

# Improve Your Marketability

Designed for Individuals Seeking  
Full-Time Faculty Positions

Hosted by Human Resources  
Long Beach Community College District

February 7, 2015



# Welcome & Introductions

- Rose Del Gaudio
  - Vice President, Human Resources
- Dr. Cindy Vyskocil
  - Associate Vice President, Human Resources
- Diane Bangs
  - Human Resources Manager – Academic
- April Hebert
  - Human Resources Specialist

# Disclaimer

- Attending this workshop in no way ensures that an applicant will be interviewed or hired
- Please silence your cell phones
- Please do not bring food and/or drinks in the Board Room

# Overview

- What type of faculty is the College looking to hire?
- Preparing your Application
- Navigating the Job Announcement
- Understanding the Hiring Process
- Panel Discussion
- Applying On-line

# Profiles

**What type of faculty is  
Long Beach City College looking to hire?**

- The College seeks candidates who exhibit an understanding and commitment to the community college mission, and who have a passion for and commitment to student success. The position encompasses the following professional responsibilities and competencies:
- **Teaching**
  - Ability to create a dynamic learning environment that values instructor/student interaction
  - Ability to effectively engage with and facilitate authentic learning for students of diverse backgrounds, cultures, and experiences

### ■ Teaching (cont.)

- Ability to self-reflect and respond to an evidence-based assessment of student learning
- Ability to adapt teaching pedagogy to the knowledge level (developmental through transfer) and personality of each individual and class
- Demonstrated experience and commitment to integrating new technologies into the learning process, including but not limited to interactive technologies for on campus and online courses
- Ability to communicate effectively orally and in writing

### ■ Service

- Assume leadership roles both within the department and in the institution as a whole
- Commitment to serving the needs of the student, department, college, and community
- Collaboration across disciplines and utilization of student support resources



### ■ Service (cont.)

- Participation in department, division, college committees, and participatory governance activities
- Participation in curriculum and program development
- Work collegially and collaboratively within the college community
- Participation in ongoing professional development

- Long Beach is known as one of the most ethnically diverse cities in the nation and Long Beach City College's student population reflects this diversity. The student population includes a cross section of diverse ethnic backgrounds. The College continues to experience increasing numbers and percentage of students who are underprepared for college-level coursework, i.e. come with an educational as well as an economic disadvantage.

- In addition, the College's enrollment trend indicates that we are experiencing increased numbers of single parents, returning adult learners, first time college attendees, displaced workers, displaced homemakers, new immigrants, and new veterans. Furthermore, an increasing number of students have limited command of the English language and have insufficient job skills to successfully enter the workforce.

# Application

**Preparing your application to  
improve your marketability**

# Application

## Education

### Graduate School

*Cal State Fullerton*  
2/1988 - 6/1993  
Fullerton, California

Did you graduate: No  
College Major/Minor: n/a  
Units Completed: 20 Semester  
Degree Received: No Degree

### Graduate School

*Whittier College*  
9/1990 - 5/1992  
Whittier, California

Did you graduate: Yes  
College Major/Minor: Education  
Units Completed: 55 Semester  
Degree Received: Master's

### College

*Whittier College*  
9/1966 - 6/1970  
Whittier, California

Did you graduate: Yes  
College Major/Minor: speech-drama/E  
(supp.) for Life  
Units Completed: 126 Semester  
Degree Received: Bachelor's

# Improve Your Marketability

- Tip #1– Application Proofing
  - Review your application materials
  - Double/Triple check your materials
  - Print electronic application and review again
  - Ask a friend to check it for you
  - Make sure you do not accidentally list another college you applied to

# Application

Building a competitive on-line application

- **Transcripts**

- Include both undergraduate and graduate transcripts
- The award of all degrees must be verifiable on a legible transcript

- **Reference Letters/References**

- Get permission from reference before using and keep contact information current
- Use professional, not personal, references
- If asked, have your letters addressed to Selection Committee

- **Experience**

- Include teaching and non-teaching

- **Additional Documents**

- Only include required and requested documents

- **Letter of Interest in the position**
  - Demonstrates written communication skills and addresses the qualifications relevant to the position
  - Be specific toward the job (Duties and Responsibilities, Minimum Qualifications, Desirable Qualifications)
  - Two pages maximum
  - Times New Roman, 12 point font, one inch margins
  - Narrative – How can you meet the goals/needs of the department/campus
  - Spell/punctuation check and ask others to review prior to submission



# Improve Your Marketability

- Tip #2 – Insure your email is professional
  - [sexymama@yahoo.com](mailto:sexymama@yahoo.com)
  - [hellokittylover@gmail.com](mailto:hellokittylover@gmail.com)
  - [trojanman@aol.com](mailto:trojanman@aol.com)
- Tip #3 –Professional voice mail message

# Improve Your Marketability

- Tip #4 – Be Concise & Professional
  - A generic cover letter is less impressive than one that is specific to the desired qualifications
  - Be direct and to the point, being cute or clever is rarely effective
  - The committee has a lot of applications to read and is unlikely to appreciate your humor
  - Distinguish yourself through your qualifications and professionalism, not by being clever
  - Use a professional email address

# Application

## Creating a solid Curriculum Vitae

- A curriculum vitae (CV) is the traditional standard for presenting your qualifications for academic employment
- A CV is similar to a resume, in that it's a summary of one's qualifications however,
  - It typically includes more information than a resume and needs to be organized by headings and be concise
  - A CV is typically at least two pages, but can be ten or more
- A curriculum vitae should NOT be a biography with personal details
  - Age or place of birth
  - Height, weight, health
  - Marital Status
  - Ethnic Identity
  - Political Affiliation
  - Hobbies
  - Religious Preference
  - Sexual Orientation

# Application

Creating a solid Curriculum Vitae

- Describe your educational background, teaching experience, and work experience
- Emphasize what is important for this position, refer to the desired qualifications
- Use action verbs
- Keep verb tense consistent
- Do not include phrase “References Upon Request”
- Do not include salary requirements
- Do not include personal information
- Do not misrepresent yourself
- **Be sure to include your email address**

# **Job Announcement**

## **Navigating the Long Beach City College Job Announcement**

### Employment Opportunities Human Resources

<http://www.lbcc.edu/humanresources/jobs.cfm>

View **Faculty and Administrative** jobs, and apply online.

#### DESCRIPTION:

#### THE POSITION

- Long Beach Community College District is currently seeking one full-time tenure track English Composition Generalist Instructor commencing with the 2015 fall semester. The position requires a generalist's preparation to teach a variety of courses to students with a wide range of abilities. The primary teaching assignment is composition although the assignment may also include teaching in related areas such as literature and creative writing.
- The assignment may be at any of the College's teaching locations, and could include a primary assignment at the Pacific Coast Campus. It may also involve both day and evening assignments.

# Job Announcement

## Minimum Qualifications

- **Qualifications:**

**Minimum:**

Master's in English, literature, comparative literature, or composition

**OR**

Bachelor's in any of the above AND Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing or journalism

**OR**

California Community College Instructor Credential

**OR**

the equivalent

**AND**

Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students

# Job Announcement

## Minimum Qualifications

- **Vocational Qualifications:**

**Minimum:**

Any bachelor's degree and two years of experience

**OR**

Any associate degree and six years of experience

**OR**

California Community College Instructor Credential

**OR**

the equivalent

**AND**

Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.



# Job Announcement

## Equivalency

- **Adopted by the Board of Governors for the CA Community Colleges and used for hiring all California Community College faculty.** Available online <http://www.cccco.edu/Portals/4/AA/Minimum%20Qualifications%20Handbook%20for%202010-2012.pdf>
- “Degree’s by another name” will need an equivalency statement from applicant and approval by Equivalency Committee
- Equivalency is not guaranteed
- Candidate’s responsibility to provide conclusive evidence and justification for equivalency
- If required, click here for a [Supplemental Equivalency Application](http://www.lbcc.edu/HumanResources/documents/SupplementalEquivalencyApplication-Fillable.pdf) for Faculty positions  
<http://www.lbcc.edu/HumanResources/documents/SupplementalEquivalencyApplication-Fillable.pdf>

# Job Announcement

## Desirable Qualifications

- **Desirable Qualifications:**
  - Educational and/or instructional preparation in rhetoric or recent theories of English composition
  - At least two years of recent experience teaching composition to college students, especially at a community college
  - Experience teaching a wide range of English classes, with particular emphasis on the developmental levels of composition
- **Committees will screen based on how well the application materials match the desirable qualifications**
- **Reference these qualifications in all application materials**

# Improve Your Marketability

- Tip #5 – Preparation
  - Start the application process early
  - You may require additional time to complete the on-line application
  - It is best to work on your application over a number of days rather than hours
  - Remember to SAVE and PRINT

# Improve Your Marketability

- Tip #6 – Deadlines & Materials
  - Check and double check the deadline for applications
  - Deadline will be on the job announcement and on our website
  - Applications must be completed and submitted on-line by the specified closing date and time
  - The District does NOT accept application materials by fax, mail or email
  - Materials submitted independently of the application package will not be accepted unless stated on the job announcement

# Hiring Process

**Understanding the recruitment process at  
Long Beach City College**

- **Applications are reviewed by Human Resources to determine if:**
  - All materials are included and the application is complete
  - Applicant meets the minimum qualifications or has an equivalency statement

- **Applications are released to the Faculty Hiring Committee**
  - Committee composition includes department faculty (3-5), one student and one Equal Employment Opportunity (EEO) representative
  - Applications are screened to determine who to invite for an interview
    - Screening is based on how well applicants meet the desired qualifications
    - All materials are used in this determination
    - Recruitments may include supplemental questions – answer each question completely.

- **Interviews are conducted by the Faculty Hiring Committee**
  - Applicants will receive an email inviting them to interview and will self-schedule their appointment time
- **Applicants may be asked to complete a Writing Exercise**
  - A topic is presented to you on arrival and you will have 30 minutes to type your paper on the computer
  - Writing exercises are reviewed by all committee members and scored
- **Applicants will have an Interview followed by a Teaching Presentation**
  - Prior to the interview you will have 15 minutes to review the interview questions
  - Teaching presentation topics are provided when you are selected for an interview



# Panel Discussion

## The Screening and Interview Process

# Panelist Introductions

- **Dr. Terri Long**
  - Vice President, Academic Affairs
- **Dennis DiGiovanni**
  - Department Head, Trades & Industrial Technology
- **Nohel Corral**
  - Dean, Counseling & Student Support Services

# Panelist Introductions

- **Gene Carbonaro**
  - Department Head, Computer and Office Studies
- **Dr. Jennifer Rodden**
  - Dean, Language Arts and Communication
- **Ken Starkman**
  - Dean, Career Technical Education (CTE)

- Reference Letters/References:
  - Select letters from those who have seen you teach or from your supervisors
  - Letters from deans or vice-presidents may sound impressive, but they probably know less about your teaching than the department head or your fellow faculty do, especially faculty who may have evaluated you
  - Provide bullet points for recommender
  - Do not provide a letter of reference from anyone you think might be on the hiring committee

- Pre-Planning:
  - Learn all you can about the institution you are applying to
  - Learn all you can about the interview process
  - “Walk the Track...” (location scouting)
  - Review the job announcement to get a sense of what questions you’ll be asked
  - Personal experiences in dealing with problems

- The Interview Process:
  - Get the personals in order (comfort, eating etc.)
  - Friendly - try to relax - remember they chose to interview you
  - Take notes during the questions (keep a beginners mind)
  - Don't be "too cool for the room"

- The Interview Process (cont'd):
  - Know your audience's target goal (who would you be teaching)
  - Answer a question fully - use the question to show what you know - but don't go overboard (remember some of them won't be in your discipline)
  - Monitor your time

- Professional Dress for Interview:
  - Act like you are coming to work not beach
  - Shoes are required no flip flops
  - Check in mirror before you leave



- Time and Demonstration:
  - Respect the time allotment
    - Plot out a timeline to pace yourself
    - Practice with friends who don't know your area
    - Don't get flustered if part of a demo goes wrong-it happens
  - Demonstration
    - Have two back-ups (paper/disk)
    - Make sure it is easy to use – don't try to navigate difficult items
    - If granted an interview read your letter to determine what kind of equipment and software is available

- Second Level Interviews:
  - Second level interviews are harder to prepare for because they are usually less structured
  - Be the same person you were in the first-level interview
  - Do not contradict what you said in the first interview

- Final Interview Tips:
  - Be prepared to explain why you are interested in the college and what you can contribute
  - Do not ask any questions that may be politically based

# Summary

- The purpose of your application package is to receive an interview
  - Stand out against other competitive applications with your Resume or CV and Cover Letter
  - Save the details for the interview
- Build a Resume/CV with skills that are current
- Tailor your application for each job opportunity
- Have someone review application materials

# NeoGov

## How to Apply Online

- **Required Application Materials:**  
<http://agency.governmentjobs.com/lbcc/default.cfm>
- **Full-Time Faculty**
  - **Resume/Curriculum Vitae**
  - **Transcripts**
    - Need not be official until hired
    - Foreign degrees need to be evaluated by an NACES agency
  - **Cover letter**
  - **3 Reference Letters or 3 Reference Listings (see job description)**
    - Upload them directly to your application
    - Confidential letters must be sent to you and uploaded
    - Materials submitted independently of the application package will not be accepted unless requested (i.e. Film Production Instructor requires a CD/DVD)
  - **Supplemental Questions**
    - Required

### Two Ways to Apply for Faculty and Administrative Jobs Online:

- **From Home you can apply Online:** You can apply online for our Faculty and Administrative job opportunities at [www.lbcc.edu](http://www.lbcc.edu)
- **Or visit our lobby to submit applications Online at:**  
Long Beach Community College District - Human Resources 4901 E. Carson St., Building "T", Long Beach, CA 90808  
\*For Faculty and Administrative positions, please follow the instructions for each job listing and ensure the required documents are attached or the application will be incomplete. Incomplete applications and applications submitted by mail will not be considered
- **If required**, complete a [Supplemental Equivalency Application](http://www.lbcc.edu/HumanResources/documents/SupplementalEquivalencyApplication-Fillable.pdf) for Faculty positions  
<http://www.lbcc.edu/HumanResources/documents/SupplementalEquivalencyApplication-Fillable.pdf>

- All correspondence will come from **governmentjobs.com**
  - Emails are sent from HR but are addressed from governmentjobs.com
  - Do not reply to the email, HR will not receive your response
  - If you are expecting a response from HR, please check SPAM folder first
- Log on to view the status of your application
  - Examples of status's shown:
    - Application Received
    - Minimum Qualification Review
    - File Review by Committee
    - First Level Interview



# Questions?

**Thank you for your interest in the  
Long Beach Community College District**

# Additional Details

**Documents to assist you in  
improving your marketability**

## Definition: “Course of Life”

- The following information should be included in every Curriculum vitae.
  - Name, address, phone numbers, email addresses
  - Academic Preparation – Conferral dates and degree titles of all degrees.
  - Work Experience – Include teaching, research, and Graduate Assistantships
  - Publications, Presentations, and Papers – include current submissions
  - Performances, Exhibitions, and Compositions
  - Current research interests
  - Grants awarded, worked on, or revised
  - Languages and international travel
  - Professional memberships
  - Honors and Awards
  - Professional service and consultations
  - Relevant leadership experience (Being president of the high school chess club is probably not relevant, but being treasurer of the graduate student association probably is!)
  - Specific skills – Lab techniques and equipment, computer programs and languages, Technology and other technical skills

**For best  
results,  
please read  
these  
instructions  
prior to applying**

- Thank you for your interest in employment at Long Beach City College. The Human Resources department at LBCC has an online application process. We would like to introduce you to the online application steps for applying for a position at Long Beach City College.
- **Step 1.** Go to [www.lbcc.edu](http://www.lbcc.edu)
- **Step 2.** Click on Jobs (upper right hand corner of screen)
- **Step 3a.** Choose the type of position in which you are interested
  - Faculty and Administrative – FT & PT Instructors or Academic Administrators
  - Classified and Managerial – Non-academic staff, supervisors and managers
- **Step 3b.** Carefully review the instructions and required application materials (if required)
- **Step 4a.** Choose the position in which you are interested
- **Step 4b.** Carefully review the position description, duties, qualifications and additional information
- **Step 5.** Click on Apply
- **Step 6.** Create an account (if you're a new applicant) or login if you have previously created an account.

## Application Procedure

- New Applicants – if you do not have an email, you can create one for free at:
  - Yahoo: [www.yahoo.com](http://www.yahoo.com)
  - Microsoft: [www.outlook.com](http://www.outlook.com)
  - Google Gmail: [www.gmail.google.com](http://www.gmail.google.com)
- **Step 7a.** Complete information throughout application, as fully as possible. (Never say “See Resume/CV”.) See Frequently asked questions on the back of this page.
- **Step 7b.** Attach all required documents/materials during the first step of the application (at the bottom).
- **Step 8.** Submit application.
- **Step 9.** After applying and during the hiring process, log back in to your account and check the status of your application.

### ■ **Additional Notes:**

- Your basic profile will contain all of your education and work history that will be available for future use, but if you're applying for different positions, you will need to re-attach any required documents.
- You can create different applications. Example: To apply for a faculty position, create a faculty application. To apply for an administrative position, create an administrative application.
- If you do not have access to a computer, we have 2 computers and a scanner (to create electronic copies of documents for attachments) in our Human Resources Lobby.

### Frequently Asked Questions

- **Do I have to fill my application out in one sitting?**
  - No, you can work on your application over a matter of hours or days. Ensure that you save your application at an appropriate step and exit. NOTE: Once you SUBMIT your application, you CANNOT edit or see what you have submitted
- **How do I create electronic copies of materials so that I can upload them as attachments?**
  - If you have a scanner at home, scan them in as PDF files. If you don't have a scanner, there are scanning services available at locations such as Kinko's/FEDEX, Staples, Office Depot or other office supplies stores. Once you have PDF files, see question 4 below
- **I filled out my profile, but I don't see any place to add my documents. Where do I add them?**
  - After completing your profile, you have to APPLY for a position before you are able to attach documents. Follow the steps and you will get to the page where you can upload your files (see step 4 below).

### Frequently Asked Questions

- **I don't see where to upload my documents and attachments.**
  - At the bottom of the Job Application page (the first page after the profile) is where you can upload documents. Click on "Add Attachments" and attach the files and name them appropriately. If you have more files to attach, click on "Attach Another File" and continue the process.
- **I hit submit before I finished uploading my materials, what can I do?**
  - After it has been determined that you have submitted an incomplete application, you will receive an email indicating that your application is incomplete and directing you to re-apply. Before you re-submit your application, carefully review the job posting for required materials.
- **My references want to send their letters directly. Is that possible?**
  - It is not possible. Human Resources does not have the staff that would be required to receive, log, track and upload applicants documents.



### Frequently Asked Questions

- **I want to submit more materials than asked for, can I mail them in?**
  - No, the Human Resources office does not accept application materials by mail unless specified in the job announcement. This would be limited to media that requires large amounts of memory such as a CD or DVD.
- **I can only scan my transcripts one page at a time, how do I upload them?**
  - Please contact the Human Resources office for help.
- **My transcript file is too large and won't upload.**
  - Please contact the Human Resources office for help.
- **I just submitted my application. Can you tell me if it has been received and if it is complete?**
  - When you submit your application you will see a confirmation that your application has been received. You can also check the status of your application by logging into our online hiring system.

# Human Resources Contact Information

- April Hebert

Human Resources Specialist – Academic Recruitment

- Email: [ahebert@lbcc.edu](mailto:ahebert@lbcc.edu)

- Phone: 562.938.4937