



## Hiring FAQ

### **Does KC run a criminal background check?**

Prior to an official offer of employment, a criminal history/background check will be conducted.

### **Does the college sponsor employment or work visas from non U.S. citizens?**

You must be a citizen of the United States or have the legal right to work in the United States for employment at KC.

### **What is the typical time frame for the hiring process?**

There is no set time frame for the hiring process. Due to various circumstances, job postings can be extended or withdrawn at any time in the process at the discretion of the College. The hiring process may take a few days up to a few months, depending on the level of the job, the extent of the candidate search, and various other factors. Once applications have been referred to the hiring committee, they select the candidates for interviews. All positions are subject to review and may or may not be filled pending funding or other budgetary considerations.

### **Is my application automatically sent to other jobs I might be qualified for?**

If you wish to be considered for any other positions than what you applied for, you will need to submit a new application for the position.

### **When will I hear the results of the review of my application?**

If an applicant has been selected for an interview they will be contacted by phone. Otherwise, you will not receive a response from KC.

### **Can I send the application by email?**

Only online applications are accepted.

### **Is the job posting that is listed on your webpage still open?**

If the position is listed, is it still open for applications.

### **Is a resume accepted in lieu of an application?**

A resume will not be used for consideration for employment alone. A completed online application is required before the hiring committee will consider any applicant for an interview.