

Create a General Profile (and apply for a job later)

You can create a profile to submit your resume without applying for a specific job. Your profile and resume will be used to complete parts of the job submission form when you find a job to which you would like to apply. Information in your profile takes precedence over that in your resume.

1. Scroll down the **Advanced Search** tab of **Job Search** to the listing of all jobs and click the link on the right side of the page labeled **Click here to create a new candidate profile or access your existing candidate profile**. Sign in if requested.
2. Complete the sections of the general profile. You can also review and revise previously completed sections.

Note the three buttons at the top and bottom of the page:

Save as Draft	Click this if you want to complete the information later. The next time you sign in, access your profile and you will be taken to the page where you left off.
Quit	Click this if you do not want to continue creating a profile.
Save and Continue	Click this if you want to continue the process.

✓ **Personal Information**

- Complete the page. When you select your State/Province in the Place of Residence section, a Region drop-down list appears; select the city nearest to your home.
- You must enter a phone number in the field that you indicated as your Preferred Method of Contact.
- Indicate your employment and travel preferences to help us more closely match your selections. For example, if you do not wish to travel, select the appropriate option from the Travel drop-down list so that you are not notified of jobs that require travel.
- Select the option for e-mail notification of positions that match your profile (at the bottom of the page).
- Click the **Save and Continue** button to go to the next page of your profile.

✓ **Job Alerts**

- Select a Job Function you prefer and click the **Add to List** button. You can select as many as you like. If you decide that you would like to remove one that you have added, click the **Remove** button. Use the **Reset** button to return the Job Function list to its default setting; this will remove all the job functions you have selected.
- Click the **Save and Continue** button to go to the second page of **Job Alerts**.

- Select the Location you prefer. The options become more specific based on your selection. Click the **Add to List** button. The **Add to List** and **Remove** buttons function the same as on the previous page; the **Reset** button resets the Location list to World Region.
- Click the **Save and Continue** button to go to the next page of your profile.

✓ **Resume Highlights**

- Enter information about your Work Experience, Education, and Certifications. Click the **Add [Work Experience]**, **[Education]**, or **[Certification]** links to create another entry and the **Remove [Work Experience]**, **[Education]**, or **[Certification]** links to remove an entry. Use the **Move Down/Move Up** links to organize the entries in the desired order.

NOTE: The system contains thousands of employers, institutions, and certifications. You can either begin typing the information in the appropriate boxes and select the proper entity from the list generated by the system (use down arrow) or click the **Select** link.

If you click the **Select** link, select **Refine by Keyword** from the drop-down list, enter the item name in the next field, and click the **Refresh** button. *Do not press the Enter key on your keyboard.* Select the option next to the appropriate item and click the **Select** button.

- If you are currently employed, click **Current Job** for the appropriate entry. Do not select an end month and year.
- Click the **Save and Continue** button to go to the next page of your profile.

✓ **Attachments**

- Upload your resume so we can help you find jobs that might be a good match for your skills and experience. (You can attach a maximum of three files, including your resume.) Click the **Browse** button, locate the file on your computer, and click the **Attach** button. Once the file is attached, the information will be updated at the bottom of the page.
- Click the **Save and Continue** button to go to the **Summary** page of your profile.

✓ **Summary**

- Review your profile and edit as needed. Either click the **Edit** link next to the appropriate section or click the step at the top of the page to go to the area you want to revise. Make changes and click the **Save and Continue** button to return to the **Summary** page.
- Click the **Submit** button when you have completed your profile.

Your profile is complete! You will receive confirmation of its receipt via e-mail.

Apply for a Job with a Profile

1. When you find a job that interests you, click the **Apply** link.
2. Complete the sections of the job submission form. You can review and revise previously completed sections. The **Save as Draft**, **Quit**, and **Save and Continue** buttons work the same way as for the general profile.

✓ **Personal Information**

- Information from your general profile is presented on this page. Select the appropriate Source Tracking information.
- Click the **Save and Continue** button to go to the next section of the job submission form.
- ✓ **Resume Highlights**
 - Information from your general profile is presented on this page.
 - Click the **Save and Continue** button to go to the next section of the job submission form.
- ✓ **Questionnaire**
 - Select the appropriate answers to the questions.
 - Click the **Save and Continue** button to go to the next section of the job submission form.
- ✓ **Attachments**
 - The resume you uploaded when you created your profile is already attached at the bottom of the page.
 - You can upload files in addition to your resume, such as a cover letter, letters of recommendation, and certificates. (You can attach a maximum of three files, including your resume.) To attach a file, click the **Browse** button, locate the file on your computer, and click the **Attach** button. Once the file is attached, the information will be updated at the bottom of the screen.
 - Click the **Save and Continue** button to go to the next page of the job submission form.
- ✓ **Diversity**
 - Select the appropriate answers to the questions or select **I do not wish to provide this information**. You must make a selection for each question.
 - Click the **Save and Continue** button to go to the **Summary** page of the job submission form.
- ✓ **Summary**
 - Review the job submission form and edit as needed. Either click the **Edit** link next to the appropriate section or click the step at the top of the page to go to the area you want to revise. Make changes and click the **Save and Continue** button to return to the **Summary** page.
 - Click the **Submit** button when you have completed your job submission form.

Congratulations! You have submitted your application and will receive confirmation of its receipt via e-mail. You can now view your submission or general profile, or return to the search page.