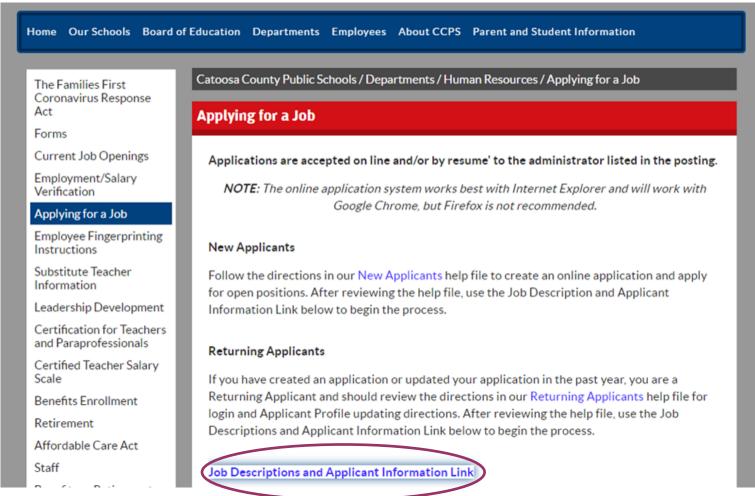


Returning Applicant Instructions

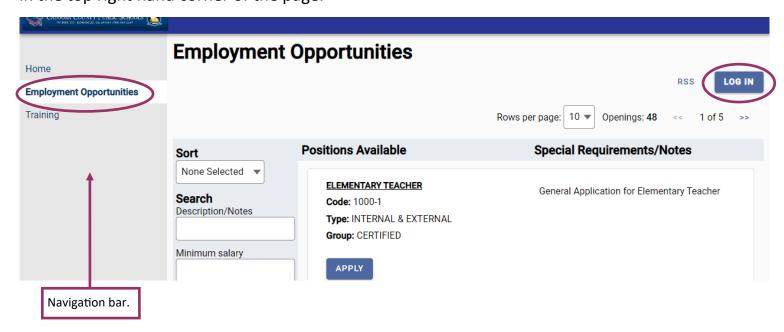
Please use the following instruction if you are a returning applicant.

NOTE: The online application works best using Internet Explorer and will work in Google Chrome, but Firefox is not recommended.

Continue to the "Job Description and Applicant Information Link".



From the "Employment Opportunities" tab on the navigation bar, click on the "Log In" button located in the top right hand corner of the page.



If the employee profile was created prior to April 25, 2022, select "Pin Account Migration".



Please se the box below for further instructions when using account migration.

If the employee profile was created after April 25, 2022, enter your username and password and click "Sign In". This will take you to your "My Profile" page. Please skip to page 4 for further instructions.

Username and Password are case sensitive.

Applicant Login

If you previously created an account using a PIN number, click the PIN account migration button to set up a new user name and password for your account before logging in.

PIN ACCOUNT MIGRATION

Please use your login information to Sign In and view your application and/or apply for new jobs. If you are new to our site, please click the Sign Up button below to get started.





Use **ACCOUNT MIGRATION** if you are a returning applicant who has had a pin number issued.

Enter all required fields in the Applicant Login box, then click "Create Username

and Password".

Forgot your PIN? Use this link to retrieve your PIN. This number will be sent to the email you entered when creating your initial account.

A confirmation screen will appear if the migration was successful.

Select "Employment Opportunities" form the navigation bar, then login to your account using your new username and password.

Applicant Login

PIN Number

PIN migration to user name and password

Use the fields below to select your own user name and password. This will replace your PIN, and you will no longer use a PIN to log in. You can only choose a user name **once**, so be sure to choose something you like!

New Username

Forgot your PIN?		Must contain at least one letter.
First Name		Last Name
	Ā	
New Password	@	Confirm New Password
RETURN TO LOGIN	_(CREATE USERNAME AND PASSWORD

Applicant Login



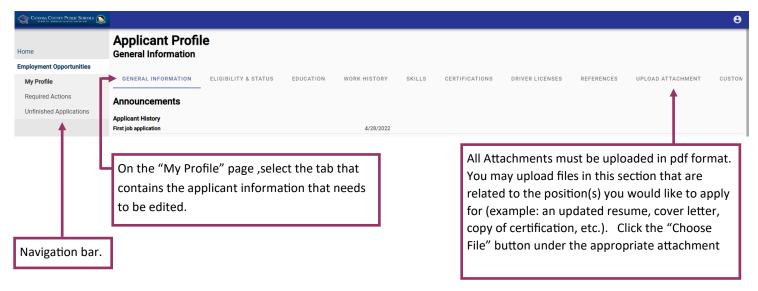
You have successfully migrated your account. You can now log in with your new username and password.

Verify and update information on your My Profile page.

NOTE: Turn on your Caps Lock key as you update your profile.

All required fields will contain a red asterisk (*) beside the field.

Once you have completed a section, click the "Update" button before continuing to the next tab.



General Information



Update your personal Information, telephone number, contact information, availability and requirements form this page. Select "Edit" make the appropriate changes, then click on "Update" to save.

Withdraw or reapply to positions you have applied for in the past.



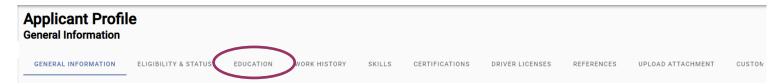
Eligibility & Status



Click the Edit button to complete the page, then "Update" to save your changes.

Note: Checking a box signifies a "YES" response, leaving a box unchecked signifies a "NO" response.

Education

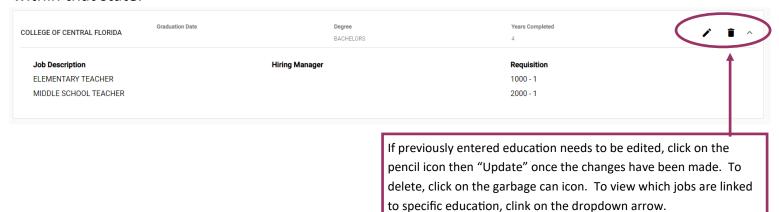


Click "Add New" to add college education to your profile.

Check the box for each existing open job application you would like to add the education to.

Complete all required (*) fields and click the "Save" box at the bottom of the page to save your information.

NOTE: Choosing a State from the State drop list will filter the Institution list to only those within that state.



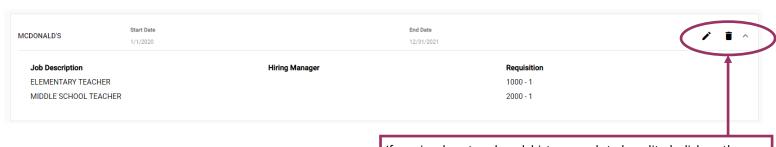
Work History



Click "Add New" to add work history to your profile.

Check the box for each existing open job application you would like to add the work history to.

Complete all required (*) fields and click the "Save" box at the bottom of the page to save your information.



If previously entered work history needs to be edited, click on the pencil icon then "Update" once the changes have been made. To delete, click on the garbage can icon. To view which job description that are linked to specific work history, clink on the dropdown arrow.

Skills



This feature is not currently available.

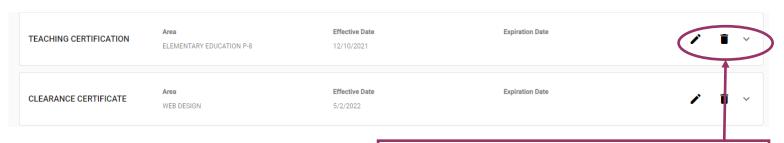
Certifications



Click "Add New" to add certifications to your profile.

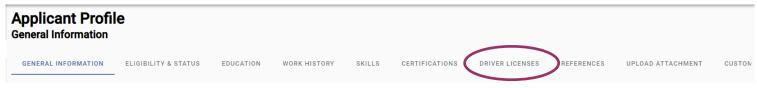
Check the box for each existing open job application you would like to add the new certification to.

Complete all required (*) fields and click the "Save" box at the bottom of the page to save your information.



If previously entered certifications need to be edited, click on the pencil icon then "Update" once the changes have been made. To delete, click on the garbage can icon. To view which job description that are linked to specific certification, clink on the dropdown arrow.

Driver Licenses



Click "Add or Update" then "+ Add New" to add a driver licenses to your profile.

Complete all required (*) fields and click the "Save" box at the bottom of the page to save your information.

Check the box for each existing open job application you would like to add the driver licenses to.



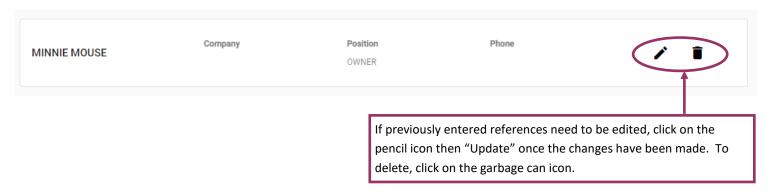
References



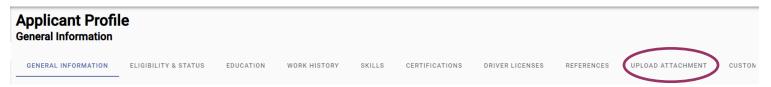
Click "Add New" to add new references to your profile.

Check the box for each existing open job application you would like to add the reference to.

Complete all required (*) fields and click the "Save" box at the bottom of the page to save your information.

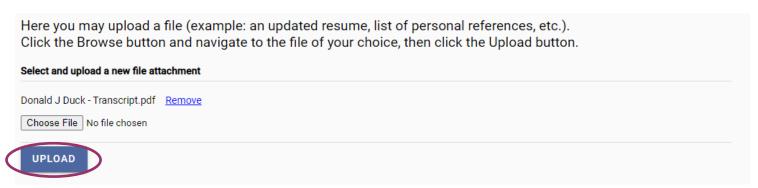


Upload Attachment



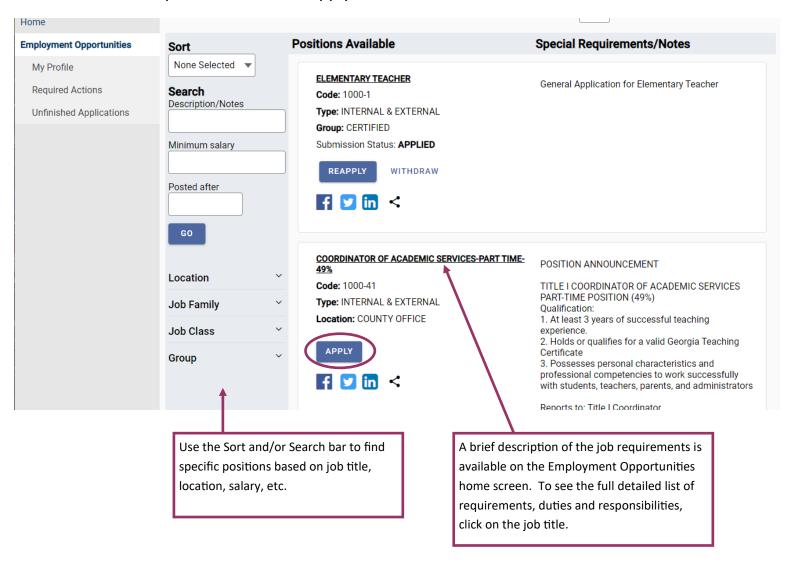
You may upload files in this section that are related to the position(s) you would like to apply for (example: an updated resume, cover letter, copy of certification, etc.). Click the "Choose File" button and navigate to the file you would like to upload, then click "Open". The file will appear above the "Choose File" button. Click "Upload" to add new file attachments to your profile.

Note: All Attachments must be uploaded in pdf format.

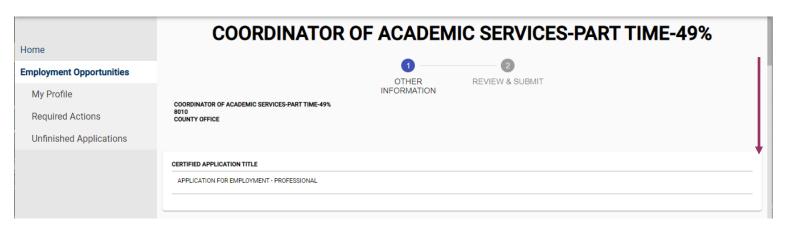


You are now ready to apply for new positions!

Return to "Employment Opportunities", located on the navigation bar, to apply for new positions. Select the desired position and click "Apply".



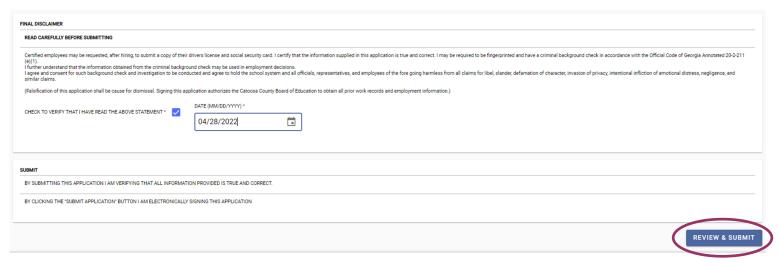
The information you entered in your profile will prepopulate into the application. Scroll down to review and verify that the data is correct. Complete all required (*) fields. If you start an application and need to complete it later, you can access it through the "Unfinished Applications" tab on the navigation bar.



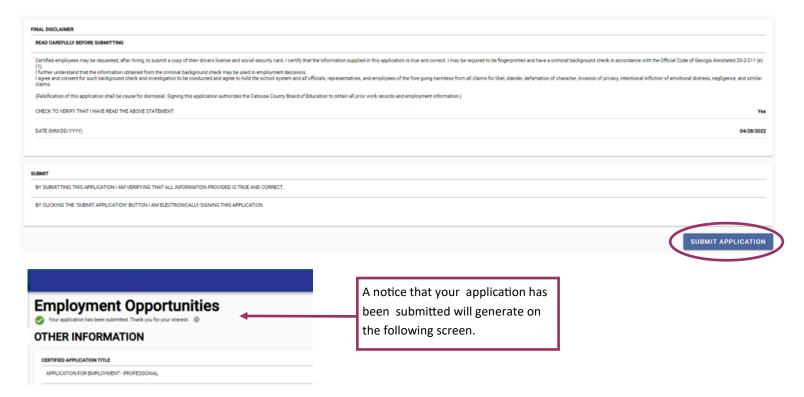


All Attachments must be uploaded in pdf format. You may upload files in this section that are related to the position(s) you would like to apply for (example: an updated resume, cover letter, copy of certification, etc.). Click the "Choose File" button under the appropriate attachment and navigate to the file of your choice, then click "Open".

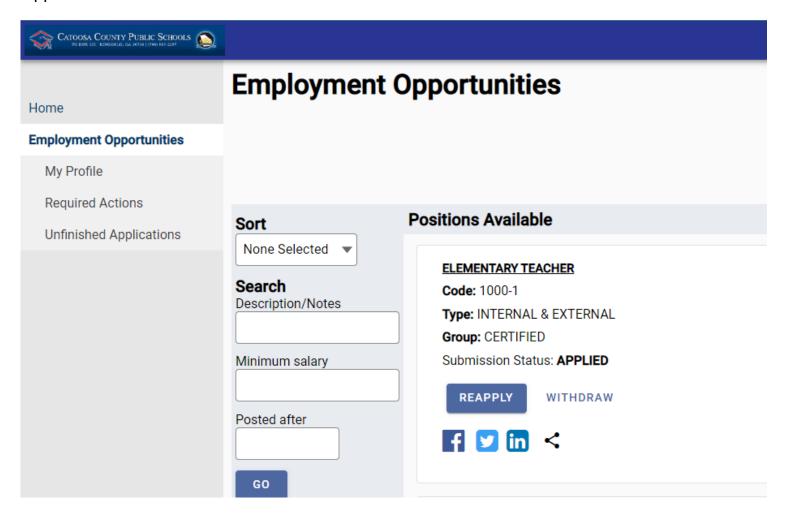
Once your Applicant profile is complete, Read the Final Disclaimer and check the "Check to verify that I have read the above statement" button and enter today's date. Select "Review & Submit".



Review your application, then click "Submit Application". If you need to make corrections, select the "Edit" button at the top right side of the page.



Use the navigation bar to update your profile, view required actions, and complete unfinished applications.



Please contact Human Resources if you need additional information or assistance.

706-965-8563