YOU HAVE QUESTIONS? WE HAVE ANSWERS!
Applicant and Virtual Interviewing FAQ's
Valencia College

Career Site Account Questions:

- **When are new vacancies posted on the Valencia's Career site?**
  New positions are posted on an as-needed basis and as they are approved for recruitment. There is not a specific day or time and we encourage our applicants to visit our career site often for updated positions.

- **How do I set up an account in the Valencia Careers site?**
  If this is your first time applying for a position with Valencia College, you will need to "Create an Account" by clicking on the **Create Account** on the left navigation panel. Once the account has been created, you may search postings and begin the application process by selecting **Apply to this job.** Applicants will then be guided through the application process. If you are returning to our career site, please click on Log In.

  NOTE: The application process is not complete until the applicant has certified and submitted their application. Applicants will receive a confirmation number after a successful submission.

- **How can I be notified when positions become available at Valencia College?**
  The Valencia College Careers notification feature is available to individuals who would like to be notified when specific employment opportunities are posted for recruitment at the college. Once subscribed to the feature, you will begin receiving notifications via email when positions of interest are posted on our career site. To subscribe for job notifications, please visit our career site. You will be required to provide your name and email address, in addition to selecting job categories in which you have interest. If you have already created an account with us, simply log in, indicate which job categories you are interested in, and click "Subscribe".

- **Can I update my name, email, or my address on my account?**
  Yes, from our career page, login to your account and click on "Account Settings" and you will be able to keep your personal information up to date.

- **I cannot remember my password or username. How do I reset it?**
  From our career page, click on "Forgot your username or password" and complete the required information to retrieve your username or password.

Retrieve Username

Enter the email address you used to create your account. Your Username will be emailed to you

Email Address*

Retrieve Username

Forgot Password

Enter your username to set a new password.

Username*

Set New Password

- **Can I add, amend or delete documents from my application once I have submitted my materials?**
  Once you have submitted the application, you will not be able to modify, alter it or add additional documents. Please contact Organizational Development & Human Resources directly for assistance at 407 582 8033 or via email at jobs@valenciacollege.edu.

- **How many documents can I upload?**
  You can upload a maximum of 10 documents. You can include a resume, cover letter, reference letters, transcripts and veterans preference documents (DD214 – Discharge form), portfolios, etc.

- **I made a mistake in my application. How do I correct it?**
  Once you have submitted the application, you will not be able to modify, alter it or add additional documents. Please contact Organizational Development & Human Resources for further assistance at 407 582 8033 or via email at jobs@valenciacollege.edu.

General Application Questions:

- **How do I apply for a position?**
  Once an account has been created on our career site, you will need to "Log In" using your user name and password. Once your profile is set up, you will use the same user name and password to log in to the applicant portal, apply for positions, manage positions, and view the status of your application(s).

- **Can I submit a paper application or email my application materials?**
  Valencia College does not accept paper or emailed application materials including resumes or cover letters. All candidates must complete the online application by visiting our Career Site.

- **What is the common requested information for the job application?**
  The application form is a consistent format for all applicants that requests your personal information, general information, educational history, employment history, eligibility to work, applicable certifications, references, cover letter and resume. Faculty positions will require you to upload your unofficial transcript along with a learning centered statement.

- **What information will I need for my application submission?**
  The application form is a consistent format for all applicants that requests your personal information,

general information, educational history, employment history, eligibility to work, applicable certifications, references, cover letter and resume.

- **Does the college allow for employment sponsorship?**
  Valencia College does not provide or continue employment sponsorships, which include H1B visas. You must be able to provide permanent work authorization at the time of hire.

- **What does "job application status" mean?**
  Your "job application status" is the stage of your application in the selection and review process.

- **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 job description and the skills/qualifications required for the position.

- **What is a grant funded position?**
  A grant position is funded in whole or part by a grant, program, corporate partner, or other external source. Grant funded positions usually have a specified start and end date and you are not promised future positions with the College, nor will a current position be held on your behalf.

- **What does open until filled mean?**
  An open until filled advertised position does not have a specific closing date. Applications will be evaluated as they are received and once the selection committee determines that there has been an adequate number of qualified applicants, the position will be removed from the career site.

- **Where can I find the closing date?**
  The closing date is posted on the job ad under "closing date".

- **What should I do if I am not able to attach the transcripts or reference letters when submitting an application?**
  Please contact Organizational Development & Human Resources for further assistance at 407 582 8033 or via email at jobs@valenciacollege.edu.

- **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.

- **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.

Interview Process Questions:

- **How will I be contacted for an interview?**

We will contact you using the email address or phone number you provided when you registered on our application portal. 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.

- **How are interviews being held at Valencia College?**
  Currently due to the COVID-19 pandemic, Valencia College is hosting interviews for part time and full-time position utilizing a secured Zoom environment.

- **How can I create the best possible experience for a virtual interview?**
  We encourage you to review our Virtual Interview resource for tips on how to access and create the best possible experience for a virtual interview.

- **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.

- **What is the average timeframe between when a position closes and when interviews begin?**
  The time frame varies based on the number of applications received, the hiring committees schedule and the position type. Please feel free to log into your profile to check the application status online.

Questions regarding application Submission:

- **Why does the email say I did not meet the minimum qualifications?**
  Minimum qualifications is a term used in job descriptions to refer to the education, skills and experience required for a position. Minimum qualification are indicated in the job description as required. We would advise applicants to carefully read the job requirements prior to submitting and applications and to apply only for those positions for which they 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?**
  Yes, you will receive an update on your job application via email address or phone number you provided with your online application. 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 a teaching opportunity becomes available. We

exercise our best efforts to notify all applicants via email that have not been selected for an interview as the position has been filled.

- **Will the Office of Org. Development and Human Resources contact me if my qualifications match 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 or call 407-582-8033. Please allow 24 to 48 hours for a response due to the large volume of inquiries received.