Online Application FAQ

1 **I don't have an e-mail address. Is one required?**
An e-mail address is required to apply online.

2 **I don't have a resume. Is one required?**
Yes, a resume is required; an electronic version is preferable so that you can upload with ease. If you do not have an electronic resume, complete the personal information section and the system will walk you through completing your work and educational history.

3 **What happens if I forget my user-name?**
If you have forgotten your user-name, click on "Forgot Your User-Name". Enter the e-mail address that you used to create your profile and click "Validate". Once you have validated this information, a new screen will appear with your user-name. You can then click on the "Back to login page" link. If you are not seeing the email, check your junk mail.

4 **What happens if I forget my password?**
If you have forgotten your password, click on "Forgot Your Password". Enter your user-name and e-mail address. An email will be sent to you with your new "access code/password". If you are not seeing the email, check your junk mail.

5 **My telephone number and address have changed. How can I update this information?**
You may update your profile at any time by entering your user-name/password and clicking "Login". You may then click on "My Jobpage" and click on "Access my profile" under Candidate Profile to make changes.

6 **What is a "Job Posting Notification"?**
You have the option of selecting to be notified when new job postings that match your qualifications become available through the Job Posting Notification. By doing so, you will be notified by e-mail when jobs are posted.

7 **What is My Jobpage?**
The My Jobpage tab displays several items:
- My Submissions tab shows all the jobs you have applied for
- My Job Cart holds any jobs you're interested in but have not applied to
- Any job searches that you may have saved can be found in the My Saved Searches tab
- My Referrals tab will show all the candidates that you may have referred to our company

8 **Should I complete a new profile for each additional job if I want to apply?**
No, our system allows you to use one profile to apply for multiple jobs by logging in using your "User-Name" and "Password" and clicking "Login". Once logged in, click on the "Apply" button that relates to the job you're interested in.

9 **What is the status of my application?**
When an application is received, qualifications are thoroughly evaluated and then reviewed in relationship to positions available. You may be contacted for an interview. Due to the large numbers of applications received, we are unable to contact each applicant individually if they are not selected for interviews.

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