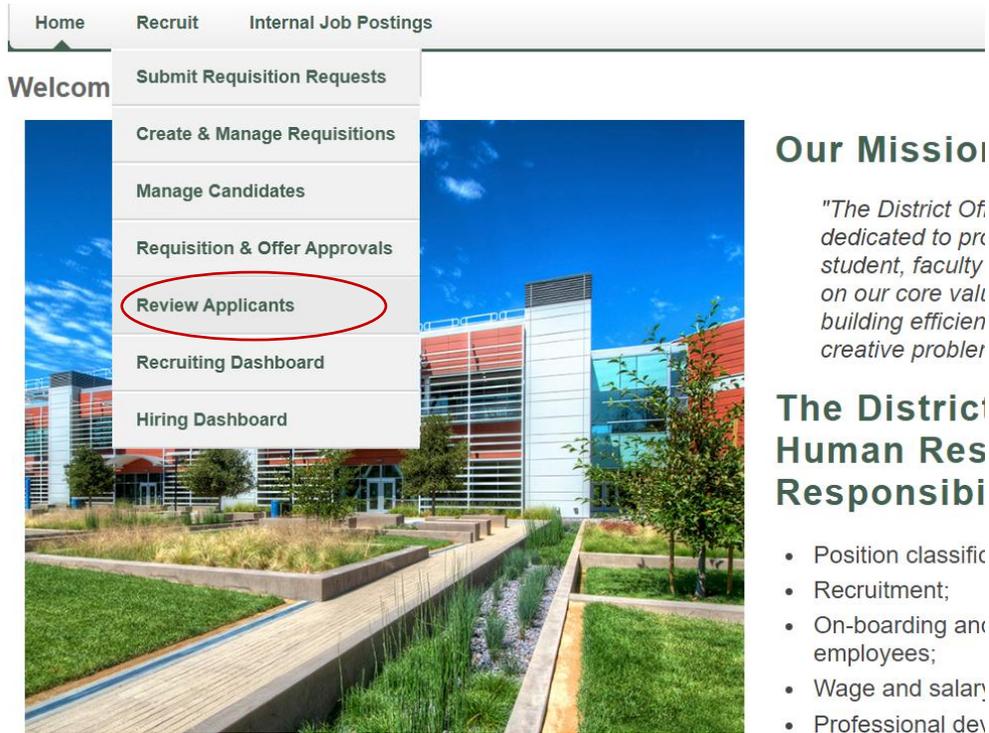


(Login at: <https://fhda.csod.com/samldefault.aspx>)

Hiring Committee Instructions:

1. Hover over Recruit – Review Applicants



2. Click the number under In Review

The screenshot shows the 'Review Applicants' page with a table of job openings. The 'In Review' column for the first row is circled in red.

Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	In Review
	Administrative/Clerical Temporary Pool (req151)	Los Altos Hills CA	Keisha-Yu Sentosa	6/15/2020	6/15/2020	-	7	7

(1 Result)

- It will bring you to the list of applicants. You can click on “Applicants” to sort by first name. Click on the name of the person to get to that person’s application page.

Applicants	Applicant Location	Applicant Preferred Language	Applicant Flags	Application Flags
[Redacted]	Santa Clara California United States	English (US)		
[Redacted]	San Mateo California United States	English (US)		
[Redacted]	Union City California United States	English (US)		
[Redacted]	San Jose California United States	English (US)		
[Redacted]	California United States	English (US)		
[Redacted]	Campbell California United States	English (US)		

4.

Summary Statures **Application** Documents History

Upload Resume and Cover Letter

Current Resume/CV:

Professional Experience

Company	Job Title	Responsibilities / Key Accomplishments	Start Date	End Date
[Redacted]	[Redacted]	[Redacted]	2/1/2019	6/26/2020
[Redacted]	[Redacted]	[Redacted]	9/1/2000	6/29/2012
[Redacted]	[Redacted]	[Redacted]	4/1/1986	3/30/1990
[Redacted]	[Redacted]	[Redacted]	4/2/1984	3/31/1986

Education

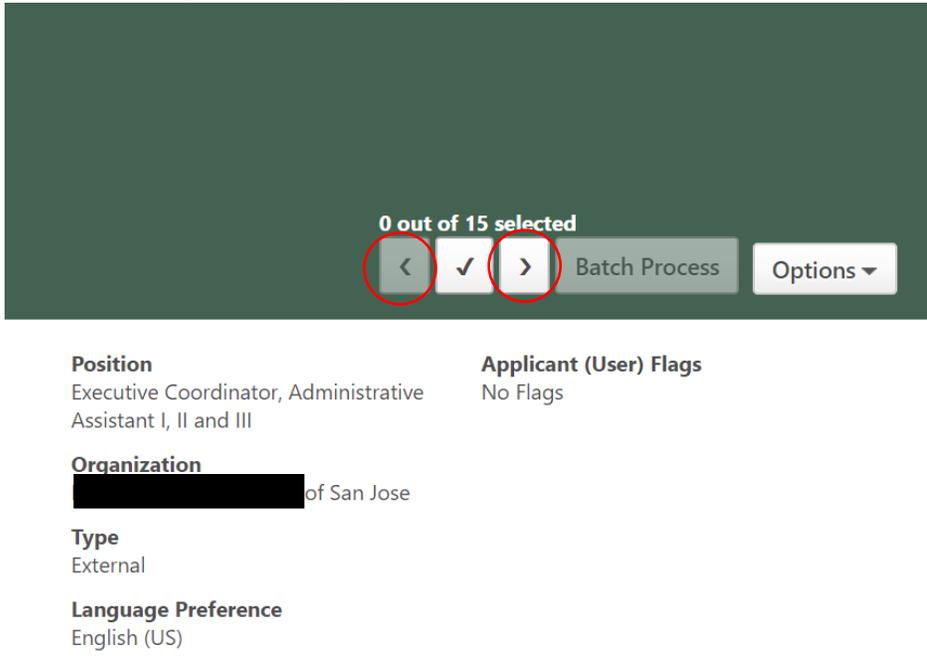
Institution	Degree	Major	Minor	Graduation Date	Degree in progress
[Redacted]	Associate Degree	Graduated art design		3/7/1984	False

License/Certifications

5. This is where you can find the diversity statement

ID	Question	Correct	Score
37	Work Authorization <input checked="" type="checkbox"/> I am authorized to work in this country for any employer <input type="checkbox"/> I am authorized to work in this country for my present employer only	N/A	N/A
13	Current District Employee <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A	0 out of 0
12	CWID # [REDACTED]	N/A	N/A
14	Current Employee Type <input type="checkbox"/> Full-Time Faculty <input type="checkbox"/> Part-Time Faculty <input type="checkbox"/> Full or Part-Time Staff <input checked="" type="checkbox"/> Temporary	N/A	0 out of 0
15	Source <input type="checkbox"/> Careers Website <input type="checkbox"/> CCC Registry <input type="checkbox"/> Craigslist <input type="checkbox"/> Higher Ed Jobs <input checked="" type="checkbox"/> Other	N/A	0 out of 0
19	Other Source (Specify Source) Recommendation by Dr. Ikuko Rakow	N/A	N/A
18	In the space below, respond to Foothill - De Anza Community College District's commitment as outlined above and explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion. In the past decade, the population dynamic in the U.S. has been rapidly changing, and the word "diversity" is not uncommon. Five years ago, the U.S. was a homogeneous society. Today, it is a diverse society of about five ye yo no ot tu Th rel we should be proud of ourselves for our differences. Any one of us should not be discriminated for any reason in one	N/A	N/A

6. Click the left/right arrow to go to the previous/next applicant.



The screenshot shows a dark green header bar with the text "0 out of 15 selected" in white. Below this text are four buttons: a left arrow, a checkmark, a right arrow, and a "Batch Process" button. To the right of these buttons is an "Options" button with a downward arrow. The left and right arrow buttons are circled in red. Below the header bar, the following applicant details are displayed:

Position
Executive Coordinator, Administrative Assistant I, II and III

Applicant (User) Flags
No Flags

Organization
[Redacted] of San Jose

Type
External

Language Preference
English (US)