BRISTOL
COMMUNITY COLLEGE

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ONLINE

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Employment Application Best Practices

When applying for a job at Bristol Community College, we would like our applicants to be aware of the following information in order to allow for a successful application experience. We look forward to reviewing your application!

1) Carefully review the "Requirements to Complete the Application Process" section of the job posting. All applications require:
   - An Employment Application completed and submitted through the applicant tracking system (i.e. Interview Exchange).
   - A current resume.
   - A cover letter that demonstrates how your skills and experience meet the desired and required qualifications of the position.

2) Employment Applications should be completed in full and require:
   - Educational Information
   - Employment History
   - Professional References
   - Other Relevant Experience/Information

3) All documents (i.e. application, resume, and cover letter) submitted in our applicant tracking system will be reviewed by a Search Committee, appointed by the Hiring Manager for the position. Please carefully consider:
   - Organization and appearance (readability) of documents.
   - Spelling or grammatical errors.
   - How your resume and cover letter effectively address the preferred and required qualifications.

4) Once the application review period begins, the Search Committee will use a Candidate Ranking Matrix to evaluate each applicant's materials. Candidates will be scored based on:
   - Whether all required documents have been submitted with the application.
   - Satisfaction of the required qualifications of the position.
   - Satisfaction of the preferred qualifications, which will elevate the candidate's score on the matrix.
   Those applicants who meet all required qualifications may be considered for interviews with the Search Committee, depending on the overall quality of the applicant pool.