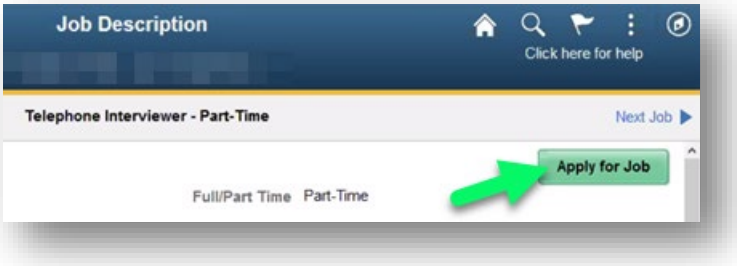
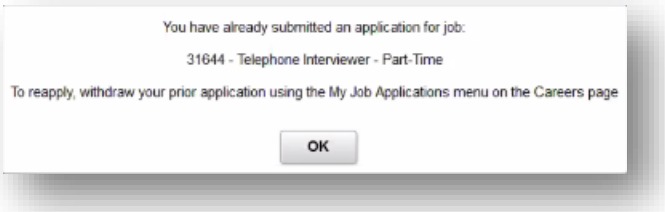
Applying for a Job

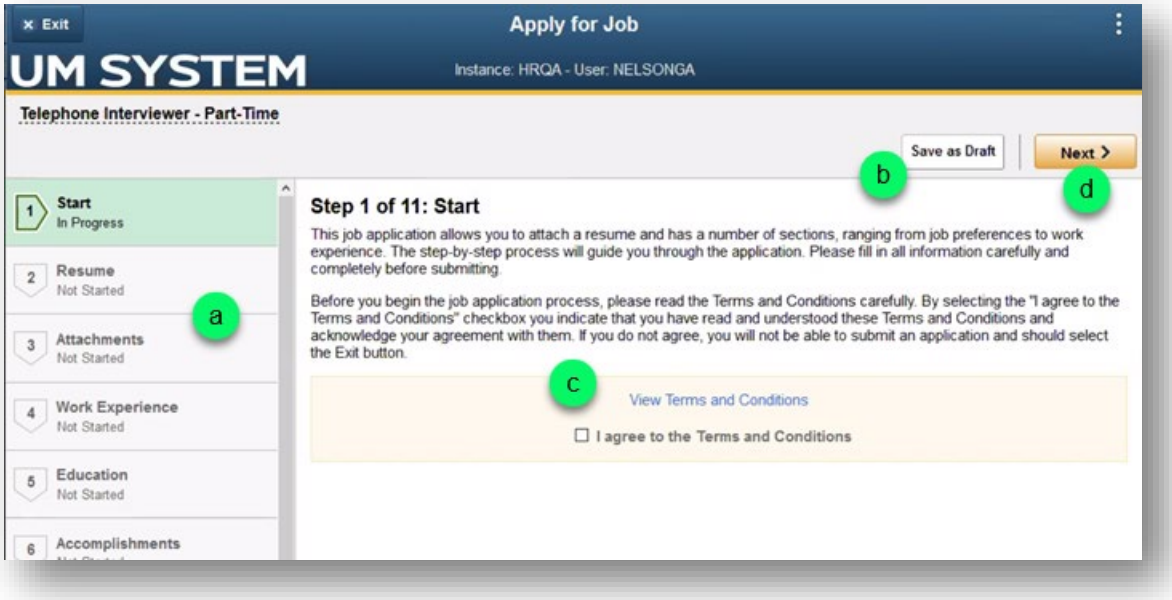
After signing in and viewing current job openings, you can apply for a job using the following steps. Identify the job you want to apply for on the **Search Jobs** page and choose that job listing from the list. Then, click the **Apply for Job** button.



Note: *If you've already applied for a job and click* **Apply for Job** *again, an error message will appear. It states: To reapply, withdraw your prior application using the* ***My Job Applications*** *menu on the* ***Careers*** *page.*



1. The **Apply for Job** page opens.



a. Previously completed steps can be viewed and edited by selecting the step from the menu on the left side of the page. Steps cannot be selected before they have been completed.
b. You may click the **Save as Draft** button to save progress if you're not finished with a page. (Note that clicking the **Next** button automatically saves your progress.)
c. Click the **View Terms and Conditions** link to view the terms and conditions of the application. When you are done viewing, close the terms and check the **I agree to the Terms and Conditions** option.

   Note*: Agreeing to the terms and conditions is required. If you do not agree to the terms and conditions, the system will not allow you to apply for the position.*

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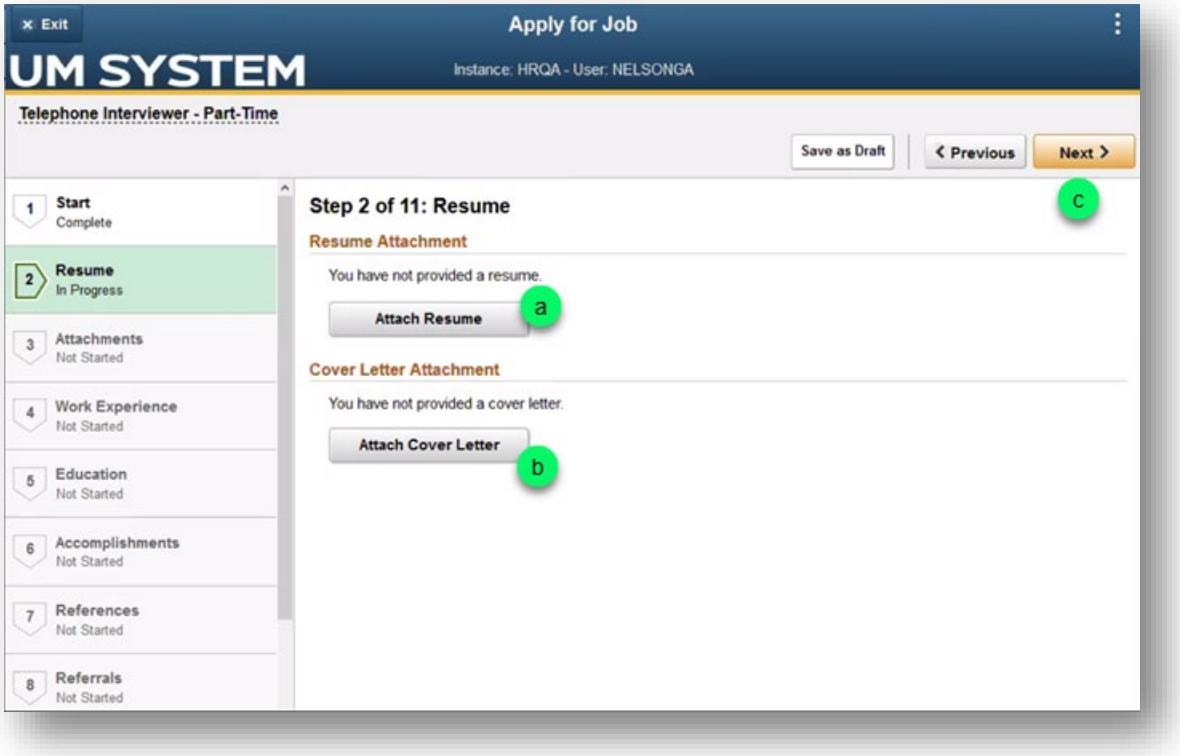
d. Click the **Next** button.

2. The **Resume** step appears.

***Note**: For Academic positions, this step is required. Otherwise, it is not required unless specified in the job opening's description.*



a. To attach a resume, click the **Attach Resume** button and follow the prompts to attach the document from your computer.

*NOTE: Applicants who've already attached a resume will see a **Use Existing Resume** button, which you can click if you want to use an existing resume.*

b. If the job requires or requests it, you can also attach a cover letter by clicking the **Attach Cover Letter** button and follow the prompts to attach the document from your computer.

c. When you are finished attaching documents, click the **Next** button to continue; your progress is saved.

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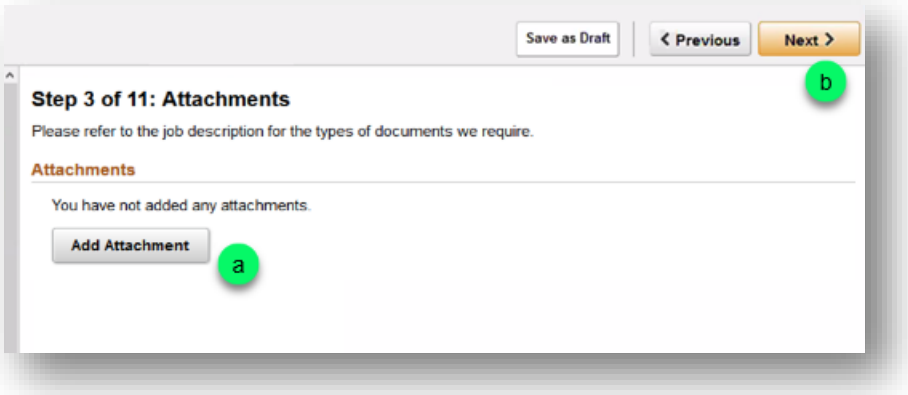
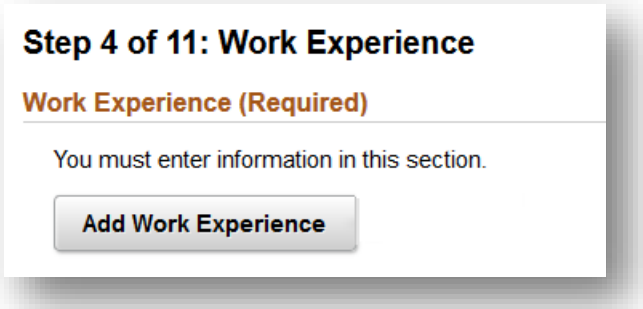
3. The **Attachments** step appears. This step is not required unless specified in the job opening's description.



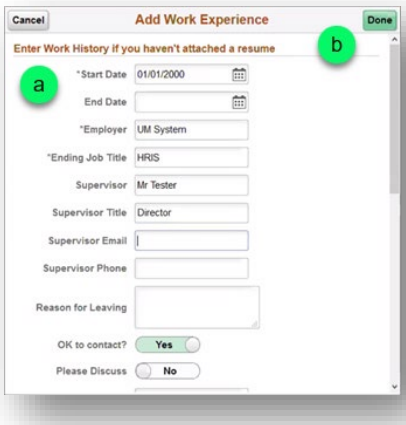
   a. To attach a document, click the **Add Attachment** button and follow the prompts to upload the document from your computer.
   b. Click the **Next** button when you're finished adding attachments.

4. The **Work Experience** step will display for **Staff positions only**. This step is required for Staff positions.



***Note**: If you have applied previously or are an Internal user, prior Work Experience will display. These can be edited or deleted by selecting the entry from the list.*

To add work experience, click the **Add Work Experience** button. The **Add Work Experience** dialog window appears.



   a. Enter information in the form fields. Fields with an asterisk (*****) are required.
   b. When you are finished, click the **Done** button.

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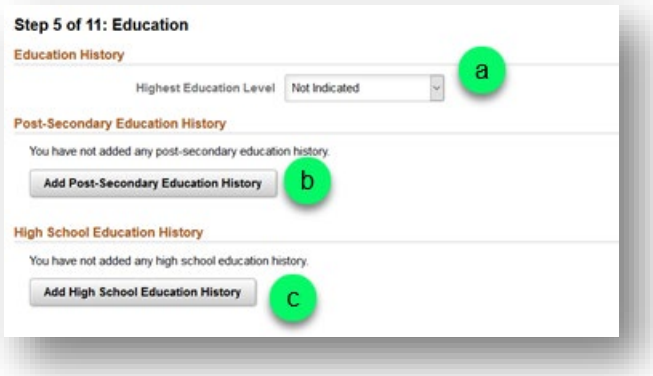
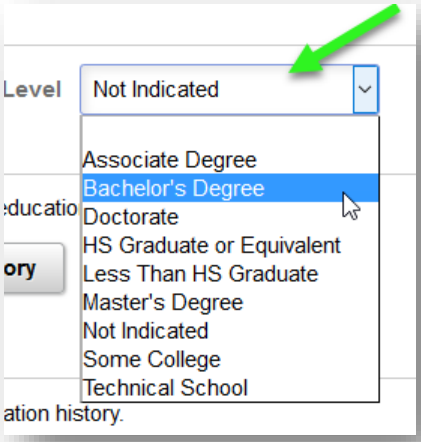
c. Click the **Next** button when the Work Experience page reappears.

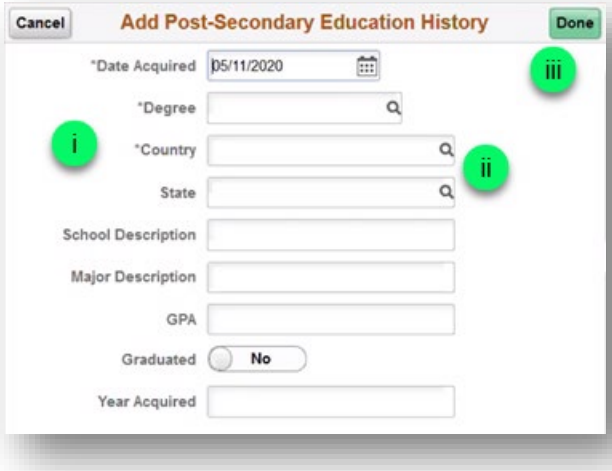
5. The **Education** step will display for Staff positions only.



a. Under **Education History**, select your **Highest Education Level** using the drop-down menu.

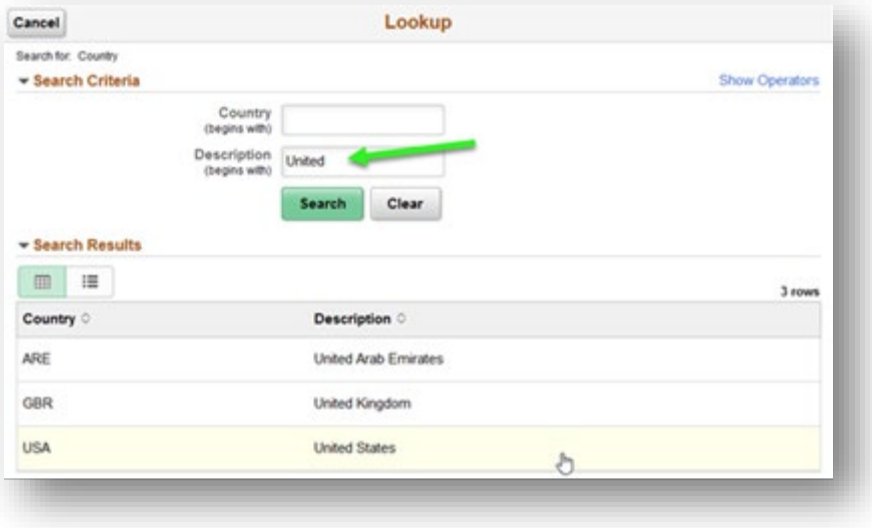


b. Click the **Add Post-Secondary Education History** button.
The **Add Post-Secondary Education History** dialog window appears.



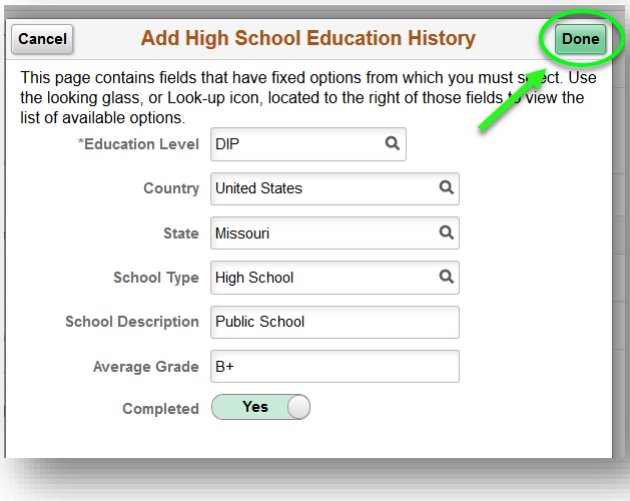
i. Complete the fields. Required fields are marked with an asterisk (*).
ii. Use the **Lookup** feature (magnifying glass icon) to complete the **Degree**, **Country,** and **State** fields. Type search criteria into the appropriate fields under the **Search Criteria** section of the

Lookup dialog window and then click **Search**. Make your choice by clicking the appropriate item in the **Search Results** that appear under the Search Criteria fields. The Lookup window will close, and your selection appear in the **Add Post-Secondary Education History**.



iii. When you are finished completed the fields, click the **Done** button.

c. Click the **Add High School Education History** button. The Add High School Education History dialog window appears.



Complete the fields, using the **Lookup** feature to complete the **Education Level**, **Country**, **State**, and **School Type** fields. When you're finished, click the **Done** button to return to the Education step, and then click the **Next** button to save your progress and move onto the next step.

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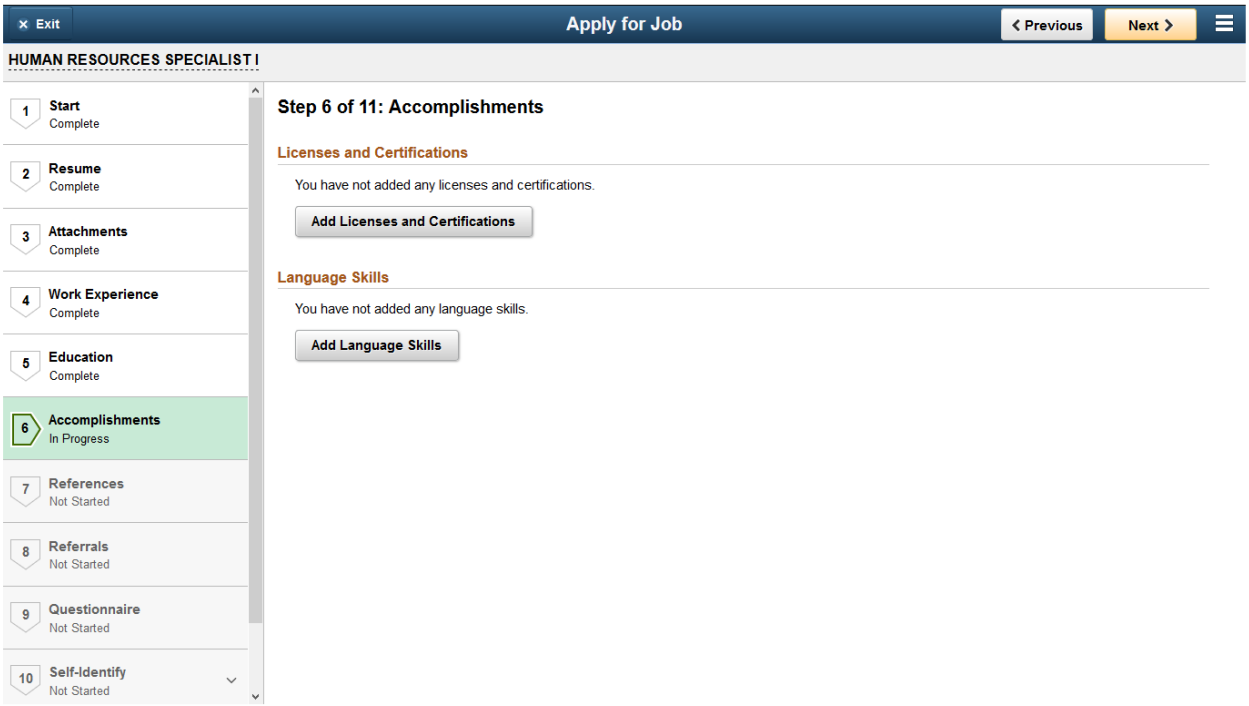
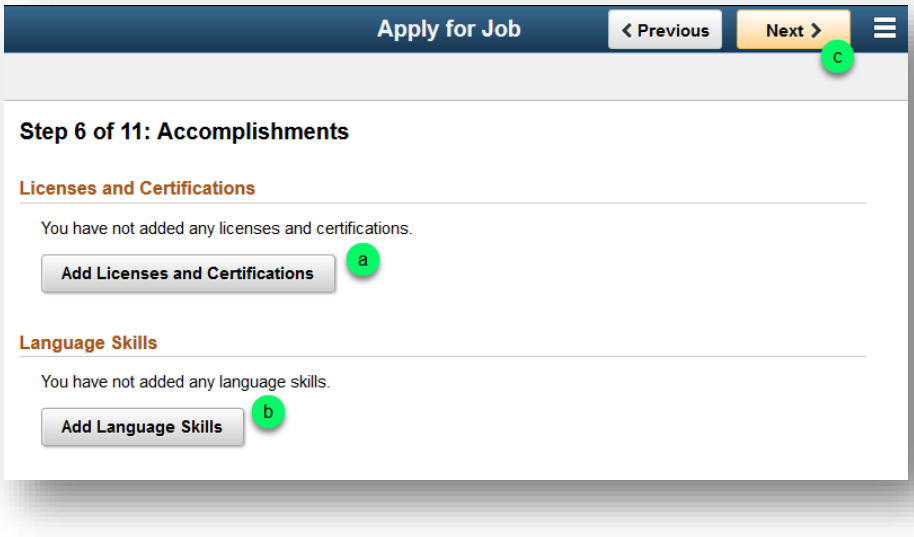
6. The **Accomplishments** step will display for Staff positions only. This step is not required to advance.

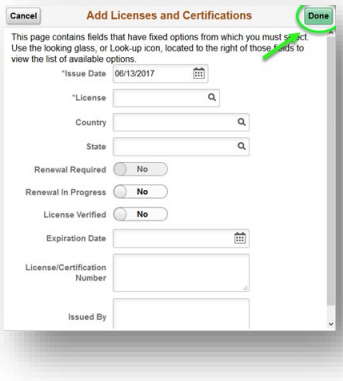


a. If you want to add a license or certification to the application, click the **Add Licenses and Certifications** button.



The **Add Licenses and Certifications** dialog window appears. Enter the appropriate information in the fields; use the **Lookup** feature to complete the **License**, **Country** and **State** fields. Click the **Done** button

when you're finished. *Fields with an asterisk (*) are required*.

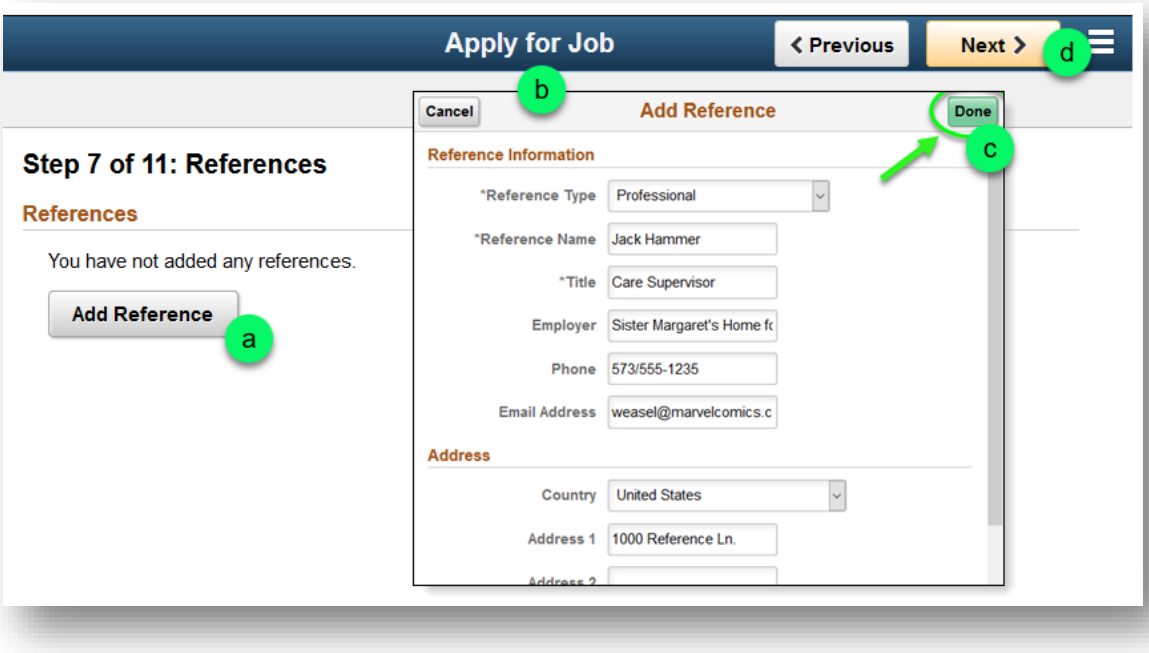


b. If you want to add a language skill to the application, click the **Add Language Skills** button.

   The **Add Language Skills** dialog window appears. Enter the appropriate information in the fields; use the **Lookup** feature to complete the **Language** field. Click the **Done** button when you're finished. *Fields with an asterisk (*) are required.*

c. Click the **Next** button.

7. The **References** step will display for Staff positions only. This step is not required unless specified in the job opening's description.



a. To add a reference, click the **Add Reference** button.
b. The **Add Reference** dialog window appears.
c. Enter the appropriate information into the fields and click the **Done** button. *Fields with an asterisk (*) are required*.
d. When you are finished adding references, click the **Next** button.

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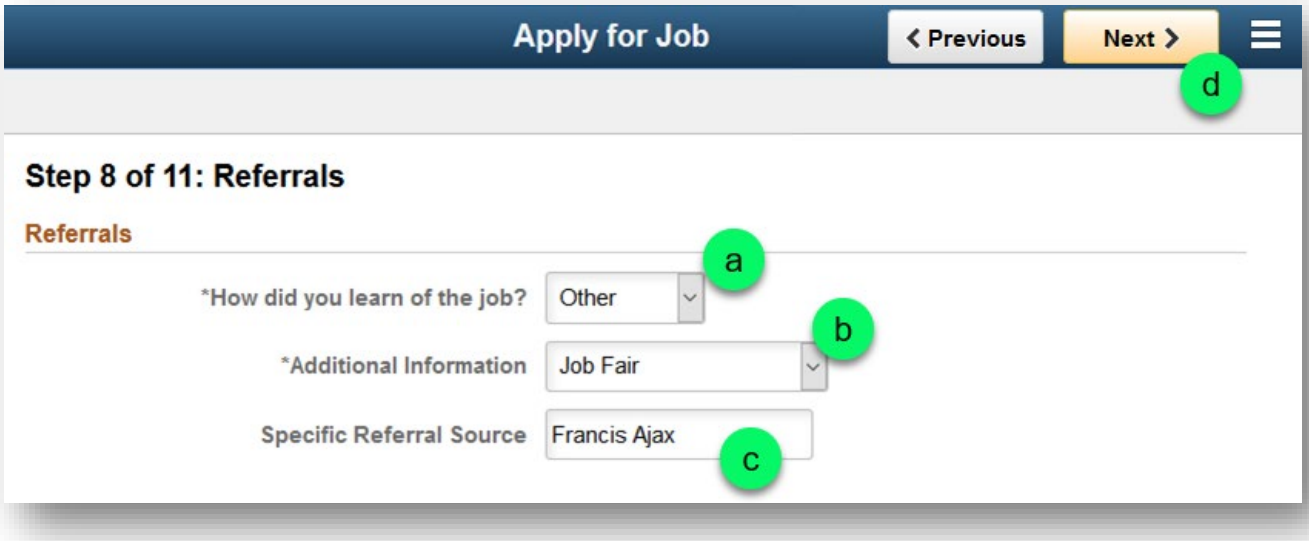
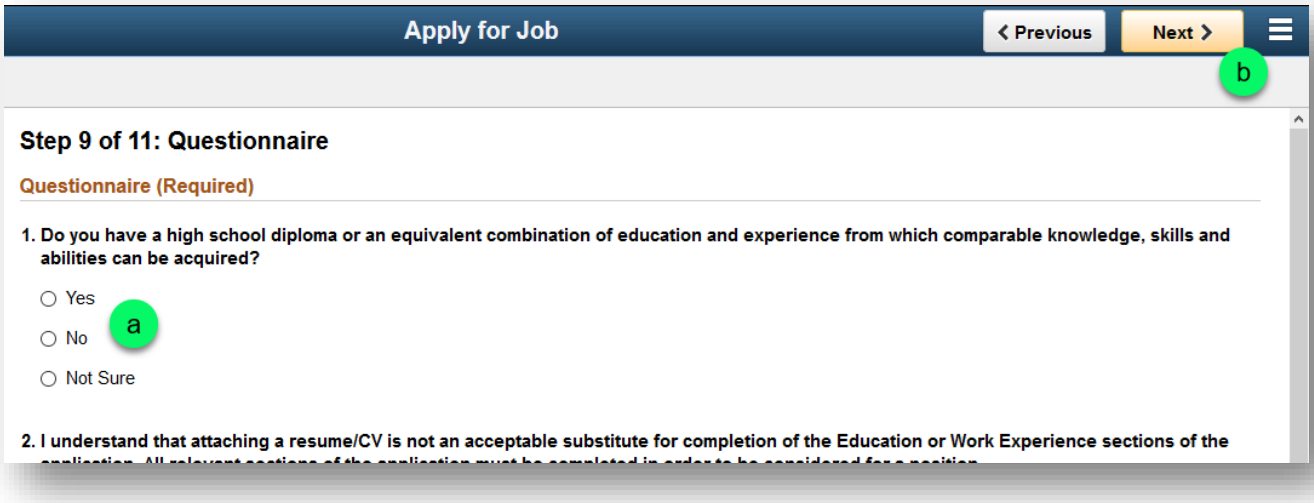
8. The **Referrals** step will display. This step is required to advance.



   a. Use the drop-down menu to select an option for the **How did you learn of the job?** field.
   b. Depending on which option is selected, the Additional Information field may appear. Make the appropriate selection.
   c. If you want to list a specific source for your referral, enter the information in the **Specific Referral Source** field.
   d. Click the **Next** button.

9. The **Questionnaire** step will display for Staff positions only. This step is required to advance.



   a. Answer each question by selecting the appropriate response.
   b. When finished, click the **Next** button.

10. The **Self-Identify** step will display. This step is split into three sections and is not required to advance.
    ***Note**: This step will not display if you are an Internal user. For internal users, this information is available to view and edit by logging into myHR directly*.

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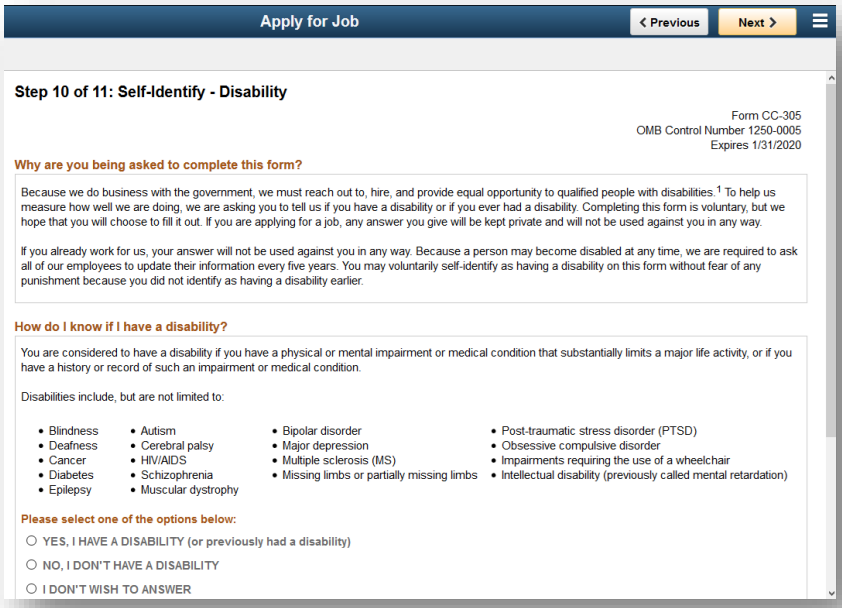
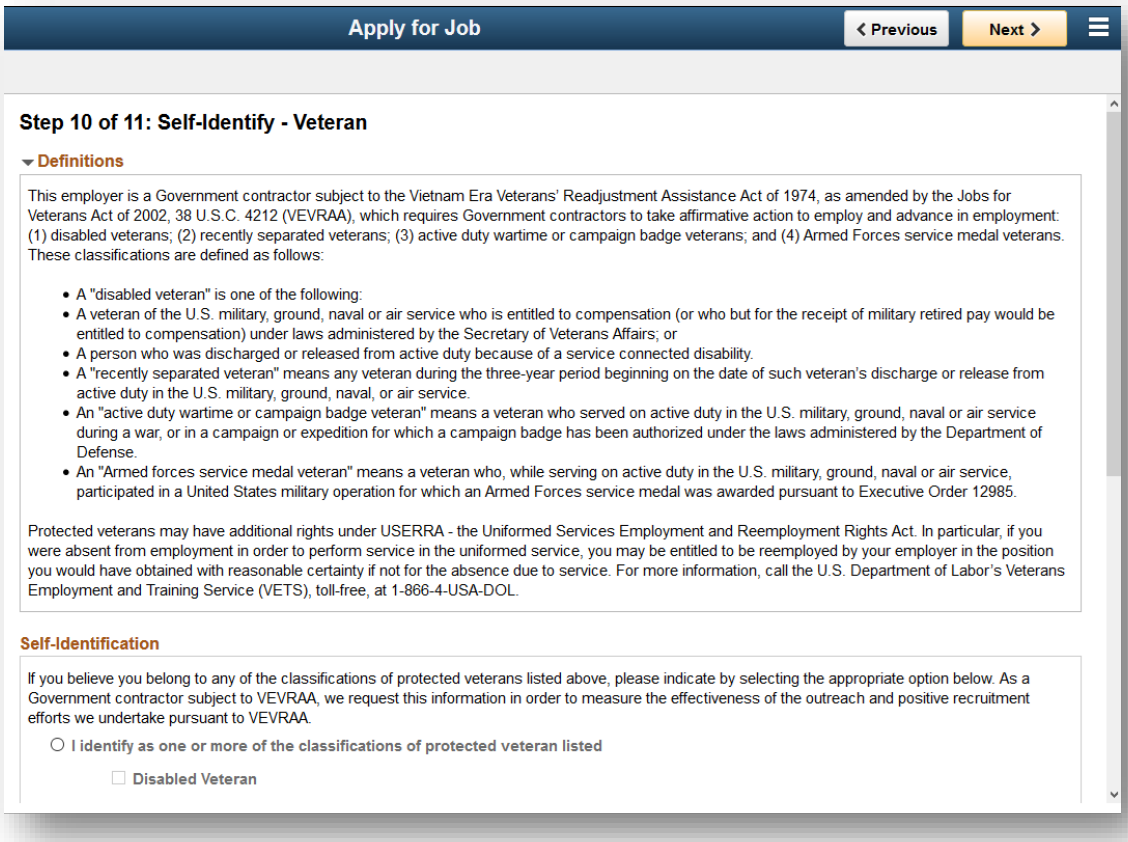
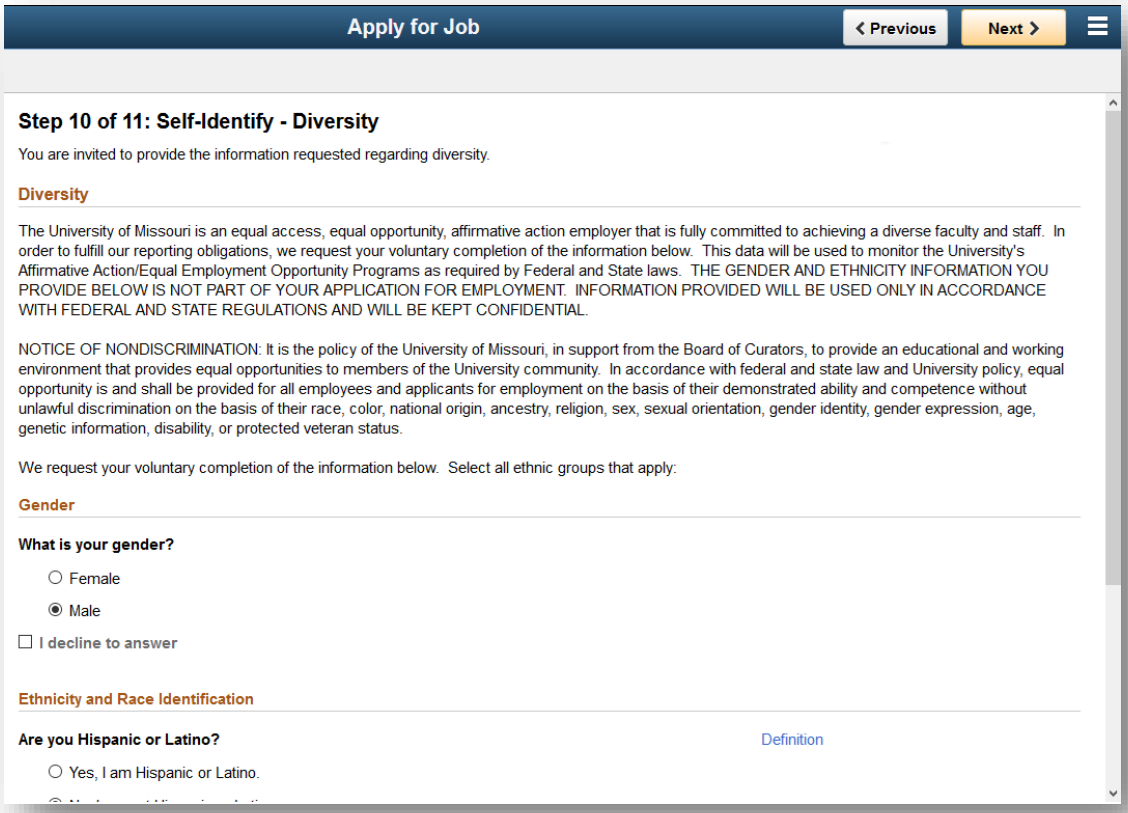
a. Under **Self-Identify - Disability**, you can self-identify a disability status by selecting an option on this page and clicking the **Next** button.



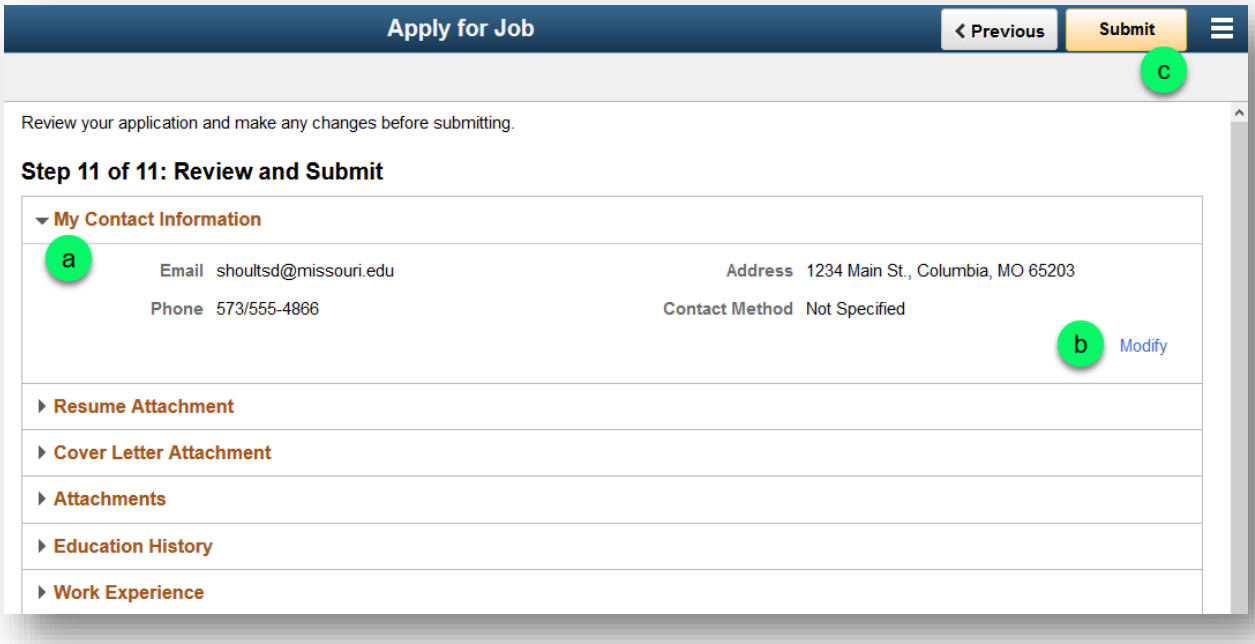
b. Under **Self-Identify – Veteran**, you can self-identify a veteran status by selecting an option on this page and clicking the **Next** button.

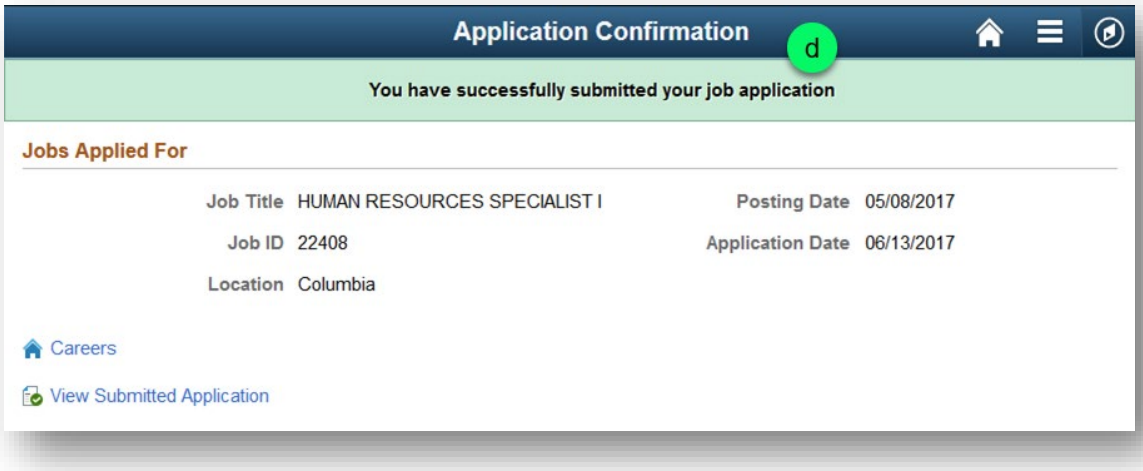


c. Under **Self-Identify – Diversity**, you can self-identify gender and ethnicity information by selecting the appropriate options on this page and clicking the **Next** button.



11. The **Review and Submit** step will display.



a. To review a step of the application, click to expand the Header for that section.
b. Click the **Modify** link.

c. When you are finished and ready to submit your application, click the **Submit** button.
d. An **Application Confirmation** page will display. You can view the submitted application from this page, or return to the careers page. You should receive a confirmation email upon successfully applying; please check your junk or spam folder.