

Frequently Asked Questions about the Online Employment System

Q) How will applicants find out about jobs available at Grinnell College?

A) Staff and faculty vacancy announcements will be available on our job portal: <https://jobs.grinnell.edu/>. Applicants can view and apply for positions any time, twenty-four hours a day, seven days a week!

Q) I already work at Grinnell College. Why do I have to fill out an application?

A) Applications are required for each person applying for a position, even internal applicants. It is likely that you may have acquired additional skills, experience, and education since you originally applied that should be considered. In addition, completing an online application ensures your qualifications and personal information will be documented and ensures accurate applicant tracking information for every position.

Q) How do I apply for a job?

A) The application process has three steps:

- 1) **Creating a login user name and password.** This will enable you to come back and apply for additional positions as well as check on the status of a position for which you have applied.
- 2) **Creating your online application.** This can be done at any time.
- 3) **Submitting your online application for a specific job opening by the closing date.** It's important that you **read and follow all instructions carefully**. Once you have finalized your online application, you are ready to use that application to apply for one of the jobs shown on the Jobs site. You can use the "Search Jobs" feature on the web site to find any open positions that interest you and for which you meet the qualifications.

Be sure to **remember your user name and password** so that you can log back into the system at a future time. You may wish to make a note of these for future reference.

Q) How can I apply if I do not have a computer?

A) Computers and assistance are available in the Human Resources Office from 9:00 a.m. to 4:00 p.m. Monday through Friday; please call 641-269-4818 to set up an appointment. Burling Library (1111 6th Avenue) also has a computer that community members may use.

Q) Can I apply directly with the hiring department?

A) No. The Online Employment System is the central intake point for all College vacancies. Only those applying through the Online Employment System will be considered. No paper applications will be accepted.

Throughout the process, it is important that you read and follow all instructions carefully.

Q) Do I have to fill out an application?

A) Everyone who applies for a staff or faculty position at Grinnell College is required to create an online application. Any required information is denoted with an asterisk (*). However, the more information you provide, the easier it will be to effectively evaluate your skills, abilities, and qualifications.

Q) Do I have to complete my application online to apply for a position?

A) Yes. You will need to submit an online application the first time you apply for a position in the new Online Employment System. This application will be maintained in the system for one year after your last application. You may also include an electronic resume and cover letter when you request referral to a specific position. You may update your general application at any time. **However, once you submit an application for a particular position, you cannot go back and make changes to the submitted application.** Changes you make to your general application will be reflected for any new position for which you apply.

Q) What information will I be asked to provide?

A) You will be asked to provide personal information such as name, address, phone number, education, previous employment, etc. You will be asked to provide contact information (names and phone numbers) regarding your employment history and references (supervisors), so **please gather this information before beginning** the application process. Some positions may require that you attach a cover letter or letter of application, resume or curriculum vitae, or other documents to your application at the time you apply. **Please be sure to have all this information ready before you begin the application process.**

Q) Do I have to fill out all sections of the application (Education, Work Experience, Reference pages, etc.) if I plan on attaching my resume at the end of the process?

A) Yes. Please ensure that all sections of the application are completed. It is very important that you provide detailed information about your qualifications so we can best evaluate your job application.

Q) What if I want to submit a resume?

A) You will be able to attach a resume to your application *if* the hiring department has requested that option. If a resume is requested, an "Attach Document(s)" screen will prompt you to do one of two things: Browse your computer to find the electronic copy of the document you wish to attach *OR* 'copy and paste' or type in your resume or cover letter into a text box. **Please note: Attaching a resume does not substitute for completing the application form.**

Q) May I submit my resume to be kept on file until a suitable position becomes available?

A) You cannot submit a resume until you apply for a specific job. Your resume is then stored on the Jobs at Grinnell website and you may reapply for other suitable positions.

Q) Can I save my application before I complete it?

- A) You must first complete all of the required fields notated with a red asterisk before the application can be saved. If you cannot finish the entire application, you may complete just the required fields and come back later to finish the application and apply for a specific position. Be sure that when you reach the end of each page of the application, you click "Save." You may return later and edit the application before applying to a specific position. ***You must remember your user name and password to log back in.***

Q) What if I have already created an application?

- A) If you have already created an application with the Online Employment System and wish to update your information, please click on the "login" link or return to the homepage to login with the user name and password that you used when you created your application.

Q) When/how can I make changes to my application?

- A) Changes can be made to your general application at anytime. ***However, once you submit an application for a particular position, you cannot go back and make changes to the submitted application.*** Any changes you make to your general application will be reflected for any new position for which you apply.

Note: If you find that you need to make a correction or provide additional information after you have submitted your application for a job opening, you should contact Human Resources at hr@grinnell.edu or 641-269-4818.

Q) What happens after I apply for a position?

- A) You will immediately receive a confirmation number upon successfully submitting your application.

You can see the status of the position by logging in with your user name and password. You will have access to all of the positions you have applied for, and there will be information about the status of each of those positions under "Your Applications."

Please understand that the review process takes time. Only those applicants whose qualifications best match the needs of the College will be contacted for an interview. If you are not contacted, the hiring department has made a decision not to interview you.

Q) If a job was posted a few months ago and remains on the web, is it really still open?

- A) We remove jobs from the system as they are filled. If a job is listed on our web site, it is open and we are accepting applications. Be aware some jobs take longer to fill than others and may be open for several weeks.

Q) What if I forget my username and password?

A) Simply follow the “Forgot Your Username/Password?” instructions on the Login screen. If you require additional assistance, you can contact us at hr@grinnell.edu.

Definition of Terms

Employment Category:

Interim: Temporarily assuming the duties of a position.

Regular: Not a term or temporary position.

Seasonal: Employment during a specific season of the year.

Tenure-track: Teaching position that can lead to a tenured position.

Term: Normally scheduled to fill a position of limited duration (typically the equivalent of at least an academic year).

Employment Status:

Full-time: Works at least 37.5 hours per week per academic year.

Part-time: Works fewer than 37.5 hours per week.

Temporary/Casual: Normally scheduled to fill a position of limited duration or an occasional schedule.

FLSA Category:

Exempt Employees: Employees who meet the definition of salaried employees and are not eligible for overtime.

Non-exempt Employees: Employees paid on an hourly basis and are eligible for overtime earnings.