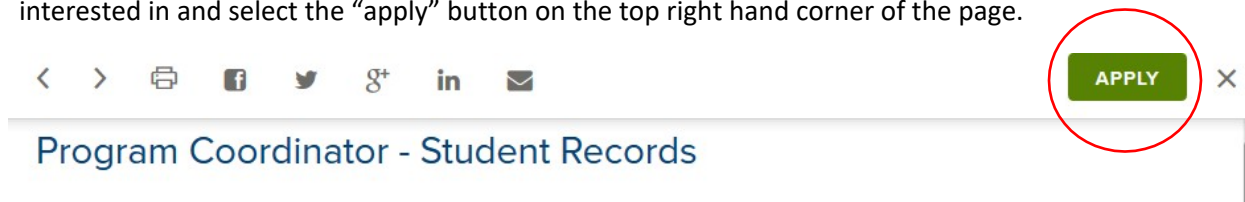


Frequently Asked Questions

1. How do I apply for a job at Columbia Basin College?

To apply for one of our open positions, please visit the [Jobs @ CBC](#) page, click on the position(s) you are interested in and select the “apply” button on the top right hand corner of the page.



To ensure that you have a complete application, please attach a resume, cover letter and for positions with an education requirement, a transcript. We do not accept hardcopies of applications or application materials such as, resumes, transcripts and cover letters. The online application has a place to attach job specific documents required for each job you apply to.

2. How can I find out about current job openings at CBC?

Visit the [Jobs @ CBC – Faculty Positions](#), [Jobs @ CBC Non-Faculty Positions](#) or [Jobs @ CBC – Student Employment](#) to view all of our current, open positions. If there are any that you are interested in, we encourage you to apply!

3. What if I do not have a computer at home?

You can access our online application from any internet-connected computer. You can find computers at the following locations:

- Public Libraries
- Internet café
- Washington State WorkSource offices

4. Are non U.S. citizens eligible for employment at CBC?

As long as you have lawful authorization to work in the U.S. under permit, visa, etc., you can work here. We **only** evaluate immigration status for Full-Time Tenure Track employment.

5. The online application requires an email address. How do I get one?

If you do not already have an email address, there are many free options to get one. A couple of the various providers are Google Gmail (www.gmail.com), Yahoo (www.mail.yahoo.com), or Hotmail (www.hotmail.com).

6. What else do I need to know about applying for a position at CBC?

Once your application has been submitted, make sure to lookout for an automated email confirming the receipt of your application. If you do not receive the email, check your junk folder or log-in to your Government Jobs account to review your application submission.

7. How will I know what is going on with the positions I have applied to?

Throughout the application process, whenever there is a change or update to the position(s) you have applied to, you will be contacted by the Recruitment Team either by phone or by email. Because of this, it is important to ensure your contact information is correct on your Government Jobs application profile. You can also view your application status for each position you have applied to by logging in to your governmentjobs.com account.

Applications

Submitted Incomplete

[Temporary Hourly
\(Paraprofessional\)](#)

Columbia Basin College (WA), Washington

Applied on 02/28/2019 01:34 PM Pacific
[History](#)

Application Received

8. Is it possible to apply for multiple positions at the same time?

It is possible to apply to multiple positions however, each position will require a separate application. Your basic information will be saved to your Government Jobs application profile so you should not have to re-enter all of the information for each application. The supplemental questions are the one thing that won't save to your profile and will need to be answered on each new application. You are able to change/update information on your Government Jobs profile as needed before applying to different positions.

9. Can I add more information to my application once it has been submitted?

Once your application has been received for a position, you are unable to change the information submitted on that particular application. In order to add new content or make a change to your application, you can submit a new one and we will make sure to use your most current application.

10. How do I access my online application account after I set it up?

You can access your account by clicking on the Sign In link on the [Faculty Positions, Non-Faculty Positions](#) or [Student Jobs @ CBC](#) page. Once logged in you can check the status of your applications, update personal information on your applications, create new applications and see all of the jobs you have applied to.

11. What do I do if I forget my password or can't access my account?

To recall your password, use the "Forgot My Password" link on the application log in page. The system will send your password to your email address on file. Be sure to add info.governmentjobs.com and info.neogov.com to your "safe senders" list so that the emails don't end up in your junk mail. If you still do not receive the email notice, contact NEOGOV customer support at (310) 426-6304 or toll free at (855) 542-5627.

12. What is the deadline to apply for a position?

Our positions are open until filled, so you are welcome to apply for the positions posted on our website at any time.

13. Where can I find the contact information for the hiring manager of a position?

For a number of reasons, including privacy protection, we do not provide the contact information for members of the search committees.

14. How do I submit my application attachments (resume, cover letter transcripts etc.)?

Typically a resume and cover letter are always required and transcript(s) if college courses or a degree is listed as a required qualification. On the attachments page of your application is where you will upload your application documents. Click on the green upload button to upload the documents. The required attachments will be labeled with red writing and a (*).

The screenshot shows a web interface for uploading application documents. On the left is a vertical sidebar with six buttons: 'Additional' (three dots icon), 'References' (speech bubble icon), 'Attachments' (link icon, highlighted in dark blue), 'Questions' (question mark icon), 'Review' (magnifying glass icon), and 'Certify' (checkmark icon). The main area contains three upload sections. The first section is for the 'Resume' (labeled 'Resume *' in red), followed by a 'Transcript' section (labeled 'Transcript *' in red). Each section has a cloud icon, the text 'Click Upload or drag and drop a file into this box to start uploading.', and a green 'Upload' button. Below these is a blue button labeled '+ Add supplemental attachment'. At the bottom left, a note states '*Required attachments must be provided before submission'. At the bottom right is a green 'Next' button.

15. Will I receive notice if I do not get selected for an interview?

Yes, you will be notified of any updates or changes to the position that you applied for. This includes whether you are selected for an interview or not. You will receive email notifications which is why it is important to make sure that your email address is correct on your application. You can also view your application steps by logging in to your [Government Jobs](#) account.

If you have any other questions related to the application process please contact the Recruitment Team jobs@columbiabasin.edu!