

# ***FREQUENTLY ASKED QUESTIONS***

---

<b>Job Postings</b> .....	<b>3</b>
How do I request an accommodation?.....	3
When are jobs posted? .....	3
Who is considered an internal candidate? .....	3
Can I get a copy of the full job description for the posted position?.....	3
Are all candidates contacted?.....	3
<b>Applications</b> .....	<b>3</b>
I am a student at Fanshawe. Can I apply for posted positions at Fanshawe?.....	3
I want to teach part-time, but do not see postings I qualify for. How can I apply?....	4
How do I apply for a position? .....	4
Do I need to create an account to apply for a job? .....	4
Can I apply for multiple positions?.....	4
I saw a Fanshawe College job posting on another site. Can I still apply? .....	4
I do not see a position I am interested in. Can I apply without a specific position? ..	4
Can I start my application and finish it later? .....	4
How will I know if my application has been received? Will I get an email?.....	5
Who should I address my cover letter to? .....	5
Should I include references/credentials when I apply for a posted position? .....	5
I missed the application deadline. Can I email my application? .....	5
Can I apply for a job if I reside internationally?.....	5
<b>Application Submitted – What's Next?</b> .....	<b>6</b>
I've completed the application process. How can I check the status?.....	6
Will my account show the stages of the hiring process for a posting? .....	6
How do I withdraw my application? .....	6
Can I make changes/edits to my documents after being submitted? .....	6
When will I know if I have been selected for an interview? .....	6
How will I be contacted if selected for an interview? .....	6
<b>Selection Process – What to expect</b> .....	<b>6</b>
What types of selection methods do you conduct? .....	6
How can I prepare for the interview? .....	7
What kinds of interview questions will you be asking? .....	7

<b>Hiring Decisions</b> .....	<b>7</b>
How long does it take to receive a hiring decision?.....	7
Will I receive feedback if I am not selected? .....	7
<b>Employment Details</b> .....	<b>7</b>
Will I need to provide proof of credentials?.....	7
Do I need a Canadian equivalency assessment for international credentials? .....	8
What are the typical working hours? .....	8
Do you offer hybrid work options? .....	8
<b>Workday FAQ</b> .....	<b>8</b>
I forgot my password or can't log into my profile. What should I do? .....	8
I am having a problem submitting my application. Do you have tips for help?.....	8
Can I set-up a Job Alert for when a new posting goes up?.....	9
My information has changed. Can I update my email or contact information?.....	9
If I apply for a position, will Workday save my information for future applications....	9
Can I delete my account? .....	9
<b>Additional Questions &amp; Information</b> .....	<b>9</b>
Who can I contact if I have more questions? .....	9

## Job Postings

### How do I request an accommodation?

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires accommodation during the application process or through the selection process, the hiring manager and the recruiter will work with the applicant to meet the job applicant's accommodation needs. Accommodation requests per the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act can be emailed to [jobs@fanshawec.ca](mailto:jobs@fanshawec.ca)

### When are jobs posted?

We post vacancies as needed and encourage applicants to check the website regularly.

### Who is considered an internal candidate?

The [Full Time Support Staff Collective Agreement](#) (Article 17) defines internal candidates for Support staff positions.

The [Academic Employees Collective Agreement](#) (Article 7.1B) defines internal candidates for Academic positions.

### Can I get a copy of the full job description for the posted position?

Job descriptions are provided to candidates who are invited to participate in the interview stage of the selection process. Applicants are encouraged to retain a copy of the job posting for their reference.

### Are all candidates contacted?

Fanshawe College thanks all applicants for their interest; however, only those selected for further consideration will be contacted.

## Applications

### I am a student at Fanshawe College. Can I apply for posted positions at Fanshawe College?

Full or part-time positions posted on the Fanshawe College website are not always suitable for students due to the required daytime hours. As a student, please contact Fanshawe's Career Services department (jobs for Students) at [jobsite@fanshawec.ca](mailto:jobsite@fanshawec.ca)

**I want to teach part-time, but do not see postings I qualify for. How can I apply?**

For part-time (evening and weekend) teaching positions, contact Part-time Studies (Continuing Education) by sending your cover letter and resume to [parttimestudies@fanshawec.ca](mailto:parttimestudies@fanshawec.ca)

**Note:** If you then see a posted position you qualify for, you must apply to that position to be considered. Your unsolicited resume submission will not be automatically considered for a posted position.

**How do I apply for a position?**

Apply through our online job portal Workday by creating an account and submitting your cover letter and resume to a posted position. Carefully review the job requirements and tailor your cover letter and resume accordingly.

**Do I need to create an account to apply for a job?**

Yes. Once you identify a position that interests you, you may apply by creating a Workday account. From the Candidate Home, you may search for additional opportunities and create job alerts for positions that interest you.

**Can I apply for multiple positions?**

Yes. You are encouraged to apply for roles that align with your skills and experience. Be sure to customize each cover letter and resume for the specific position.

**I saw a Fanshawe College job posting on another site. Can I still apply?**

Visit the [Fanshawe Careers Page](#) to confirm the posting is active. To be considered, you must apply directly through the Fanshawe College website.

**I do not see a position I am interested in. Can I apply without a specific position?**

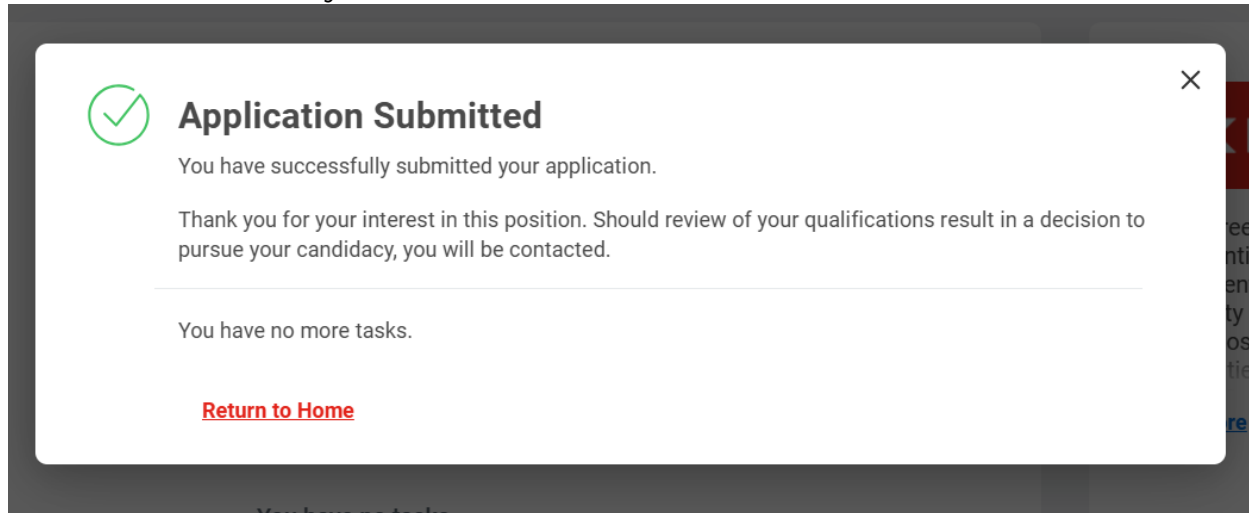
No. You must apply to a specific position. Fanshawe College does not accept unsolicited resumes, in any format, to hold for future consideration. Please apply for posted competitions only. The only exception is for future consideration for part-time teaching.

**Can I start my application and finish it later?**

Yes. If you log out prior to completing the application, it will save your progress. You will find incomplete applications in the “My Applications” section of your Candidate Home account.

### How will I know if my application has been received? Will I get an email?

Once you have submitted your application, you will see a screen confirming that we received it successfully. You will not receive an email confirmation.



### Who should I address my cover letter to?

Please address applications to: Hiring Manager

### Should I include references/credentials when I apply for a posted position?

At this stage of the recruitment process, we require submission of a cover letter, resume or curriculum vitae only.

### Is the information I submit in my application kept confidential?

Yes, your information is held securely in the system and only those involved in recruiting for that position have access to view it.

### I missed the application deadline. Can I email my application to Human Resources?

Unfortunately, we are unable to accept late applications. Applications must be submitted through the job posting in Workday before the deadline to be considered.

### Can I apply for a job if I reside internationally?

Fanshawe College employees will be required to conduct work within Ontario and must be available to work on campus, as required. Employees must be legally entitled to work in Canada.

## Application Submitted – What's Next?

**I've completed the application process. How can I check the status?**

Please log in to your Candidate Home to review your profile. To view the status of an application, review the "My Applications" section in your Candidate Home account. Please note that only those selected for further consideration will be contacted.

**Will my account show the stages of the hiring process for a posting?**

A submitted application will show as "In Progress" in your account.

**How do I withdraw my application?**

Access "My Applications" from your Candidate Home. Click on the application and withdraw. If you withdraw your submitted application, you cannot apply to that job posting again. We are unable to reinstate your withdrawn application.

**Can I make changes/edits to my documents after being submitted?**

Once you have submitted your documents, you cannot edit or make any changes. Please proofread them carefully before uploading. We are also unable to edit a submitted document.

Edits/Changes to your contact information can be done at any time and will reflect in real-time on any submitted and future applications.

**When will I know if I have been selected for an interview?**

Competition timelines vary; there is no standard time period for notification but generally candidates are contacted within a few weeks of the posting close date. Due to the volume of applications received, only those selected for further consideration will be contacted.

**How will I be contacted if selected for an interview?**

If selected, we will contact you via email or phone to schedule an interview. Please ensure your contact details are up to date.

## Selection Process – What to expect

**What types of selection methods do you conduct?**

The recruitment process will vary depending on the position and hiring stage. Candidates may be asked to interview via Zoom, Microsoft Teams or in-person.

Interview questions are determined in advance, sent in advance, and all applicants are asked the same questions. This format allows us to evaluate all candidates fairly. You may be asked to submit required documentation, complete an assessment or test, or prepare a brief presentation or teaching simulation. There may be opportunities for tours, or informal meetings with key stakeholders.

### How can I prepare for the interview?

Review the job description, research Fanshawe College, and be ready to discuss your experience and how it aligns with the role. Practice common interview questions and prepare examples of your work.

### What kinds of interview questions will you be asking?

We may use a combination of the following question types to assess candidates:

- **Scenario-Based Questions:** These assess your problem-solving and decision-making skills in hypothetical situations related to the role.
- **Knowledge-Based Questions:** These evaluate your technical expertise, industry knowledge, and familiarity with job-related concepts.
- **Behavioral-Based Questions (STAR Method):** These questions focus on past experiences, following the **Situation, Task, Action, and Result** framework to understand how you have handled specific work-related challenges.

## Hiring Decisions

### How long does it take to receive a hiring decision?

The timeline varies by role. Generally, candidates receive an update within 2-3 weeks after their interview. All interviewed candidates will receive a response by no later than 45 days from the date of the interview.

### Will I receive feedback if I am not selected?

Feedback is available upon request.

## Employment Details

### Will I need to provide proof of credentials?

We verify credentials such as education, certifications, licences, and memberships as part of our hiring process. Please ensure all credentials are listed on your application. Documentation may be requested during the recruitment process, and successful candidates will be required to provide proof of completed academic credentials (e.g., official transcripts from an accredited Canadian post-secondary institution or an international credential equivalency assessment).

### **Do I need a Canadian equivalency assessment for international credentials?**

If your credentials were obtained outside of Canada, you are required to provide an assessment of Canadian equivalency from a recognized organization, such as World Education Services (WES), and must confirm equivalency to the qualifications outlined for the position.

### **What are the typical working hours?**

Working hours vary by position and department. Most job postings indicate the general hours required to work but specific details will be provided during the hiring process.

### **Do you offer hybrid work options?**

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location without adverse impact on the operations of the College, inclusive of our Student and Staff experience in accordance with the Flexible Work Policy. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

## **Workday FAQ**

### **I forgot my password or can't log into my profile. What should I do?**

Click on the "Forgot your password?" link in the Login section. Enter your email address in the field provided and click Send. An email containing the reset password link will be sent automatically to the email address provided.

**Troubleshooting:** If you are still experiencing problems with the new password, type in the password rather than cutting and pasting it from your email. An extra space can sometimes be copied by mistake, rendering your password invalid.

### **Other possibilities:**

- Enable your cookies
- Delete your cookies
- Update your browser to the latest version
- Use a different browser

### **I am having a problem submitting my application. Do you have tips for help?**

- Ensure your file is a .doc, .docx, or .pdf.

- Avoid special characters in the file name (i.e., hyphens, spaces, commas, numbers, etc.).
- Close the file before you upload it.
- Ensure your documents do not exceed 5MG in size.

#### **Can I set-up a Job Alert for when a new posting goes up?**

Yes, click on the Job Alert link in your account to set-up your preferences.

#### **My information has changed. Can I update my email or contact information?**

Yes. If your email address has changed, you can log into your Candidate Home account, go to Account Settings and select “Personal Information” or “Change Information” to make updates.

#### **If I apply for a position with Fanshawe College, will Workday save my information for future applications**

Yes. You can use the last resume you uploaded by selecting “Use my Last Application” or choose to upload a new resume, which will pre-populate your job application with new information.

#### **Can I delete my account?**

Yes, go to Account Settings and select “Delete My Information” in your account.

## **Additional Questions & Information**

#### **Who can I contact if I have more questions?**

You can reach out to our Recruitment Team for any further inquiries regarding the application and hiring process. Our emails are monitored during business hours, Monday through Friday.

**Job Posting-related inquiries:** [jobs@fanshawec.ca](mailto:jobs@fanshawec.ca)

**Employers:** Looking to post a job or hire a Fanshawe College student/graduate, please email **Career Services:** [jobsite@fanshawec.ca](mailto:jobsite@fanshawec.ca)

**We appreciate your interest in joining our team and look forward to your application!**