

## Recruiting Job Application Process Job Aid -External Candidate

### I. Getting Started

Miami Dade College only accepts employment applications –from both internal and external candidates- via its on-line process.

#### General Timeline

- For best consideration applications should be submitted by the first review date.
- For full-time positions, first review of applications will take place two (2) weeks from posting date; if necessary, a second review will take place two (2) weeks after the first review. Other reviews may take place as needed until the position is filled.
- For part-time positions, first review of applications will take place one (1) week after posting. Other reviews may take place as needed.
- Positions may be posted even though a recommendation for employment has been submitted. Only when the hiring process has been completed (the position has been filled) will the posting be removed.
- A second and third round of screenings may then be initiated, if necessary.
- The College reserves the right to consider or not consider applications after the initial screening date.

#### Conditions of Employment

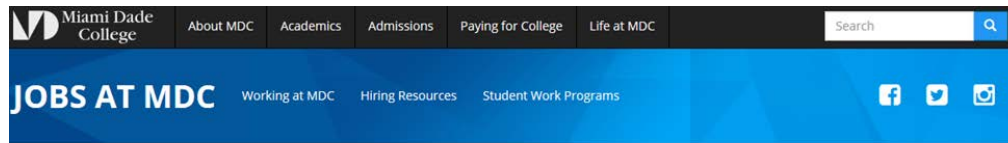
- The Immigration Reform and Control Act (IRCA) of 1986, requires all employees to complete an Employment Eligibility Verification Form I-9 form no later than 72 hours from the date of employment. Failure to comply may result in termination of employment. For a list of acceptable documents in order to complete the I-9, visit <http://www.mdc.edu/hr/OnlineForms/I9form.pdf>.
- A favorable background check and fingerprinting is a condition of employment. Prospects are responsible for paying the nonrefundable fee and will be charged a fee for no-shows and canceled appointments.
- If selected, official transcripts for all college/university work, and three (3) original work-related references are required as a condition of employment.

### II. How to Apply

#### Online Navigation

Navigate to <http://mdc.edu/jobs> and click on “Prospective Employees.”

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## Rich History. Bright Future.

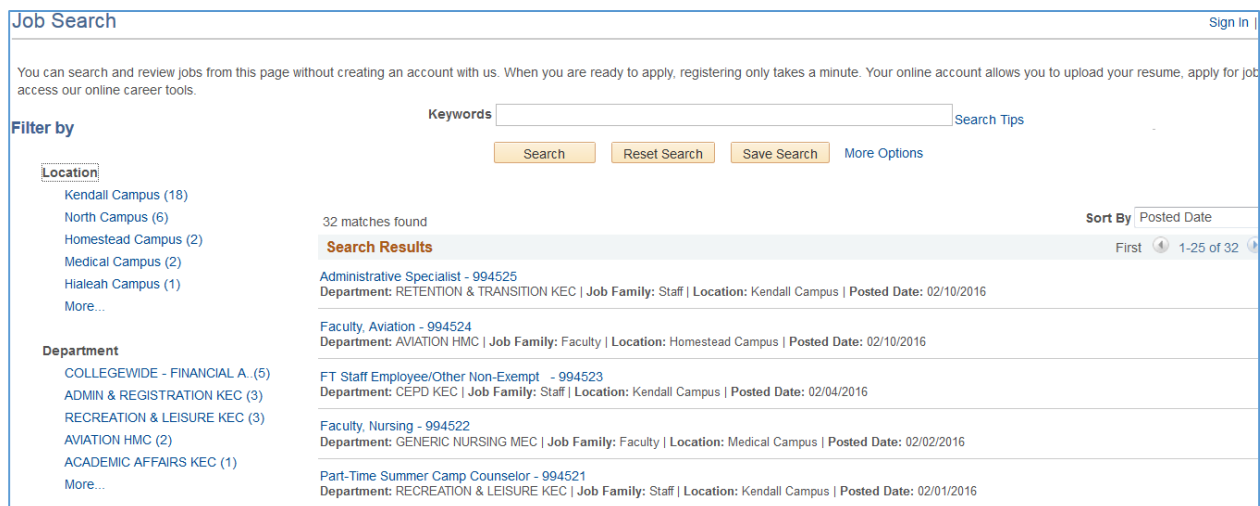
Since we opened our doors in 1960, Miami Dade College has had one goal: To ensure the success of our students and increase the strength of our communities. Today, our mission remains the same, and MDC is now the largest, most diverse and highly regarded college in the nation. We are looking for both educators and support staff who are focused on providing a quality education to join our growing team.

- Prospective Employees
- Current Employees

You will be directed to the current job board listing all available positions.

You can Filter by Location, Department, Job Family, Job Function and Jobs Posted In.

You can Search by typing in applicable words in the Keywords field.



Click on a job listed in your Search Results to view the details of that job.

This will bring up the Job description for that job.

Click on the Apply button at the bottom of the Job Description page in order to start applying for that job.

## Recruiting Job Application Process Job Aid -External Candidate

If you prefer, you can click on Next Job in order to see the next job listed in your Search Results.

### Job Description

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◀ Previous Job
Next Job ▶

**Job Details**

**Job Title** P/T Custodian

**Location** InterAmerican Campus

**Regular/Temporary** Temporary

**Job ID** 994509

**Full/Part Time** Part-Time

**Favorite Job** ☆

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**Job Details**

Job Family	Part-Time Support Staff
Grade	CH
Salary	\$8.51 - Flat Rate
Department	Campus Support Services
Reports To	Shift Supervisor
Closing Date	Posted on an Ongoing Basis
FLSA Status	Non-Exempt
First Review Date	February 9, 2016

**Duties & Responsibilities**

- Performs daily cleaning procedures in accordance with assigned work areas ☒
- Records work completed on Area Assignment Checklist ☒
- Maintains Custodial Services warehouse in a clean and neat manner ☒
- Provides supplies to employees as needed ☒
- Maintains log sheet for supplies, and equipment sign-out log ☒
- Supplies Custodial Services janitor closets with supplies at designated par levels ☒
- Performs other duties as assigned

**Minimum Requirements**

- Must be able to lift up to 75 lbs
- Must have basic communication skills in English
- Must be a neat and organized individual, to maintain warehouse in same manner
- Capable of standing, walking, squatting, bending, kneeling, and reaching continuously throughout shift
- Capable of pushing/pulling a maid cart/trash cart up to 100 lbs. on concrete, tile and carpeted floors frequently
- Capable of pushing/pulling furniture 25 to 100 lbs occasionally
- Ability to communicate well with others required
- Must be able to work weekends, holidays, and evening hours as needed per area assignment
- This function/position has been designated as Essential. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

**Essential Position**

**This is an essential position.**

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Apply

Email to Friend

## Recruiting Job Application Process Job Aid -External Candidate

When you click to apply the sign-in screen will appear. If you are a first-time user, you will need to click Register Now to create an account by providing an e-mail address and a password. Please make a record of your password. Please refer to the section of this document titled Candidate Gateway for more information on the features available to you when you register as a user.

### Sign In

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You must sign in to continue.

**\*User Name**

**\*Password**

[Forgot User Name](#)

[Forgot Password](#)

Don't have a User Name or Password? Register Now

### Register

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If you are new, you must first register in order to continue.

**Account Information**

**\*User Name**

**\*Password**

**\*Confirm Password**

**\*First Name**

**\*Last Name**

Please select a password that:

(1) Has minimum of 8 total characters with at least 1 digit and 1 uppercase character.

(2) Does not match your user name.

(3) Does not match any of your email addresses.

**Contact Information**

**\*Primary Email Type**

**\*Email Address**

**Primary Phone Type**

**\*Phone**  **Ext**

**Preferred Contact Method**

**Address Information**

**\*Country**

**\*Address 1**

**Address 2**

**Address 3**

**\*City**  **\*State**

**\*Postal**  **County**

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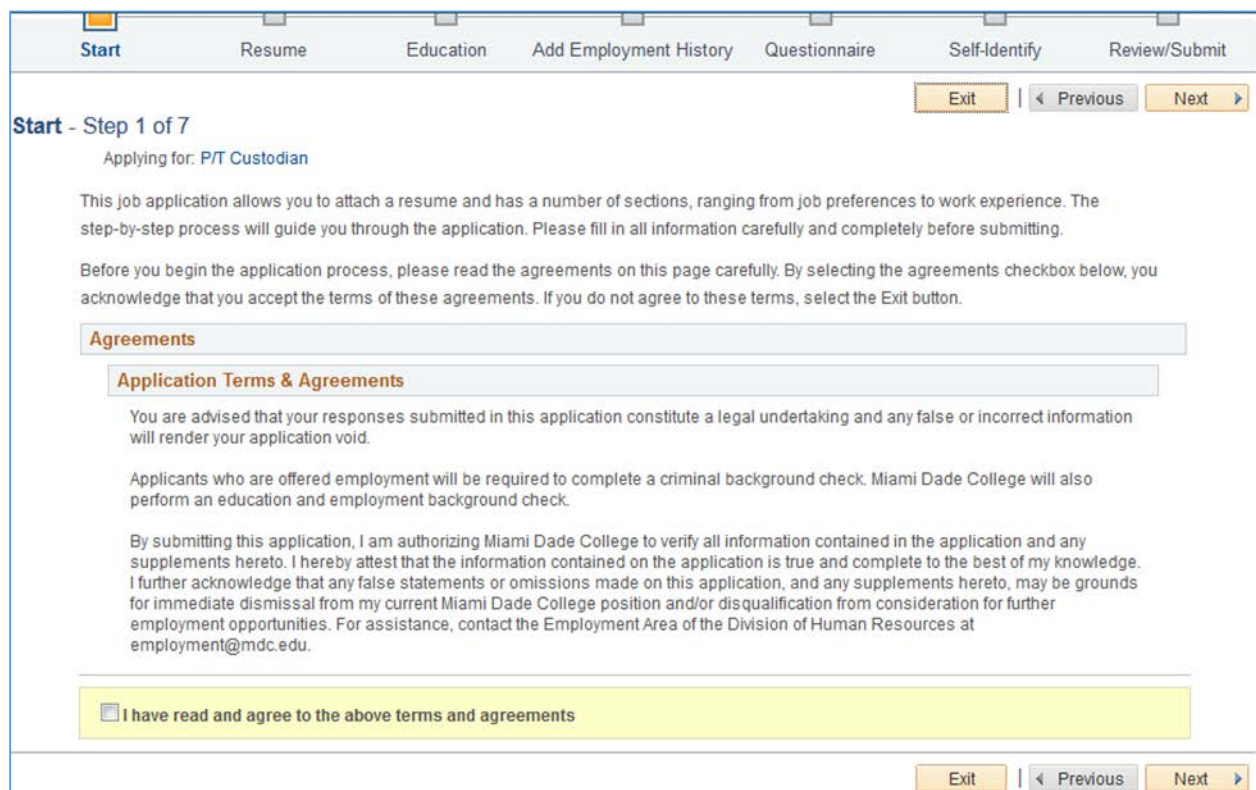
This email address and password will allow you to return anytime to complete, revise, or check the status of your application.

If you return to apply for another position, you will be asked to sign in. If you provide the same email address and password, part of your application will be already filled out for you with the information from your previous application.

Once you complete the registration or log-in, you will be directed to Step 1 (Start) of the job application.

Read carefully and complete each step thoroughly.

### The Steps of the Job Application



**Start**   Resume   Education   Add Employment History   Questionnaire   Self-Identify   Review/Submit

Exit | < Previous   Next >

**Start - Step 1 of 7**

Applying for: P/T Custodian

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

**Agreements**

**Application Terms & Agreements**

You are advised that your responses submitted in this application constitute a legal undertaking and any false or incorrect information will render your application void.

Applicants who are offered employment will be required to complete a criminal background check. Miami Dade College will also perform an education and employment background check.

By submitting this application, I am authorizing Miami Dade College to verify all information contained in the application and any supplements hereto. I hereby attest that the information contained on the application is true and complete to the best of my knowledge. I further acknowledge that any false statements or omissions made on this application, and any supplements hereto, may be grounds for immediate dismissal from my current Miami Dade College position and/or disqualification from consideration for further employment opportunities. For assistance, contact the Employment Area of the Division of Human Resources at employment@mdc.edu.

I have read and agree to the above terms and agreements

Exit | < Previous   Next >

As you complete each step, click on the Next button at the bottom of the page. This allows you to go to the next Step in the process. After you have completed your application and are ready to submit it, click on the Submit Application button in the last Step.

Applicants who require reasonable accommodations may request it by contacting Human Resources at 305-237-2577 or through the Florida Relay Service at 1-800-955-8771.

Submission of all requested materials is the responsibility of the applicant.

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Application packages must be complete and accurate. Any discrepancies will not be judged in the applicants favor and may constitute denial of employment consideration. You must ensure that ALL Employment History is accounted for in your application package.

It is the applicant's responsibility to submit a separate application for EACH position, even if the same position is in multiple campuses.

### III. Candidate Gateway

When you are logged into the MDC Job Search page you have additional available functionalities listed at the top of the page:

- My Notifications;
- My Activities;
- My Favorite Jobs;
- My Saved Searches; and,
- My Account Information

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

Keywords  [Search Tips](#)

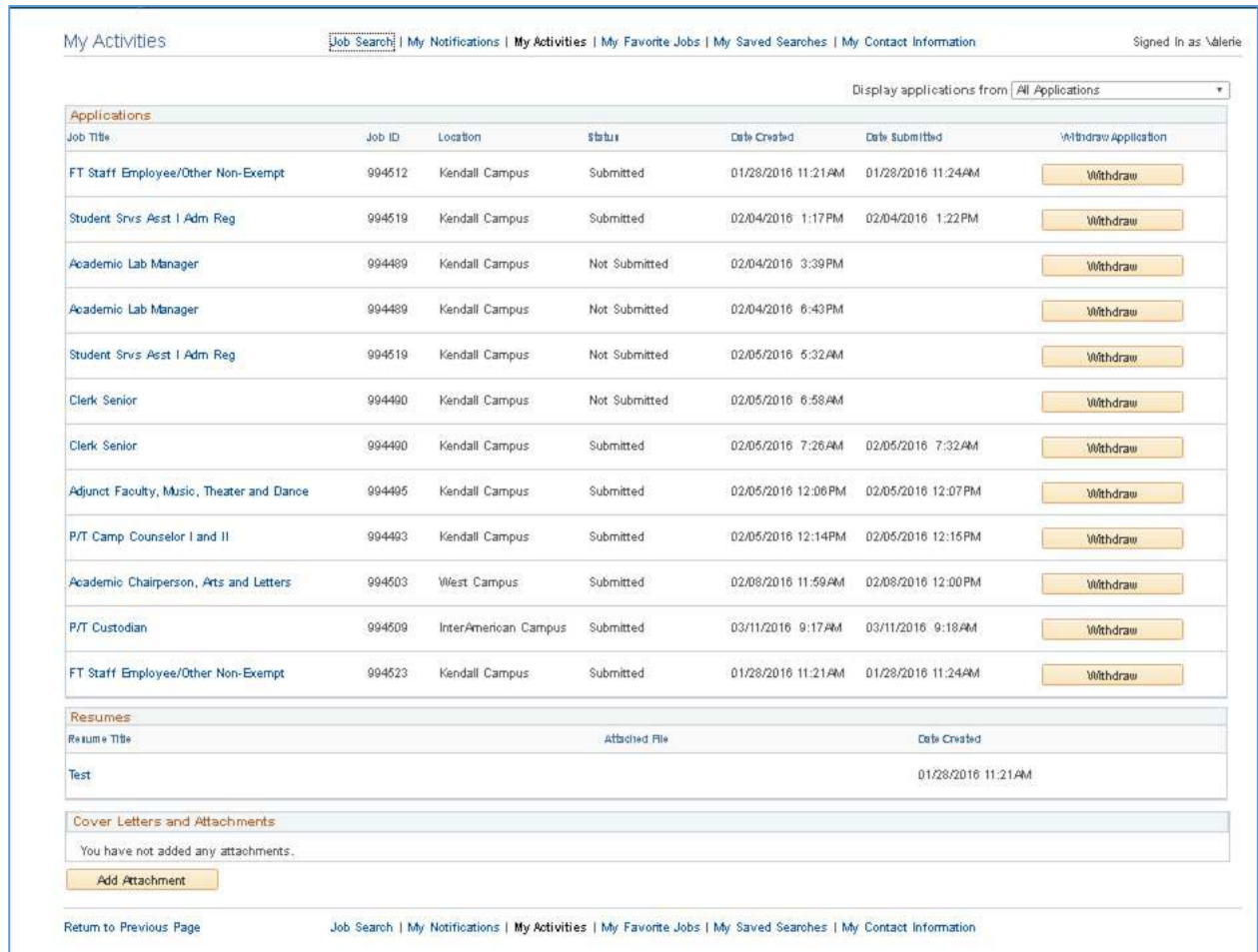
Search
Reset Search
Save Search
More Options

- **My Notifications: This is where you will receive notifications if you have been selected for an interview, have a pending job offer, or received a message or correspondence.**

My Notifications						
<a href="#">Job Search</a>		<a href="#">My Notifications</a>   <a href="#">My Activities</a>   <a href="#">My Favorite Jobs</a>   <a href="#">My Saved Searches</a>   <a href="#">My Account Information</a>				
<b>Job Offers</b>						
<a href="#">View Offer</a>	Job Title	Job ID	Status	Location	Offer Date	Expiration Date
<a href="#">View Offer</a>	Dir Intercollegiate Athletics	994496	Accepted	Kendall Campus	01/27/2016	02/03/2016
<b>Notifications</b>						
Subject	Status	Received	Delete			
You have a job offer: Dir Intercollegiate Athletics (Job ID 994496)	Viewed	01/27/2016 11:58AM				

## Recruiting Job Application Process Job Aid -External Candidate

- **My Activities:** : You can click on this tab to see your Applications as well as see and/or add Resumes, Cover Letters and other Attachments



My Activities Signed In as Valerie

Display applications from All Applications

Applications	Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
	FT Staff Employee/Other Non-Exempt	994512	Kendall Campus	Submitted	01/28/2016 11:21AM	01/28/2016 11:24AM	<a href="#">Withdraw</a>
	Student Svcs Asst I Adm Reg	994519	Kendall Campus	Submitted	02/04/2016 1:17PM	02/04/2016 1:22PM	<a href="#">Withdraw</a>
	Academic Lab Manager	994489	Kendall Campus	Not Submitted	02/04/2016 3:39PM		<a href="#">Withdraw</a>
	Academic Lab Manager	994489	Kendall Campus	Not Submitted	02/04/2016 6:43PM		<a href="#">Withdraw</a>
	Student Svcs Asst I Adm Reg	994519	Kendall Campus	Not Submitted	02/05/2016 5:32AM		<a href="#">Withdraw</a>
	Clerk Senior	994490	Kendall Campus	Not Submitted	02/05/2016 6:58AM		<a href="#">Withdraw</a>
	Clerk Senior	994490	Kendall Campus	Submitted	02/05/2016 7:26AM	02/05/2016 7:32AM	<a href="#">Withdraw</a>
	Adjunct Faculty, Music, Theater and Dance	994495	Kendall Campus	Submitted	02/05/2016 12:06PM	02/05/2016 12:07PM	<a href="#">Withdraw</a>
	P/T Camp Counselor I and II	994493	Kendall Campus	Submitted	02/05/2016 12:14PM	02/05/2016 12:15PM	<a href="#">Withdraw</a>
	Academic Chairperson, Arts and Letters	994503	West Campus	Submitted	02/08/2016 11:59AM	02/08/2016 12:00PM	<a href="#">Withdraw</a>
	P/T Custodian	994509	InterAmerican Campus	Submitted	03/11/2016 9:17AM	03/11/2016 9:18AM	<a href="#">Withdraw</a>
	FT Staff Employee/Other Non-Exempt	994523	Kendall Campus	Submitted	01/28/2016 11:21AM	01/28/2016 11:24AM	<a href="#">Withdraw</a>

Resumes	Resume Title	Attached File	Date Created
	Test		01/28/2016 11:21AM

Cover Letters and Attachments  
You have not added any attachments.  
[Add Attachment](#)

Return to Previous Page Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

- **The Applications box displays links and details for all applications you have drafted and saved or submitted. You have the option of withdrawing an application by clicking the “Withdraw” button.**

Applications	Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
	Dir Intercollegiate Athletics	994496	Kendall Campus	Submitted	01/26/2016 4:27PM	01/26/2016 4:35PM	<a href="#">Withdraw</a>
	Administrative Specialist	994525	Kendall Campus	Not Submitted	02/22/2016 8:50AM		<a href="#">Withdraw</a>

- **The Resume box displays links and details for all resumes you have uploaded or copy/pasted into an application.**

## Recruiting Job Application Process Job Aid -External Candidate

Resumes		
Resume Title	Attached File	Date Created
Test		01/26/2016 4:27PM

- **The Cover Letters and Attachments box is where you can attach generic Cover Letters (not tied to a specific job application), Personal and Professional References, and Transcripts. Please note, for faculty/adjunct faculty/instructional positions you must upload your transcripts to this page. It is highly recommended to upload transcripts for any positions requiring a degree or college coursework.**

**Add Attachment** Job Search | My Notifications | **My Activities** | My Favorite Jobs | My Saved Searches | My Account Information

Select attachment type and enter an attachment purpose, then select the Upload Attachment button to upload a file.

**My Cover Letters and Attachments**

\*Attachment Type

\*Attachment Purpose

\* Required Information

- **My Favorite Jobs: Any job you selected as a Favorite Job by clicking on the star will be saved on this page. You can apply for or remove selected jobs.**

Favorite Jobs							
Job Title	Job ID	Location	Status	Job Family	Posted Date	Saved Date	
<input type="checkbox"/> Part-Time Summer Camp Counselor	994521	Kendall Campus	Open	Staff	02/01/2016	02/26/2016	
<input type="button" value="Apply for Selected Jobs"/>		<input type="button" value="Remove Selected Jobs"/>					

- **My Saved Searches: Any searches you saved will be listed on this page for quicker search options when you return to the page. When you type in any keyword search and click “Save Search” you will have the option to click to receive notifications when new jobs are posted that meet your search criteria.**

**My Saved Search**

\*Name My Search

**Notify me when new jobs meet my criteria**

Send email notification to



## Recruiting Job Application Process Job Aid -External Candidate

**My Saved Searches** Job Search | My Notifications | My Activities | My Favorite Jobs | **My Saved Searches** | My Account Inform

The Search button performs the search and shows your results on the Job Search page.

**Saved Searches**

Search Name	Created On	Notifications Email	Notification Expires On	Edit	Delete	Search
KENDALL CAMPUS JOBS	02/26/2016	No notifications will be sent				<input type="button" value="Search"/>

- My Account Information:** This page enables you to update your name, address, phone number and email. Changes made on this page will be updated on all of the jobs to which you have applied.

**My Account Information** Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | **My Account Information**

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

**Account Settings**

User Name: rctst001 Preferred Contact Method:   
 Password: [Change Password](#)

**Name**

Name Format:  Name Prefix:   
 \*First Name:  Middle Name:   
 \*Last Name:  Name Suffix:

**Address**

\*Country:   
 \*Address 1:   
 Address 2:   
 Address 3:   
 \*City:  \*State:   
 \*Postal:  County:

**Email Address**

*Email Address	Primary	*Email Type	Delete
<input type="text" value="mdconnect.testing+1@gmail.com"/>	<input checked="" type="checkbox"/>	<input type="text" value="Home"/>	

### IV. Additional Information on Attachments

Cover letter and resume/curricula vitae

If appropriate, a cover letter and resume must be attached where indicated.

## Recruiting Job Application Process Job Aid -External Candidate

### Transcripts

- Copies/unofficial transcripts for all college/university academic preparation, showing degree awarded, must be uploaded to your applicant profile and presented at interview date for all faculty/adjunct faculty/instructional positions for which you are applying. All degrees must be awarded by an accredited educational institution. The College is the final authority in determining appropriateness and/or applicability of all credentials.
- If selected for employment, official transcripts for all college/university work, and three (3) original work related references are required as a condition of employment. Official transcripts should be sent directly from the College/University to Human Resources in a sealed envelope.
- Applicants, who have earned a degree from a foreign institution MUST upload to their applicant profile copies of the certified translation and evaluation from a NACES (National Association of Credential Evaluation Services, <http://www.naces.org/>) organization. The evaluation must be a course-by-course evaluation in the English language. The candidates are required to pay for the evaluation/translation services.

**(END)**