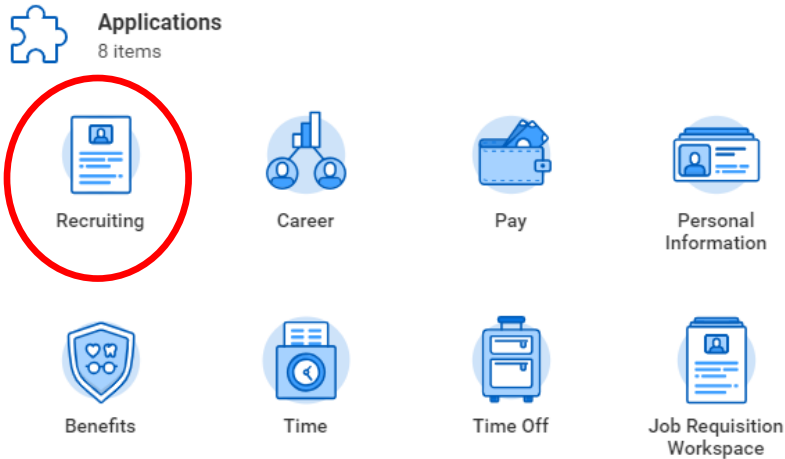


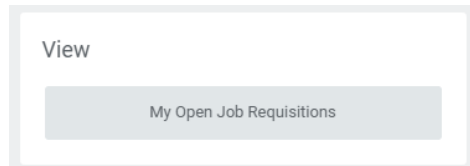


# SCREEN ADJUNCT CANDIDATES

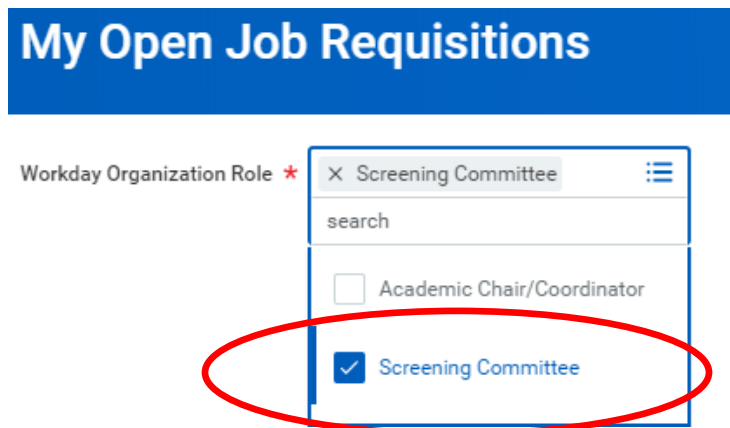
1. To screen candidates in an adjunct pool log in to Workday and click on the Recruiting application on your homepage.



2. Click on My Open Job Requisitions.



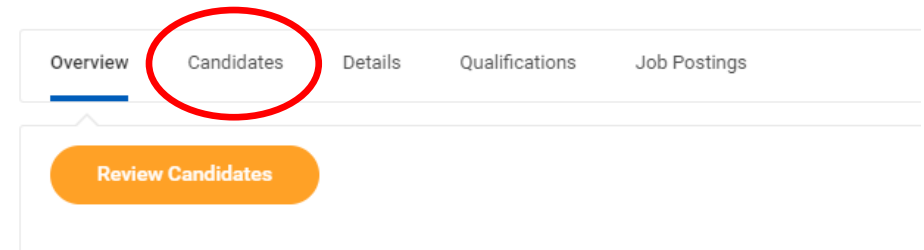
3. Select "Screening Committee" under Workday Organization Role.



4. Click the link for the requisition/position you would like to review.

Requisition	Primary Location	Recruiter	Supervisory Organization
R-00658 PART TIME POOL - COUNSELOR or PERSONAL DEVELOPMENT INSTRUCTOR (Evergreen) (Open)	GC Grossmont College	Blanca Cummings	

5. Click on the Candidates tab to see the list of all candidates.



6. Click on the Candidate's name to review their application materials.

Overview

Candidates

Details

Qualifications

Job Postings

All Active Candidates

Awaiting Action

Extend My Search

1

Review

Screen

Interview

1 item

Overview

Contact

	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	CF_Duplicate	Referred by (unmatched)	Date Applied	Current Title
<input type="checkbox"/>	Paper Cup (CAND9)	Review		1	Yes		03/04/2019	Adjunct Professor



# SCREEN ADJUNCT CANDIDATES

The **Overview** page contains the following candidate information:

- Experience
- Resume (click on the link to open the document)
- Education

Overview	Screening	Interview	Questionnaire Results	Attachments	Personal Information
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Current Job 8 months Total Jobs 7 Total Experience 21 years

## Experience

Southwestern Community College  
Adjunct Professor | August 2018 - Current (8 months) | Chula Vista CA

Teach community college students in the subjects of Business Law, Administration of Justice, and Paralegal Instruction

U.S. Marine Corps  
Legal Assistance Attorney | January 2008 - May 2018 (10 years, 5 months) | San Diego

Responsible for all office policies and processes of Legal Assistance section  
· Working directly with over 1,000 clients per year on legal issues including, but not limited to:  
· Divorce  
· Immigration  
· Small Claims  
· Consumer Law  
· Child Custody  
· Property Distribution  
· Estate Planning  
· Domestic Violence  
· Military Benefits  
· Homeowner Issues

## Websites

none entered

## Resume / Cover Letter

 Resume 2018 A.doc

## Skills

none entered

## Education

California Western School of Law  
JD | Law | From 2001 | To 2003

University of Denver  
BS | Business Administration/Management | From 1990 |

The **Questionnaire Results** page contains the following candidate information:

- References
- Cover Letter (click on the link to open the document)
- Teaching Experience
- Unofficial transcripts (click on the link to open the document(s))
- Equivalency, if applicable (click on the link to open the document(s))



Overview	Screening	Interview	Questionnaire Results	Attachments	Personal Notes	Employment Offer
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Please list Professional Reference #1 - Name, Phone/Email, Relationship

Please list Professional Reference #2 - Name, Phone/Email, Relationship

Please list Professional Reference #3 - Name, Phone/Email, Relationship

4 items

Question	Answers
Please attach your cover letter. Be sure to refer to the special instructions on the job posting for any specific items to be addressed in the cover letter.	 <a href="#">Cover Letter Gross</a> Comment
Please list your relevant teaching experience in the following order: name of university/college, course(s) taught, dates, full-time or part-time.	Southwestern College Administration of Justice 8/2018 - Business Law, 8/2018 - present Computer-aided Legal Research, 1/
Please attach copies of all college/university transcripts (unofficial) verifying degree(s) and/ or course work.	 <a href="#">Transcript CWSL.p</a> 2 weeks ago Comment
Are you applying under "the equivalency?"	No