### Applying for a Job

Home

All New Jobs (Last 7

Quick Links

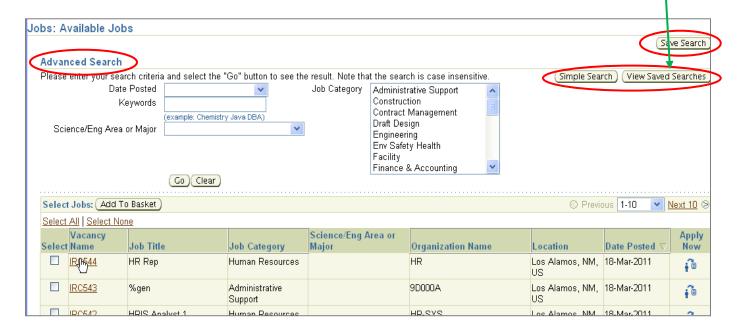
days)

Engineering Jobs

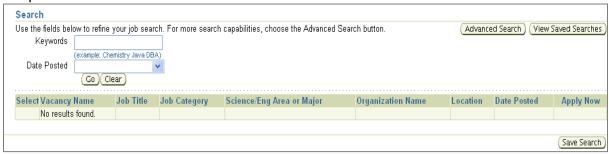
Science Jobs

Jobs

- 1. Once you are registered for Employment Opportunities, from the **Home** tab, look at **Quick Links** for different job options.
- 2. Browse current jobs or use the **Job Search** function by entering criteria in the appropriate fields.
- 3. Selecting All New Jobs, from the right navigation, takes you to the screen below. You will see a list of current job openings and you can complete a Simple Search, Advanced Search, Save Search, and View Saved Searches. Saving your search allows you to use it at a later time.



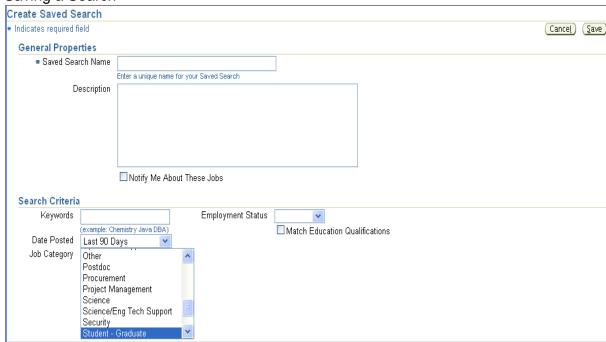
Simple Search Screen



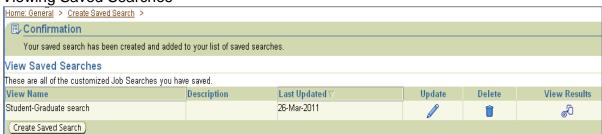
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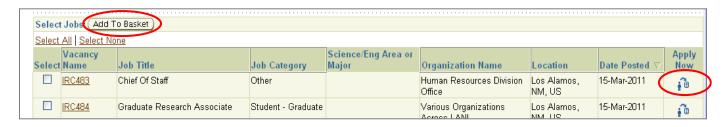
Saving a Search



Viewing Saved Searches



4. Review the list of jobs. If you see a job you want to apply for select **Apply Now** or **Add To Basket** to apply later.



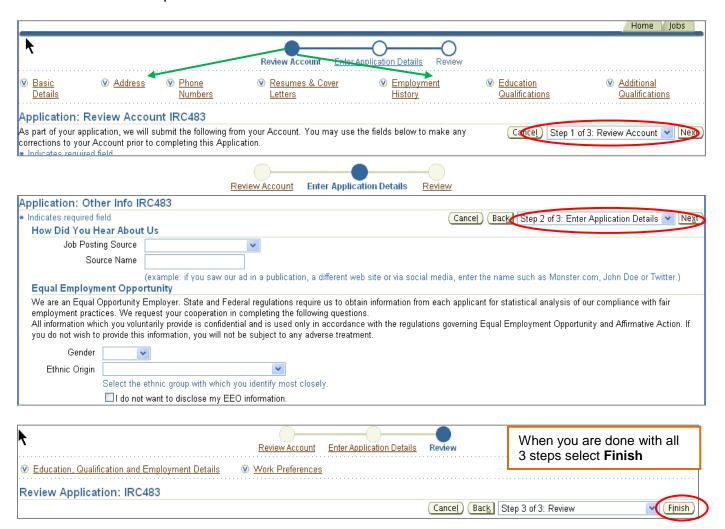
#### Jobs that have been added to Job Basket



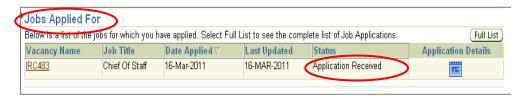
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# Applying for a Job

5. The **Apply Now** takes you through a 3 step application process. You can review each area of your information to make updates as needed.



 Once you have finished select the Home tab and under the Jobs Applied For a list appears with the Status of Application Received





### **END Process**

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