

Using the Online Application Tool

Follow the instructions below to apply online for this job:

1. Enter your **First Name, Last Name,** and **Email Address.** These are required fields.
2. If outside of the US, select your **Country** of residence. With United States selected, the address and phone number fields will require US formats. All other countries will allow any format for these fields.
3. Enter your **Address** and **Phone** numbers in the fields provided. These are not required fields, but should be entered even if this information is on your resumé, as it will be kept in the online recruiting tool and make it easier for the hiring manager or recruiter to contact you.
4. You may be presented with an opportunity to identify your gender, ethnicity, and race. Not all postings will ask for this information. Please note that providing this information is **completely optional, and will not be kept with your application.** No recruiter or hiring manager will be allowed to view this information with your application, and it will be hidden from all facets of the recruiting process. This information is only used to monitor hiring practices to ensure compliance with equal employment opportunity laws. Your name will never be associated with this information.
5. Click **next** at the bottom of the page.
6. You will likely be presented with multiple choice **Questions.** If so, answer these using the drop-down lists. If present, these questions must be answered before continuing. Recruiters and hiring managers can search the database of applicants using preferred answers to these questions, so your answers here could increase your visibility.
7. Enter your **Desired Salary** as either Annually or Hourly. This field is optional. As with the Questions, recruiters and hiring managers can search the database of applicants using a desired salary range. Keep this in mind when entering a desired salary.
8. Enter any notes or additional information in the **Notes** text box.
9. Click **next** at the bottom of the page.
10. You may be presented with an opportunity to type or paste a text resumé, to upload your formatted resumé, or both.

If pasting your resumé from a formatted file into the Text Resumé box:

You will lose formatting (including bullets). Remember to review it after pasting it, with a keen eye for erroneous spacing or odd characters. For visual separation and to mimic a formatted resumé, it is common to use an asterisk (*) to denote a bulleted item.

If uploading your resumé:

- a. Click **Browse** under Attach a Resumé. (If a Text Resumé box is also present, the Attach a Resumé field is beneath it.) The Choose File or File Upload dialog box displays. (The name is different in different browsers.)
- b. Navigate to and select your resumé file, then click **Open.** The dialog box closes and the file path and name displays in the field.

This file cannot be deleted once it is attached, but it can be replaced with a different file.

11. Click **next** at the bottom of the page. A summary screen displays all the information you entered in the application.
12. Review all the information for accuracy. If any changes need to be made, click **back** at the bottom of the screen. DO NOT use the browser's back button, as the information you have entered could be lost.
13. Once all information is complete and correct, click **finish** at the bottom of the summary screen. A success message displays.