



Human Resources

Email: hr@siskiyous.edu - Phone: (530) 938-5317 - Fax: (530) 938-5380

APPLICANT FAQs

Q: Can I apply for a position if I do not have the degrees listed in the minimum qualifications?

A: Yes, if you do not have the degree(s) as listed in the job announcement you can apply on the basis of equivalency by completing the [Equivalency Application Form](#).

Q: Why do I have to complete an Equivalency Application?

A: College of the Siskiyous is required by the California Community College State Chancellor's Office to verify that applicants have the exact degree in the discipline as listed in the [CCC Minimum Qualifications Handbook](#) (this is different for UC and CSU institutions). If your transcripts do not list this exact degree, you will be asked to complete a simple [Equivalency Application Form](#). By completing this form, your application materials will go through a more comprehensive review process to determine if you meet the minimum qualifications.

- Example: If the position requires a Master's degree in Spanish and your transcripts indicate you have a Master's degree in Romance Languages, you will be required to complete an [Equivalency Application Form](#).

Q: Will I be notified of my application status?

A: Yes, candidates will be notified via email when:

- We received an incomplete application (no further notice will be sent)
- You are selected or regretted for an interview
- You are selected or regretted for hire
- A recruitment has been delayed or cancelled

Q: When will you be inviting candidates for an interview?

A: Please allow at least three weeks to be notified if you are selected or regretted for an interview.

Q: How should I respond to an interview invitation?

A: Please reply to the notification or call our office to confirm your attendance, or to withdraw your application, or with any questions.

Q: Does College of the Siskiyous reimburse applicants for recruitment related expenses?

A: College of the Siskiyous is unable to reimburse applicants for any expenses, such as transcripts or transcript evaluation, and required licensure or certification. Reimbursement for travel and relocation expenses is determined on a case-by-case basis.

Q: Does College of the Siskiyous sponsor work visas?

A: College of the Siskiyous is unable to sponsor work visas.

Q: I applied for an adjunct position and have not been notified; what is the status of my application?

A: Adjunct positions are open until the position has been filled. A search committee will review application materials and invite applicants for an interview. Only contact the Human Resources Office for any questions or updates at hr@siskiyous.edu or (530) 938-5317. Please do not contact the divisions directly.

Q: What application materials will be reviewed by the hiring committee?

A: Review the job announcement carefully to know what is required to apply; only the required documents as listed in the job announcement will be forwarded to the hiring committee.

Q: I attended a college outside of the United States of America. What do I need to do?

A: Colleges outside the U.S. do not always have the equivalent grading system and/or structure, therefore, [foreign transcripts must be evaluated for U.S. equivalency](#) (preferably on a course by course basis) by an agency that can assess and determine U.S. equivalency. Diplomas, certificates, and teaching credentials will not substitute this requirement. The cost of such evaluations are at the applicant's expense. Language translation is not the same as evaluation for U.S. equivalency.

Q: Can I submit my application and additional materials in a language other than English?

A: In order to ensure all members of the committee can read the materials, the application and additional materials must be completed in English. For all other questions related to this topic please call the Human Resources Office for assistance: hr@siskiyous.edu or (530) 938-5317.

Q: What do I need to do if I require special accommodations?

A: Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at hr@siskiyous.edu or (530) 938-5317.

Q: ATTACHMENTS (General Guidelines):

- How many attachments can I submit with my application?
 - A: Only documents required as listed in the job bulletin should be attached. Documents such as syllabi, dissertations, letters of recommendation, cover letters, evaluations, statements, and other materials not required will not be forwarded.
- What is the maximum file size?
 - A: 5 MB
- Can I use the same document type multiple times?
 - A: Yes. For example, you can attach transcripts from different colleges using "Transcripts" as the document type multiple times. You can also combine all of your transcripts into one document and upload as one attachment provided it is less than 5 MB in size.

Q: Do I have to answer the supplemental questions?

A: Yes. Specific positions may consist of supplemental questions. Applications received without complete answers will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application. "See resume" or links to attachments will not be accepted as a substitute for your responses to these questions.

Q: Do I have to complete the education and work experience section in my application if I am attaching my resume/cv and/or transcripts?

A: Yes. It is important to complete the application entirely regardless of attachments. Incomplete applications will not be forwarded to the hiring committee for review.

Q: I have submitted (or am interested in submitting) an application, but I would like to discuss some items with the appropriate department or division; who should I contact?

A: In keeping with confidentiality, equity, and non-bias, applicants should not be contacting any College of the Siskiyous employees regarding recruitments except those in Human Resources. All questions should be directed to Human Resources at hr@siskiyous.edu.

Q: I have interviewed for a position and would like to send a thank you to the committee chair and/or committee members; who should I send my email to?

A: In keeping with confidentiality, equity, and non-bias, applicants should not be contacting committee members directly. Please send all correspondence regarding interviews to the Human Resources Department; your information will be immediately passed to the committee.

Do not see an answer to your question?

Email us at hr@siskiyous.edu or call our office at (530) 938-5317 for help.