

Tips on Applying at Palomar College

- Read the posting and job description thoroughly to make sure the position is a good match to your experience and career goals.
- Print out the job posting or job description and highlight all the job duties you have performed in your current and previous positions – summarize and use this information in your application.
- Pay attention to the minimum qualifications (MQs) – this is what HR is going to be screening for.
- For faculty positions, if you do not meet the MQs as stated on the posting (if your transcript lists a different major than what's listed on the job posting), you need to include the Application for Equivalency. When in doubt, include the equivalency form.
- Include all related experience on the application (not just on your resume) – the application asks for dates of employment and number of hours worked per week; this is what HR will need in order to check MQs.
- Pay attention to what application materials are required per the posting you are applying to – HR will also screen to make sure you have all the applicable documents (i.e. cover letter and resume).
- Double check your materials before you submit your application to make sure you uploaded the right documents (i.e. cover letter is really a cover letter and not another copy of your resume or vice versa).
- Don't include unnecessary personal information that the hiring committee can't take into consideration when hiring (i.e. relationship status; number of kids you have; etc.).
- Review the job posting thoroughly and match your work experience to MQs and preferred qualifications (PQs).
- Tailor your application, cover letter and resume to the job qualifications.
- In your cover letter, address how you meet the MQs and any PQs listed on the posting. You should also address your experience in a diverse work environment – relate this back to the position you are applying to.
- Identify verbiage/language used in the job posting that matches your work experience and update your application and resume using job posting language.
- Ensure all written materials are proofread prior to submittal. Ask a family member or friend to assist with this if possible (a second set of eyes is extremely helpful).
- Be specific and thorough on the application. At this level, we only know you by what you put on the application.
- List special projects, community outreach, committees, boards etc. that pertain to the position.

- List the specific software you know how to use and how you've used it as it relates to the position.
- Only list professional references that genuinely know you and that are going to be responsive in a timely manner. Verify the contact information before you put it on the application, proofread for any typos, and let them know someone may be contacting them.
- If requested on the posting, make sure your letters of recommendation are completed in a timely manner by following up with your references if necessary. It's your responsibility and they are reflective of you.
- When letters of recommendation are required, list more than the requested number of references to ensure that you receive at least the minimum number of letters.
- Download a copy of the job posting and/or job description in case you are selected for an interview.
- Do not list "see resume" on the application. It is important to list job duties on the application.
- Include number of hours worked for relevant experience on your resume.
- Enter numeric data (not alpha) into ALL date fields on application, which are required.
- List all related experience on your application (not just on your resume).
- Include relevant transcripts listed on your application (they can be unofficial transcripts to apply).
- When entering hours worked for each employer, use actual or average hours (not a range of hours like 30-40).
- Do your best to complete your application with plenty of time, preferably not on the last day, so that if you have questions or issues you can contact us and be able to submit your application prior to the posting deadline.
- If your documents are large or are secured with a password (i.e. for transcripts), you may need to save them as another file type or reduce the file size in order to upload them and avoid errors.
- List your relevant experience out by each employer on your application and resume. Do not group together your experience or we won't be able to determine your length of experience.
- Coursework and degrees that are completed outside of the United States are required to have transcripts evaluated (evaluation to U.S. equivalency and a course by course analysis) by an appropriate U.S. credentials evaluation service and need to be included with your application to be considered for education.

Please note our video covers more details regarding these tips.