

Applicant Frequently Asked Questions

1. How do I find out about job openings?

To view available position openings, please visit the Carleton College faculty and staff employment page at <http://jobs.carleton.edu> and select the “Search Jobs” link. All current staff job vacancies are posted on our employment Web site. Currently, a limited number of faculty positions are posted on our website. Please visit the [Dean of the College’s website](#) for additional information regarding faculty position openings.


To inquire about available food service positions, please contact our food service vendor, [Bon Appétit](#). Applications for food service positions can be found at the snack bar located in the Sayles Hill Campus Center.

2. How long are jobs posted?

At Carleton College, all job vacancies are posted for a minimum of five business days.

3. How often are new jobs listed?

New job vacancies are posted as they become available. Please check our faculty and staff employment page, <http://jobs.carleton.edu>, often as new positions can be posted at any time.

To be immediately notified of job vacancies as they become available, subscribe to our RSS feed by selecting the  icon on the “Search Jobs” page.

4. How do I apply for a job?

To be considered for a position at Carleton College, you must apply online at <http://jobs.carleton.edu>. New users should select the “Create Account” link and follow the instructions to create a profile on the faculty and staff employment page.

To apply for a job, you must locate the job posting of the position for which you would like to be considered and select the “Apply to this posting” link to begin completing the online application. You will have successfully applied for a position when you receive a confirmation number.

Please note, some position openings may require additional documents, have special application instructions or not accept online applications. Please carefully read the “Special Instructions to Applicant” section of the job posting for any additional application requirements.

5. What if I do not own or have access to a computer?

If you do not have access to a computer, you can use a public access computer at the Office of Human Resources to apply online for position openings. You can visit the Office of Human Resources from 8:00 am – 4:30 pm, Monday-Friday and is located in Strong House.

6. What if I forget my username and password?

If you forgot your username and/or password, select the “Forgot your username or password” link located on the login page. To retrieve your username, enter the email address listed in your profile and select the “Retrieve Username” button. Your username will be emailed to you.

To reset your password, enter your username and select the “Set New Password” button. Your password will be temporarily reset to be the same as your username. Next time you login to the faculty and staff employment page you will be prompted to choose a new password.

If you require additional assistance, please contact the Office of Human Resources at (507) 222-7471.

7. To whom should I address my cover letter?

Please address your cover letter to either “Hiring Manager”, “Hiring Supervisor”, or “Search Committee Chair”.

8. Will I be given the opportunity to submit a resume/CV and cover letter?

Yes, during the online application process you will be given the opportunity to upload a resume/CV and cover letter. Faculty position openings may require documents that are not compatible with the online application process. Please review the “Special Instructions to Applicant” section of the job posting for any additional required documents.

9. Once I have applied for a job can I update my application or my attached documents?

No, once you have applied to a position and received a confirmation number, you cannot update your application or change your attached documents.

You can update your contact information by logging in to the employment page and selecting the “Account Settings” link and updating the effected information provided on the page. The hiring supervisor will be able to view your updated contact information.

10. Uploading my documents changed the formatting, how can I attach my documents without causing formatting errors?

During the online application process, uploaded documents are converted to a .pdf format which occasionally results in formatting errors. To prevent potential formatting errors, convert your documents to a .pdf before uploading them to the Web site.

11. May I submit my resume to be kept on file until a suitable position becomes available?

You can create a profile on the faculty and staff employment page. However, to be considered for a position at Carleton College you must apply to a current job posting.

12. How long will my application be kept online?

Your application will be kept online for at least one year.

13. Should I mail a copy of my resume if I have already submitted it online?

No, if you have applied online you do not need to mail a copy of your application material. Unless otherwise stated in the job posting, only online application will be accepted for most positions at Carleton College.

14. If I am a current Carleton employee, do I have to submit an application?

Yes, you do have to submit an online application in order to be considered for a position opening.

15. I am an internal applicant and am concerned about the confidentiality of my application, who should I contact?

The recruitment process is confidential and your application material is only viewable by the hiring manager, members of human resources and search committee members. If you are concerned about the confidentiality of your application, please contact either the Office of Human Resources or the hiring manager to discuss your concerns.

16. What happens to my resume after I submit it?

Once you successfully submit your online application, you will immediately receive a confirmation number. If you provided us with an email address, you will also receive an email confirmation that your application was received. Upon submission, your application material will be automatically forwarded to the hiring manager for review. Once the department has made a decision on the status of your candidacy you will be contacted.

17. Can I check the status of my application?

You may review the status of your application whenever you log in <http://jobs.carleton.edu> and by choosing the "Your Applications" link.

18. How will my application be evaluated?

When you apply for a position, the hiring department or search committee will evaluate your application. Your qualifications in relation to the job, along with those of all other applicants, will be compared against the skills or qualifications required for the position.