

# FAQ

## Frequently Asked Questions

**Q: How do I check the status of my application?**

A: Typically, information regarding the status of your application will be known once the closing date has passed. However, keep in mind that the closing date may be extended upon the supervisor's request. You can check the status of your application by login into the Munis portal [www.workforwaco.com](http://www.workforwaco.com). Human Resources will be more than happy to answer any questions regarding the status of your application and you are welcome to call at (254) 750-5740.

**Q: How long will the job remain open?**

A: All positions are posted until filled.

**Q: Who reviews the applications?**

A: Applications are initially screened by Human Resources to determine if the minimum qualifications are met. The hiring supervisor will review all applications that have met minimum qualifications.

**Q: How will I know if I need to complete any assessment testing?**

A: If the position requires testing, it will be listed under "Special Requirements / Notes". An email requesting testing will be sent to applicants selected for interviews only. Please wait for this email to be sent to you before coming to complete the testing. The email will have information regarding your testing.

**Q: How long will the assessment testing take?**

A: The length of time needed for testing really depends on the person taking the tests and number of test required for the position. Typically, most applicants can finish the testing during a "lunch hour," however, many of the tests are not timed, and you may take your time to complete the tests. Please review what testing is required for the position you are applying for, and if you have any questions regarding the testing please call our department.

**Q: I have done pre-employment testing recently. Do I need to re-test?**

A: It depends on the requirements for the position you've applied for. Not all positions require the same tests; however, if you've completed any pre-employment testing in the past 12 months and it is required for the position, Human Resources can apply those scores to this application upon request.

**Q: How will I know if I have been selected for an interview?**

A: Once the hiring supervisor has reviewed applications, any applicant that will be interviewed will receive a call from the hiring supervisor. The timeline on this varies, so Human Resources may not have an update for you. Please be sure all contact information on your application is current to ensure the best possibility of a supervisor being able to contact you if you are chosen for an interview.

**Q: What happens if I am selected for employment?**

A: If you are selected for a position the hiring supervisor will give you all instructions regarding the steps of the hiring process. All paperwork will be completed through Human Resources, but exact instructions will be available at the time a verbal offer is given.

**Q: Will I be notified if I'm not chosen for employment?**

A: Applicants who were not selected for a position will be notified via email.