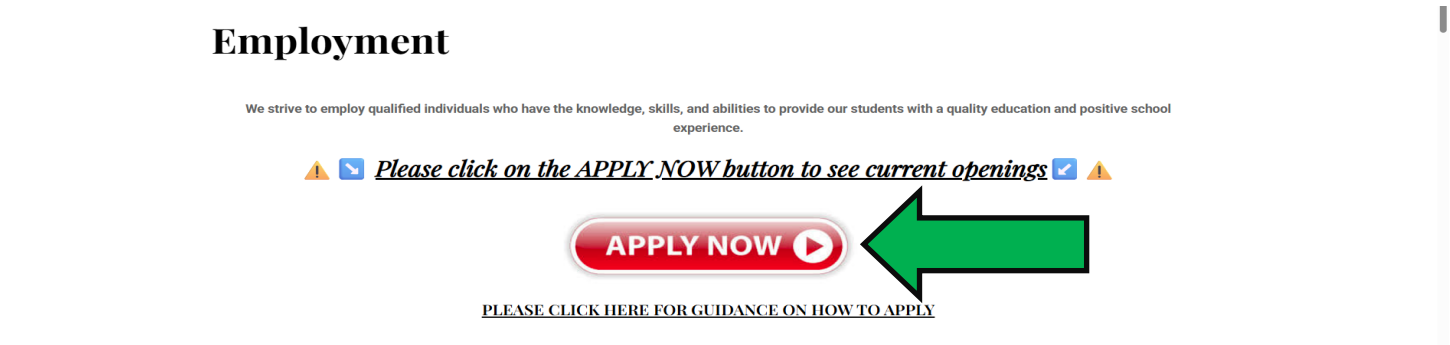
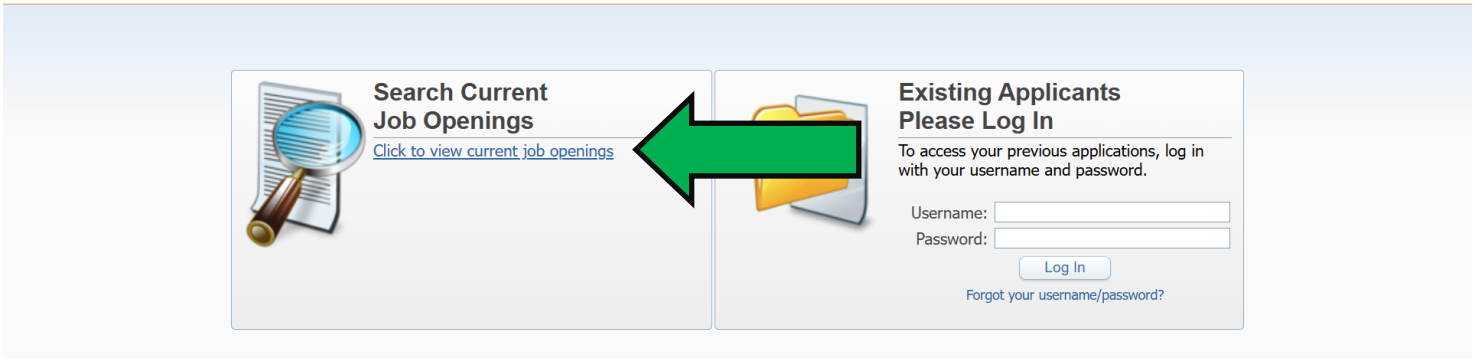
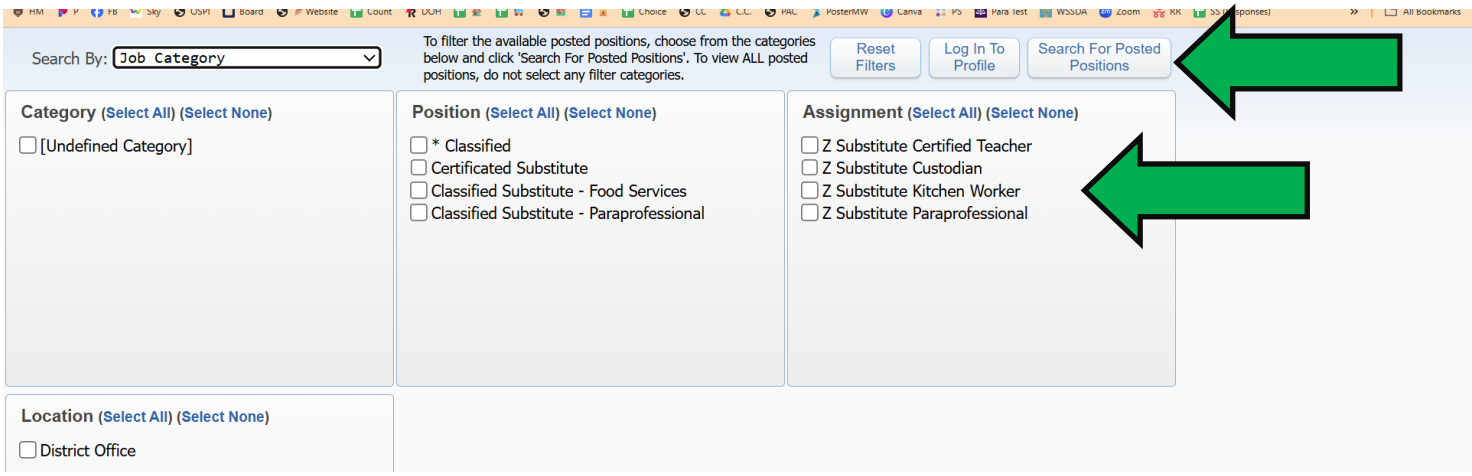
1. Click on the red **APPLY NOW** button



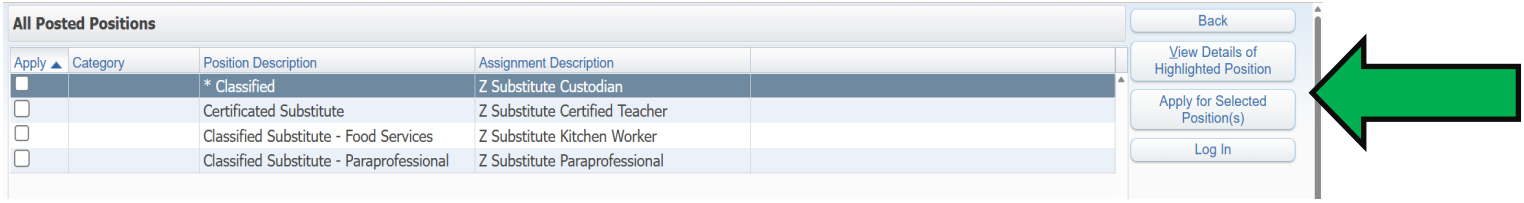
2. Click to view current job openings



3. Select position(3) under Assignment, then "Search for Posted Position"



4. You can now view the details, apply (create a new account), or login



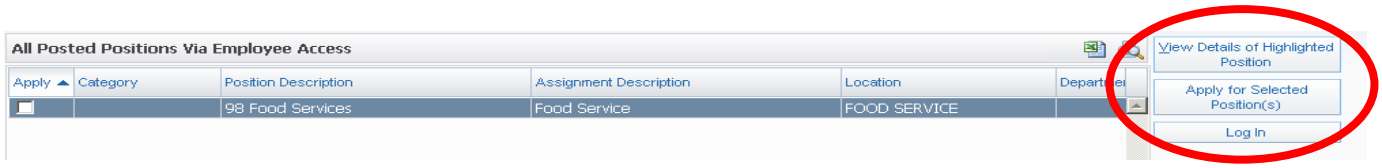
See below for detailed steps

View the Position Listing

To view all open positions and apply, click on "*Click to view current job openings*." (If you have already applied for a position and want access to your profile, enter in your user name and password then click on "Log In.") If you forgot your username or password, click on "forgot your username/password?".



Check the checkbox of the position you want to review and click on "View Details of Selected Position." At this step you have the option to apply for the position without reviewing it.



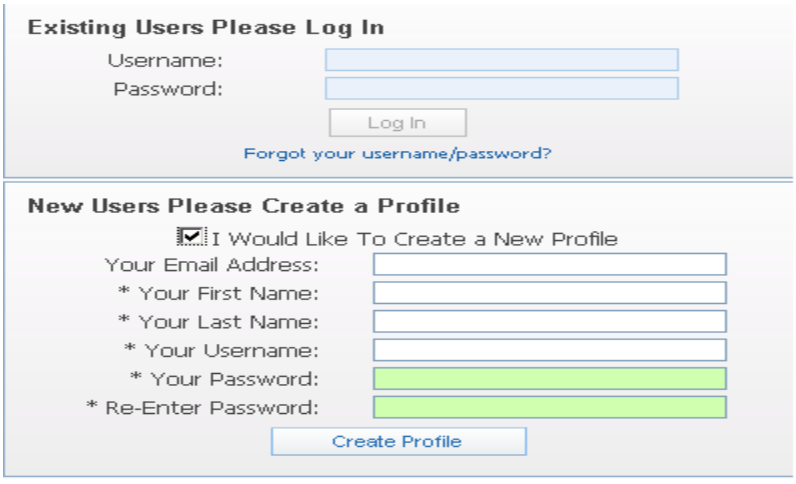
Apply for the Job

Review the position listing. The position will give you a preview of the questions included in the online application. When you're ready to begin the online application, scroll to the top of the page and click on the "*Apply for Position*" button.



(Click "View" to see the Job Description)

After you click on "*Apply for Position"*, you will be asked to either enter your existing username and password or create a new user profile. ****Please make a note of your username and password, as you will need it to access your applicant profile in the future.**



Begin The Online Application

There are several sections of the application to complete. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section to "Completed." When there aren't any more sections are marked "Incomplete", you may submit your application to Human Resources. Once your application has been submitted, you may log back into your profile and make updates to the application until the closing deadline.

*Your application is automatically saved as you enter data. If you cannot complete your application in one setting, just click on the "Return to Profile" button and then click on "Log Out." When you want to return and finish, log back into the system with your username and password.



**** It is important to SUBMIT TO HR when your application is complete** **

For more information or help, please call Cheryl Bradbury at 447-3167.