



LONG BEACH
CITY COLLEGE

APPLICATION TIPS

Before you begin...

- Create or log in to your [governmentjobs.com](https://www.governmentjobs.com) account. **If you have trouble logging in to your government jobs.com account, please call the Applicant Support Line at (855) 524-5627.**
- Review application requirements and be sure to give yourself sufficient time to complete your application.
- Gather all of your application materials: resume, transcripts, cover letter, etc.
- Pay attention to the deadline date.
- Study the job description in its entirety: read the job description and minimum qualifications carefully.
- Identify key words in the job description and tailor your application accordingly.
- Prepare references and alert references beforehand.
- Research the institution / organization / hiring department.
- Make sure your social profiles are up-to-date, professional, and current (use a professional email).
- Ensure that your transcripts are complete, as outlined in the job description.
- If applicable, have International Transcripts evaluated by a NACES agency prior to applying. We recommend a detailed evaluation that includes course listings, however, general evaluations are accepted as well.
Explore vendors at: www.naces.org

Preparing the application...

- The “humblebrag” is required – do not be afraid to sell yourself and do not assume the employer will know what you do. “Connect the dots” for them.
- Follow directions and provide accurate information.
- On competency-based questions, give examples and do not be vague.
- Employers seek organized materials, refined writing, and confidence. Candidates need to demonstrate suitability by giving short, positive answers that are grammatically correct and free of errors.
- Embrace the notion of “quality over quantity”.
- Do not put “References or Transcripts Available upon Request” if we have already asked for them.
- Do not list attachments as numbers, i.e., IMG_9686.jpg. Title them so it is clear to the screeners/panel.
- Fill out **all fields** in the application and do not refer to CV or resume.
- Refrain from providing attachments that are not listed under required application materials.
- Keep it relevant – put information that is most relevant to the job for which you are applying.
- Make sure employment history is in the correct order.
- Do not put the wrong degree title on your application. It should match your transcripts.
- Take your time. If possible, do the application in multiple sessions to keep your thoughts fresh.
- Save your work as you go.

Before you submit...

- Review your application. Make sure responses are on-target and error-free. Submitted applications cannot be modified.
- Applications can only be submitted once, and no duplicate applications will be accepted.
- Make sure application contents are complete and include **ALL** relevant work history.
- Ensure that you have attached everything that is required.
- Ask someone to read your application and application materials before you submit them.



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Key questions to ask yourself...

- Do I understand the job description and qualifications?
- Do I meet the required selection criteria? Am I a good fit for the job?
- What key words and phrases are in the job description?
- Have I made it clear how I differentiate myself from other similar candidates?
- Have I followed the application instructions specified in the job announcement?

After the application has been submitted...

- Check your email often.
- Make sure you add the employer to your "acceptable emails" so they do not go to spam.
- If you update your contact information, inform the Human Resources right away.
- If you need to call about your application, be courteous to the staff.

How does the Classified Recruitment Process work? What can I expect?

- The posting period for classified positions is 15 working days. You can expect the position to be advertised for this minimum timeframe.
- After the position closes, the received applications are reviewed for minimum qualifications.
- If minimum qualifications for the position are met, you will be invited to any one, or a combination, of the following examination phases:
 - a. Written Multiple Choice Exam
 - b. Written Situational Exercise or Written Performance
 - c. Supplemental Application Scoring (Subject Matter Experts will review and score the responses submitted at the time of application)
 - d. Oral Interview
 - e. Performance Exam
- If successful in completing the first phase, you will advance to the next step. After successful completion of all phases, you will be placed on an eligibility list for final selection.
- Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.
- The eligibility list is sent to the Personnel Commission for approval.
- The highest-ranking candidates will be invited to the final interview.
- Individuals who do not receive an interview will remain on the eligibility list until the expiration date, which can be 6 or 12 months, depending on the position.

Best of luck in the recruitment!