Follow These Easy Steps
To Apply Today!

1. Go On-line
Type in the correct applicant web site address and click apply to jobs.

2. Create Your Application
Begin by selecting the type of on-line application you would like to create. Create your user name and password, complete your application, and you're in! If you do not have all the information to complete your application, you have the option to edit at a later time.

3. Search for Jobs
What kind of job interests you? Search jobs by title, location, job type, or job number by clicking on "Search Postings" in the left margin. Click view to see the entire job posting.

4. Apply for Jobs
Find a job that matches your qualifications. Click "Apply for this position" to apply right from the posting. If you have already saved an on-line application, you can make any changes or updates, then "send" the application. If you have not yet completed an on-line application, you may create one on the spot. You will be asked several questions, and if required, you will need to attach your résumé, cover letter or other documents in an electronic format. If you have begun applying for a position and realize you are not ready to attach your documents, you can return later by utilizing the "Finish Applying" option in the Application Status screen. You will be required to answer the Supplemental Questions each time you return.

5. Application Status
You will be able to log in and check the status of any jobs for which you have applied. You may also attach additional documents as required or withdraw your application.

6. View/Edit Applications
You may view and/or edit your existing applications to demonstrate your qualifications prior to applying for each specific job posting, or you may complete a new application type.

7. Log In/Log Out
Be sure to log out every time you leave the system. You will be able to log in again with the user name and password you created.