

## Steps to Apply for Jobs

Once you have created and saved your online application you may apply to postings. Find a position you would like to apply for, click '**View**'. The Job Details summary is displayed and you can apply for this posting by clicking on '**Apply for this Posting**' button.

The system will provide a review of your online application. At this point you have the option to edit your application again. If you do not choose to edit your application you may select "**Continue with this Data**" to confirm all your application information is complete and correct.

All applicants will be asked supplemental questions related to this position. Some positions may request a resume, cover letter or other documents. During the applying process you will be able to attach electronic versions of these items if requested.

### Answering Supplemental Questions

Supplemental questions appear on many of the jobs posted and vary depending on the type of position. To answer supplemental questions for a position that you are interested in, you need to click the radio button next to your desired answer for each question asked or type in a response.

Once you have completed answering the questions, click the check box to "Certify Your Application" then, click the '**Submit Answers to Supplemental Questions with my Application**' button. If you choose to not apply for the position, click the '**Cancel Applying to this Posting**' button.

### Attaching Documents

There are 5 steps necessary to attach a document:

#### Step 1: Select the Document Type to Attach

Select the document you want to attach by clicking '**Attach**' in the Attach/Remove column.

#### Step 2: Attach Document

##### Select a previously saved document

You may preview a previously saved document by selecting the document from the drop down list and clicking Preview. To send this document, click '**Attach**'.

##### Upload a new document

To attach a new Microsoft Word, Text, Rich Text, or PDF document, click '**Browse**', select the file you wish to attach, and click '**Open**'. To send this document, click '**Attach**'.

### **Paste a new document**

If your document is in another format, you may use the Paste a New Document field to copy and paste your information. You may also type your information directly in the text box.

### **Step 3: Confirm**

To confirm attaching your document to the position, click '**Confirm Attaching Documents**' button. You will be able to view and remove this document once you have confirmed the attachment.

If you choose not to attach the document at this time, click '**Return to Previous**'.

### **Step 4: Review documents and complete the attaching process**

You have two choices regarding your attached documents: View and Remove. Click '**View**' for each document and verify the formatting. Some formatting issues to look for include: spacing, page breaks, or margins. If a document's formatting has changed, click '**Remove**' to remove the document, and adjust as needed.

When you have attached your documents, click '**Finished Attaching Documents**' button.

### **Step 5: Final Confirmation**

Once you click the '**Finished Attaching Documents**' button, you will be asked to confirm that you are finished attaching your documents to your application. If you are ready to confirm your application, click '**Yes**'. If you would like to go back to review and/or make changes to your documents, click '**No**' to return to the Attach Documents page.

After you click Yes, your application will be submitted and you will then be given a confirmation number. You may return to the 'Applicant Status' page.

**Note: You will not be able to attach further documents or make any other edits to your application for the position once you click confirm.**