

GET THE JOB!

PRESENTED BY AFT 1521
LOS ANGELES COLLEGE FACULTY GUILD
MARCH 2019

JOB ANNOUNCEMENTS

For jobs in the District:

<https://www.laccd.edu/Employment/Pages/Academic-Jobs.aspx>

Set up your applicant profile. Note the application deadlines!

For jobs in other districts, sign up for the CCC registry:

www.cccregistry.org and check the site frequently!



APPLICATION MATERIALS

Make sure your cover letter addresses each of the required and desired qualifications in the order listed on the job description. Some may ask for your educational philosophy. Be succinct – no more than two pages. Bullet points are okay.

Be sure your resume is current and focuses on educational and professional teaching experience, not other jobs.

Provide three professional references with emails and phone numbers. These should pertain to professional teaching experience, and not be general “character references.”

Academic transcripts (copies acceptable initially)

Other requested items (e.g. VOE= verification of experience)



HOW ARE INTERVIEWEES CHOSEN FROM QUALIFIED APPLICANTS?

Usually a minimum of five interviewees are selected.

Two must be current qualified LACCD adjunct faculty with seniority in the discipline (negotiated by the Guild –Article 16 in the Contract).

At least two interviewees are submitted to the College President for the final interview.

The College President makes the final decision.



PREPARING FOR THE INTERVIEW

Learn all you can about the department.

Look at the college catalog to find out what degrees or certificates the department offers.

Look at the semester schedule to see the courses taught.

Look at the course outlines in the ECD system.

Seek out an “insider” at the college for insight into the department and college culture.

Practice answering possible questions (see handout). Keep answers brief and to the point.



THE INTERVIEW

Be prepared.

Be confident.

Be on time!

Wear suitable attire.

Don't chew gum.

Be friendly and relaxed. (Departments want colleagues they will enjoy working with.)

There may be a timed writing component.



THE INTERVIEW

Each candidate will have the same amount of time, be asked the same questions, and be given the same due process by the committee

You will be introduced to the committee. Greet each member.

When answering, don't look only at the person asking the question.

Study and prepare to answer commonly asked questions (see handout).

Judge how much time you've spent answering each question so you don't run out of time for the rest.

You may be asked if you have any questions for the committee.



THE TEACHING DEMONSTRATION

Candidates are usually allotted 15-20 minutes for the teaching demonstration.

Make eye contact with all the interviewees.

Present an outline of your topic at the outset.

You can use a white board and handouts – you may want to avoid multi-media.

Write down key words or define vocabulary.

Use humor, if appropriate.

Explain where additional information or help can be found (including your office hours).



CLOSING AND FOLLOW-UP

Thank the hiring committee for their time.

You may want to follow up with a thank you e-mail or note to the members of the committee within a day or two.

It may take time before you hear anything.

After three weeks with no response you may wish to follow up again.



FINAL INTERVIEW

The final interview will be with the president of the college and/or a high ranking administrator.

The President may decide to reject all the candidates sent forward by the committee and reopen the position for new interviews.

The President may decide that the college does not have the funds to move forward on a new hire.

You may get the job – Congratulations!



WHAT NEXT FOR THE SUCCESSFUL CANDIDATE

Submit transcripts for ALL courses taken (for degree and beyond) as part of the rating-in process for salary placement.

Your first year's teaching schedule may have already been set.

Familiarize yourself with the Collective Bargaining Agreement and the college's faculty handbook.

Faculty are probationary for four years.



WHAT NEXT? FOR THE UNSUCCESSFUL CANDIDATE

Don't give up! Consider applying elsewhere.

Get involved in work that interests you at a campus that may be hiring.

Check for opportunities at your college in non-teaching assignments (e.g., grant writing, running a grant program, accreditation chair, SLO coordinator, program director, adjunct Senate rep, offering PD workshops).



The background features abstract geometric shapes. On the left, there is a light blue triangle pointing downwards and a darker blue triangle pointing upwards, sharing a common vertex. To the right of these, a large orange shape, resembling a parallelogram or a large triangle, extends from the bottom left towards the top right. The text is centered over the white space between the blue and orange shapes.

**NEXT: MOCK INTERVIEW
PRACTICE**