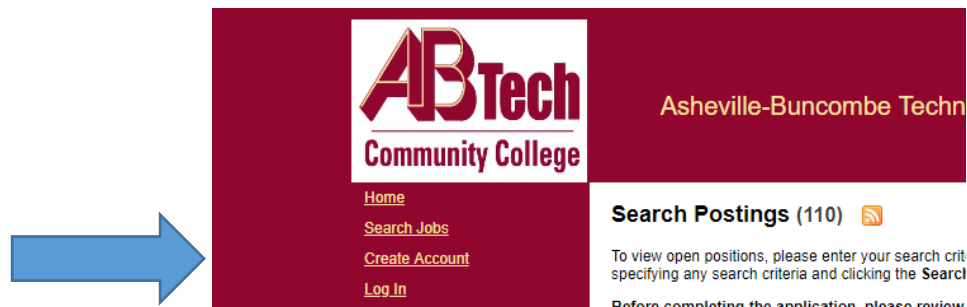


## Job Seekers FAQ's

### Q-How do I apply for a job at A-B Tech/can I apply directly with the hiring department?

A- All job applications must be submitted online through the A-B Tech website and not directly with the hiring department: <https://www.abtech.edu/>

- Scroll over to the Careers tab and click on the **Employment At A-B Tech** link. That will take you to the employment page: <https://www.abtech.edu/content/human-resources/human-resources-office>
- Scroll down to the **Search for Vacant Positions at A-B Tech** link: <https://abtcc.peopleadmin.com/postings/search>
- Once on the Employment site, click on the **Create Account** link:



- Create an account. If you already have an account, click **Log in**

**Note:** A Separate application must be submitted for each position in which you want to be considered. However, applicant data (such as transcripts, resume, and application text) will be saved to your applicant account once you complete your first application. To apply for additional vacancies, log in and apply for additional positions.

### Q-When will I be notified about the position?

A-If you are selected for an interview, someone will call or email you with notice of further information. If you are not selected for an interview once the job is filled, you will be notified via email. This process can take anywhere from 4-6 weeks. For more information, please visit: <https://www.abtech.edu/content/human-resources/human-resources-office> and scroll down to and click on the **Application and Selection Process** link.

### Q-How do I update information on my application?

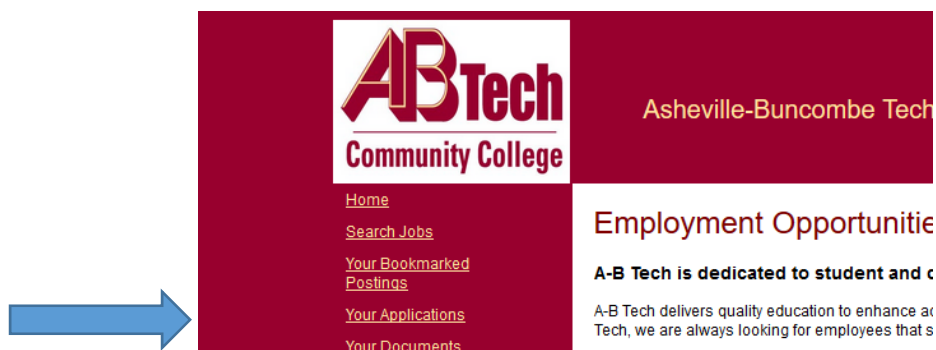
A- After an application has been submitted, you will no longer have access to make changes. To make a change, call The Human Resources Office at (828) 398-7114. From there, Human Resources has to go into the system to reactivate your application, so that you will be able to make the necessary changes.

**Note:** The Human Resources staff is not authorized to make changes or add documents on your behalf.

## Job Seekers FAQ's

### Q- Where can I see if I have applied to a certain job?

A- Log onto the A-B Tech Employment site and click on **Your Applications** link. Incomplete applications are displayed as **Applications to Complete**, and submitted applications will appear as **Completed Applications**. You should receive a confirmation email every time an application is certified and submitted.



### Q-I put in my application, but how do I know if it went through?

A- You will receive a confirmation number via email once the system accepts your application.

### Q- I need help uploading my transcripts, can you help me?

A- Human Resources can refer you to NC Works who will further assist you in uploading your documents. The NC Works Phone is: (828) 251-6200 and email is: <http://www.ncworks.gov>. If you need technical assisting in uploading documents, scroll down to the Technical Support section of this page.

### Q- If I have a resume, do I still need complete each field of the application online?

A- Yes, all of the A-B Tech application needs to be completed. Resumes are not accepted as a substitution for a completed application. **Incomplete applications will be removed from consideration.**

### Q- Should I apply for a vacancy if the application review date has passed?

A-It is a personal decision as to whether you choose to apply after the application review date has passed. All applications received before 8:00am (EST) on the posted "application review date" will be reviewed. Applications received after this time may not be reviewed.

### Q- Who do I address my cover letter to?

A- To Human Resources at A-B Tech or the Screening Committee. Cover letters must be attached to the online application and should **not** specifically be sent to the A-B Tech Human Resources email address or fax.

### Q- If I put my application in after the review date will it still be reviewed?

A- All applications received before 8:00am (EST) on the posted "application review date" will be reviewed. Applications received after this time may not be reviewed.

## Job Seekers FAQ's

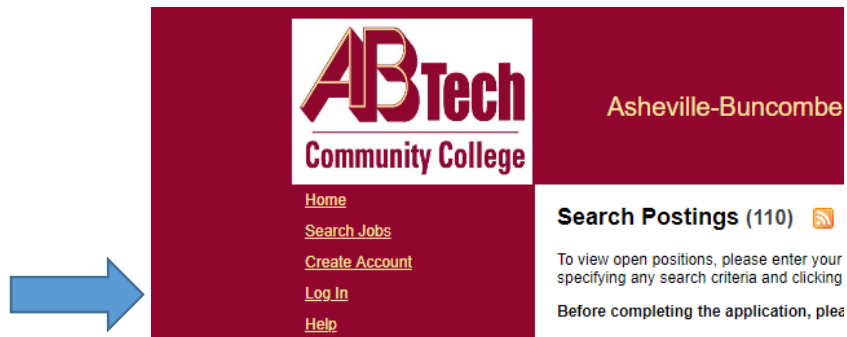
### Q- How long does it take for a decision to be made on who is hired?

A- The entire hiring process takes about 4-6 weeks, from application review to interview.

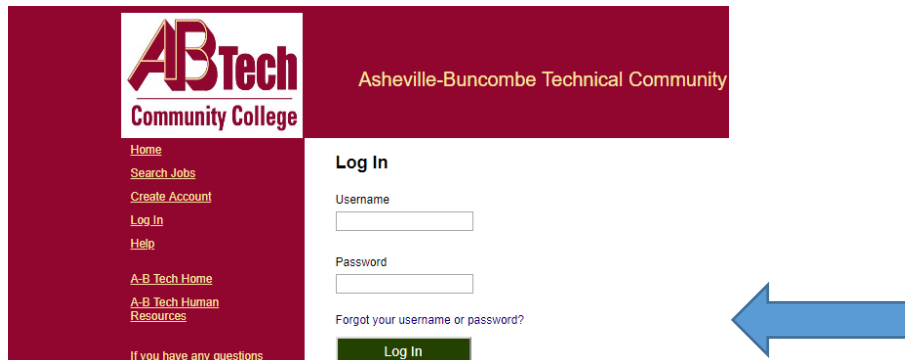
## Technical Support

### Q- How do I reset my password?

A- On the employment website, click **Log In**:



Underneath your normal login username and password input, click **Forgot your username or password?**



Enter username and click on reset password.

# Job Seekers FAQ's

**ABTech**  
Community College

Asheville-Buncombe Technical Community College

[Home](#)  
[Search Jobs](#)  
[Create Account](#)  
[Log ID](#)  
[Help](#)

[A-B Tech Home](#)  
[A-B Tech Human Resources](#)

If you have any questions regarding the application

**Retrieve Username**  
Enter the email address you used to create your account. Your Username will be emailed to you

Email Address

**Forgot Password**  
Enter your username to set a new password.

Username

A password reset message will be sent to the email associated with that username. When you click on that link on the email, you will be redirected to the employment site where you can select a new password. If you selected a challenge question when creating your account, clicking **Set New Password** will prompt you for the correct answer to this question before you can update your password. No email will be sent.

**Question:** What is the name of your favorite childhood friend?

Answer

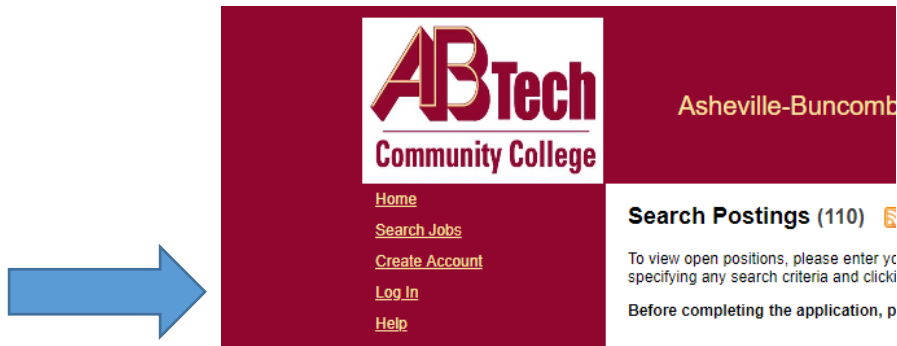
**New Password**

**New Password Confirmation**

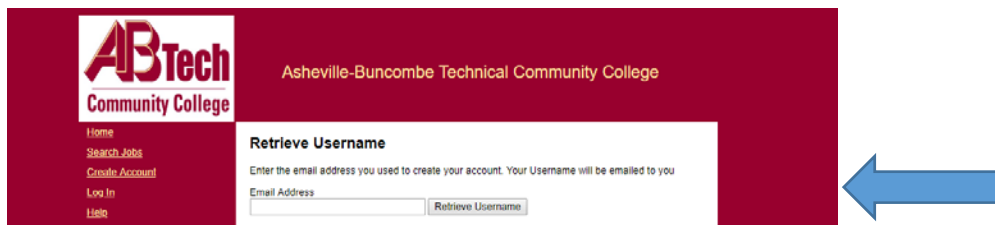
## Job Seekers FAQ's

### Q- How do I retrieve my username?

A- On the employment website, click **Log In** :



When retrieving your username, enter the email you used when first applying for the vacant position.



Note: For security purposes, after clicking **Retrieve Username**, you will see a system message saying an email was sent, whether or not your actual email address exists in the system. If you do not receive an email, you may have entered a different email address than the one associated with your applicant account. Please enter that email address.

## Job Seekers FAQ's

### Q- What types of documents can I upload, and how can I upload them?

A-

The following document types are accepted:

- A- Microsoft® Word® or similar word processing files (.doc, .docx, .rtf, .rtx, .odt)
- B- PDF
- C- Plain text (.txt)
- D- Microsoft Excel® files (.xls, .xlsx)
- E- Graphics (.tiff, .tif, .jpeg, .jpg, .jpe, .png)
- F- Video (.flv, .mov)

There are several methods in uploading documents:

- Once you have applied for a certain job or position, click on each of the underlined links to submit the required documents:



- Each link takes you to another page that allows you to submit files either through the browse button to select file, or through clicking on the underlined links in the alternatives section:

**Note:** There is an 9 MB size limit on any files you upload. If you are having difficulty uploading transcripts, it could be due to password protection or encryption on those files. Please try printing out the transcript, scanning it, and attaching that scanned file.

# Job Seekers FAQ's

## Community College

[Home](#)

[Search Jobs](#)

[Your Bookmarked Postings](#)

[Your Applications](#)

[Your Documents](#)

[Account Settings](#)

[Demographic Info](#)

[Logout Tammy](#)

[Help](#)

[A-B Tech Home](#)

[A-B Tech Human Resources](#)

If you have any questions regarding the application process, please contact:

A-B Tech Human Resources  
Sunnicrest Building  
340 Victoria Road  
Asheville, NC 28801  
Phone: (828) 398-7114  
Fax: (828) 232-5004

[hr@abtech.edu](mailto:hr@abtech.edu)

(Documents such as resumes and cover letters should be

[Return to your Application for Police Officer I \(Extended to May 15, 2018\)](#)

### Upload Unofficial Transcripts

To upload your document, provide a name and description of the document. To choose a file to upload, click the **Browse** button and select the file from your computer. If you wish to write your resume, click the **Write a Resume** link. To attach a previously uploaded document, click on the **Select Previously Added Resume** link.

When you are ready to submit your document, click the **Submit** button.

**Name:**

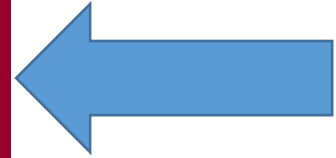
**Description (optional):**

**File to Upload:**

### Alternatives

[Write Unofficial Transcripts](#)

[Use Previously Uploaded Unofficial Transcripts](#)



- Make sure to select the "Add to my Application" button once finished.