

Coquitlam College Recruitment FAQ

Got questions? We've got answers! Read on to learn more about how we hire and how you can shine through the process.

What does your application process look like?

Good news: if the posting is still live, we're still in the hiring process. Don't hesitate to apply- we may still be searching for the right candidate.

Once a position is posted, we begin reviewing applications right away. We keep postings up until the role is filled.

Initial stages may include brief phone interviews (depending on volume of applications), followed by in-person interviews at our Vancouver Campus for shortlisted candidates.

We understand that waiting can be tough, but please allow at least one-week post-interview before following up. Regardless of the outcome, we are committed to providing a response.

Did you receive my application?

We keep things personal—every application is reviewed by a real person, not an automated system.

You won't receive a confirmation email, but rest assured your resume is being considered. If you're unsure whether your application went through, feel free to email us at hr@coquitlamcollege.com.

And yes, we do take our time—it's because we're being thorough. If the job is still posted, it means we're still looking for the right fit. Hang tight, and thanks for your patience!

Can I get the Hiring Manager's contact info?

We don't share Hiring Manager contact information prior to interviews. However, you're welcome to contact Human Resources at any time. Once you're shortlisted, you'll have the opportunity to connect with the Hiring Manager directly.

How do I make my application stand out?

This is your chance to shine! Here are some helpful tips:

- Read the job posting carefully. We care about your attention to detail and are more likely to consider applications that follow all our instructions.
 - Tell us why you want to work here. Passion for international education? Excited about equity and inclusion? Heard we're awesome from a friend? We'd love to hear what excites you about joining our team.
 - Match your skills to the job- be specific! A general resume shows you're capable, but a tailored one shows us you're the one.
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I forgot to attach something. What now?

No problem- just email the missing document to hr@coquitlamcollege.com. Use a subject line like:

[Your Name] – [Job Title] – Missing Attachment (Applied via [Indeed/Email/etc.])

How do I withdraw my application?

While we're sorry to see you go, we understand that life can change quickly.

- If you applied via Indeed, you can withdraw your application through your account.
 - If you applied by email, just send a message to hr@coquitlamcollege.com with your name and the job title. We also welcome any feedback you'd like to share about our recruitment process- it helps us improve.
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Can I drop off my resume in person?

We appreciate your enthusiasm, but we ask that all applications be submitted online—either by email or through Indeed. Our front desk team is dedicated to supporting students and won't be able to discuss job opportunities.

We promise your digital application gets the same thorough attention as a paper one would!

What qualifications do I need to apply?

All applicants must be legally allowed to work in Canada and will need to pass a Criminal Record Check (including Vulnerable Sector Screening).

Specific qualifications vary by role—check out the ‘What You Bring’ section in each posting. Even if you don’t meet every qualification, we encourage you to apply if the role aligns with your experience and interests.

Where can I find more information about the role?

Our job postings are designed to be as detailed as possible. If you have a specific question—for example, an inquiry about whether a job schedule could be slightly altered to allow for dropping your kids off at school—please email hr@coquitlamcollege.com and include your name, the job title, and how you applied. HR will get back to you with an answer as soon as possible.

If selected for an interview, feel free to bring your questions. Questions are the foundation of learning, and learning is our vocation!

How are you working to reduce barriers to employment?

Great question—and something we care deeply about! We’re committed to creating an inclusive and equitable hiring process. Here’s how we’re working towards that goal:

- We welcome international experience, education, and credentials—because talent comes from all over the world!
- Job postings are carefully reviewed to avoid gendered language and remove unnecessary requirements that may limit qualified applicants.
- We use a standard interview process and questions to ensure a consistent and unbiased evaluation process.
- Our Hiring Managers receive training on unconscious bias and inclusive hiring practices—so decisions are thoughtful, not instinctual.
- We are happy to accommodate candidates with disabilities during the interview process—simply let us know what support you need.

We’re always learning and improving, but our goal is simple: to build a hiring process that is inclusive, equitable, and respectful of diverse experiences and perspectives.

Do you offer remote or hybrid work?

Currently, all positions at Coquitlam College are on-site. We do not offer remote or hybrid work options at this time.

Can I receive feedback on my application?

Due to the high volume of applications, we are only able to provide feedback to candidates who have been interviewed. If you participated in an interview and would like feedback, please email hr@coquitlamcollege.com—we'll do our best to provide constructive insights.

Can I apply for more than one position?

Absolutely! You're welcome to apply for multiple roles. Just be sure to submit a tailored resume and cover letter for each position. Personalized applications demonstrate genuine interest and effort—and they stand out far above copy/paste applications.

Still have questions?

We're here to help: hr@coquitlamcollege.com

Thank you for considering a career with Coquitlam College. We're excited to learn more about you and wish you the best of luck in your application!