve our community, Merced College is a relative newcomer in an area rich with history. Though our region continues to grow and diversify, we maintain a small town feel while proudly serving a diverse student population. Recently, Merced College adopted a strategic goal focused on equity, diversity, and inclusion. This initiative focuses District resources on an area of need that addresses the health and vitality of our employees and the institution. Whether you are looking to join Merced College as a faculty member, support staff, or as an administrator, you will contribute to the traditions and innovation of Merced College and to the vitality of our surrounding communities.

We look forward to hearing from you and welcoming you to Merced College!

To learn more about Merced College, please click on the following link:

https://youtu.be/1YbxQX1XuHI

Q. Where is the Office of Human Resources (HR) located?

➢ We are located at: Merced College

3600 M Street
Merced, CA 95348-2898
Administration Building

https://map.mccd.edu/

Q. How do I contact the Office of Human Resources?

➢ Please click HERE for more information. Our staff can be reached on Monday-Friday during regular business hours.

Q. How can I connect with Merced College on social media?

Q. What types of employment does Merced College offer?

Merced College hires individuals to fill a wide variety of jobs.

➢ Faculty (Full-Time)
  o Tenure/Tenure-Track applications are accepted for individual recruitment efforts. Classroom instructors are hired to teach college classes. Instructional Designers, Librarians, and Counselors are also considered Faculty.

➢ Adjunct Faculty (Part-Time)

- o Adjunct applications are accepted continuously throughout the year for a wide range of temporary teaching assignments. Part-Time Faculty are limited to a teaching load of 67% of a full-time faculty teaching load. Applicants who meet the respective minimum qualifications may be placed in an eligible pool and are hired and assigned to courses as needed. Applications remain active for the current school year, from July 1st through June 30th of the following year.
- ➤ Management
  - o Educational Administrators (Full-Time)
    - ▪ Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.
  - o Classified Administrators (Full-Time)
    - ▪ Classified administrators are administrators not employed as educational administrators. Classified supervisors are those classified administrators, regarding of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action. Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

    To see a list of all our administrative/management job descriptions, please click here: Management Job Descriptions

- ➤ Classified Professionals (Full-Time & Part-Time)
  - o Classified professional employees are those who are employed in positions that are non-academic. The probationary period for classified employees is six (6) months.

    To see a list of all of our classified position job descriptions, please click here: Classified Job Descriptions

- ➤ Substitutes/Short-Term Staff
  - o Substitutes must be subbing for a vacancy that is either 1) in active recruitment or 2) for an employee who is temporarily absent. Substitutes are limited to one-hundred (100) days unless the District has an agreement from CSEA to extend that timeline.
  - o Short-Term employees must be working on a short-term project and are limited to 75% of a school year or 999 hours per school year. The services provided by a short-term employee may be extended and/or reevaluated on an ongoing basis.

APPLICANT SYSTEM

Q. Where can I complete an online application?

➢ Click HERE to visit our career pages.

R. Where can I find instructions on how to apply through the online system?

➢ The online employment application guide can be found HERE.

S. When/how can I make changes to my submitted application through the system?

➢ You will not be able to make changes to and/or resubmit your application within fourteen (14) days after the original submission date. If you need to update any of your attachments, you may contact our HR Recruiter for additional assistance. Please note, no new information will be accepted once your application has been sent to the Hiring Committee for further review.

T. I can't remember my GovernmentJobs.com username and/or password. What do I do?

➢ You can request to recover your username by clicking HERE or request a password reset by clicking HERE.

U. I am having a technical problem with my computer. What can I do?

➢ If you have any technical issues related to the submission of your application, please try using a different browser first. If you still cannot submit your application, you can visit our HR office to use our dedicated applicant computer station. Please call us at (209) 386-6786 to ensure availability.

V. Do you accept paper applications?

➢ Job applications are only accepted through our online application portal for any of our active postings. Merced College does not accept resumes in lieu of applications.

W. Who will see my application and how is my security protected?

➢ Your application will be reviewed by our HR Recruiter and/or any of our confidential HR staff. In addition, your application materials (not including any of your demographic information) may also be reviewed by members of the hiring committee. All hiring committee members sign a confidentiality agreement form and have a password protected account through NeoGov. You can also review Government Jobs' privacy policy by clicking HERE.

APPLICATION PROCESS

Q. I applied but I have not heard from Merced College about the status of my application.

➢ Make sure that our emails are not filtered into your "junk" or "spam" folder by adding GovernmentJobs.com to your list of trusted senders.

➢ Do not reply directly to any emails received from GovernmentJobs.com. Instead, please reach out directly to our HR Recruiter or our HR Office if you would like to receive an update status of your application(s).

R. What should I expect once I have applied for an open position?

➢ Once you submit your application, you will see a list of all submitted applications in your https://www.governmentjobs.com/ account. Within one week of submitting your application you will receive a confirmation from our HR Recruiter letting you know your application was received and is pending initial review.

➢ Once your application is reviewed, you will be notified of your status as soon as a determination is made, but no later than a couple of weeks after the recruitment deadline has passed.

NOTE: This does not apply to adjunct recruitments.

S. When can I expect an interview if I apply for any adjunct positions?

➢ Once your application has been submitted, you will be sent confirmation that it has been received and is pending initial review. If and/or once a vacancy opens, your application will then be reviewed for minimum qualifications. Those applications deemed most qualified will be sent to the hiring committee for further review. Please note that not everyone is guaranteed an interview. If no vacancy opens up, your application will remain on file for the remainder of the fiscal year.

T. How can I check the status of my application?

➢ Please contact our HR Recruiter or email us at hr@mccd.edu.

U. What is the filing deadline for each position?

➢ Our adjunct pools are posted at the beginning of the fiscal year (July 1), and applications are accepted through the end of the academic year (June 30). For any of our other positions, the filing deadline will vary but can be found in each respective job posting under the "Closing" date and time.

NOTE: We reserve the right to cancel any posting at any time with or without notice, and/or extend the closing date of any recruitment(s).

V. I missed the deadline. Can I still apply?

➢ Unfortunately, we cannot accept an application once the closing deadline has passed; therefore, please do not wait until the last minute to submit your application in case you run into any technical and/or other issues. If you run into any issues submitting your application, our HR recruiter or any of our HR staff must receive notification prior to the job closing deadline.

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

➤ Absolutely. Please ensure that you review each job's requirements and that you update/change/add information to your application profile as needed (e.g. update letter of interest targeted to the position you're applying for) before submitting a new application.

Q. Can I resubmit my application after I have already applied for a specific job?

➤ There is no need to resubmit an application unless any of your personal information has changed and/or if you would like to update any of your application materials. If you need to update your information, you will not be able to resubmit unless it has been fourteen (14) days since the initial submission and/or if the recruitment has already closed. If you need to update your application materials and are unable to do so online, please contact our HR Recruiter *prior* to the job closing deadline.

Q. How long is my application valid?

➤ Management, Classified, and Full-Time Faculty applications generally remain valid until the position is filled. Adjunct applications remain active from June 30th though July 1st of the posted academic year. Near the end of the academic year, you will receive an email informing you that your application will expire and invite you to resubmit your application for the following academic year.

Q. Will my application be saved in the system if I have to exit before it's completed and/or submitted?

➤ Although the system does auto-save while completing the application, you'll want to make sure you save the filed you are working on before signing out. As long as the job you are applying for is still open, you may return to submit your application at any time.

NOTE: A saved application must be submitted prior to the posting close date.

Q. How long does it take to complete the online application?

➤ The time it takes to complete an online application varies and is dependent on whether you already have a profile established, how much work/education you have to enter, how fast you can type, etc.

Q. What types of attachments should I submit with my application?

➤ You can find a list of the required documentation for each position in the "Supplemental Information" part of each job announcement.

➤ Only the required documentation listed in the job announcement will be accepted. Any additional documentation is marked as "Confidential" and will not be released to the hiring committee.

Q. What types of file extensions are accepted and/or preferred?

➤ Our system is able to accept the following file formats:
  o .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .tiff, .tif, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt,. wpd, .wp, .bmp

➢ PDF files are preferred; however, you are free to submit your attachments in any of the acceptable formats listed above.

Q. I am having issues uploading documents. What can I do?

➢ You can try switching your web browser or saving your file in a different file format. In addition, please check to ensure your document is not protected or password protected. If that still doesn't work, feel free to visit our HR office for further assistance.

Q. What if I don't have the required document attachments in an electronic format?

➢ Please visit our HR office for assistance. We'd be glad to assist you to convert your files into an electronic format.

Q. If I forget to attach any required documentation, how long will I have to provide it?

➢ All required application materials must be submitted by the closing date of each recruitment or by the date specified and/or communicated to you by our HR Recruiter.

Q. Can I withdraw my application?

➢ It is not possible to withdraw an application online. Once officially submitted, the application becomes property of the organization; however, you can contact us directly and we can archive your application to remove it from further consideration.

Q. Can I automatically be notified when new positions are posted?

➢ You can sign up for email job alerts by clicking HERE so that you are notified when jobs become available. By selecting the job categories you're interested in, filling out your contact information, and clicking "Submit Request," you will receive email notifications when jobs open in your noted categories. Your job interest card will expire after one year. *Please note that you will still need to submit an application for any position you are interested in for further consideration.*

Q. Can I upload any letters of recommendation?

➢ Merced College does not accept letters of recommendation and/or reference letters, only a list of your references' names, addresses, phone numbers, and/or email addresses. Please check all of your attachments to ensure these are redacted (if applicable).

Q. What is the purpose of a diversity statement?

➢ At Merced College, we are committed to promoting Diversity, Equity, and Inclusion. Many of our positions require a sensitivity to and understanding of the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of college students and the community at large. The diversity statement is a way for the hiring committee to measure your commitment to promoting diversity, equity, and inclusion in the work environment. The diversity statement is NOT a personal history statement nor should it include any demographic or personally identifying information.

Q. Where can I find the job description for the position I'm applying for?

➢ Classified job descriptions can be found HERE and Management job descriptions can be found HERE. We do not have job descriptions for any of our Faculty positions, as these job announcements are created based on the minimum qualifications established by the Chancellor's Office.

Q. How are the minimum qualifications determined for faculty positions?

➢ The minimum qualifications (MQs) for each position are determined by the California Community Colleges Chancellor's Office. You can access the handbook by clicking HERE.

Q. What is the equivalency process?

➢ Applicants for full-time and/or adjunct faculty positions who do not possess the stated minimum education qualifications, and are seeking consideration on the basis of equivalency, must go through the equivalency process. To learn more about our equivalency process, please click HERE.

Q. Can I use foreign transcripts to meet the educational requirements of the position I'm applying for?

➢ Foreign transcripts must be accompanied by a foreign transcript evaluation completed by an approved organization per the State of California Commission on Teacher Credentialing. For a listing of approved organizations that can provide this service, please click HERE.

Q. Who do I contact if I need an accommodation to complete any part of the application and/or interview process?

➢ Individuals with disabilities may request any needed accommodation to participate in the application process. Please submit your request directly to the Human Resources Office.

Q. Can a non-U.S. citizen be considered for employment at Merced College?

➢ At this time, Merced College does not sponsor work visas or foreign applicants; however, anyone who can provide proof of their legal right to work in the U.S. at the time of hire is eligible for employment – including non-citizens.

Q. Why do you ask for demographic data? Am I required to answer those types of questions?

➢ As a means to complying with Title 5 of the California Code of Regulations, community college districts are required to request that applicants for employment voluntarily submit information related to their ethnicity/race, gender, and disability (if applicable). This confidential information is used to evaluate compliance with non-discrimination requirements. This information is not used by, and will not be disclosed to, individuals involved in making hiring or other employment decisions. Upon filing an application, or completing new hire materials, this self-disclosure information is retained online and used for mandated reporting purposes only in accordance with equal employment opportunity (EEO) guidelines. Failure to answer the EEO questions will not affect your application or continued employment.

Q. If I apply for a position and I'm not selected, can I still apply for any other jobs or reapply for the same position in the future?

➢ Absolutely.

R. Am I still eligible for employment if I have been dismissed from a previous employer or if I resigned in lieu of being fired?

➢ A "yes" answer will not automatically preclude you from employment consideration. Each situation is reviewed on a case-by-case basis.

S. I am a former employee. Do I have to go through the application process to be rehired?

➢ Unless you were placed on a reemployment list, all former employees must go through the application process and compete for each and any position they apply for.

T. If I'm a current Merced College adjunct professor, do I need to reapply if I'm interested in a different adjunct position?

➢ No. Please contact the educational Dean that oversees the area/position to express your interest. If accepted, the Dean will verify with HR that you meet the minimum qualifications for the position and schedule you accordingly. You would, however, need to apply for a full-time faculty position.

U. Can I apply if I live out of state?

➢ Yes; however, all applicants must reside in California at the time of appointment.