

PITZER COLLEGE
Staff Recruitment
INSTRUCTIONS for EXTERNAL APPLICANTS



This job aid contains information for how to do the following for staff recruitment:

1. View staff positions available for application
2. Apply for a position
3. Return to your applicant account to view the status of your application(s).

Please visit our Staff Jobs web page and locate the listing of open positions at <https://www.pitzer.edu/human-resources/staff-jobs/>. To view the position description and instructions for applying, click on the blue hyperlink of the position title.

2 Results


TEST - Cook I

McConnell Center-Dining Hall | REQ-1824 | Posted 2 Days Ago

TEST - Data Analytics

McConnell Center | REQ-1823 | Posted 2 Days Ago

To Apply for a Position

1. From the position posting, click on the Apply button at the top: 
2. On the next screen, click on the *Create Account* button, or sign in if you already have an account in our applicant system.

A screenshot of a "Sign In" form. At the top, it says "Sign In". Below that are two input fields: "Email Address" with an envelope icon and "Password" with a lock icon. Below the fields is a large orange "Sign In" button. At the bottom, there are two buttons: "Create Account" (which is highlighted with a blue dashed border) and "Forgot Password".

3. CREATE AN ACCOUNT: In the available fields, type your email address and a password (twice) in the corresponding fields. Make sure to keep this information so you are able to log back in later to check on the status of your application.

Create Account

Email Address
Applicant01@gmail.com

Password

Verify New Password

Create Account

4. Click the *Create Account* button.

Quick Apply with a Resume: If you have a resume in one of the acceptable formats (DOC, DOCX, HTML, PDF or TXT), you can upload the file and some of the information from your resume will auto-populate our online application.

Important: Even if you upload a resume, you must fully complete the sections of our online application relevant to the requirements of the position for which you are applying. Entering “see resume” in any section is not accepted.

Incomplete application sections and missing required materials (cover letter, resume, professional references, etc.) may result in removal from consideration.

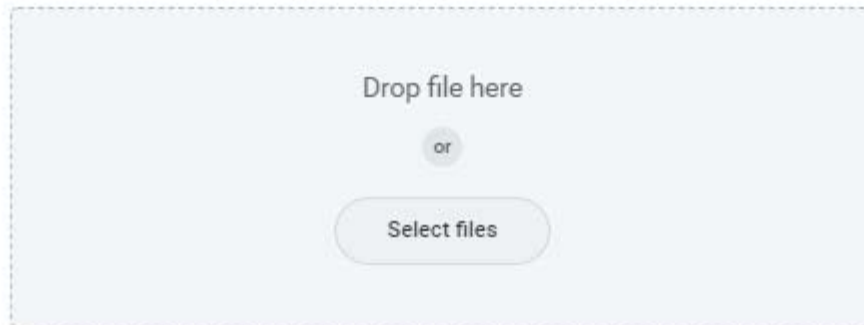
- a. From a computer: Locate the file on your computer and drag it onto the grey box on the screen.
- b. From a portable device: Click on the *Select Files* button, locate the file on your device and select it.

Quick Apply

This portal provides applicants with the convenience of using one gateway to apply to each of the eight institutions of The Claremont Colleges (TCC). The consortium is composed of educational institutions (Pomona College, Scripps College, Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, Pitzer College, and Keck Graduate Institute) and a general services organization (The Claremont Colleges Services) that supports the educational institutions. Each institution is a separate legal entity responsible for its own employment decisions and relationships. This portal does not alter the legal structure or independence of the institutions that make up the consortium. The portal also serves its affiliate, the Rancho Santa Ana Botanic Garden.

To complete your applicant profile, you can drag your resume into the box and then use the next button to review and update your information. If you do not have a resume, click the next button to complete your applicant profile.

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)



Drop file here

or

Select files

Apply Without a Resume: Click on the Next button at the bottom of the screen.

Next

My Information

In the subsequent screens, follow the prompt to enter your contact and qualifications information.

Important: Incomplete application sections and missing required materials (cover letter, resume, professional references, etc.) may result in your application being removed from consideration.

Required Fields: Fields marked with a red asterisk *and* those asking for information relevant to the position for which you are applying are required.

Contact Information: If your email address, telephone number or address change after you apply, please log back in to your account to update your information so

we are able to contact if you are selected. From the home page, click on the *Update Contact Information* button under *My Information* section.

My Information

Update Contact Information

How did you hear about Us?: If you select "Other", please type the name of the website, publication, person or other source where you heard about the open position.

How Did You Hear About Us? *

What's their name or email address? *

My Experience

Resume/CV Upload: If you have a resume or curriculum vitae in a file format not eligible for Quick Apply, you can upload it under the *My Experience* section.

You may upload multiple files, including other application materials requested in the posting, and the maximum file size is 5 megabytes.

Resume/CV

Upload a file (5MB max)

Drop files here

or

Select files

Application Questions

In the next section, you will be asked to answer a series of standard questions for position for which you are applying.

Notes:

Years of Relevant Experience: Please note that the answer field for the question “How many years of relevant experience do you have for the position?” only accepts whole numbers in numerals (no text). Please round to the nearest whole number.

How many years of relevant experience do you have for this position? *

Desired Salary Range: We encourage you to provide an actual amount or range in line with your salary goal. This allows us to determine if the budget for the position is within or reasonably close to your expectations.

What is your desired salary range? *

Voluntary Disclosures



As part of our equal employment opportunity recruitment efforts, we conduct a survey of all staff job applicants. In the *Voluntary Disclosures* section, you will be asked a series of equal employment opportunity information questions regarding your veteran status, race, ethnicity and gender.

Submission of this information is entirely voluntary and will not affect your application for employment. The contents of this survey are not linked to your personal identifying information and will not be made available to individuals with decision-making authority for the position for which you applied.

Terms and Conditions

You will be asked to certify that you have read and accepted our term and conditions for submitting an employment application. Click on the checkbox at the bottom this section to acknowledge the terms and condition.

Yes, I have read and consent to the terms and conditions *

Then click the *Next* button at the bottom of the screen.

Next

Review



This last step provides you a review of the information and attachments you provided. If you need to make changes to the information or attachments, us the *Back* button to return to the corresponding section and make your desired edits.

Once you are ready to submit your application, click the *Submit* button at the bottom of the screen.

Back

Submit

You will see a message pop up on the screen confirming that you have successfully submitted your application. Click on the X in the top right to close the message.



Congratulations!

Thank you! You have successfully submitted your application.

Due to the high volume of applications we receive, we regret that we cannot respond to telephone or email inquiries regarding the status of your application or the position search. Please click [here](#) to visit our FAQ's for Job Applicants page for information on the staff application process, including what to expect, timelines, requests for special accommodation, and interviews.

Thank you for your interest in working at Pitzer College.

Congratulations and thank you for your interest in working at Pitzer College!

Return to Your Application(s)

Please visit our Staff Jobs web page and locate the listing of open positions at <https://www.pitzer.edu/human-resources/staff-jobs/>. Sign in using the email address and password you used when creating your account.

You will see any applications you have started or submitted under the *My Applications* section. To view your application, click on the blue hyperlink with the position title.

You can also view other open positions that may be of interest to you under the *Similar Jobs* section.

My Applications

[REQ-1823 TEST - Data Analytics](#)

Applied Less Than One Day Ago | Status: Received/Under Review

Similar Jobs


Search for Jobs


Return to the home page:

1. From the application, to return to your applicant home page, click on the cloud icon in the top right corner.

Applicant01@gmail.com 

2. Click on *View Profile*.

Applicant01@gmail.com 

 Applicant01@gmail.c...
View Profile

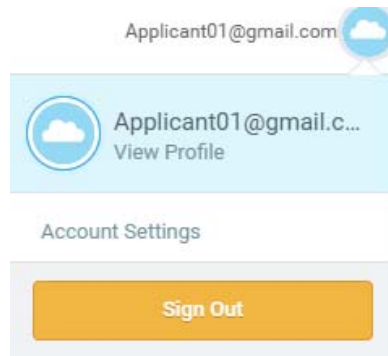
Account Settings

[Sign Out](#)

Application Status and Communications


Return to the applicant portal and log in to your applicant account to check the status of your application and/or view communications sent to you from the hiring manager or the Human Resources office of Pitzer College.

1. Log in to your applicant account and click on the cloud icon at the top right.



2. Click on *View Profile*.
3. Under *My Applications*, you will see a list of all the applications you have pending and submitted.
4. Status: The status of your applications is listed under the position title after the date on which you applied (see the example below).
5. Communications: If you have a communication waiting for you to review or take action, you will see a yellow exclamation mark icon next to the position title (see the example below). To see the communication, click on the blue hyperlink of the position title.

My Applications

 [REQ-1911 TEST - Assistant Director for Communications](#)
Applied Less Than One Day Ago | Status: In Process

6. On the next screen, click on the blue hyperlink labeled *Review Documents* to review the items sent to you.

[View My Submitted Application](#)

Status: In Process

[View Job Posting](#)

Please review the checklist and complete any assigned tasks related to your staff employment application.

Your Tasks



[Review Documents](#)


Status: Awaiting Action

Reviewing and Accepting an Offer

If you are made a contingent offer of employment, it will be sent to you through the applicant portal. Follow the instructions above (Application Status and Communications) to locate the document under your profile.

You will see the Review Document screen:

Review Document

 [PIT - Ext Offer Regular Staff Non Exempt 08/02/2019.pdf](#)

Signature statement goes here. By clicking the box below I accept this offer of employment at Pitzer College.

I Agree *

Comment

1. Click on the blue hyperlink of the PDF file.
2. Carefully read the document. You can download, print and save the PDF file.
3. If you are accepting the offer:
 - a. Close the PDF file on your browser to return to the Review Document step in the applicant portal.
 - b. Click on the checkbox below the I Agree statement.

Signature statement goes here. By clicking the box below I accept this offer of employment at Pitzer College.

I Agree *

- c. You may add a comment in the Comment text box below the checkbox.

Comment

- d. Click the Submit button.
e. You will see a thank you message pop up confirming your submission has been sent.



Thank you!

This task is complete.

- f. When you return to your applicant account, you will see a green checkmark showing you have completed the pending task.

[View My Submitted Application](#)

Status: In Process

[View Job Posting](#)

No Pending Tasks

Your Tasks



[Review Documents](#)

Status: Step Completed

4. If you are **not** accepting the offer, please contact the individual listed in the signature line of the offer letter, which is typically a Human Resources officer, either by email or telephone using the information provided in the letter. You can also contact the Human Resources Office for assistance at (909) 621-8254 or HR@pitzer.edu.