

Frequently Asked Questions (FAQs)

1. How do I apply?

In order to begin the application process, applicants must click on "Create Account" on the left navigation panel on the <https://dtcc.peopleadmin.com/postings/search> site. Once an account has been created, applicants may search postings and begin the application process by selecting "Apply to this Job" when viewing the posting details of a position. Applicants will then follow the application process. **Please review the User Guide Manual.**

NOTE: The application process is not complete until each applicant certifies and submits the application. Applicants will receive a confirmation number after a successful submission.

2. What do I do if I forget my username and password?

From the log-in screen click the "Forgot your username or password" link located under the log-in button. To retrieve your username, you will need to enter your email address. To set a new password, you will need to enter your username. You will then provide an answer to the question you answered when you created your account and create a new password.

3. How can I be assured that my personal information will be safe while using your online application site?

Our website has an https web address. If you see https, the session between the web server and the browser on the device you are using is secured with encryption.

4. If I don't have a computer, how can I apply for positions at Delaware Tech?

Please contact your respective Human Resources office for information.

5. Do I have to apply for every position I am interested in or do I just apply once?

Yes, you must apply for each position of interest to you. Each position contains its own pool of applicants. To be added to that pool, you must apply to the specific posting. Your online applicant profile will remain in the system indefinitely which makes applying for positions simple.

6. Do I have to enter my information in all the fields or can I just submit a résumé?

The application must be completed in its entirety. Attaching a résumé, cover letter, or other supplemental document without completing the requested application fields will be considered incomplete. (r)4e3seJTC

9. Can I just fax or email my supplemental documentation?

Supplemental documentation should be attached to your application. If the application has already been submitted and the posting is still open, please contact your respective Human Resources office to reactivate the application or to discuss other options. Supplemental documentation cannot be attached to your application after the position has closed.

10. How do I upload my transcripts?

Transcripts can be uploaded in the "Applicant Documents" section of the application. There is a hyperlink called, "Add Optional Unofficial Transcripts."

11. What file formats can be attached?

Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls, and .xlsx. All documents uploaded will be converted to .pdf for security.

12. What is the maximum allowable document size for an attachment?

ti.8ref.0039.72/LBdy 42 54w 1.28 j/4(r)5T0 d(png)6,)J03c -0.003w 0 -1.2T Td11.

17. Will I be notified if the job has been filled?

The status of all positions you have applied for are located on the system under "Your Applications" on the left side of the navigation bar. You must log into the system and click on "Your Applications" to view the status of the position(s) you have applied to.

18. How long is a position open