

INSTRUCTIONS FOR HAMPSHIRE COLLEGE PARTICIPANTS USING FC ASSIST

FC Assist has been created as a tool to assist Hampshire College faculty and staff who may be seeking new positions on other campuses.

These instructions are for Hampshire College faculty and staff. If you are from another campus and designated as a Five College Reviewer, follow the Five College Reviewer instructions.

1. To join **Five College Assist**, enter this website address:
<https://moodle.fivecolleges.edu/course/view.php?id=93>
Or visit the Five College Moodle site at **moodle.fivecolleges.edu**, navigate to **Faculty/Staff Resources** and select the course called **Five College Assist**.
2. Log in using your Hampshire College username and password.
3. On the next screen, enter the enrollment key **FCassist**. Click **enroll me**. (NOTE: The enrollment key is case sensitive, so remember to enter it exactly as written.)
4. You will then be welcomed to the Five College Assist site.

ABOUT THIS SITE

For information about what this site is and how it's being used, visit the ABOUT THIS SITE section.

RESOURCES FOR JOB SEEKERS

For links to employment pages at other campuses, see the RESOURCES section.

This section also links to a map of campuses in the region.

INTEREST FORM FOR HAMPSHIRE FACULTY/STAFF

- To add your information to the site, click on the INTEREST FORM.
- See the four tabs near the top of the window and select ADD ENTRY.
- Complete section 1 - **CONTACT INFORMATION**, section 2- **EMPLOYMENT STATUS** and section 3 - **PERMISSION**. Any question with a red asterisk is required.
- If you are seeking a teaching role, complete sections 4, 5, & 6 in the **FACULTY** section. If you are seeking a staff role, complete sections 4, 5 & 6 in the **STAFF** section.
- To upload your CV or résumé, click the **ADD** icon in the upper left corner of the upload window.
- Browse your computer to find the file you want to include. Give it a name. Then click **UPLOAD THIS FILE**. NOTE: If you need to go back without saving a file, be sure to X out of the FILE PICKER window. Do not use your browser's back button. If you do, you'll have to start the entire form all over.
- Then move on to the **SUMMARY STATEMENT**. Completing this section is optional. If you want to write a few words about yourself, your experience, and the type of position you're seeking, this is the ideal place to do it. Please keep your entry under 200 words, or about 10 sentences.
- In the next section, if you're a faculty member, you should check off your **academic disciplines or areas of specialization**. Use **section 7** to add areas that are not already on the list. Similarly, staff should use section 6 to check off the **job categories** of interest and use **section 7** to add other relevant areas not listed.
- Once the form is complete, review it carefully. You won't be able to edit after submitting.

- If everything looks good, click **SAVE AND VIEW**.