

COMMONLY ASKED QUESTIONS

1. Do I have to complete my application in one sitting?

No, you can work on your application over a matter of hours or days. However, once you **SUBMIT** your application and uploaded documentation, you cannot edit or see what you have submitted.

2. I hit submit before I finished uploading my materials, what can I do?

Check your on-line status. It will inform you of missing required materials and allow you to upload them. Be sure to upload all required materials before the application deadline.

3. I filled out my profile, but I don't see any place to upload my ECC10. Where do I upload my documents?

DO NOT load the ECC10 with your application or profile. These are **conviction documents** and cannot be viewed by committee members. You can have them mailed to Human Resources attention La Tanya Elliott, or you can email them for both Academic and Classified positions to lelliott@elcamino.edu.

4. I want to submit more materials than asked for, can I mail them in?

Due to our on-line process we ask that you only submit requested materials.

5. Is there a size limit for documents?

Yes, the size limitation for a document is 12 megabytes.

6. I have multiple page transcripts. How do I upload them when I only get one chance?

First, make sure that you are only submitting the transcripts needed. For example, if you are applying for a music position and possess the required degree of a Master's in Music, we do not need your Bachelor's or Associate's transcripts. Then, scan the pages of your transcripts and save as one PDF document.

7. I can only scan my transcripts one page at a time, how do I upload them?

Contact Human Resources for assistance. Scanning equipment is available in Human Resources upon appointment.

8. My transcript file is too large and won't upload.

Contact Human Resources for assistance.

9. I am employed with El Camino Community College District, do I have to complete an application for El Camino Compton Center?

Yes. El Camino Community College District and El Camino Compton Center operate two separate Human Resource offices.

10. I just submitted my application. Can you tell me if it has been received and if it is complete?

Check your email. You should have received a message saying your application was received. Check your **Home Page** to make sure your application is complete.