

Frequently Asked Questions (FAQs)

1. How do I apply?

In order to begin the application process, applicants must click on “Create Account” on the left navigation panel on the <https://dtcc.peopleadmin.com/postings/search> site. Once an account has been created, applicants may search postings and begin the application process by selecting “Apply to this Job” when viewing the posting details of a position. Applicants will then follow the application process. **Please review the User Guide Manual.**

NOTE: The application process is not complete until each applicant certifies and submits the application. Applicants will receive a confirmation number after a successful submission.

2. What do I do if I forget my username and password?

From the log-in screen click the “Forgot your username or password” link located under the log-in button. To retrieve your username, you will need to enter your email address. To set a new password, you will need to enter your username. You will then provide an answer to the question you answered when you created your account and create a new password.

3. How can I be assured that my personal information will be safe while using your online application site?

Our website has an https web address. If you see https, the session between the web server and the browser on the device you are using is secured with encryption.

4. If I don't have a computer, how can I apply for positions at Delaware Tech?

Please contact your respective Human Resources office for information.

5. Do I have to apply for every position I am interested in or do I just apply once?

Yes, you must apply for each position of interest to you. Each position contains its own pool of applicants. To be added to that pool, you must apply to the specific posting. Your online applicant profile will remain in the system indefinitely which makes applying for positions simple.

6. Do I have to enter my information in all the fields or can I just submit a résumé?

The application must be completed in its entirety. Attaching a résumé, cover letter, or other supplemental document without completing the requested application fields will be considered to be an incomplete application and will be disqualified.

7. How do I input dates on my application?

Dates must be entered in DD/MM/YYYY format. Example: If the date you need to add is for December 17, 2015, this would be entered as 17/12/2015. You can also use the calendar that appears when you click in the date field to select the date.

8. Should I complete the Veteran status section of the application?

You are invited to complete the Veteran status section of the application; however, this section is voluntary.

9. Can I just fax or email my supplemental documentation?

Supplemental documentation should be attached to your application. If the application has already been submitted and the posting is still open, please contact your respective Human Resources office to reactivate the application or to discuss other options. Supplemental documentation cannot be attached to your application after the position has closed.

10. How do I upload my transcripts?

Transcripts can be uploaded in the “Applicant Documents” section of the application. There is a hyperlink called, “Add Optional Unofficial Transcripts.”

11. What file formats can be attached?

Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls, and .xlsx. All documents uploaded will be converted to .pdf for security.

12. What is the maximum allowable document size for an attachment?

All of the attached documents combined cannot exceed 10 megabytes.

13. Can I make changes to my application?

To make changes to a submitted application you must contact your respective Human Resources office. If the position closing date has passed, then updates to the application cannot be made in the system.

14. After my application has been reactivated, how do I ensure the Human Resources office gets my changes?

A system generated email will be sent to you informing you that your application needs your attention. Go into the system and update your application accordingly. Once you have made the updates, you will need to recertify and submit your application. At this time, you will receive a confirmation code informing you that your application was successfully submitted.

15. How do I know if you have received my application?

A system generated email will be sent informing you we have received your application and materials. You can also log into the system and click on “Your Applications” on the left side of the navigation bar. Looking under “Completed Applications,” you can view the status of your application.

16. What happens after I submit my application?

Once you have certified and submitted your application, it is then reviewed by the Human Resources office for minimum qualifications. Minimum qualifications can be found on the classification information section of the posting. If minimum qualifications are met, it is then reviewed by the search committee for the position. If minimum qualifications are not met, then the search committee will not review the application. You may review the status of your application on the “Your Applications” section of the navigation bar.

17. Will I be notified if the job has been filled?

The status of all positions you have applied for are located on the system under “Your Applications” on the left side of the navigation bar. You must log into the system and click on “Your Applications” to view the status of the position(s) you have applied to.

18. How long is a position open to receive applications?

External postings with an end date are open for 15 calendar days. Postings without a close date are open for a minimum of 15 days but can close without warning. Internal postings with an end date are open for a minimum of 10 calendar days. Please note: only current regular full-time and regular part-time Delaware Tech employees are eligible to apply for internal postings.

19. What is the closing date?

Positions with an end date close at 11:59 p.m. EST/EDT. No applications will be accepted after a position has closed. Positions without a closing date can close anytime without warning.

20. To whom should I address comments or suggestions regarding the applicant system?

Submit any comments or suggestions to the Office of the President Human Resources by email at oophr@dtcc.edu.