

SUGGESTIONS TO CLASSIFIED APPLICANTS:

Hiring committees often cannot interview the numerous applicants that express interest in available positions. When candidates who believe they are well qualified for a position are not selected for an interview, it may be because the application did not highlight their strengths and expertise. At San Diego City College, we are committed to hiring individuals who will best represent the mission, philosophy and institutional goals of the college. *(If you are offered the opportunity to interview, be aware of the mission, philosophy and institutional goals of the college.)* In order to achieve this goal, we ask that you consider the following guidelines before completing the application and the supplemental questionnaire (if necessary).

The key to completing an application that will enable you to be included in the interview process is to provide the information that is specifically requested. When you are considering and choosing what to include, pay close attention to several underlying concerns your hiring committee will have:

1. We want to know that you are effective as an employee, not just how long you've been working. Be sure your application clearly addresses your strengths and your commitment. Share specific examples which will provide the hiring committee with examples of:

- your ability to be productive and complete your responsibilities thoroughly and in a timely manner,
- work independently,
- work with others effectively,
- create solutions, and
- take a leadership role when appropriate..

2. We want to know about your understanding and appreciation of the students who attend urban community colleges. Do not limit your answer to a summary of your experience with diverse populations, but rather, speak enthusiastically to your preference for and commitment to working with the student population at San Diego City College. Discuss this topic by describing how experiences with diversity have shaped you as an employee. It is very important that this question be answered individually and specifically.

3. We need energetic employees who are passionate about our mission to educate and facilitate the future success of our students. This extends beyond the classroom to encompass collaborative and collegial efforts. Be sure to strengthen your application by highlighting your abilities and your potential to add to our institution as a member of the college i.e. working on projects, volunteering for events after hours or on weekends and sitting on campus committees. In doing this, however, it is critical not to lose track of the job description of the specific position. Pay attention to the flyer and apply for THAT job. Where there is the opportunity to describe other relevant skills, experience and interests, please do so.

4. Your application is your first impression. The hiring committee uses your application as an initial assessment of your overall professionalism. A sloppy, incomplete, repetitive, or poorly focused application does not create a good impression of your abilities as a committed employee. Likewise, because there is a strong emphasis on treating every candidate and interviewee exactly the same, do not attach extra materials or fail to submit all that are requested. Even if you are dissatisfied with your current job, find a way to be positive about all the information you present. **And finally, continually be aware of how you can best showcase your unique skills and experience which make you the best fit for this job. You are the person we want to hire!**