

Frequently Asked Questions

Creating or updating your User Account

On the “Create an Account” page, provide all the information that is marked with an asterisk (* - required fields), and any other information that you choose to disclose.

User Name Tips

You can use your email address (smithj@kellogg.edu), last name first initial (smithj)

We do not recommend using spaces in your username

A message will tell you if someone else is already using the user name you choose and you will need to enter something different

If you forget your User name, click the link “forgot your username or password” and follow the directions on the next page.

Password Tips

We do not recommend using spaces in your password

Use between 6 and 20 letters or numbers.

Do not use your User Name as your password

Nobody can see your password. If you forget it, you can have the system reset it. Click the link “forgot your username or password” and follow the directions on the next page.

Q) Am I required to submit a new online application although I applied last year?

A) Yes. Individuals that want to be considered for employment must have a current application in our online employment system. The application process is designed so that interested applicants can create, update, and manage their own application day or night - right from a personal computer. Once an applicant has applied online, the application will be good for one year, considering there is no change.

Any required information is denoted with an asterisk (* - required fields). However, the more information you provide, the easier it will be to effectively evaluate your skills, abilities and qualifications.

Q) What are the advantages to the applicant?

A) The online employment process offers applicants many advantages, including:

- Viewing advertised positions online 24 hours per day/7 days per week
- Opportunity to apply for open positions 24/7
- Better communication to applicants in regard to receipt of applications
- Access to monitor the application status through an individually assigned, password-protected user account
- Completing basic application information one time and the ability to update/edit, as needed, when applying for other positions
- Answering job-related questions from the hiring supervisor to see who best qualifies for the position
- Ability to print the application for record keeping.

Q) Can I submit a paper application for a posted position instead of an online application?

A) No. All applicants are required to use the online application process for posted positions.

Q) What information and/or attachments will I be asked to provide?

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

For many jobs, attachments are required. Only electronic attachments are accepted (see *How do I submit my cover letter, résumé and transcripts?*, below). Please do not mail or fax any materials/documents.

Q) Do I have to fill out an application?

A) Everyone who applies for a position at Kellogg Community College is required to create an application which includes certain information. Any required information is denoted with an asterisk (*- required fields). However, the more information you provide, the easier it will be to effectively evaluate your skills, abilities and qualifications.

Q) Can I start an application and come back to finish it later?

Yes. You can save your work at any point. Your application is private until you certify that it is complete, and submit it.

Q) Can I mail my application instead of completing an application online?

No. You must complete the application online in order to be considered for the online job posting.

Q) Can I reuse my application for other online job postings?

After you have applied once, your information will automatically copy into the next application you start. Please be sure to review your application information each time you apply to make sure it is current.

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

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. However, sometimes special characters do not keep the source formatting, so be sure to review your application appropriately.

Q) The online job posting requires that I attach a cover letter, résumé and transcripts to my online application. Can I mail my cover letter, résumé and transcripts to the College?

No. If the job posting provides specific instructions for attaching documents, you must follow the instructions and attach the appropriate documents at the time of application in order to be considered for a position.

Q) How do I submit my cover letter, résumé and transcripts?

A) If an online job posting requires specific attachments, they will be noted in the posting.

If the job posting requires you to attach documents, our application system will prompt you how and when to attach your documents. The system displays a list of the relevant documents that you have already uploaded, so you can reuse documents if they are suitable. You cannot delete documents. Documents should be no more than 9 MB in size

You can upload and attach documents in these formats:

- Microsoft® Word® or similar word-processing (.doc, .docx, .rtf, .rtx)PDF
- Plain text, such as from Notepad (.txt)
- Microsoft Excel® (.xls, .xlsx)
- Graphics (.tiff, .tif, .jpeg, .jpg, .jpe, .png)
- Video (.flv, .mov)

The system cannot accept audio, PowerPoint, Visio, web pages, or bitmap (.bmp) files. Some files may be too large to upload.

Once you have attached your document, always open your attachment to make sure that it is the appropriate document and displays correctly. Be sure your documents are editable and not password-protected. We will not be able to review your documents if they are password-protected or read-only – they will not upload successfully.

Q) Can I change my application once I submit it for a job?

A) You cannot edit an application that you have submitted for a specific job posting. You will need to contact Human Resources if you need to update information on an application that you have already submitted.

Q) How can I find out about the status of my application?

A) The online process allows applicants the ability to monitor their application status. You can log in and check the status of all the jobs you have applied for online.

Q) What if I have questions?

If you have questions or require assistance in completing the online application, please contact Human Resources at hr@kellogg.edu or 269 565-2074.