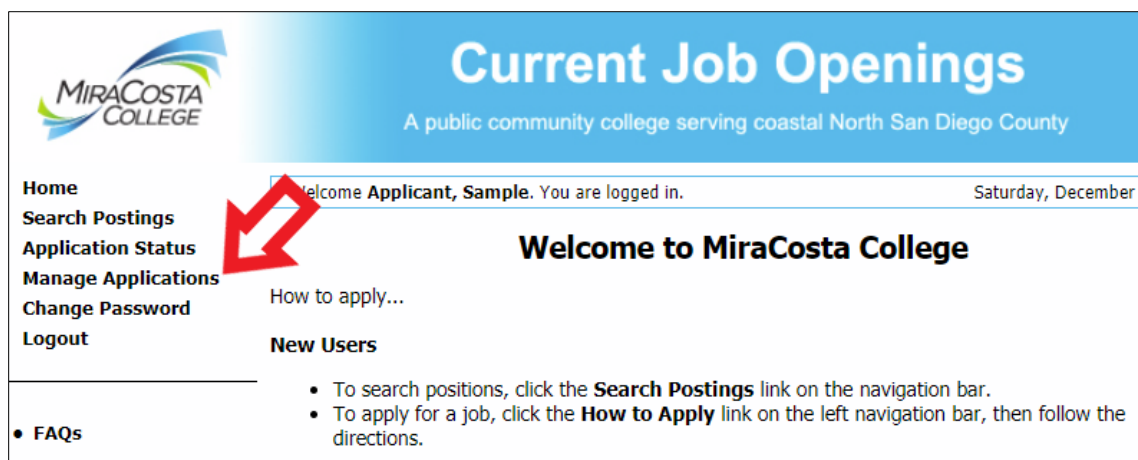


MIRACOSTA COLLEGE
Instructions on How to Update Your Response
to the Revised Diversity Question

To update your response to the diversity question, you must edit your application form *before* you finish applying to the job posting. If you have already finished applying and received a confirmation number, contact Human Resources for assistance at (760) 795-6854 or jobs@miracosta.edu. Otherwise, please follow the instructions below.

1. Log in to MiraCosta College's online application system at <https://jobs.miracosta.edu>.
2. Click on "Manage Applications."



MIRACOSTA COLLEGE
 A public community college serving coastal North San Diego County

Home Welcome Applicant, Sample. You are logged in. Saturday, December

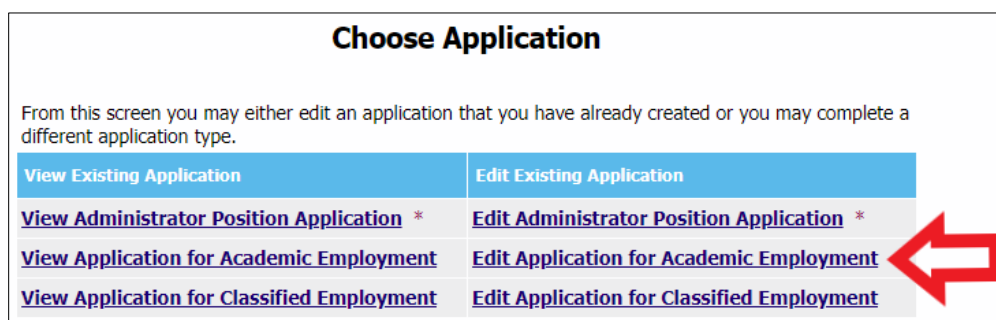
Search Postings
Application Status
Manage Applications (indicated by a red arrow)
Change Password
Logout

How to apply...
New Users

- To search positions, click the **Search Postings** link on the navigation bar.
- To apply for a job, click the **How to Apply** link on the left navigation bar, then follow the directions.

• **FAQs**

3. Click on "Edit Application for Academic Employment."

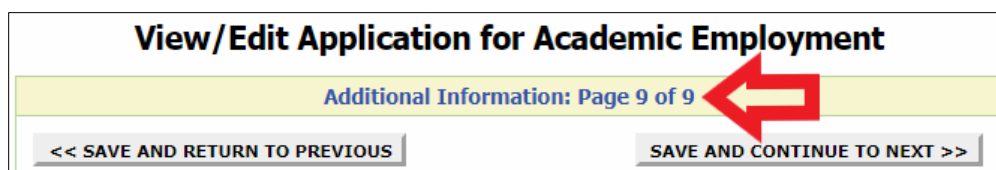


Choose Application

From this screen you may either edit an application that you have already created or you may complete a different application type.

View Existing Application	Edit Existing Application
View Administrator Position Application *	Edit Administrator Position Application *
View Application for Academic Employment	Edit Application for Academic Employment (indicated by a red arrow)
View Application for Classified Employment	Edit Application for Classified Employment

4. Click on the "SAVE AND CONTINUE TO NEXT>>" button at the top (or bottom) of each page until you get to the page "Additional Information: Page 9 of 9."



View/Edit Application for Academic Employment

Additional Information: Page 9 of 9 (indicated by a red arrow)

- Update your response to the diversity question as needed. (Your response will be limited to approximately 3,900 characters which includes spaces and punctuation.) Then click on the “SAVE AND CONTINUE TO NEXT>>” button.

View/Edit Application for Academic Employment

Additional Information: Page 9 of 9

<< SAVE AND RETURN TO PREVIOUS
SAVE AND CONTINUE TO NEXT >>

Please answer the following questions and click the **Save and Continue to Next Page** button at the bottom of the screen.
Please do not enter "See Resume" on any field in your application. Your response will be limited to 3,900 characters which includes spaces and punctuation.

*Required information is denoted with an asterisk.

Additional Information

MiraCosta College is an Equal Opportunity Employer with a commitment to diversity. We strive to be a model for equity and inclusion, effectively supporting students from diverse socioeconomic and cultural backgrounds who represent a wide range of abilities, academic preparation, and life experiences. Please describe what qualifications and/or experiences have prepared you to contribute to the fulfillment of the College's goals for equity and inclusion.

Update your response as needed.

(limited to approximately 3,900 characters which includes spaces and punctuation)

This is my previous response to the old diversity question. This is my previous response to the old diversity question. This is my previous response to the old diversity question. This is my previous response to the old diversity question. This is my previous response to the old diversity question. This is my previous response to the old diversity question. This is my previous response to the old diversity question. This is my previous response to the old diversity question. This is my previous response to the old diversity question. This is my previous response to the old diversity question.

*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS
SAVE AND CONTINUE TO NEXT >>

SAVE AND STAY ON THIS PAGE
EXIT

- Make sure the radio button next to “I certify that all information provided is true and complete” is filled in. Then click on the “CONTINUE” button to certify your application.

View Application for Academic Employment Summary

[Edit My Information](#)
 [View Application for Academic Employment](#)

Application Status

I certify that all statements on this application are true and complete to the best of my knowledge and belief. I hereby authorize the MiraCosta Community College District Office of Human Resources or its designee to verify and investigate any information contained in this application or in any other of my pre-employment documents before, during and after my employment with the District. I understand that false or incomplete statements shall be sufficient cause for disqualification or dismissal. Although MiraCosta College makes every effort to maintain confidentiality, I understand that a broad spectrum of campus personnel may be involved in the selection process.

I certify that all information provided is true and complete.

CANCEL
CONTINUE

7. Click on the “CONFIRM” button.

Confirm Change Application Status

Confirm edits.

Application Status

I certify that all information provided is true and complete.

8. Once you have updated your response, you can proceed with applying for the job posting:

- search for the job posting
- click on “Home”
- click on the “Full-time Faculty” button
- click on “View” beneath the title of the posting that you want to apply for;
- click on the “APPLY FOR THIS POSTING” button and follow the instructions to finish applying.

[Home](#)

[Search Postings](#)

[Application Status](#)

[Manage Applications](#)

[Change Password](#)

[Logout](#)

- [FAQs](#)
- [How To Apply](#)
- [Equivalency for Faculty](#)
- [Foreign Transcript Evaluation](#)
- [Salary Schedules](#)
- [Benefits](#)
- [Tenure Candidate Info](#)
- [Other Employment Resources](#)
- [MCC Home Page](#)

Welcome Applicant, Sample. You are logged in.

Welcome to MiraCosta College

How to apply...

New Users

- To search positions, click the **Search Postings** link on the navigation bar.
- To apply for a job, click the **How to Apply** link on the left navigation bar for directions.

Returning Users

- Click the **Login** link on the navigation bar, and enter your username and password.
- This enables you to:
 - Edit your existing application.
 - Apply to new jobs without re-entering your application information.
 - Review the status of positions you have applied to.

View Openings by Position Type

Administrator	Associate (part-time)
Full-time Faculty	Staff/Classroom

▼ Job Title	▼ Working Title
Chemistry Instructor (TEST POSTING-3) View	Chemistry Instructor (


• Welcome **Applicant, Sample**. You are logged in.

Job Details

[Return to Search Results](#)

If you need to **edit your application information** before applying, click on the 'Manage Applications' link on the navigation bar to the left. **your application information after you have applied for a position.**

Please be sure to read the section titled "Special Instructions" in red text on this page.

APPLY FOR THIS POSTING 

Posting Details

Posting Number:	0000942
Job Title:	Chemistry Instructor (TEST POSTING-3)