

**Wisconsin Indianhead Technical College – Recruitment Process
Frequently Asked Questions**

The purpose of this document is to assist you in answering frequently asked questions regarding Wisconsin Indianhead Technical College's recruitment processes for contracted positions- Management, Faculty, Custodian and Office & Technical Support.

➤ **Where do I find job openings at Wisconsin Indianhead Technical College?**

Job openings can be found on the Wisconsin Indianhead Technical College web site, which is located at www.witc.edu. Click on Employment Opportunities

➤ **How long are jobs posted?**

Jobs will be posted on the website for a minimum of five days, and will remain posted until the needs of the position are met. At that time, the posting will be removed from the website.

➤ **Will you accept my application after the posting has been removed from the website?**

No. Once a position is removed from a website, applications will no longer be accepted.

➤ **How do I apply for a job at Wisconsin Indianhead Technical College?**

All vacant jobs are posted online at www.witc.edu. In order to be considered for a position, you must complete and submit an online application, which is located on this website.

➤ **What information do I need to apply online?**

You will need an e-mail address, electronic copy of your resume and cover letter, details relating to your education and training, licenses and certifications, employment history and references.

➤ **Will my submitted online application be considered for other positions as they become available?**

In order to be considered a candidate for a position, you need to apply online for each specific job.

➤ **Should I submit a hard copy of my resume if I have already submitted it via the online application?**

No. A resume submitted via the online application system is sufficient.

➤ **Can I revise my online application after I submit it?**

No. Once your application is submitted, you will not be able to revise your online application.

➤ **How can I change my contact information on my online application?**

If your address, phone number, or email address need to be changed, please contact WITC Human Resources at 715/468-2815 or humanresources@witc.edu.

➤ **How will I know that you received my online application?**

After you successfully submit your online application, a Confirmation Page will appear on your screen. This page will inform you that we have successfully received your online application, and will provide you a confirmation number and any special instructions, if applicable. If you do not successfully submit your application, you are not considered an active candidate for the position(s) you apply for. Therefore, if you do not receive a confirmation page immediately upon submitting your online application, contact us at 715/468-2815 or humanresources@witc.edu. Also, another way to double-check that your application is successfully submitted is if you login to your online application profile, the application status will indicate whether or not your application is complete or incomplete.

➤ **I want to find out the status of the position.**

It is not uncommon that our recruitment processes are quite lengthy and it may take several weeks before a position is filled. Wisconsin Indianhead Technical College will send you periodic updates via email to inform you if the position is still in process.

➤ **Can you tell me where Wisconsin Indianhead Technical College is at in the recruitment process?**

Due to confidentiality consideration for all candidates, we do not disclose where we are at specifically in the interview process. If you are selected for an interview, you will be contacted via telephone to set up your interview/date time. Once the position is filled, all applicants will be notified of the status of the job via email.

➤ **How does Wisconsin Indianhead Technical College select candidates to interview?**

A selection team will review applications and select candidates to be interviewed whose background seems to closest meet our needs at the time, in alignment with the mission, vision, and value statements of Wisconsin Indianhead Technical College.

➤ **I believe that I meet the minimum qualifications for a position, why wasn't I contacted for an interview?**

Meeting the minimum qualifications for a position does not ensure that a candidate will be interviewed. It is not uncommon that we receive a large volume of applications for our positions. In fact, most of our positions attract a particularly high number of well qualified candidates. Each resume is carefully reviewed and the selection team will identify candidates whose background seems to be the closest match to our needs at the time.

- **I interviewed for a position and I was not hired. How can I obtain feedback about why I was not hired and/or any suggestions, advice, information that you can provide regarding my interview?**

Each interview process is uniquely designed specifically to each of Wisconsin Indianhead Technical College's positions. Therefore, based on that process, the selection team will determine the candidate(s) whose background seems to closest meet our needs at the time. Wisconsin Indianhead Technical College does not provide specific feedback regarding the interview process to the candidates.