Classified Employment Opportunities – Frequently Asked Questions

How do I apply for a job?

All open positions are listed on the VCCCD Careers website: https://www.schooljobs.com/careers/vcccd/classified.

Once you find a job you are interested in, click the job title to read the job announcement which includes a description of the job, information about the current vacancy, the minimum qualifications for the job, as well as information about the examination process.

When you are ready to submit an application, click "APPLY" in the upper-right hand corner of the page. You will receive an email confirmation once you have successfully submitted your application.

What happens after I submit my application?

Once the posting closes, your application will be reviewed to ensure that the Minimum Qualifications are met. Please note that you will not be able to provide additional information after you have submitted your application.

Applicants who meet the minimum qualification will receive an invitation to participate in the examination. There may be more than one exam component. You must be successful in each exam component to be invited to subsequent exams. Each examination process will include a structured interview, which is usually the final exam part.

Please make sure that any files you attach can be opened and are readable before you submit your application.

I received an email saying I did not meet the minimum qualifications or that I did not pass the exam. How can I appeal?

You have five business days following the notice of examination results to inform Human Resources. Personnel Commission Rule 137 outlines the qualifying basis for appeals. Please note that disagreement with your score is not a basis for an appeal. Your appeal will be reviewed, and you will be notified in writing of the outcome.

I took a test and would like to review the exam. How can I do that?

You can email your request to HRMail@vcccd.edu to set up an in-person or by phone review with the analyst in charge of the exam. Please note that questions, items, scoring keys, rater notes, and rating criteria are confidential and cannot be shared. Only your score(s) and evaluation forms (if applicable) can be reviewed.

What happens after I have complete the examination process?

Final scores for the examination process are determined and an eligibility list is created. An eligibility list includes all the candidates who were successful through the entire examination process. The candidates are placed in rank order based on their final scores. Each rank may contain more than one candidate if multiple candidates have the same final score.

What happens after the eligibility list is created?

The candidates in the top three ranks of the eligibility list (who are willing and able to accept the assignment based on location and employment preference (full-time, part-time, temporary) will be contacted by the hiring department to set up a final interview. Following the final interviews, the hiring department will conduct reference checks on the candidate they are selecting and then will extend an offer of employment.

If candidates are unable or unwilling to participate in the final interview, the hiring department may consider additional ranks. If positions at different locations and/or with different employment preferences become available, you may be contacted by other hiring departments while you are still on an active eligibility list.

How long will I remain on an eligibility list?

Eligibility lists typically last one year from the date they are established and will be used to fill any vacancies that arise during that time.

After I am placed on an eligibility list, what happens if I decline an offer or fail to respond for a final interview?

You may decline an offer, decline an interview, or not respond to a request for an interview three times. After the third time, your name will be removed from the eligibility list.

I applied for a job previously. Do I need to fill out a new application?

You will need to submit an application for any position you are interested in. Your master profile is saved in your VCCCD Careers account, but you will want to make sure that it is up to date before you submit your application.

I need help logging into, navigating, or using the application system on the VCCCD website.

Please note that we do not recommend using an iPad to access the application system and the Safari browser on the Apple Operating System may cause glitching when using the application system.

If you are still experiencing difficulties with the application system, please call governmentjobs.com customer service at this number: 855-524-5627. Unfortunately, our staff is not able to assist with troubleshooting issues related to your computer or internet connection, help logging into, navigating, or using the application system on the VCCCD Careers website.

I have a foreign degree. Can I apply for a position that requires a degree?

Yes. However, you will need to have your foreign degree evaluated by an approved agency and attach the agency evaluation with your transcripts to your application.

For a list of approved agencies, please visit:
https://www.vcccd.edu/sites/default/files/media/pdf_document/2020/AGENCIES%20APPROVED%20FOR%20FOREIGN%20TRANSCRIPT%20EVALUATION.pdf.

I submitted my application, but I forgot to include something. Can I email it to HR, or should I fill out a new application?

No. We are not able to accept any additional information after you have submitted your application.

Please review the job bulletin carefully and ensure that you have included all the information required before submitting your application. You will not be able to edit or add information or attachments once you have submitted it.

Please be aware that once you have submitted your application you will no longer be able to make revisions. If additional revisions of your application are submitted, only the most recently will be considered.

I need an accommodation for the interview. How can I request one?

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process. Requests should be sent to hrmail@vcccd.edu.

I accepted a temporary position. will my name be removed from the eligibility list?

No. You will remain eligible for a permanent position and your rank will not be affected.

What happens after I have been accepted a job offer?

You will also be scheduled to attend a New Hire Orientation which will provide you with additional information regarding benefits, salary, and paid time off. Human Resources will contact you to be fingerprinted and cleared by the Department of Justice and you will need to submit proof of passing a Tuberculosis test. Prior to starting in your position. If you still have questions after you have received your offer of employment, you can email HRTech@vcccd.edu or call 805.652.5530.

Once I am offered a job, can I negotiate my salary?

All new employees start on step 1 of the appropriate salary range. Your application materials will be reviewed, and you may be eligible for advanced step placement based on any additional related education and/or additional comparable experience. Personnel Commission rule 292.1 outlines salary placement for regular classified employees.

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