

Introduction: External Candidates



External candidates use our Career Opportunities website to search for and apply to positions open to external candidates.

1 Create an Account

Creating an account to search for new positions for yourself and others. Click **Sign In** to access the Career Opportunities website.

2 Job Search

Use the **Job Search** tab to search for job openings. Enter a requisition number, business unit, location, and/or employment information to search for a position.

3 Job Management

Use **Job Management** to view the status of your online applications. Jobs listed here may be applied to at any time or forwarded to another individual.

4 Password Management

Use **Password Management** to maintain your account on this site.

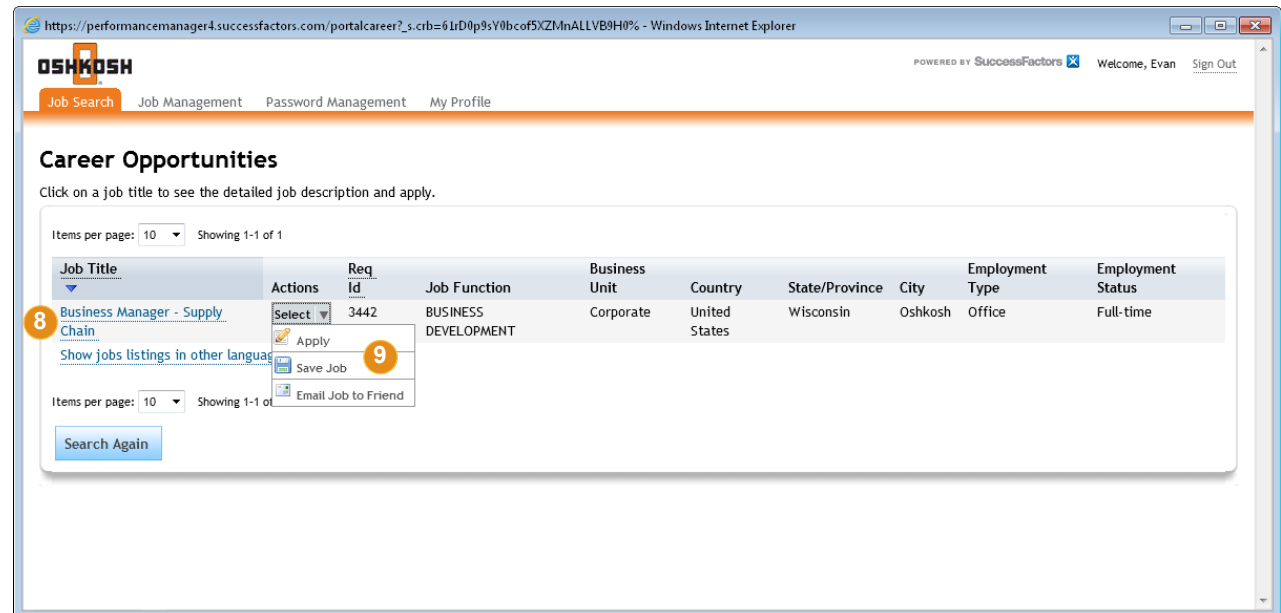
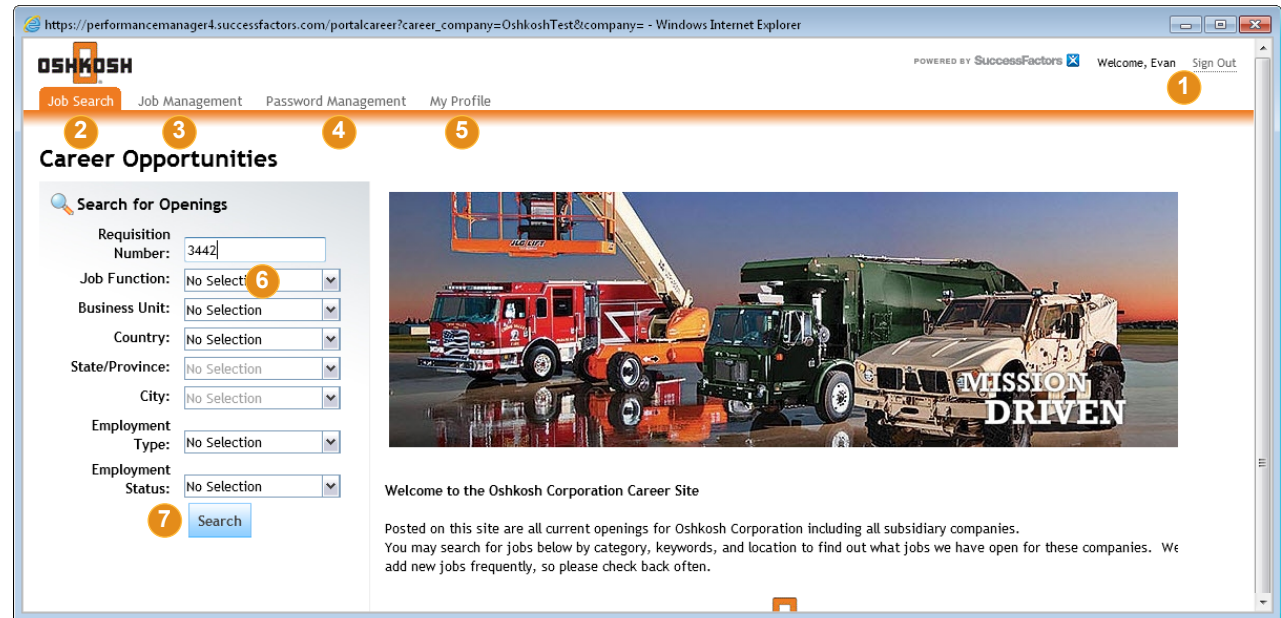
5 My Profile

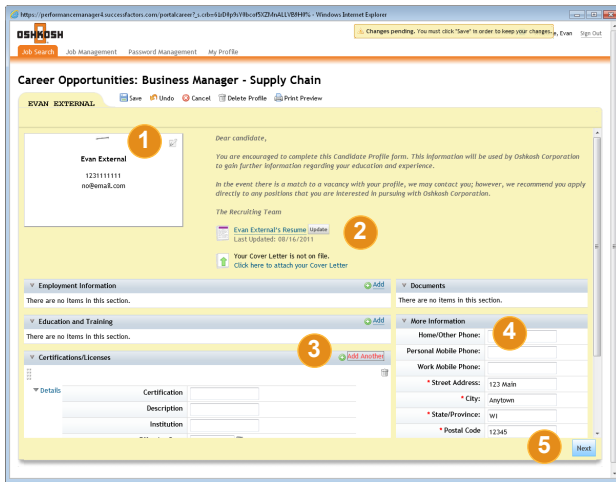
When you complete an application for a position a candidate profile is automatically created. Use **My Profile** to load and maintain resume and cover letters and enter profile details. Candidate profile information is searchable by recruiters. The job application is required to apply for a position. If a resume is not provided, the Candidate profile information must be completed to be considered for a position.

Search for a Position

To search for job openings:

- 6 Enter a requisition number, business unit, location, and/or employment information to search for a position.
- 7 Click [Search](#).
- 8 The search results open in a new window. Select the job title link to review the position's details.
- 9 Use the **Action** menu to:
 - Select **Apply** from the action menu, to apply to positions of interest.
 - Select **Save Job** to add the job to **Job Management**.
 - Select **Email Job to Friend** to forward the opportunity to a friend.

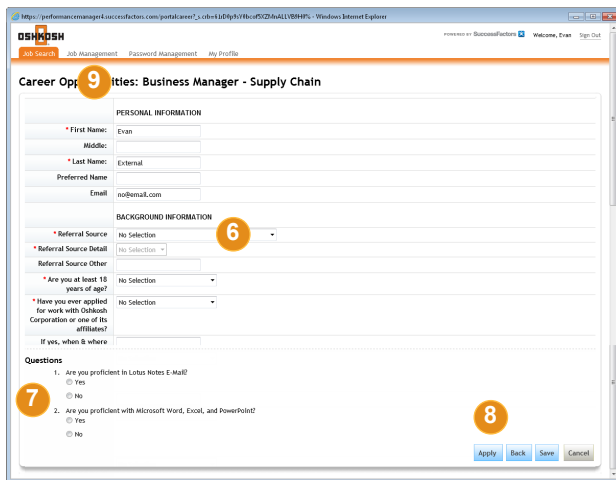




Job Profile

Use the **Job Search** tab to search and apply for postings of interest. Click **Apply** on the search results action menu to start the application process. The first step is to complete your profile.

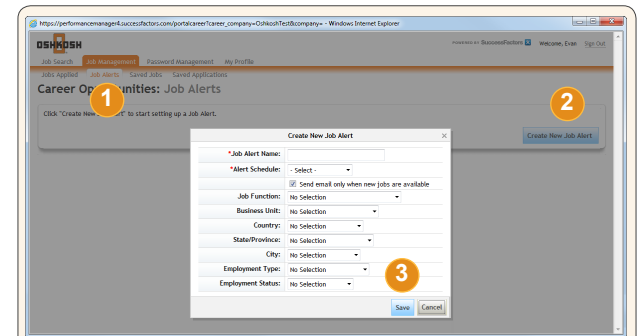
- 1 Click the **Edit** icon to update your information card. Some of this information is required.
- 2 Load and maintain resume and cover letters. Information listed on the resume and cover letter are searchable by recruiters.
- 3 Enter profile details. Your candidate profile information is searchable. Click **Add** to add profile information to a section. The job application is required to apply for a position. If a resume is not provided, the Candidate profile information must be completed to be considered for a position.
- 4 Complete the required fields in the **More Information** section. Required fields are marked with an *asterisk.
- 5 Click **Next** to complete the job application process.



Candidate Application

Review the job posting information and complete the application to apply for the position.

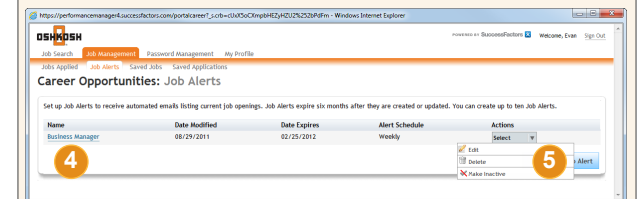
- 6 Complete application details by providing your work information including Personal, Background, Resume and EEO Information. Required responses are marked with an *asterisk.
- 7 Respond to pre-screening questions listed for the position.
- 8 Select the **Apply** button at the bottom of the application to submit the application.
- 9 You may use the Job Management tab to check the status of your application.



Spotlight: Job Alerts

Use Job Alerts to be notified about upcoming positions.

- 1 Select **Job Alerts** to create a Job Alert.
- 2 Click **Create New Job Alert** to begin setting up an alert for an upcoming position.
- 3 Enter Job Alert Name, Alert Schedule and other details to be included in the search. Click **Save**.



- 4 Alerts will now appear on the Job Alerts sub-tab.
- 5 Click the **Actions** drop-down menu to edit, delete or make the alert inactive.