

Frequently Asked Questions On-line Application System

Q. How can I find out about current job openings at Renton Technical College?

A. Visit the Job Opportunities page for currently open jobs. If you're interested in a job that isn't open yet, you can complete a "Job Interest Card". This service will send you an email when a job you're interested in becomes available. We can only accept applications for positions for which we are currently recruiting for.

Q. Do I have to use the online application system to apply for a job? Can I turn in a printed or written application form, resume, or cover letter?

A. No, you can only use the online application process to apply for jobs at Renton Technical College. We no longer accept paper applications, resumes, or cover letters. You can attach job specific resumes and documents to your online application for each job you apply for.

Q. What if I don't have an email address?

A. A free email address is available through a number of providers, such as: [Google Gmail](#), [Yahoo](#), or [Hotmail](#). You can also do an internet search for free email and select an option. You must have a valid email address to access the online application system. All notices such as application receipts and status of your application will be sent to your email account; we will not send any paper correspondence.

Q. What if I don't have access to a computer.

A. You can access our online application from any internet connected computer. You can find computers at:

- Public libraries
- Family or friend
- Washington State WorkSource Offices
- Renton Technical College's library
- Renton Technical College's Human Resource Development

Q. How do I attach documents to my application profile?

A.

- 1) Click on Application;
- 2) Scroll down to Attachments; click on "Add Attachment(s)";
- 3) In "File Description" type the name of your document;
- 4) Next to "File" click on Browse and double left click on the document you wish to attach.

Q. Can I get help with completing the online application?

A. Our Human Resource Development Department is committed to ensuring that this process is easy and user-friendly. To help applicants, the following resources are available.

- Use this step-by-step guide: [Online Application Guide \(PDF\)](#).
- Call us at 425-235-2296, from 7:30 am – 4:30 pm, Monday - Friday.
- Visit the Human Resource Development located at: *3000 NE 4th Street, Renton, WA 98056, Building J room 202* for additional personal assistance.

Q. What happens after I submit my application?

A. You will receive electronic notification that your application has been received. Applicants meeting the minimum qualifications will be placed on an eligibility list and will have their application forwarded to the hiring department for review and creation of an interview list. The

Human Resource Development will then contact the candidates selected for interviews. Electronic notifications regarding the outcome of the selection process are sent to those who interview.

Q. Can I add more information to my application after the deadline date?

A. Once you submit an application for a particular position, you cannot make changes to the submitted application. However, if you apply for future jobs you can add or change any information at that time.

Q. What if I don't have time to finish the online application once I start?

A. You can select the "Save" button at the bottom of the application form at any time during the application process. This will save any information you have entered up to that point. You can return at a later time to complete and submit your application.

Q. Will I be logged out automatically?

A. Yes, you will be logged-out automatically after 30 minutes of inactivity. Any unsaved changes will be lost. Be sure to click the 'Save Work in Progress' button frequently while working on your application and before you leave the computer for an extended period of time.

Q. I applied for one job and a similar job opened. Do I have to apply for the other job opening too?

A. Yes, you must apply for each job opening separately.

Q. I am a current Renton Technical College employee. Do I have to submit an application, resume, and letter for an open job?

A. Yes, you must submit an online application and any other required application materials stated in the job posting.

Q. Can I UN-apply from a job?

A. To withdraw from consideration, contact us directly at 425-235-2296.

Q. What's the deadline to submit an employment application?

A. You must submit your application for open jobs by 4:30pm on the job's closing date, unless otherwise stated in the job posting.

Q. Can I apply for more than one job at a time?

A. Yes, you may apply for any open position. As long as you have an applicant account you can apply for multiple open positions.

Q. I'm not receiving job email alerts. What should I do?

A. If you have spam filters either on your personal computer or with your Internet service provider, be sure they allow email from `info@governmentjobs.com`. Otherwise, you will not receive email regarding your application status or job alert notifications.

Q. How do I change my address, phone, or email information on my application?

A. If the position is currently open you may do one of the following:

- Click on the Applicant Login link and login. Click on 'Application Status', find your application then click 'Apply'. Or, (Applicant Login link)
- Find the job you applied for on our Job Opportunities page. Click 'Apply' and then log-in and find your application.

- Once you are logged on, proceed to 'Edit' any changes to your personal profile and then 'Resubmit' your application.

If the position has closed, contact HR Development at [425-235-2296](tel:425-235-2296) for personal information data changes only.

Q. How do I hear about an interview?

- A. If you are selected for an interview, you will either get an email or phone call notifying you of your interview appointment.

Q. How do I access my online application account after I set it up?

- A. You may access your account by clicking the "Applicant Login" link on RTC's Job Opportunities page. You may check the status of your applications, update your application, create a new application, and see all the jobs you applied for.

Q. I can't remember my Password, what should I do?

- A. You can reset your password by going to the Applicant Login page and clicking on the I Forgot My Username and/or Password link, enter your email address to have your username sent to the email address on your account or enter your username to reset your password. You may answer your three security questions or have a password reset email sent to the email address on your account. If you forget the email address and your three security questions you used originally to create your account, you will not be able to retrieve your user name and/or password. You will need to create a new account.

Be sure to add info@governmentjobs.com and info@neogov.com to your "safe senders" list. If you don't receive an email, check your spam and junk mail boxes to see if the email was routed there. If you still don't get the email notice, contact NEOGOV customer support at (310) 469-0515 or toll-free at 1-877-204-4442

Q. Does the job I applied for have benefits?

- A. It may or may not. Check the specific job opening on the Job Opportunities page for benefits details.