

## Careers Page Options

This section covers the other options available on the Careers page once logged in.

### My Job Notifications

From the Careers homepage, click the **My Job Notifications** option.

The screenshot shows the 'Careers' homepage. At the top is a 'Search Jobs' bar with the placeholder text 'job title, location, or keyword'. Below the search bar, the user is logged in as 'Chester' and has a 'Sign Out' link. A vertical menu contains several options: 'View Latest Jobs', 'My Job Notifications' (circled in green), 'My Job Applications' (with a count of 146), 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'. Each menu item has a right-pointing chevron.

The **My Job Notifications** page will display. If your profile has any waiting notifications, you will see them on this page.

The screenshot shows the 'My Job Notifications' page. The breadcrumb is '< Careers' and the page title is 'My Job Notifications'. There are navigation icons for home, menu, and refresh. The main content is titled 'My Notifications' and contains a table with the following data:

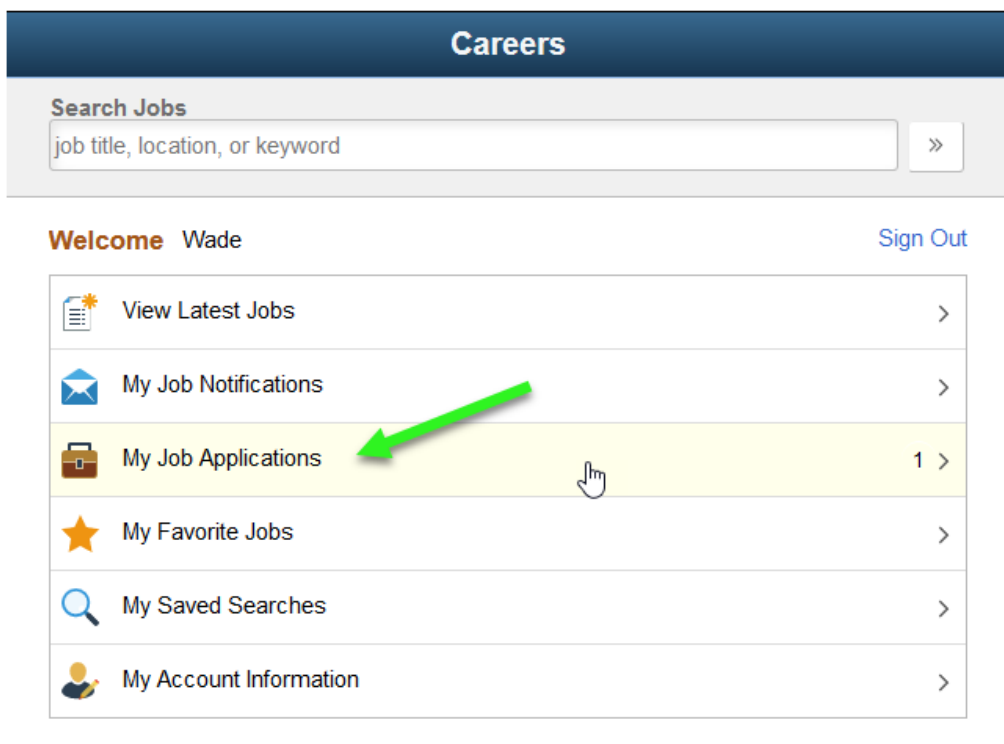
Subject	Status	Date Received
Please add your references	Viewed	11/13/2013 3:22PM
Your automated job search COLUM JOIDS - TEST has returned results	New	04/05/2012 3:44PM
You are invited to apply for a job: HUMAN RESOURCES SPECIALIST III (Job ID 22395)	New	06/13/2017 8:29AM

To return to the Careers homepage, click the < **Careers (Back)** button.



## My Job Applications

From the Careers homepage, click the **My Job Applications** option.



The **My Job Applications** page will display. On this page you will find a list of the applications you have submitted.

The screenshot shows the 'My Job Applications' page with a navigation bar at the top. Below the header, there are three sections: 'My Job Applications', 'My Resumes', and 'My Cover Letters and Attachments'. Each section contains a table of data.

Job Title	Job ID	Print Application	Location	Status	Date Created	Date Submitted	Withdraw Application
HUMAN RESOURCES SPECIALIST I	22408		1095 VIRGINIA AVE, PS#7 RM.101	Submitted	06/13/2017 11:04AM	06/13/2017 11:04AM	Withdraw >
HUMAN RESOURCES ASSISTANT	22382		1095 VIRGINIA AVE, PS#7 RM.101	Submitted	06/13/2017 11:32AM	06/13/2017 11:32AM	Withdraw >

Attached File	Job ID	Resume Title	Date Created
<a href="#">Wade_Wilson_Resume.docx</a>	22382	Wade_Wilson_Resume.docx	06/13/2017 11:32AM

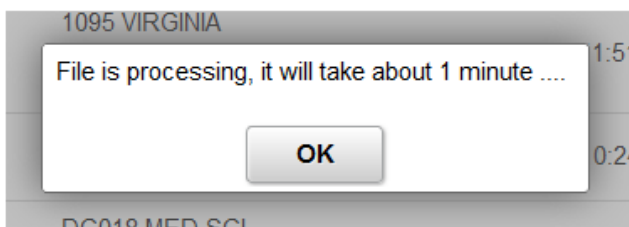
Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
<a href="#">Wade_Wilson_Cover_Letter.docx</a>	22382	Wade_Wilson_Cover_Letter.docx	Cover Letters	06/13/2017 11:32AM

1. Click the **View Detail** button in the Print Application column to view a printable PDF version of your application. The PDF opens in a separate tab, and the final page contains a description of the job that you applied for.

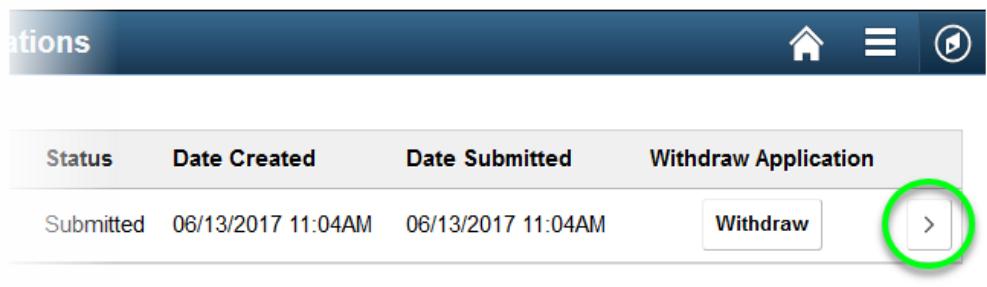
This is a close-up view of the 'My Job Applications' table. The 'Print Application' column for the first row is circled in green, highlighting the icon used to view the application details.

Job Title	Job ID	Print Application	Location	Status
HUMAN RESOURCES SPECIALIST I	22408		1095 VIRGINIA AVE, PS#7 RM.101	Submitted

**Note:** If you have just entered the application, you may receive a popup message asking you to wait for the PDF application to generate.

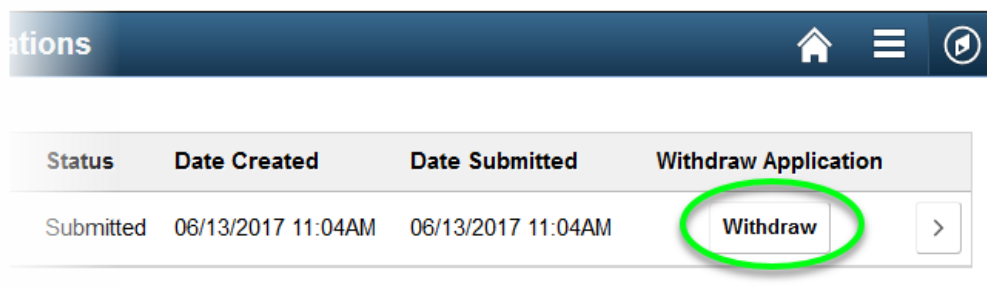


- a. To view a delivered version of the application, click the **Edit** button.



**Note:** This version is not printer friendly. To print an application, use the PDF version.

- b. If you wish to withdraw an application from consideration, click the **Withdraw** button.



- 2. This page also displays resumes and attachments associated with your account.

**My Resumes**

Attached File	Job ID	Resume Title	Date Created
<a href="#">Wade_Wilson_Resume.docx</a>	22382	Wade_Wilson_Resume.docx	06/13/2017 11:32AM

**My Cover Letters and Attachments**

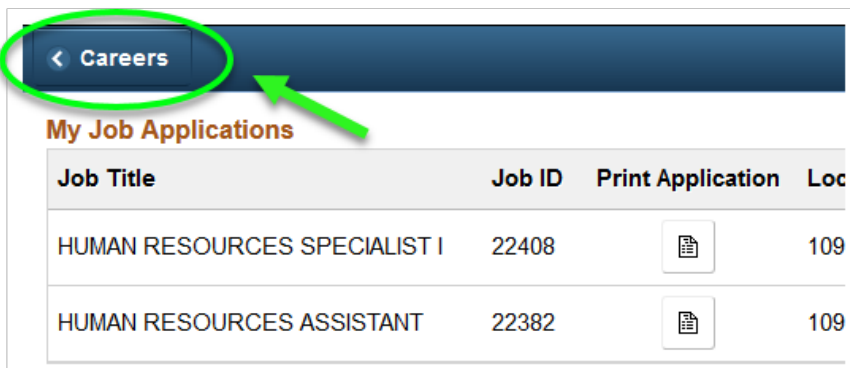
+

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
<a href="#">Wade_Wilson_Cover_Letter.docx</a>	22382	Wade_Wilson_Cover_Letter.docx	Cover Letters	06/13/2017 11:32AM

- a. To view a document, click the **Attached File** link.

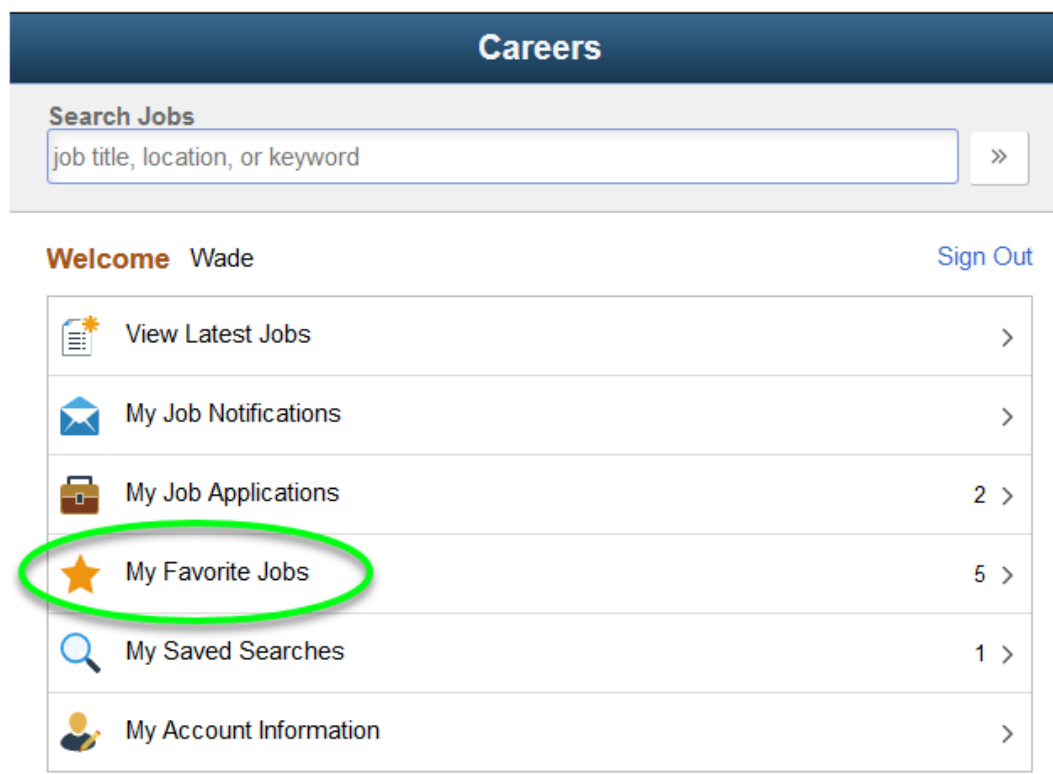


- Click the < **Careers (Back)** button to return to the Careers homepage.



## My Favorite Jobs

From the Careers homepage, click the **My Favorite Jobs** option.



The **My Favorite Jobs** page will display. This page will show any jobs you have selected as favorites in the Search Jobs sections. From here, you can easily access jobs you have previously favorited in order to view again or begin applying for

them.

Job Title	Job ID	Location	Status	Job Family	Date Posted	Date Saved
<input type="checkbox"/> OUI TESTING - PLEASE APPLY	22420	UM System	Open	Human Resources	05/14/2017	06/13/2017
<input type="checkbox"/> HUMAN RESOURCES SPECIALIST I	22408	Columbia	Open	Human Resources	05/08/2017	06/13/2017
<input type="checkbox"/> HUMAN RESOURCES SPECIALIST III	22395	Columbia	Open	Human Resources	05/06/2017	06/13/2017
<input type="checkbox"/> HUMAN RESOURCES ASSISTANT	22382	Columbia	Open	Human Resources	05/03/2017	06/13/2017
<input type="checkbox"/> OFFICE SUPPORT ASSISTANT IV	22355	TEST	Open	Office & Administrative	03/18/2017	06/13/2017

1. To view a favorited job, click the **View Job** button.

Status	Job Family	Date Posted	Date Saved
Open	Human Resources	05/14/2017	06/13/2017
Open	Human Resources	05/08/2017	06/13/2017

- a. To return, click the **My Favorite Jobs (Back)** button.

[← My Favorite Jobs](#)
Job Description

[← Previous Job](#)
OUI TESTING - PLEASE APPLY

Job ID 22420 Full/Part Time Full-Time  
 Location UM System

[★ Remove from Favorite Jobs](#)

2. To remove a favorited job from the list, **check the box** next to the job you want to remove and click the **Remove Favorite** button. Multiple favorited jobs can be selected at once.

The screenshot shows the 'My Favorite Jobs' page. At the top left, there is a navigation bar with a back arrow and the text '< Careers'. At the top right, it says 'My Favorite Jobs'. Below this, there is a sub-header 'My Favorite Jobs' and a button labeled 'Remove Favorite' which is circled in green. Below the button is a table with the following columns: Job Title, Job ID, Location, Status, and Job F. The table contains five rows of job listings. The first row is 'OUI TESTING - PLEASE APPLY' with Job ID 22420, Location UM System, and Status Open. The second row is 'HUMAN RESOURCES SPECIALIST I' with Job ID 22408, Location Columbia, and Status Open. The third row is 'HUMAN RESOURCES SPECIALIST III' with Job ID 22395, Location Columbia, and Status Open; this row has a checked checkbox and a green arrow pointing to it. The fourth row is 'HUMAN RESOURCES ASSISTANT' with Job ID 22382, Location Columbia, and Status Open. The fifth row is 'OFFICE SUPPORT ASSISTANT IV' with Job ID 22355, Location TEST, and Status Open; this row also has a checked checkbox and a green arrow pointing to it.

Job Title	Job ID	Location	Status	Job F
<input type="checkbox"/> OUI TESTING - PLEASE APPLY	22420	UM System	Open	H
<input type="checkbox"/> HUMAN RESOURCES SPECIALIST I	22408	Columbia	Open	H
<input checked="" type="checkbox"/> HUMAN RESOURCES SPECIALIST III	22395	Columbia	Open	H
<input type="checkbox"/> HUMAN RESOURCES ASSISTANT	22382	Columbia	Open	H
<input checked="" type="checkbox"/> OFFICE SUPPORT ASSISTANT IV	22355	TEST	Open	C

3. To return to the Careers homepage, click the **< Careers (Back)** button.

The screenshot shows the 'My Favorite Jobs' page. At the top left, there is a navigation bar with a back arrow and the text '< Careers', which is circled in green. At the top right, it says 'My Favorite Jobs'. Below this, there is a sub-header 'My Favorite Jobs' and a button labeled 'Remove Favorite'. Below the button is a table with the following columns: Job Title, Job ID, Location, Status, and Job F. The table contains two rows of job listings. The first row is 'OUI TESTING - PLEASE APPLY' with Job ID 22420, Location UM System, and Status Open. The second row is 'HUMAN RESOURCES SPECIALIST I' with Job ID 22408, Location Columbia, and Status Open.

Job Title	Job ID	Location	Status	Job F
<input type="checkbox"/> OUI TESTING - PLEASE APPLY	22420	UM System	Open	Huma
<input type="checkbox"/> HUMAN RESOURCES SPECIALIST I	22408	Columbia	Open	Huma

## My Saved Searches

From the Careers homepage, click the **My Saved Searches** option.

Careers

**Search Jobs**

 »

**Welcome** Wade Sign Out

View Latest Jobs <span style="float: right;">&gt;</span>
My Job Notifications <span style="float: right;">&gt;</span>
My Job Applications <span style="float: right;">2 &gt;</span>
My Favorite Jobs <span style="float: right;">5 &gt;</span>
<b>My Saved Searches</b> <span style="float: right;">1 &gt;</span>
My Account Information <span style="float: right;">&gt;</span>

The **My Saved Searches** page will display. This page will show any searches that you have saved in the Search Jobs section. Each saved search will show the saved search’s name, the date it was created, and whether the Email Notifications option has been chosen.

< Careers
My Saved Searches
🏠 ☰ 🗑️

The Search button performs the search and shows your results on the Search Jobs page.

**My Saved Searches**

Search Name	Created On	Notifications Email	Notification Expires On	Search	>
MU HR 2017	06/13/2017	wilson.wade@homeforwaywardgirls.com	08/12/2017	Search	>

- To use a saved search to search current job openings, click the **Search** button.

Notification Expires On		Search	>
wardgirls.com	08/12/2017	Search	>



- To edit a previously saved search, click the **Edit** button.

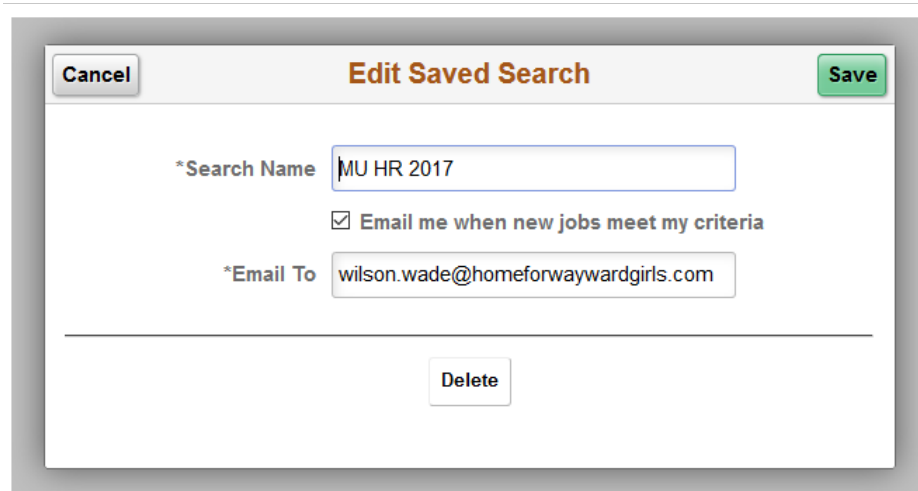


Notification Expires On

wardgirls.com 08/12/2017 Search >

The image shows a notification bar with a grey background. On the left, it says "wardgirls.com". In the center, it says "08/12/2017". On the right, there is a "Search" button and a button with a right-pointing chevron (>). The chevron button is circled in green.

- You can edit the name in the **Search Name** field and toggle the option to have an email sent to you when a job is posted matching your saved search criteria by checking the **Email me when new jobs meet my criteria** option. You can also edit the email address this notification is sent to in the **Email To** field.



Cancel Edit Saved Search Save

\*Search Name MU HR 2017

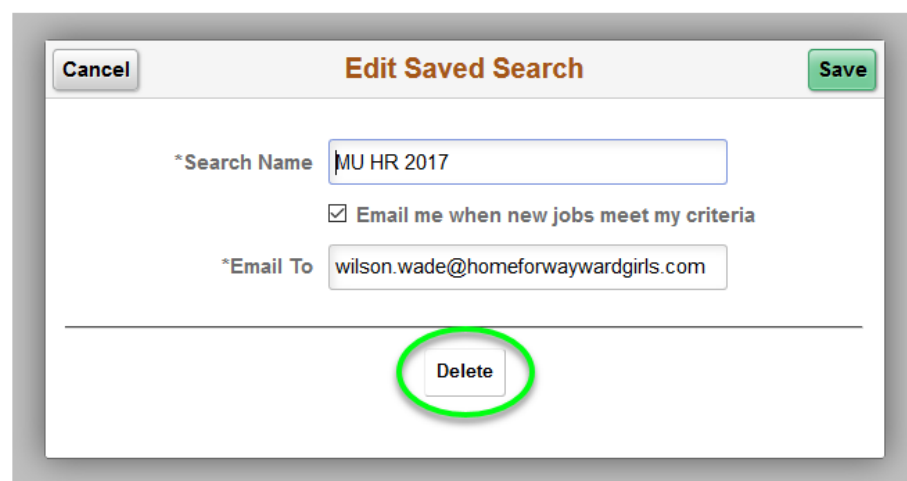
Email me when new jobs meet my criteria

\*Email To wilson.wade@homeforwaywardgirls.com

Delete

The image shows a modal window titled "Edit Saved Search". It has a "Cancel" button on the top left and a "Save" button on the top right. Below the title bar, there is a text input field for "\*Search Name" containing "MU HR 2017". Below that is a checkbox labeled "Email me when new jobs meet my criteria" which is checked. Below the checkbox is another text input field for "\*Email To" containing "wilson.wade@homeforwaywardgirls.com". At the bottom center of the modal is a "Delete" button.

- You can delete a saved search from the edit menu by clicking the **Delete** button.



Cancel Edit Saved Search Save

\*Search Name MU HR 2017

Email me when new jobs meet my criteria

\*Email To wilson.wade@homeforwaywardgirls.com

Delete

The image shows the same "Edit Saved Search" modal window as above. In this version, the "Delete" button at the bottom center is circled in green.

- c. When you are finished editing, click the **Save** button.

**Note:** If the Search Name is edited, a new Saved Searches entry will be created.

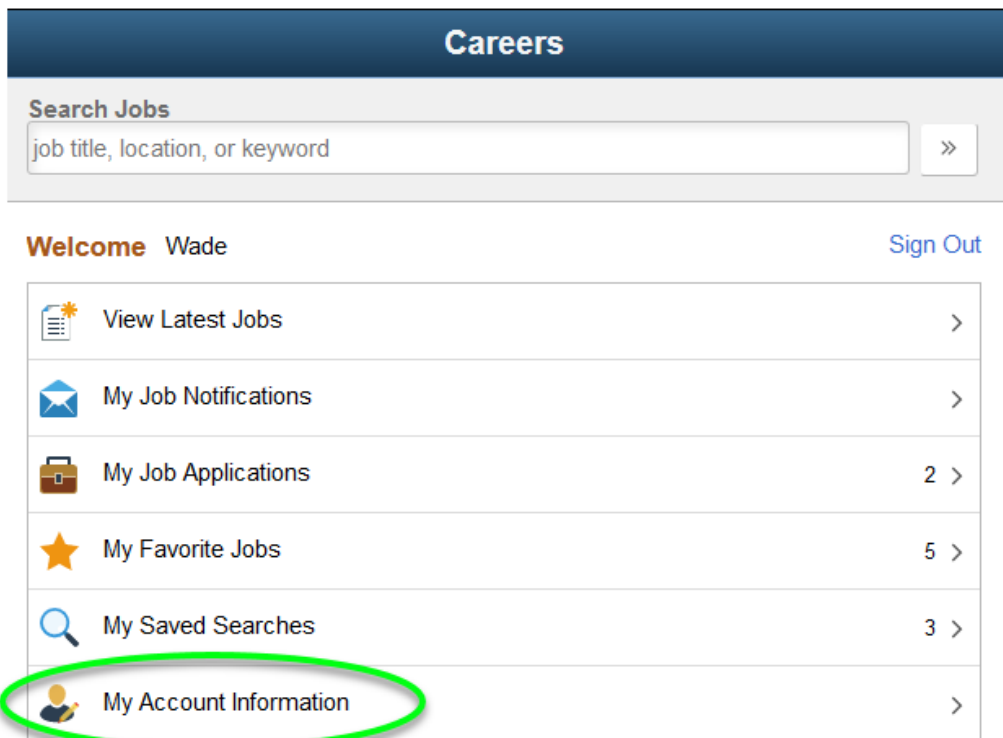
- 3. To return to the Careers homepage, click the **< Careers (Back)** button.

The Search button performs the search and shows your results on the Search Jobs page.







My Saved Searches			
Search Name	Created On	Notifications Email	No
COLUMBIA HR 2017	06/13/2017	No notifications will be sent	
MU HR 2017	06/13/2017	wilson.wade@homeforwaywardgirls.com	08/

## My Account Information

From the Careers Homepage, click the **My Account Information** option.



The screenshot shows the 'Careers' homepage. At the top, there is a dark blue header with the word 'Careers' in white. Below the header is a search bar with the text 'Search Jobs' and a placeholder 'job title, location, or keyword'. To the right of the search bar is a button with two right-pointing arrows. Below the search bar, there is a 'Welcome Wade' message and a 'Sign Out' link. A list of navigation options is displayed in a table-like format, with the 'My Account Information' option circled in green.

Welcome Wade		Sign Out
	View Latest Jobs	>
	My Job Notifications	>
	My Job Applications	2 >
	My Favorite Jobs	5 >
	My Saved Searches	3 >
	My Account Information	>

The **My Account Information** page will display. This page can be used to view and edit\* your account information. From this page you can change your account password, update email addresses and phone numbers, and switch your preferred contact method.

*\*Only external applicants will be able to edit their information. Internal applicants update their account information in the My Personal Details tile in myHR.*

The screenshot shows the 'My Account Information' page. At the top, there is a navigation bar with a '< Careers' button on the left and home, menu, and refresh icons on the right. Below the navigation bar, a message states: 'You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.' A green 'Save' button is located in the top right corner. The page is divided into three sections: 'Account Settings', 'Name', and 'Address'. Under 'Account Settings', the 'User Name' is 'wilsonwade' and the 'Contact Method' is 'Not Specified'. There is a 'Change Password' link. Under 'Name', there are fields for 'Name Prefix', '\*First Name' (containing 'Wade'), 'Middle Name', '\*Last Name' (containing 'Wilson'), and 'Name Suffix'. Under 'Address', there is a '\*Country' dropdown set to 'United States', and three address fields: 'Address 1' (containing '1234 Main St.'), 'Address 2', and 'Address 3'.

If any information is updated or changed, be sure to click the **Save** button.

This is a close-up screenshot of the 'My Account Information' page. The 'Save' button is circled in green, and a green arrow points to it from the left. The page header shows 'My Account Information' and navigation icons. Below the header, a message says: 'Changes made to your contact details on this page will be updated on all of the jobs you have applied to.' The 'Account Settings' section shows 'User Name' as 'ilsonwade' and 'Contact Method' as 'Not Specified'. There is a 'Change Password' link.

To return to the Careers homepage, click the **< Careers (Back)** button.

This is a close-up screenshot of the 'My Account Information' page. The '< Careers' button is circled in green, and a green arrow points to it from the bottom right. The page header shows '< Careers' and navigation icons. Below the header, a message says: 'You can update your name, address, phone number and email here. Changes made'. The 'Account Settings' section shows 'User Name' as 'wilsonwade' and 'Contact Method' as 'Not Specified'.