INTERVIEW TIPS

Level Up! for the Next Interview

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LOS RIOS
COMMUNITY COLLEGE DISTRICT | TRAINING AND DEVELOPMENT

LRCCD Application

Los Rios Application

- Constantly changing; check your submission
- Tailor your resume first—include dates of employment
- Copy and paste into application
- Take your time writing impactful essay responses in Word and paste

Application Process

- Job Posting
- QC = Quality Control: Did you attach everything that was requested?
- MQ = Minimum Qualifications: Do you meet the Education & Experience requirements?
- EQ = Equivalency: For faculty positions, do you have equivalency to stated degree

Application Tips

- Read the instructions carefully: Employers notice when you do not follow instructions, and this can reflect on your abilities.
- Do not lie: You can risk your opportunity to ever work with that employer, at the minimum.
- Read the duties of the position carefully, and communicate your skills that lend to this position.
- Check for spelling and grammar mistakes: Ask someone else to read your application. We can almost guarantee they will spot things you haven't.
- Answer every question on the job application form: If no answer is needed, write "N/A". It shows you have taken your time, read every question and checked the application form.

Answering the Equal Opportunity Question

Equal Opportunity: As an equal opportunity employer with a diverse staff and student population, the Los Rios Community College District is committed to the principles of social justice and racial equity in creating an inclusive and equitable learning and work environment for all. Please answer this question completely. What have you done to support and promote racial equity and inclusion in your community or workplace, specifically for racially minoritized groups (e.g. African Americans, Latinx and Native Americans)?

Equity and Inclusion are important values to our district,

careful consideration should be given to this question.

Does This Answer the Question?

"While I have just recently moved to the area, I have been a part of several events that supported minorities in other states. In Texas I was a supportive member of an LGBTQ Passover event for students in my graduate cohort. I also supported the conservation of local parks located on the border, promoting native Latino communities. In Ohio, I was an adjunct faculty member at Tri-State Bible College. This position allowed me to become acquainted with some of the African American students and support their local churches and sermons, whether monetary or personal affiliation."

Does This Answer the Question?

"Coming from an immigrant family I have learned to be tolerant of others and respect the view of all people regardless of race, gender, disability, etc. I have learned that working with a group of diverse individuals is very helpful for the group and the individual. People with different backgrounds bring different ideas that can be very beneficial to the company where they are employed. You also learn new things everyday from different people, which is one of the many reasons why I like to work in a diverse environment."

Your Letter of Interest

- Include a letter of interest (or cover letter) – use this letter as an instrument to introduce yourself to the screening / interview committee
- Not an option—A MUST
- Research job, location, employer, and current initiatives before you write
- As with your resume, tailor it to the position
- Highlight what qualifies you for the job
- What have you DONE that has prepared you for this next opportunity, position, promotion?

Your Letter of Interest

- Should *complement*, not *duplicate*, your resume
- Specific and concise
- Why are you the perfect candidate for this position?
- Keep you letter POSITIVE
- Focus on what you've DONE and ACCOMPLISHED
- Not what you *want* – what you can *uniquely bring*

Resume Basics
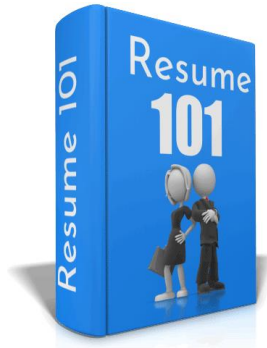
Building Your Resume

- Analyze the job posting and description.
- Tailor your resume to the job posting.
- Write clear, concise statements.
- Write a summary, not a life history.
- Provide examples of your qualifications.

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Keep it Professional!

- Use a simple, easy-to-read, professional format.
- Look at your resume through the eyes of your employer.
- Check for and correct errors in spelling, punctuation, grammar, or typing.

Resume Sections

- Consistent Contact Information
- Job or Position Objective
- Summary of Qualifications
- Work Experience/Work History
- Education and Professional Development
- Military Experience (if related)
- Volunteer Experience (if related)

Passing the "Skim" Test

- Can a screener see your top credentials within 10-15 seconds?

- Does critical information jump off the page?

- Do you effectively sell yourself on the top quarter of the first page?

Monster.com's
Top 10 Resume Mistakes

1. Typos and Grammatical Errors
2. Lack of Specifics
3. Attempting One Size Fits All
4. Highlighting Duties Instead of Accomplishments
5. **Going Too long** or **Cutting Too Short**
6. A Bad Objective
7. **No Action Verbs**
8. Leaving Off Important Information
9. Visually Too Busy
10. Incorrect Contact Information

Be Concise

- Avoid repetition.
- Eliminate old experience.
- Don't include irrelevant information.
- Cut down on job duties.
- Use a Telegraphic Writing Style (abbreviate language).
- Edit unnecessary words.
- Customize resume for the job target.

Strong Action Verbs

- What skills have you learned or enhanced?
- Can these skills be used in the new position?
- What measurable accomplishments can you cite in specific terms?
- What did you DO that made a difference?

Strong Action Verbs

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills	Creative Skills	Helping Skills	Clerical or Detail Skills	Other Verbs
administered	addressed	clarified	assembled	adapted	administered	acted	assessed	approved	achieved
analyzed	arbitrated	collected	built	advised	allocated	conceptualized	assisted	arranged	expanded
assigned	arranged	critiqued	calculated	clarified	analyzed	created	clarified	catalogued	improved
attained	authored	diagnosed	computed	coached	appraised	customized	coached	classified	pioneered
chaired	collaborated	evaluated	designed	communicated	audited	designed	counseled	collected	reduced
consolidated	convinced	examined	devised	coordinated	balanced	developed	demonstrated	compiled	(losses)
contracted	corresponded	extracted	engineered	demystified	budgeted	directed	diagnosed	dispatched	resolved
coordinated	developed	identified	fabricated	developed	calculated	established	educated	executed	(problems)
delegated	directed	inspected	maintained	enabled	computed	fashioned	expedited	generated	restored
developed	drafted edited	interpreted	operated	encouraged	developed	founded	facilitated	implemented	spearheaded
directed	enlisted	interviewed	overhauled	evaluated	forecasted	illustrated	familiarized	inspected	transformed
evaluated	formulated	investigated	programmed	explained	managed	initiated	guided	monitored	
executed	influenced	organized	remodeled	facilitated	marketed	instituted	motivated	operated	
improved	interpreted	reviewed	repaired	guided	planned	integrated	referred	organized	
increased	lectured	summarized	solved	informed	projected	introduced	rehabilitated	prepared	
organized	mediated	surveyed	upgraded	instructed	researched	invented	represented	processed	
oversaw	moderated	systematized		persuaded		originated		purchased	
planned	negotiated			set goals		performed		recorded	
prioritized	persuaded			stimulated		planned		retrieved	
produced	promoted			trained		revitalized		screened	
recommended	publicized					shaped		specified	
reviewed	reconciled							systematized	
scheduled	recruited							tabulated	
strengthened	spoke							validated	
supervised	translated								
	wrote								

~ From The Damn Good Resume Guide by Yana Parker, Berkeley: Ten Speed Press

Example #1

"I helped students with financial aid."

vs

"Assisted over 5,000 students in completing financial aid forms over the phone and in person."

• What skills does this demonstrate?

Example #2

"Responsible for scheduling counseling appointments."

vs

"Coordinated over 25 appointments per day to connect students with counselors for the purposes of education planning, career planning, and personal & mental health counseling."

- What skills does this demonstrate?

Winning Formula

- "Accomplished [X] as measured by [Y] by doing [Z]" Examples:

  - Attended one year of Leadership training.

  - Selected as one of 30 participants districtwide for a 12-month professional development program for high-achieving diverse talent, based on leadership potential, ability to contribute to the cohort, and strong employee relations.

References

- Make them count
- Current, job related, accurate
- Ask your immediate supervisor
- Ask people in leadership positions that are knowledgeable of the job target
- Various job classifications (faculty, supervisors, managers)
- But not your best friend

Update Your Resume

- Exchange resumes with a friend, peer, colleague, mentor
- Questions
    - Is it tailored to a particular position or type of position?
    - Any layout/formatting issues? How do you use white space?
    - Any unnecessary personal information?
    - Can you get a clear sense of this person's work history? Abilities? Accomplishments?
    - What's unclear or confusing?
    - Does the resume demonstrate awareness & sensitivity towards promoting an inclusionary environment?
    - What works well?
    - What could your partner do differently?

Interviewing Prep

Be Prepared!

- Do your research and Practice, Practice, Practice!
- Dress for the job you are applying for—look professional
- Don't assume that the committee will have seen your application materials
- Anticipate questions and write responses
- Focus on what you can bring
- Emphasize what most qualifies you for the job
- There WILL several diversity questions
- You can only be scored on what you say
- Prepare 3-5 strong questions of your own to present at the end
- Do a mock interview with people you trust to give you clear, honest feedback

Pre-Plan Anecdotes

- Prepare some multi-purpose anecdotes which demonstrate your knowledge, skills, abilities, and experience:
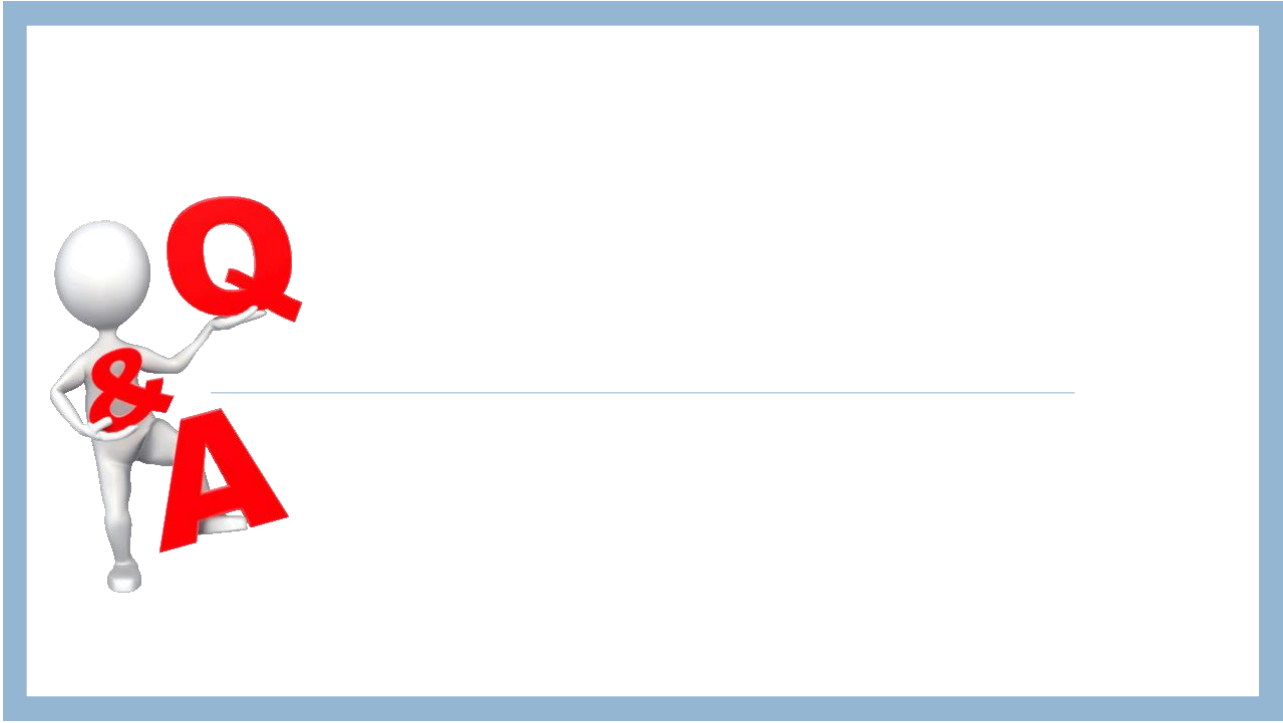
Challenge + Your Response + Positive Outcome

- Managing conflict with student or co-worker
- Negotiating for facilities
- Influencing a project team
- Addressing performance/supervision issues

- Think about a formula for how you will answer the questions. Here's mine:

Head + Hand + Heart

In the Interview

- Be professional & polite—everything from initial phone call to final thank you note is all part of the interview process.
- Listen carefully and answer all parts
- Ask for repetition or clarification if needed
- Use your notes to jog your thinking; do NOT rely on them
- Be mindful of time /number of questions; you must pace yourself
- Show enthusiasm, interest, & passion
- Take a moment at end: More to say? Qs?

Strong Action Verbs

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills	Creative Skills	Helping Skills	Clerical or Detail Skills	Other Verbs
administered	addressed	clarified	assembled	adapted	administered	acted	assessed	approved	achieved
analyzed	arbitrated	collected	built	advised	allocated	conceptualized	assisted	arranged	expanded
assigned	arranged	critiqued	calculated	clarified	analyzed	created	clarified	catalogued	improved
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developed	drafted edited	interpreted	operated	encouraged	developed	founded	facilitated	implemented	spearheaded
directed	enlisted	interviewed	overhauled	evaluated	forecasted	illustrated	familiarized	inspected	transformed
evaluated	formulated	investigated	programmed	explained	managed	initiated	guided	monitored	
executed	influenced	organized	remodeled	facilitated	marketed	instituted	motivated	operated	
improved	interpreted	reviewed	repaired	guided	planned	integrated	referred	organized	
increased	lectured	summarized	solved	informed	projected	introduced	rehabilitated	prepared	
organized	mediated	surveyed	upgraded	instructed	researched	invented	represented	processed	
oversaw	moderated	systematized		persuaded		originated		purchased	
planned	negotiated			set goals		performed		recorded	
prioritized	persuaded			stimulated		planned		retrieved	
produced	promoted			trained		revitalized		screened	
recommended	publicized					shaped		specified	
reviewed	reconciled							systematized	
scheduled	recruited							tabulated	
strengthened	spoke							validated	
supervised	translated								
	wrote								

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Los Rios Community College District
Report on Recruitment Efforts
2017-2018 Academic Year

One of the main responsibilities of the Human Resources Department is to recruit and facilitate the hiring of talented individuals that provide our district with a workforce that mirrors the demographics of our student body and community. This report highlights the recruitment efforts of the Los Rios Community College District during the 2017-2018 academic year to meet this goal.

RECRUITMENT SUMMARY: APPLICANT RACE & ETHNICITY

Total Eligible Applicants

Race & Ethnicity	Classified	Faculty	Mgmt.	Total
American Indian or Alaskan Native	0.6%	0.5%	1.6%	0.7%
Asian	15.4%	11.7%	9.5%	13.5%
Black or African American	10.6%	8.3%	18.9%	11.1%
Decline to State	7.4%	9.6%	6.5%	7.9%
Hispanic or Latino	21.6%	14.0%	16.7%	18.8%
Native Hawaiian or Pacific Islander	1.1%	0.1%	0.2%	0.7%
Two or More Races	6.2%	5.0%	5.3%	5.7%
White	37.1%	50.8%	41.4%	41.6%
Total	**100.0%**	**100.0%**	**100.0%**	**100.0%**
			Total Reported Underrepresented:	**50.5%**

Total Applicants Interviewed

Race & Ethnicity	Classified	Faculty	Mgmt.	Total
American Indian or Alaskan Native	0.8%	0.4%	2.2%	0.9%
Asian	16.4%	11.2%	13.0%	14.7%
Black or African American	7.9%	9.1%	16.5%	9.4%
Decline to State	7.1%	7.7%	2.9%	6.6%
Hispanic or Latino	19.9%	16.8%	20.3%	19.2%
Native Hawaiian or Pacific Islander	0.7%	0.0%	0.0%	0.4%
Two or More Races	5.7%	4.9%	4.8%	5.4%
White	41.4%	49.9%	40.3%	43.3%
Total	**100.0%**	**100.0%**	**100.0%**	**100.0%**
			Total Reported Underrepresented:	**50.1%**

Total Applicants Hired

Race & Ethnicity	Classified	Faculty	Mgmt.	Total
American Indian or Alaskan Native	0.6%	1.9%	0.0%	0.8%
Asian	19.9%	9.4%	14.7%	16.9%
Black or African American	9.0%	15.1%	11.8%	10.7%
Decline to State	4.5%	1.9%	0.0%	3.3%
Hispanic or Latino	19.9%	13.2%	26.5%	19.3%
Native Hawaiian or Pacific Islander	0.0%	0.0%	0.0%	0.0%
Two or More Races	4.5%	3.8%	5.9%	4.5%
White	41.7%	54.7%	41.2%	44.4%
Total	**100.0%**	**100.0%**	**100.0%**	**100.0%**
			Total Reported Underrepresented:	**52.3%**

Human Resources

VOLUME OF APPLICATIONS AND POSITIONS ADVERTISED

(REGULAR, PERMANENT POSITIONS)

2017-2018	No. of Positions Advertised*	Total Applications Received	Average Pool Size
Classified	201	9,057	45
Faculty	41	2,404	59
Management	43	1,491	35
Grand Total	**285**	**12,952**	**46**

Includes re-advertised

POOL SIZES BY POSITION TYPE

Position		# of Apps.
Classified:		
Smallest	Instructional Assistant – Aeronautics (50%)	2
Largest	Student Success and Support Program (SSSP) Specialist	208
Faculty:		
Smallest	Fire Technology Assistant Professor/Coordinator	3
Largest	English Assistant Professor	210
Management:		
Smallest	Director of Nursing Academic Program	4
Largest	Dean of the Natomas Education Center	96

WHERE APPLICANTS HEAR ABOUT US	
Indeed	54.92%
HigherEdJobs	22.78%
EdJoin	10.90%
Craigslist	2.99%
Vitae	2.95%
Mail	1.49%
Glassdoor	1.14%
LinkedIn	0.87%
Facebook	0.47%
Caljobs	0.35%
linkup	0.31%
CCCRegistry	0.24%
Community CollegeJobs	0.24%
Losrios	0.12%
Newsreview	0.12%
Startwire	0.08%
jobs2careers	0.04%

Notes:
Total Eligible Applicants – should be a "yes" value in column "under review by department" (met min quals)
Total Applicants Interviewed – should be a "yes" value in column under "interview approved"
Total Applicant Hired – "yes" in column "hired"

The "applicant hired" section will be different than regular "hired" data in other report for faculty. This is because we include all year round data including cancelled positions/pools and not all offers (hired) start in the position. There may sometimes be two hires for one pool if something happens with the first choice and they do not actually start employment with us.

For Volume of Applications and positions advertised section:
No interim pools, but include cancelled regular pools.
The faculty advertisement data should mirror the actual regular faculty data.