How to Apply Online at Lane
Application Guidance and Helpful Hints

Information:

Applying online is often a new adventure for job seekers, especially as not all trades or jobs expose applicants to online tools. This sheet is designed to help you utilize the online site to your advantage. The first application *can seem* very long and complicated. Once completed, an application may be used to apply for multiple jobs. If you need assistance to apply, please contact Human Resources using the information below. Lane only accepts online applications.

Tip #1:

    Be prepared: Job dates, supervisor name/phone number, list of trainings attended, tools used, computer skills, reference list etc...

Tip #2:

    Read the job description completely: Do not apply using only an advertisement. Go to http://jobs.lanecc.edu and read the entire posting. Pay special attention to the APPLICANT INSTRUCTION section – the department requires these items in order to be considered a candidate for the job.

Trick: Print out the job description and highlight every skill you have that is listed. Discuss or list these skills in your resume, application or cover letter.

Tip #3:

    Tell us everything: At Lane we want to know the depth and breadth of your experience. Tell us about relevant skills, experience and education. BE DETAILED. Make no assumptions. [If you were a carpenter tell us about the tools, size of job, types of materials etc… with which you worked. If you were an assistant or secretary, tell us all the computer programs you have used, how skilled you are, what equipment you used, how did you organize and file, presentations etc…]

    Trick: *The resume cannot take the place of any section of the application*

Tip#4:

    Diversity, Multicultural and Cultural Competency: Lane Community College values and embraces the many differences that make up the human race. Take time to evaluate and learn about our values, mission and goals. Apply these to your work and personal life.

    http://www.lanecc.edu/research/planning/vision-mission-core-values. All employees are required to demonstrate a commitment to these goals.

Tip#5:

    Supply all required documents: an applicant will not be considered unless the application is fully completed and the required documents are attached.

Trick: Unofficial transcripts can usually be obtained from your school electronically. These can be electronically attached to your application. If this is not possible, use the TRANSCRIPT INSTRUCTIONS on the job description for how to provide transcripts.

Tip#6: READ the frequently asked questions (FAQ): Utilize the FAQ's before you start your application. They will answer basic questions of how to do the application.

Trick: Find FAQ before you start at: http://www.lanecc.edu/hr/leofaq.htm

RESOURCES

➢ **Human Resources Recruitment:** *For questions e-mail: recruitment@lanecc.edu or call (541)463-5586*
➢ **Workforce Development Department:** *Lane Main Campus: Bldg 19 Rm 265, (541)463-5223*
➢ **Oregon Employment Department:** *2510 Oakmont Way (541)686-7601*