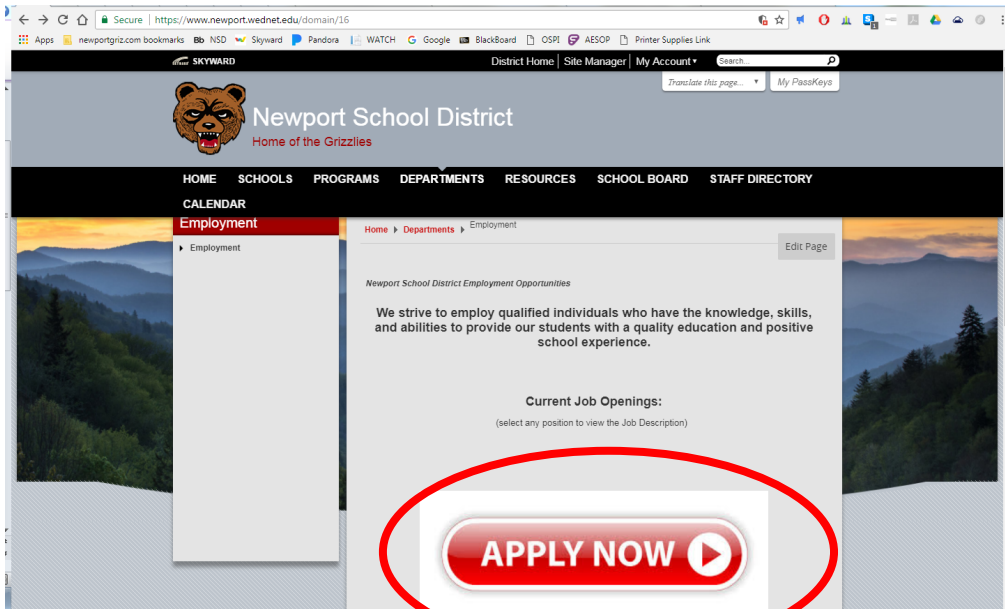
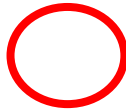


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View the Position Listing

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?”

 Search Current Job Openings Click to view current job openings	 Existing Applicants Please Log In To access your previous applications, log in with your username and password. Username: <input type="text"/> Password: <input type="password"/> <input type="button" value="Log In"/> Forgot your username/password?
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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	Category	Position Description	Assignment Description	Location	Department	
<input type="checkbox"/>		98 Food Services	Food Service	FOOD SERVICE		<input type="button" value="View Details of Highlighted Position"/> <input type="button" value="Apply for Selected Position(s)"/> <input type="button" value="Log In"/>

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.

Position Details		  
Position Information		<input type="button" value="Apply For Position"/> <input type="button" value="Back"/>
Listing ID: <input type="text" value="120719001"/>	SALARY: <input type="text" value="Determined by Collective Bargaining Agreeeme"/>	<input type="button" value="View"/>
Position: <input type="text" value="98 Food Services"/>	Pay Range: <input type="text" value="\$11.76 to \$15.97 Hourly"/>	
Assignment: <input type="text" value="Food Service"/>	Employment Type: <input type="text" value="Part Time - 15 hours per week"/>	
Location: <input type="text" value="FOOD SERVICE"/>	Job Descriptions: <input type="text" value="Cook Helper - CES (Attachment)"/>	
	Application Deadline: <input type="text" value="08/03/2012"/>	

Click view to display actual posting

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.**

Existing Users Please Log In	
Username:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Log In"/>
	Forgot your username/password?
New Users Please Create a Profile	
<input checked="" type="checkbox"/> I Would Like To Create a New Profile	
Your Email Address:	<input type="text"/>
* Your First Name:	<input type="text"/>
* Your Last Name:	<input type="text"/>
* Your Username:	<input type="text"/>
* Your Password:	<input type="password"/>
* Re-Enter Password:	<input type="password"/>
	<input type="button" value="Create Profile"/>

Begin your 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 below to “Completed.” When there aren’t any more sections are marked “Incomplete”, you may submit your application to Human Resources at the right. 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 all at once, 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.



The screenshot shows the 'Application Dashboard' interface. On the left, under 'Job Listing', there are several input fields: Listing (120719001), Type (Part Time), Position (98 Food Services), Dept, Assignment (Food Service), Group, Location (FOOD SERVICE), Deadline (08/03/2012), and Appl. Status (Not Submitted). Below these fields is a link 'View Details Of This Job Listing'. A text block explains that 6 sections must be completed before submission, and that checkboxes indicate completion. On the right side, there are three buttons: 'Submit to HR' (circled in red), 'Cancel Application', and 'Return to Profile'. The top right corner of the dashboard has icons for camera, help, and search.

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

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