

Q: How does H.R. determine who is qualified for the job?

A: H.R. screens all applications received by the closing date. Applications received after the closing date cannot be considered for an interview. In the screening process, we compare the information you have listed on your application/resume against the minimum qualifications listed on the job announcement. If an applicant does not identify or articulate 'HOW YOU MEET EACH REQUIREMENT' then you did not meet the minimum qualifications to be considered for an interview. It is paramount to read the job announcement and follow the directions under 'HOW TO APPLY'. If the announcement asks for three (3) letters of reference by the closing date, than that is what you have to do in order to be considered for an interview. Otherwise, your application is screened out. If it asks you to submit supporting documentation for education by the closing date, it is the applicant's responsibility to submit it.

Q: Does H.R. hire and fire everyone?

A: No. We provide a service to the CCT's departments, a service that helps to employ its human resource needs. We handle all of the formalities and assist the program every step of the way. But we are a non-voting party to the interview process; we only facilitate to ensure compliance to the Employee Policy Manual (EPM) and other federal guidelines. Actions such as Disciplinary, Terminations and Promotions are initiated by the Program who then submits to H.R. as part of the process.

Q: Why is my application overlooked when I know I am more qualified than the person who got the job?

A: This goes back to the first question's answer. If your application is incomplete, then we cannot consider your application because all job applications are based on the information provided by the applicant.

Q: Why was a member of another Tribe hired before me? I am the one enrolled here.

A: We practice Colville Tribal Indian Preference which is different than Indian Preference because it depends on the funding source of the position. Some federally funded positions require us to follow "Indian Preference" which includes any and all enrolled members of a federally recognized tribe.

Q: Why didn't I get the job?

A: There could be a number of factors on why you did not get the job. This also goes back to the first questions. Each job file is carefully screened to allow the applicants who appear to meet the minimums be granted an interview. It is the responsibility of the applicant to provide the requested information on the job announcement to your application, resume or other supporting documentation. At the interview you must dress accordingly and be ready to communicate your knowledge of the position you are interviewing for.

Q: Can I use an electronic signature?

A: Yes. If you are using an electronic signature make sure you have confirmation it has been received by the H.R. Associate.

Q: What is “bonding” on the application?

A: Bonding is when a department must take out additional insurance for its employees to access certain duty areas for their employment. Background clearances must be obtained.

Q: Do I need transcripts?

A: If the job announcement requires the transcripts then, yes. If it is not required, it could be to an advantage for you to submit as additional information.

Q: How far back do I go with my job experience?

A: Job experience reported on the application should pertain to the job announcement. This is to provide the information needed to meet the minimum requirements. Any additional information can be supplied on a resume or cover letter.

Q: How many pages should my resume be?

A: Depending on the positions for example; a technical field for Natural Resources may require an extensive resume, identifying all aspects of the field they have trained for. Many positions for example; a straight-forward, to the point resume which identifies your objective, education, work experience/history/core qualifications, references both employment and personal will satisfy the hiring manager. Much information can be submitted on a single page.

Q: How long until we hear something after the job file has closed?

A: Once sent up to the Executive Director’s office for review/approval, we typically have our file back within 2-3 business days, although it has taken as long as two-weeks.

Q: Do I have to be a Colville Tribal Member to apply?

A: No. The Colville Tribes takes pride in the multitude of diverse staff currently employed with the Colville Tribes. The Colville Tribes does apply Indian Preference and Veterans Preference when considering qualified applications. But that does not exclude anyone from applying

Q: Why am I not getting interviews for positions I applied for?

A: It is absolutely essential for applicants to review the job announcement before applying for it. It is important that your application address the Minimum Qualifications listed on the job announcement. A common mistake made by applicants is their assumption that HR “knows” the details of your job based on the job title, and that’s it’s not necessary to list “Every Little Thing You Did” because the job title says it all. This could not be any more inaccurate. Whether we know or not is irrelevant. It is against the law for us to change, add or modify anyone’s application. It is the responsibility of the applicant to articulate this information, not HR.

Q: Do I have to submit a new job application for each job that I apply for?

A: Yes. We encourage applicants to submit a separate application for each job announcement that they are applying for. What you are doing is articulating to the reader, through your application, why you qualify, how you qualify and identify the areas that you feel place your KSA's above the rest. Think of it in terms of selling yourself as the best qualified applicant to your potential employer. When you submit an application that has to be written for a particular or specific job in mind, the connection is lost. Your duties become vague and general instead of articulate. For instance, some employers want to know the process involved with Custodial. If your application simply state: "changed garbage, wiped tables, vacuumed, swept, did dishes, cleaned bathroom" you may not be considered as qualified as someone who answered "used approved chemicals to sanitize work areas, take out trash and replaced liners, washed dishes following the safety and chemical process guidelines, sanitized bathrooms twice a day".

Q: Do I have to submit a resume?

A: Yes. Your resume should reflect additional detailed information not asked on the standard application that further enhances your knowledge, skills and abilities to perform the job you are applying for. This is your opportunity to "sell yourself" to the potential employer.

Q: Can I just put "see attached resume" instead of typing my job history on the job application?

A: No. This shows the applicant's inability to follow direction. Every question in the application should be filled out – even if you're answer is N/A.

Q: Should I attach copies of my degree, license or tribal I.D.?

A: Yes. Read the announcement carefully. Anything it asks for; transcripts, proof of degree, references, etc. needs to be attached and submitted by closing date.

Q: Do I need to sign my job application?

A: Yes. Your application is invalid if it is not signed.