

Sheridan

Frequently Asked Questions Talent Acquisition Process for Part-Time Teaching Opportunities

These FAQ's will attempt to address any talent acquisition-related questions you, as an applicant, may have pertaining to part-time teaching. These include the following:

1. What part-time opportunities are available?	2
2. How often are opportunities posted?.....	2
3. How do I apply for an opportunity?.....	2
4. What qualifications do I need to teach part-time?.....	2
5. To whom should I address my cover letter?	3
6. I am unable to submit an online application. What should I do?	3
7. I made an error. How do I change my application?	3
8. Do I need to submit a separate application for each part time teaching opportunity I'm interested in?	3
9. If I applied to an opportunity that closed, and then the same opportunity is reposted at a later date, do I need to apply again to be considered?	3
10. How will I know if my application has been received?	4
11. Can I sign up for automatic email notification when postings come available that match my interests?	4
12. Why can't I just email/drop-off my resume?	4
13. What if I missed the application deadline date for a posted opportunity?	4
14. I applied to the wrong opportunity. Can I retract my application?	4
15. I have applied to a part-time teaching opportunity. What is next?.....	5
16. I've been contacted through email by HR and requested to provide further information. What does this mean and what do I need to do?	5
17. When will I hear from Sheridan if I am selected for an interview?.....	5
18. I have attended an interview with the Faculty. What is the next step?.....	5
19. At what stage of the recruitment process will I need to submit a formal transcript or official evaluation of Canadian equivalency for my international credential(s)?	5

Sheridan

1. What part-time opportunities are available?

In order to be considered for a part-time teaching opportunity, you need to submit an online application for inclusion in the part-time Faculty Pool. You can view all specific part-time teaching opportunities for which we are accepting applications by following the path below:

- 1) Go to: <http://www.sheridancollege.ca/>
- 2) Click the *Working at Sheridan* tab
- 3) Click on the *Careers at Sheridan* option
- 4) Click on the *Current Career Opportunities* link
- 5) Click on the *View all open job positions* link

Note: If you do not see a targeted part-time teaching opportunity posting for the course or program you would like to teach, you may wish to submit an application to a general faculty posting (ie. *Part-Time Teaching Opportunities in the Faculty of...*).

2. How often are opportunities posted?

Opportunities are posted regularly and we encourage you to check our website often to view new postings.

3. How do I apply for an opportunity?

Sheridan requires* that you submit an online application for consideration. At the bottom of the posting, select “apply for this job online”. If this is the first job you are applying to at Sheridan, you will be asked to create your profile. Please submit a copy of your resume and complete the mandatory questionnaire.

If this is not the first job you are applying to, and you have already created a profile with Sheridan, please click on the *log in* link.

* In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sheridan is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the hiring process, Human Resources will work with applicants requesting accommodation.

4. What qualifications do I need to teach part-time?

Our general requirement is that part-time faculty members have an academic credential at a minimum of one level above the credential granted by the program in which they will teach. For example, to be considered to teach courses in a diploma program you will require, at minimum, a baccalaureate degree. Applications will be reviewed for relevant education and experience.

Sheridan

Minimum qualifications will vary from one position to another.

Please note: Incomplete credentials are not considered for recruitment purposes.

5. To whom should I address my cover letter?

As the hiring manager differs for each position, it is best to address your cover letter in generic terms such as “Hiring Committee”, “Human Resources” or “To whom this may concern”. Please be sure to include the Reference Number (i.e. 15/PT/02) noted on the posting.

6. I am unable to submit an online application. What should I do?

If you are having technical difficulties with the online application process, please call 1-800-889-4422 or email helpdesk@icims.com. You should receive a response within 48 hours.

If you continue to experience difficulties, please email hrjobs@sheridancollege.ca.

* In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sheridan is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the hiring process, Human Resources will work with applicants requesting accommodation.

7. I made an error. How do I change my application?

You cannot re-apply for a position, however, you can update information in the resume linked to your profile.

To do so, login to your existing Profile and select the *Update your Profile* link. Enter any updates to your resume and click the *Update Profile* button.

8. Do I need to submit a separate application for each part time teaching opportunity I’m interested in?

Yes. If you would like to apply to more than one opportunity, you will have to submit an application to each posting in order to be considered.

9. If I applied to an opportunity that closed, and then the same opportunity is reposted at a later date, do I need to apply again to be considered?

In the event an opportunity is re-posted, you will need to reapply in order to express your continued interest in the position, unless otherwise noted on the posting (i.e. “previous applicants need not reapply”).

Sheridan

10. How will I know if my application has been received?

You will receive an automatically generated email acknowledging receipt of your application. If you do not receive an automated response, please ensure the email address in your profile is correct. Quite often, there is a typing error and the email cannot be delivered. Check the security settings on your email account. Ensure the setting is low or medium to allow receipt. Also check your junk mail folder to see if the message was redirected.

Please note: You will not receive updates on the status of the competition throughout the recruitment process. Only candidates selected to move forward in the process will be contacted.

11. Can I sign up for automatic email notification when postings come available that match my interests?

Yes, this can be done through www.workopolis.com. Once you select your particular interests through the job search function, Workopolis will generate a list of open job postings. There will be a link on the top right hand side of this list called "EMAIL ME JOBS LIKE THESE". You will be asked to enter your email address and "name your job alert". You can also sign up for multiple email alerts based on different job search criteria.

Please note: This is a service provided by Workopolis. If you would like to be notified specifically of Sheridan postings, please enter "Sheridan" in the Workopolis search criteria.

12. Why can't I just email/drop-off my resume?

All candidates are required* to apply online as this is our resume database. In addition, at the end of the application process, you will be required to complete a questionnaire which is part of our online screening process. Each applicant will need to complete this in order to be considered.

* In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sheridan is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the hiring process, Human Resources will work with applicants requesting accommodation.

13. What if I missed the application deadline date for a posted opportunity?

Unfortunately, we cannot accept late applications. You will have the opportunity to apply online only in the event the position is reposted.

14. I applied to the wrong opportunity. Can I retract my application?

In order to remove your application, go to: <https://careers-sheridancollege.icims.com/jobs/dashboard> and click on the *log in* link. Select "View the status of jobs you have applied to" and click the "withdraw" option beside the job title from which you would like to retract your application.

Sheridan

15. I have applied to a part-time teaching opportunity. What is next?

Applicant resumes are screened and only those selected for inclusion in the part-time Faculty Pool are contacted.

16. I've been contacted through email by HR and requested to provide further information. What does this mean and what do I need to do?

The Human Resources department maintains a faculty pool of resumes for qualified job seekers interested in obtaining part-time teaching opportunities.

If you have been screened into the part time pool an email will be sent to request an Application Form (will be attached in the email) as well as copies of all of your relevant educational credentials and/or evaluation(s)** for international credentials.

**If you have not had your international credentials formally evaluated for Canadian equivalency, you will be asked to complete a free online preliminary World Education Services (<http://www.wes.org/ca/evaluations/preliminary.asp>) Canadian equivalency evaluation and send it along with your application form.

Unfortunately, if you do not complete the application form properly and/or you do not submit copies of your credentials/preliminary Canadian equivalency evaluation, you will not be included in the Faculty Pool.

Once HR receives all of the required documentation, you will be considered for the Faculty Pool and no further action is required on your part. Should you be considered for a vacancy, the Faculty will be in touch with you directly.

17. When will I hear from Sheridan if I am selected for an interview?

This varies by opportunity. However, only candidates selected for an interview will be contacted.

18. I have attended an interview with the Faculty. What is the next step?

If you are the successful candidate, the next step will be checking references. You will be contacted by Human Resources to advise that we will be moving forward with your candidacy and request consent to contact the referee(s) provided on your application form. Your referees will not be contacted without your consent.

If you are not the successful candidate for that particular vacancy, you will remain in the part-time Faculty Pool and may be considered for future opportunities

19. At what stage of the recruitment process will I need to submit a formal transcript or official evaluation of Canadian equivalency for my international credential(s)?

If you are the successful candidate you will be required to arrange, as a condition of employment;

Sheridan

- i) An official transcript to be sent directly from the issuing post-secondary institution to Human Resources within one month from the date of the offer of employment;
AND/OR;
- ii) An official Canadian equivalency evaluation to be mailed directly from the evaluation service provider to Human Resources within two months from the date of the offer of employment. We would recognize an official (Basic - Document by Document) academic credential evaluation from **World Educational Services (WES)**, the **International Credential Assessment Service (ICAS)** or the **University of Toronto - Comparative Education Services (CES)**.

The details of this condition of employment are provided in a supplementary message to the contract.