

# Guide to Completing the Summer Staff Application 2010

(1.22.2010)

Hint: Keep this document open and minimized for easy reference while you are filling out the online application.

The application is not overly user-friendly. Please use these guidelines, and if you run into difficulties, please contact [vilstaff@cord.edu](mailto:vilstaff@cord.edu) with questions and difficulties;

This guide has **five** sections.

1. General overview and suggestions
2. Common difficulties—and what to do (Read this if nothing else, or if you get stuck.)
3. “Just for returning staff members”
4. A very detailed and illustrated guide to applying, section by section
5. What to do after you’ve applied...and if you’re hired

## **SECTION 1. GENERAL OVERVIEW AND SUGGESTIONS**

1. If you don’t get a page with a confirmation number when you think you’ve finished or submitted your application, your application is NOT complete! You MUST receive a page with a confirmation number.
2. When you click on the “apply now for summer 2010” link on the CLV employment page, you will be taken to Concordia College’s Human Resources (HR) Web site. You want to apply for “Concordia Language Villages Summer Program” positions, not faculty or staff positions, as those are positions at the college.
3. If by any chance the “apply now for summer 2010” link doesn’t work, use this URL: <http://hr.cord.edu/>
4. Click on “Concordia Language Villages Summer Staff Positions,” not staff or faculty or any other link. When asked to search postings, click on the “department” for a menu and select “CLV-summer programs.”
5. Do the following! It will make applying easier. When you enter the site with the jobs posted, **click the arrow by “position title.”** This will sort the positions alphabetically, so that “any language” positions are followed by “Arabic,” are followed by “Chinese,” etc. (Otherwise, jobs are sorted by the date they were posted...not helpful to you.)
6. You’ll need to create an account for yourself. Retain your username and password, as they will be the key to applying for additional positions, to re-applying a future summer (without submitting a completely new application!), and to checking your application status online.
7. You’ll be able to complete individual “pages” of the application, save, and return later to complete the application.
8. You’ll need names and contact information for your **TWO** references. Your reference writers will be automatically e-mailed to request a reference. Please, therefore, provide e-mail addresses for your reference writers. (If you were employed in summer 2009, you do NOT need references. However, certain fields in the reference section are required, so fill in “none.” The form requires a realistic phone number, so use 555-555-5555 or your own.)
9. Those applying for Norwegian counseling/teaching positions will need a Word document or PDF, in Norwegian, stating your goals for the summer. You will upload this document, near the end of the application process. See more details in the next section. This document is not necessary for other positions...but you may include it and upload it if you would like.
10. The system will prompt you to keep adding sections to your application. Until you receive a confirmation number (and a thank you note), your application will not be complete. Keep going. Keep going until you receive a confirmation number.
11. If you want to apply for more than one position or more than one language, which is great, you might need to submit more than one application. You’ll be able to use parts of the application that you’ve already submitted. If applying for positions in just ONE language, apply for only one position and on the application itself (positions preference) indicate all you are interested in. However, if you are applying for a food service and a counseling/teaching position in the same language, submit both a food service application and a counseling/teaching application. If you are applying for TWO or more languages, submit an application for each language. For example, you might apply for Arabic counselor and Japanese assistant cook. You will submit two applications (but parts of the first application will be re-usable.)

12. Good luck! Let us know of problems or errors—or if you have suggestions for this guide to applying. [vilstaff@cord.edu](mailto:vilstaff@cord.edu)

## **SECTION 2. COMMON DIFFICULTIES—AND WHAT TO DO**

1. NUMBER ONE PROBLEM! To get out of the reference sections, after providing information for two writers, click “submit list” or something similar. This is a different way of continuing than previous sections. The system doesn’t know you need only two references, so it might keep offering you the opportunity to add more.
2. “But I’m a returning staff member from summer 2009. I don’t need references.” You don’t, but you need to fill out the section. In the required fields, type “none.” The form requires a realistic phone number, so try 555-555-5555.
3. NUMBER TWO PROBLEM. You think you’re done and you think you’ve applied, but you haven’t received a confirmation number. If you haven’t clicked and then received a page with a confirmation number, you have not submitted your application. The problem is likely that you haven’t provided references. See above for information on references.
4. THE POSITIONS ARE ALL MIXED UP (AND SOME AREN’T FOR LANGUAGE VILLAGES) IN THE LIST OR MENU. If given a choice of departments, select “CLV-Summer Programs.” To find a position, click the arrow by “position title” to sort the list alphabetically. (The list sorts alphabetically by language...support positions begin with “support,” alphabetically between Spanish and Swedish...health care positions are simply by position title.)
5. To fill in your educational background and employment history, click “add new entry” button.
6. I DON’T LIVE IN THE USA BUT I HAVE TO FILL IN “STATE.” In your current address, if you don’t live in the USA, use “NA” (not applicable) for your state. (This instruction may have been added to the online application.)
7. Once you certify that all your statements are true, etc.—twice—you are not yet done. You have references to complete. Your application has not been submitted until you receive a page with a confirmation number.
8. THE REFERENCE PHONE NUMBER LINE ONLY ACCEPTS 10-DIGIT PHONE NUMBERS. This problem may have been fixed, but if it occurs for you, use the address line and type “actual phone number is \_\_\_\_\_” and provide the complete phone number.
9. “Upload a document.” You may upload any supplementary document, such as certificates or your teaching philosophy. Applicants for a Norwegian position should upload a document with their goals in Norwegian:
  - a. Write your name at the top of the page.
  - b. Write your goals for the summer, in Norwegian.
    - New staff: Describe why you want to work at the Language Villages and, if hired, the goals you will set for yourself.
    - Returning staff: Describe the goals you will set for yourself as a returning staff member.
10. If you do not wish to attach documents (none required...you may submit copies of certificates or licenses, etc.), click “Finished Attaching Documents.” Then click “yes” and your application should be submitted/you should receive a confirmation number.

## **SECTION 3. “JUST FOR RETURNING STAFF”**

1. If you last worked before summer 2009, this application is very different from the one you have filled out in the past...but most of the information that is required is the same. Accept that you will feel a little frustrated because it’s different.
2. If you applied using this system in 2009, you can log in and re-use—update—your 2009 application. If you have forgotten your username or password, there are directions for retrieving them.
3. You don’t need references...but some fields are required. Fill in “none.” The form requires a realistic phone number... you can use 555-555-5555.

## **SECTION 4. DETAILED AND ILLUSTRATED GUIDE TO COMPLETING YOUR APPLICATION**

This document will help you navigate through this complicated staff application process. You can save the application at many different points throughout the process and come back to it later if you wish.

1. Go to <http://www.concordialanguagevillages.org> and click on the Work at the Villages header.
2. Scroll to the bottom of the page and click Staff Applications.
3. Scroll to the bottom of the page and click APPLY NOW FOR SUMMER 2010.
4. Click on Concordia Language Villages Summer Program Positions. Do NOT click on others, such as staff or faculty; these are college positions.

[Admin Positions](#)

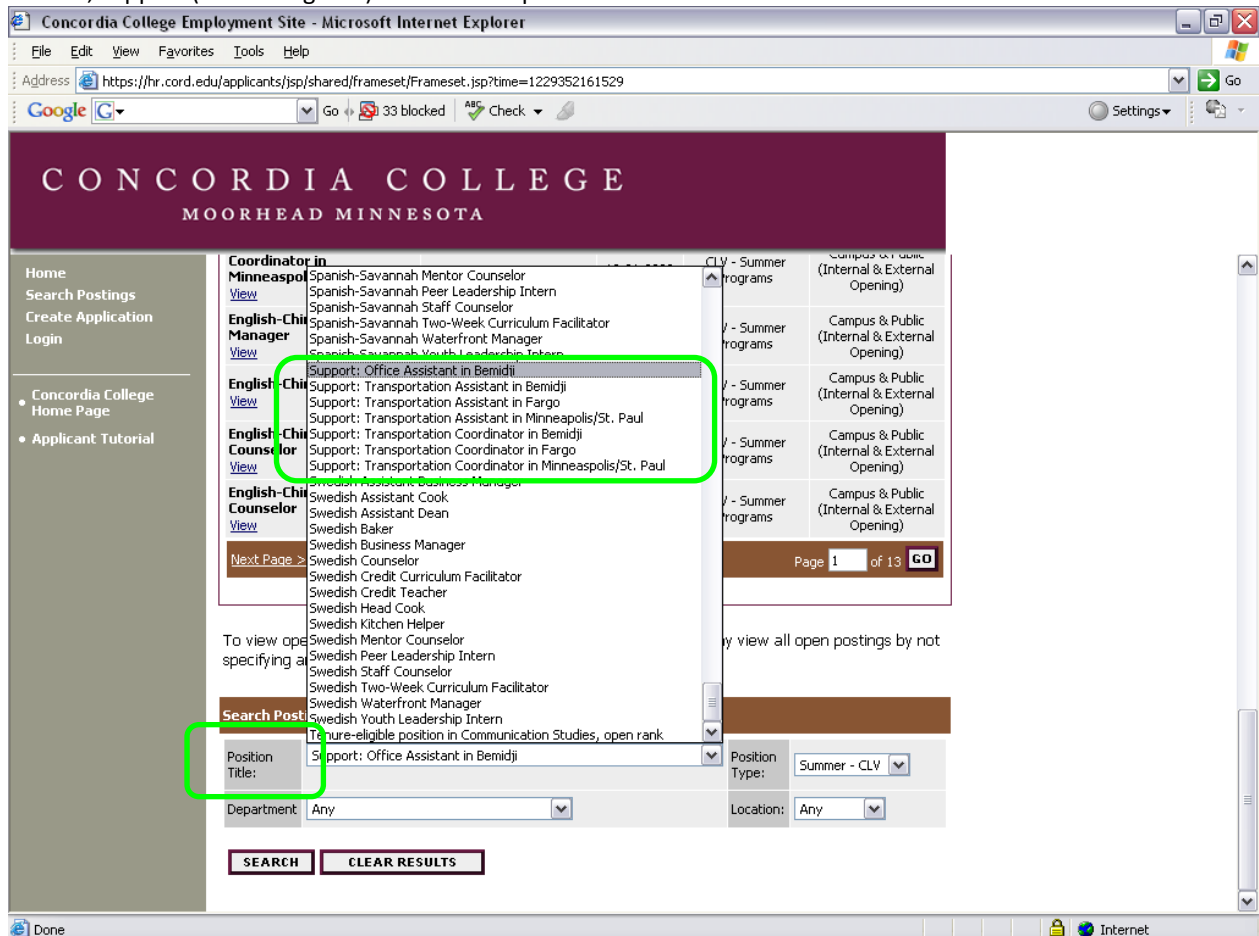
[Staff Positions](#)

[Faculty Positions](#)

[Coaching Positions](#)

[Concordia Language Villages Summer Program Positions](#)

5. Scroll to the bottom of the page and find the Search Postings heading.
  - a. Click the drop-down arrow for the Position Title and your menu will be alphabetized by language; support positions are under “support”; health care positions are listed separately and under “any language.” The example below shows Spanish-Savannah, support (circled in green) and Swedish positions:



- b. Choose the position from the drop-down menu and click **SEARCH**
- c. On this screen, you will click the View link to start the application:

Search Results				
To view the position details and/or apply to a position, click on the <b>View</b> link below the Job Title. To sort, click on the arrow next to the column title.				
Search Results				
1 Record				
▼ Position Title	▼ Secondary Employment Status (Faculty Only)	▼ Job Open Date	▼ Department	▼ Position Type
Support: Transportation Assistant in Minneapolis/St. Paul <a href="#">View</a>		12-01-2008	CLV - Summer Programs	Campus & Public (Internal & External Opening)

- On the next screen, click **APPLY FOR THIS POSTING**
- Click [Fill out a new Application](#).

**New Applicant:**

[Fill out a new Application](#) if you have not yet completed an application using this system.

**Note:** In the future, we will be able to utilize the Returning Staff feature and you will only need to update the application that is kept on file so you would choose the other option listed on this page.

**Existing Users:**

If you already have an electronic application on file, please login to the site with your User Name and Password.

User Name:

Password:

**LOGIN**

[? I Forgot My Password](#)

- The next screen will require you to choose a username and password. Please write this down and remember it for future use: you will be able to return to complete your application, apply for other positions, check your status after you've applied, check the status of your reference letters, and apply in future years. Then click **CONTINUE TO PAGE 1 OF SEASONAL APPLICATION >>**.

Select User Name and Password:	
<b>Select User Name:</b> Use between 6 and 20 letters or numbers.	<input type="text"/>
<b>Password:</b> Use between 6 and 20 letters or numbers.	<input type="password"/>
<b>Re-enter Password:</b>	<input type="password"/>
<b>CONTINUE TO PAGE 1 OF SEASONAL APPLICATION &gt;&gt;</b>	

9. You will be asked to submit a security question in order to obtain a forgotten password. Remember that the question and answer must EXACTLY the same every time (case sensitivity), so choose something easy to remember. You will then click

**SAVE AND CONTINUE TO NEXT >>**

10. Now you will view the application. The system will require you to enter all required fields and will bounce you back until you finish all required fields.

- a. "date you leave your current address" is required; if this is also your permanent address you can enter "11/11/2111".
- b. Under the Village Information title, Village Preference 1, choose the program at which you most want to work from the drop-down menu. If you are interested in other Villages (or support areas) and will be submitting applications, indicate your second and third choice. Hiring managers are different for each Village/area, and they need this information if you have preferences.
- c. The question "The following responsibilities may be added to your position with an additional stipend. Indicate the task(s) for which you feel most qualified" is a required field. If you are applying for a support area, these are not applicable, so check the None box.
- d. The question "If a responsibility is acceptable but not your first choice, indicate here" is also required. You have the option of selecting the None box.

**SAVE AND CONTINUE TO NEXT >>**

e. When you have answered all of the questions, click

**ADD NEW ENTRY**

11. Educational History is next. Click

**ADD NEW ENTRY**

12. Employment History is next. Click

13. The next section deals with "additional information," including skills. Please check all of the applicable certifications in the top section. The activities listed below this section are specifically for Village (program, not support) staff. (If you are applying for a support position, you do not need to answer.)

### Skills

Indicate licensure, certification or training in the following. Send copies of credentials to [vilstaff@cord.edu](mailto:vilstaff@cord.edu) or FAX copies to 218-299-3807.

- First Aid (indicate level)
- CPR (indicate level)
- RN
- LPN
- EMT
- WFR
- NA
- Teacher license (indicate subjects and state)
- Archery (indicate instructor level)
- Fencing (indicate instructor level)
- Wilderness First Aid
- Life guarding
- Head LG module?
- Waterfront module?
- Other

- a. NOTE that at the bottom of this "additional information" page, there is a box for "other information." This is the place to indicate any information that is not requested but that you want to convey, relevant to any part of your application, not just skill areas.
- b. When you have are finished with the additional information section, click

**SAVE AND CONTINUE TO NEXT >>**

14. This will take you to a page where you may review you application and read the policies that you agree to when you submit your application. When you scroll down to the bottom, you will see:

By continuing, I certify that all information provided is true and complete.

**CANCEL**   **CONTINUE**

15. The next page will also ask you to confirm this, and can go back and edit your application at this time.

**Application Status**

**By continuing, I certify that all information provided is true and complete.**

16. Supplemental Information is the next page.

- a. Many fields are required, so please watch for the asterisks.
- b. If you plan to apply for several positions, you may want to answer some of these questions on a separate document, so you can save your responses and paste in answers.
- c. Under the Certify Application box, there is a required checkbox:

\*  In order for your application to be reviewed for this position, please answer the supplemental questions and check the certify statement above.

**SUBMIT ANSWERS TO SUPPLEMENTAL QUESTIONS WITH MY APPLICATION >>**

17. You will be immediately taken to the References section and will need to fill out **two** references. **If you are returning staff from the previous summer, you do not need to submit references but these fields are required. Fill in all of the required fields with "None". The phone # requires a numeric field, so you may use your own phone number or simply make one up (555-555-5555). You will have to do this twice because two are required**

- a. When finished with each submission, click
- b. When you have completed two References, click . NOTE this, as it is a different way to move on than previous sections.
- c. You will be at the section Attach Documents.

18. The Personal Goals Statement is required for applicants to the Norwegian Language Village only. The Personal Goals Statement is **not** required for any other language or position. However, you may submit a personal goals statement in the target language, if you wish.

Scroll down to this box and click Attach next to the Personal Goals Statement

- a. Write your name at the top of the page.
- b. Write your goals for the summer, in the language of the Village to which you are applying. This is only required for the Norwegian Language Village. For any other language or support position, it is optional.

- Example:
- New staff: Describe why you want to work at the Language Villages and, if hired, the goals you will set for yourself.
  - Returning staff: Describe the goals you will set for yourself as a returning staff member.

2 Records				
<input type="checkbox"/> Required	Attach / Remove	Document Type	Attached Document	View Document
*	<a href="#">Attach</a>	Personal Goals Statement (Seasonal)		
	<a href="#">Attach</a>	Other Document		

- a. You can upload a Word document OR enter (English ONLY) text directly.

### Upload a new Personal Goals Statement (Seasonal) :

To upload a **Microsoft Word** or **PDF** document, click the **Browse** button, then select the file you wish to upload and click on the **Open** button. Your document must be less than 2 MB in size. Click the **Attach** button when you are finished.

Note: If your document is *not* in Microsoft Word or PDF format, please copy and paste the text of your document in the 'Paste a new Resume' section directly below.

File:

**ATTACH**

### Paste a new Personal Goals Statement (Seasonal) :

Enter (or copy and paste) the text of the document in the text area below. Click the **Attach** button when you are finished.

Text:

***The following is TRUE for SUPPORT office or transportation positions only:***  
***New VSS Staff:*** enter goal statement, in English, here  
***Returning VSS Staff:*** either enter a goal statement or simply "returning staff"

**ATTACH**

- b. Click **ATTACH** and then click **CONFIRM ATTACHING DOCUMENTS**
- b. Then click **FINISHED ATTACHING DOCUMENTS**
- c. The following page is next. Click Yes to finish attaching documents.

• Welcome **test, VSS**. You are logged in. Monday, December 15, 2008

## Confirm - Support: Transportation Coordinator in Bemidji

You have not completed applying for this position until you receive a confirmation number.

Once you finish attaching documents, you will not be allowed to attach more documents.

Are you sure you want to finish attaching documents for this Posting?

**YES** **NO**

- d. Last, but not least, please save your confirmation number for this application process. Click OK to complete the application process. You can review your application and documents at any time by using this reference number.

• Welcome **test, V55**. You are logged in.

Monday, December 15, 2008

## **Your Application Has Been Submitted Support: Transportation Coordinator in Bemidji**

**The following is your confirmation number. Please save this number for future reference: 555376**

Thank you for your staff application. We appreciate your interest in working with Concordia Language Villages. Your staff application will be reviewed by the Village dean(s) and/or program manager of the Village programs in which you indicated an employment interest, as they make the hiring decisions.

Following are status notification dates:

Returning staff whose applications are received by January 15 will hear of their status by March 1.

All applicants whose applications and references are received by February 15 will hear of their status by April 1.

All applicants whose applications and references are received by March 15 will hear of their status by May 1.

Thank you for your interest in Concordia Language Villages!

**OK**

### **SECTION 5. WHAT TO DO AFTER YOU APPLY**

1. Check back at the site (<http://hr.cord.edu/>) to see your status. You can also check to see if your reference letters have arrived. Use your username and password to log in.
2. If you are a new staff member, you will be contacted (often by e-mail), sometimes with some preliminary questions, and always to arrange a phone interview.
3. If you are hired, you will receive a **STAFF AGREEMENT (contract) by E-MAIL**. The sender's e-mail address will be [clvcontract@cord.edu](mailto:clvcontract@cord.edu) and the name will read "Your CLV Contract." Watch for this.
4. **Our primary way to communicate with you is by e-mail.** After you accept your contract, you will receive other important information by e-mail (how to get paid, for example). If you are an international staff member living in another country, you will receive an envelope with visa paperwork to take to the embassy or consulate. We will first ask you for an address where someone is available during the day to sign for the envelope, before we mail it.