

Frequently Asked Questions (FAQ's)

Q) Where do I begin?

A) To begin the application process, please select a user name and password that you will easily remember. You should write down your user name and password. You will need it to apply for other positions or check the status of your application the next time you visit the site.

Q) Do I have to fill out an application?

A) Everyone who applies for a position with Pima Community College is required to create an application which includes certain information. 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) What information will I be asked to provide?

A) You will be asked to provide personal information such as name, address, phone number, etc. You will also be asked to provide information about your education and previous employment, as well as contact information regarding your employment history and references. Please gather this information before beginning the application.

Q) What if I have already created an application?

A) If you created an application with Pima Community College prior to April 9, 2012, you will need to create a new application using the College's new online employment system. If you have already created an application with this new online employment system and wish to update your information, please click on the "login using your existing user name" link below to login with the user name and password that you used when you created your application.

Q) What if I am not ready to fill out the application at this time?

A) If you do not want to complete the application at this time, please click "CANCEL" at the bottom of the page.

Q) What if I want to submit a resume?

A) There will be directions prompting you how and when to attach your resume for positions. Please note that attaching a resume does not substitute for completing the application form.

Q) How do I save my application?

A) You must click SAVE AND CONTINUE TO NEXT or SAVE AND STAY ON THIS PAGE to save the information you have entered. If you close your browser prior to clicking SAVE AND CONTINUE TO NEXT or SAVE AND STAY ON THIS PAGE your application and account will be saved, but you will lose the information on the last page that was not saved.

Q) Can I copy selected information from another electronic document?

A) Yes; for example, you can copy and paste the information from a Word or WordPerfect document directly into the appropriate fields in the application form.

Q)How can I find the internal, Acting or Opportunity for Transfer positions?

A)Click on Search Jobs, in the Keywords box put Opportunity for Transfer and hit enter or click on Search. The list of jobs in the Search Results will be the positions that have Opportunity for Transfer in the Job Title. If you are looking for Acting opportunities, use Acting in the Keywords box.

Q) Other

A) In order to ensure you follow all special instructions when applying for a position, it is recommended that you maintain a copy of the job details below as a reference. You will not be able to return to this page during the application process.