Overview/Description

This document provides step-by-step instructions on **Applying for Jobs**. This process reviews **Applicants** navigating to the **Careers Portal** and applying for **Job Openings.**

Prerequisite(s)

N/A

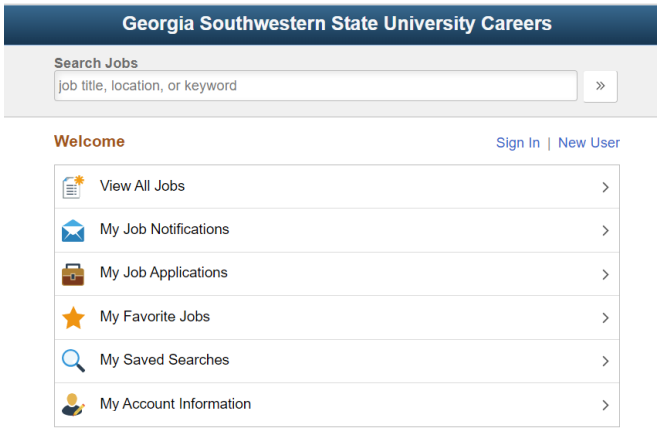
Instructions

In order to Apply for Jobs, navigate to the "Careers" portal of the USG Institution posting the Job Opening.

Navigation

USG Careers Portal

1. Navigating the Careers Portal Welcome Page



a. If an Applicant signs in, the system knows who he/she is and does not require the rekeying of any existing data into the system.

View All Jobs	Shows all Job Postings. Applicant can sort or filter accordingly.
My Job Notifications	View online offers, disposition, interview notification, etc.
My Job Applications	Stores current Job Applications that are in progress and not submitted
My Favorite Jobs	Stores favorite jobs
My Saved Searches	Search criteria that has been previously saved by the Applicant. No need to rebuild complicated searches.
My Account Information	Change/update contact information

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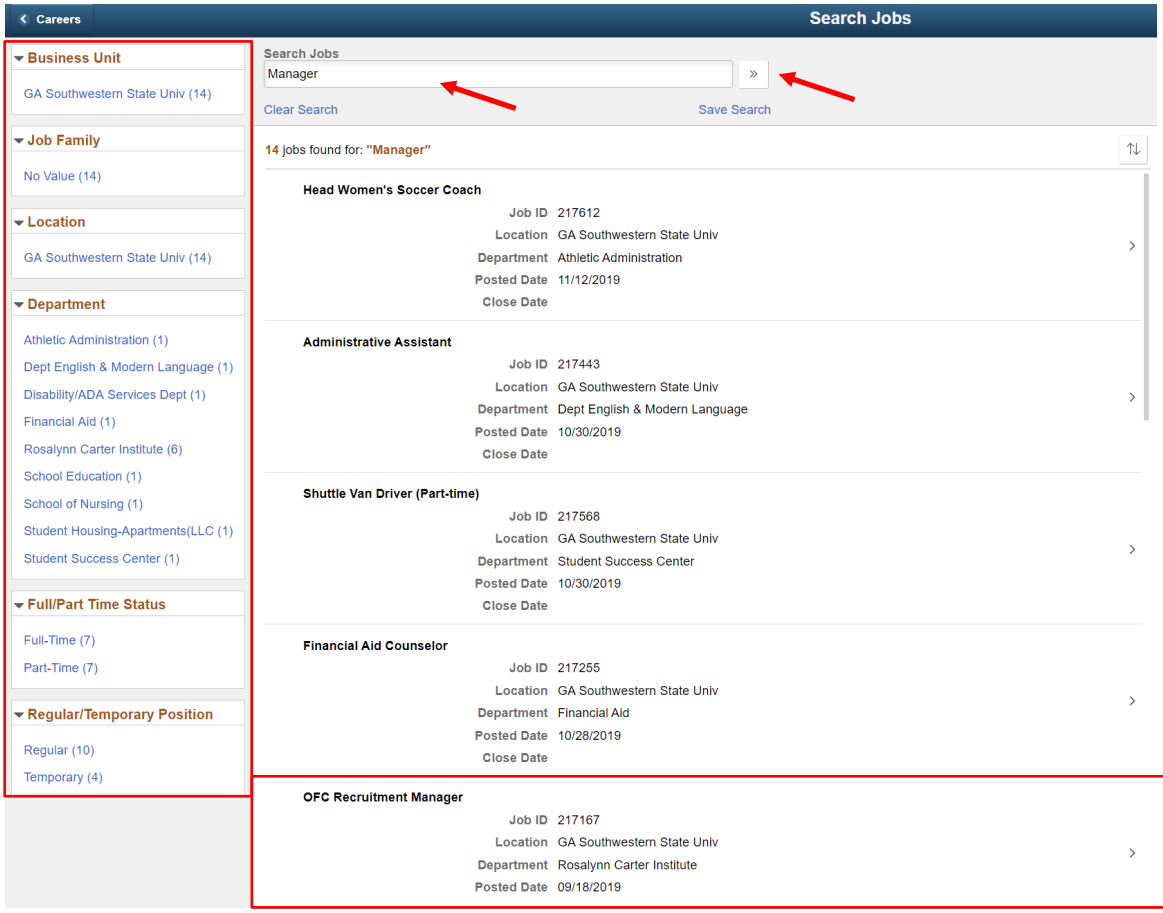
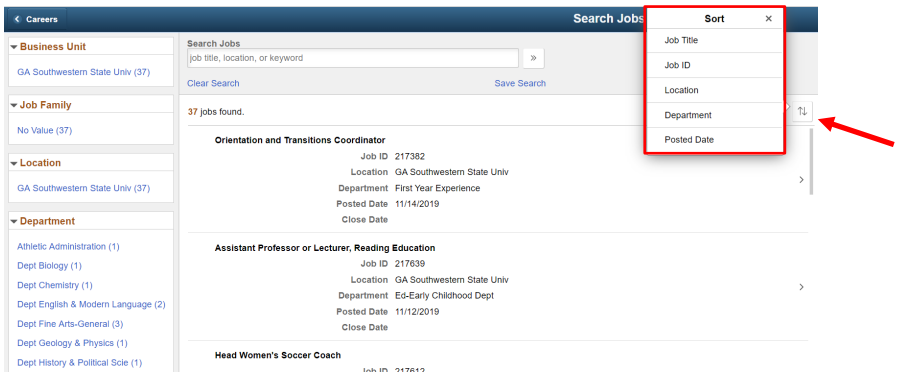
2. Search Jobs

a. An Applicant can search **Job Openings** by using a keyword and narrow down results using the filters to the left. Note Applicant can apply without a job as well.



b. Applicant can sort or filter accordingly.



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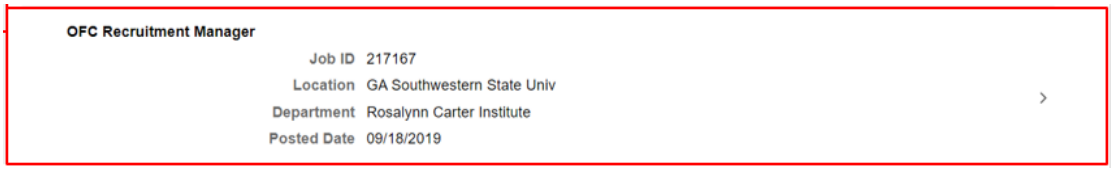
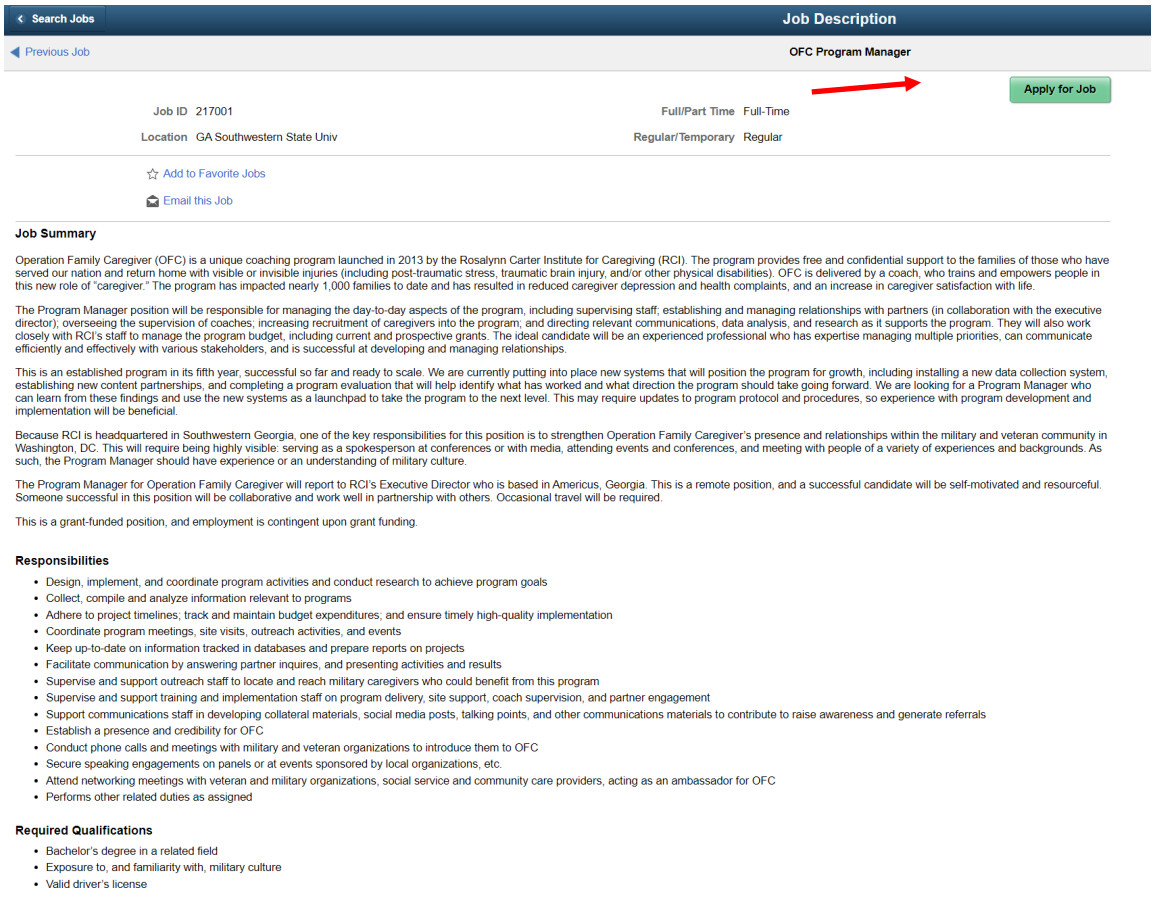
3. Applying for Jobs

a. Select the **Job Posting** applying for to open the details of the **Job Posting** and Click "**Apply for Job**".





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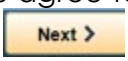
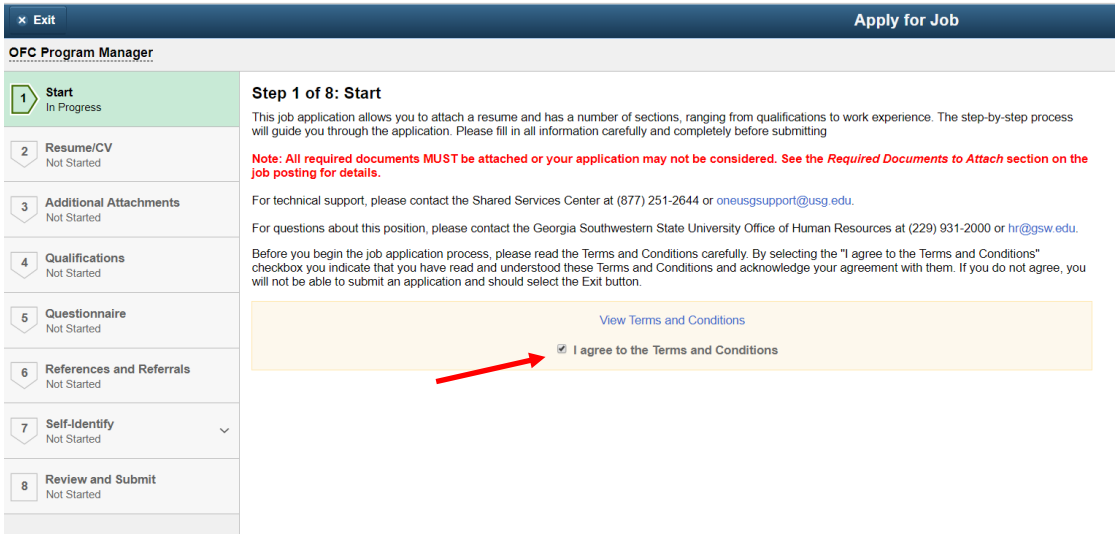
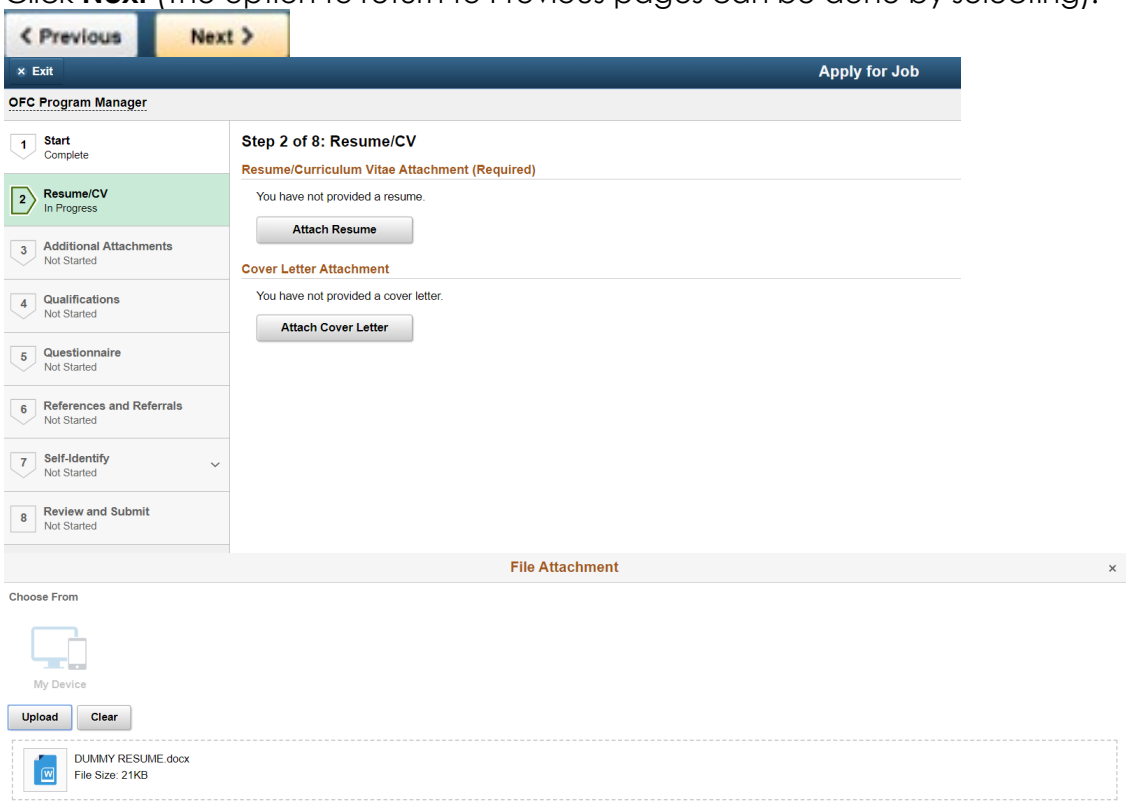
b. **Step 1 – Start:** Read the requirements of the **Job Posting**. If you agree to the Terms and Conditions Statement, check the box and Click **Next**.





c. **Step 2 – Resume/CV:** Attach **Resume/CV**, **Cover Letter** or any **other documents** pertinent to applying to the **Job Posting** and Click **Done**, once complete. Click **Next** (The option to return to Previous pages can be done by selecting).



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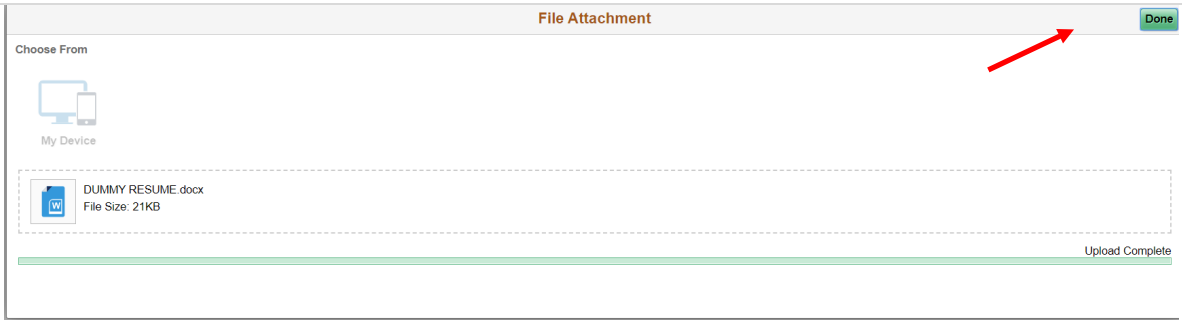

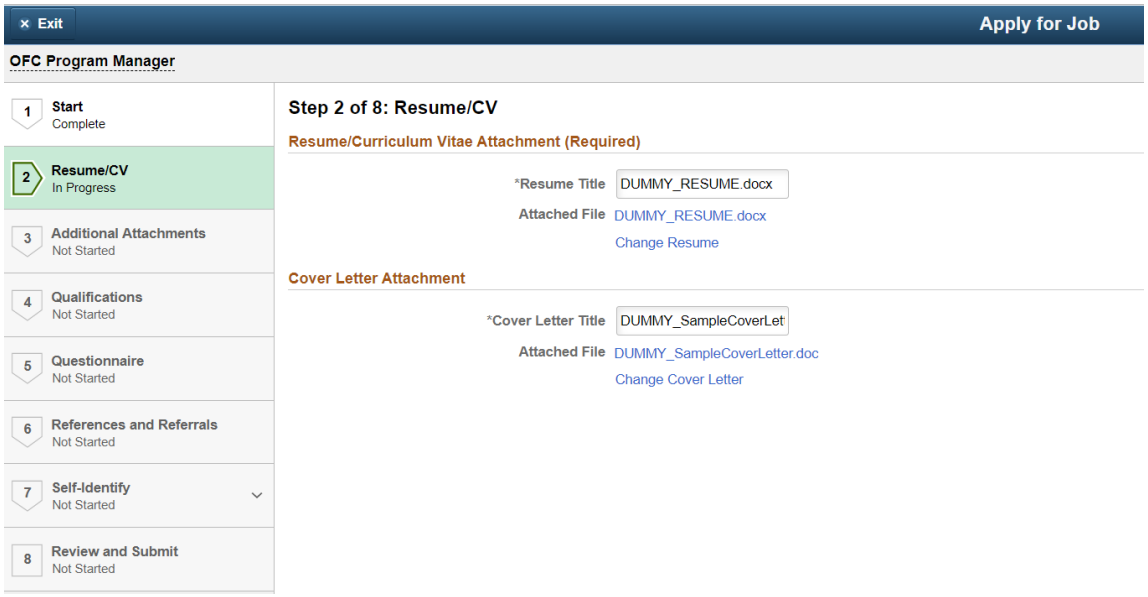

d. **Step 3 – Additional Attachments:** To be considered for a **Job Posting** the required documents must be attached. **Additional Attachments** can be attached here. Select **Add Attachment** type and add **Attachment Title**. Click **Continue**

. Upload **Additional Attachment**. Click **Done** once the upload is complete. The option to "**Use a Different Attachment**" is given, if the **Additional Attachment** needs to be changed. If there is no change, Click **Done**. Click **Next** (The option to return to Previous pages can be done by selecting).

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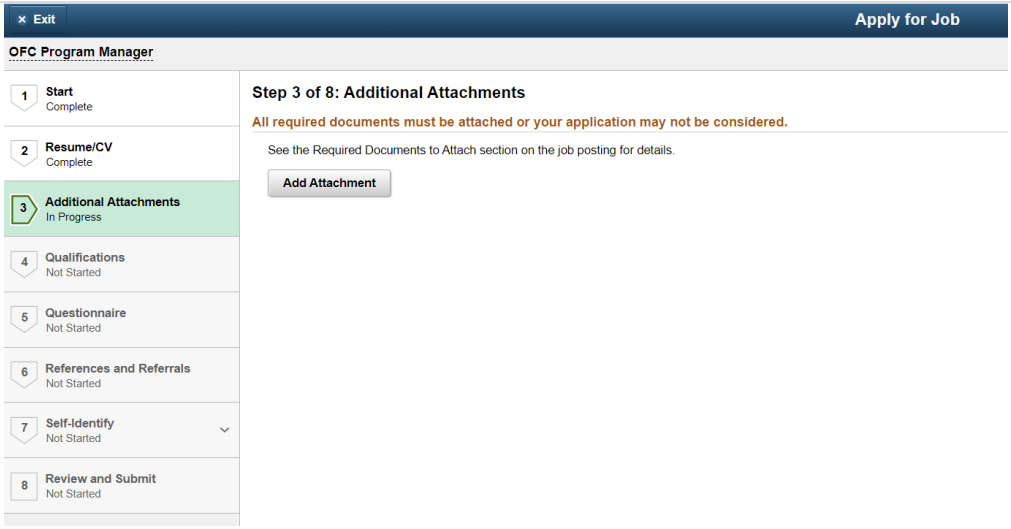

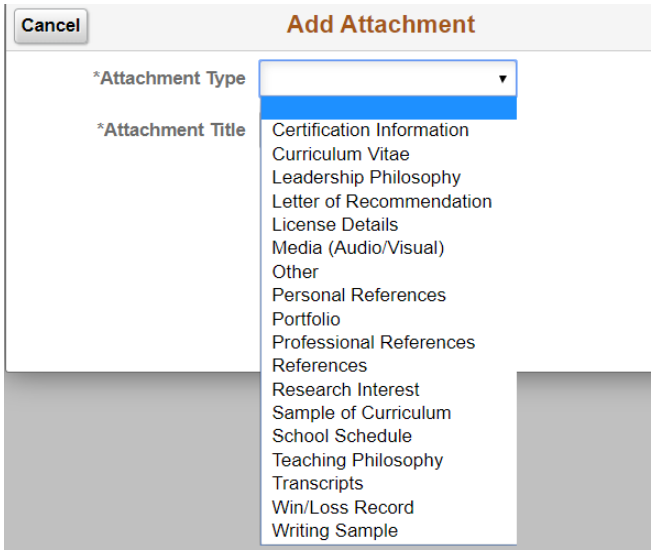

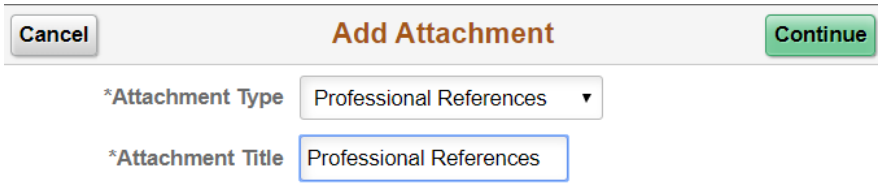

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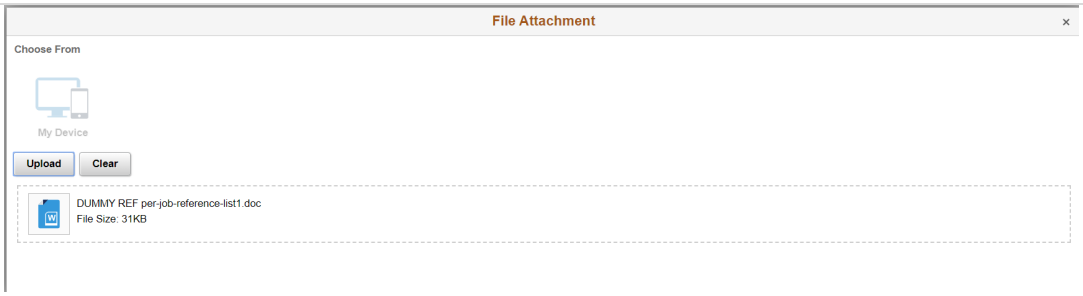

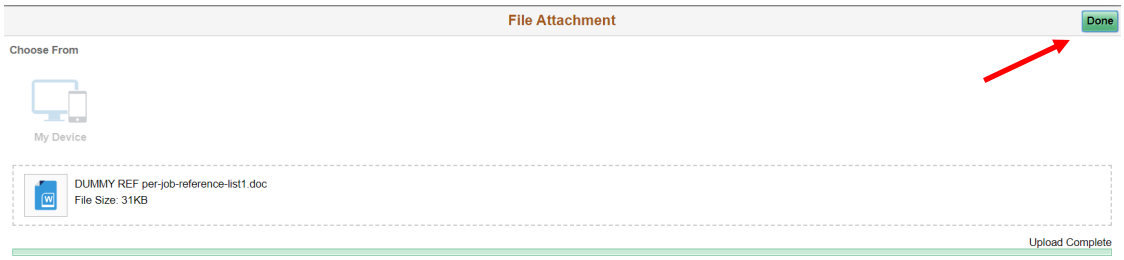

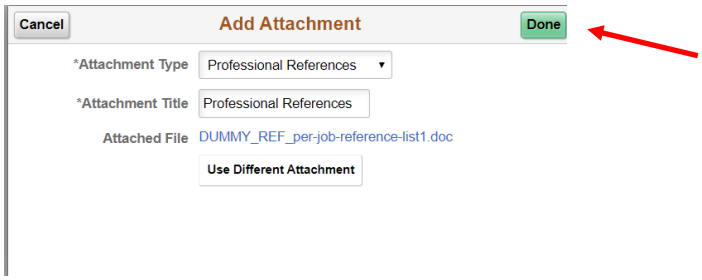

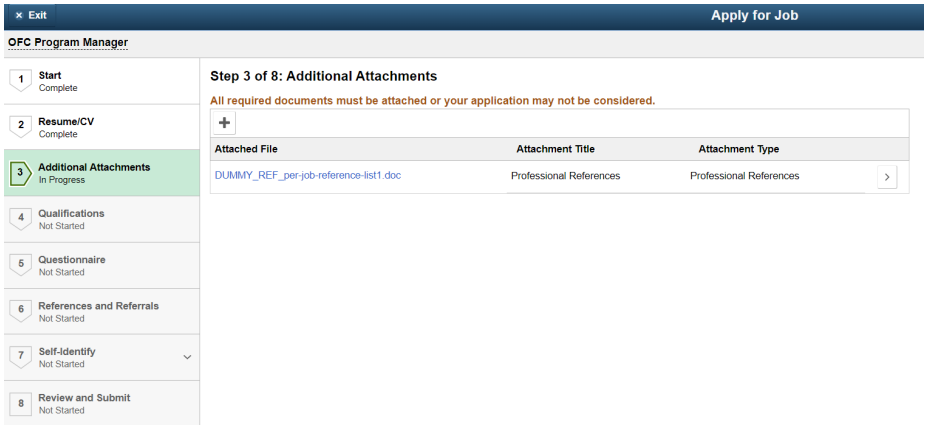

e. **Step 4 – Qualifications (Work Experience, Degrees, Honors and Awards, Language Skills, and Licenses and Certifications):** Each of the **Qualifications** sections can be completed by Clicking on the corresponding button.

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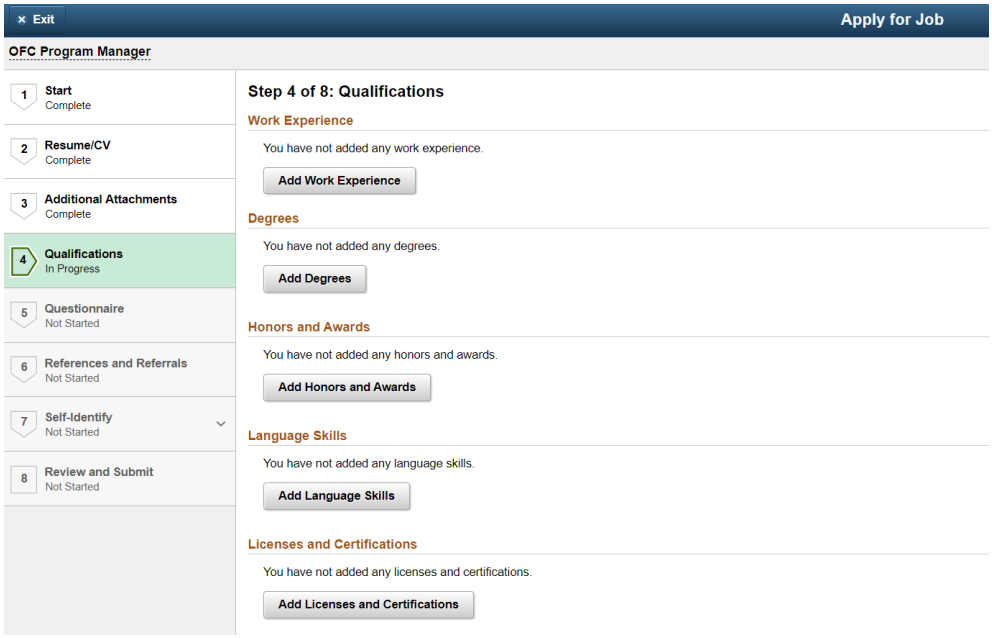
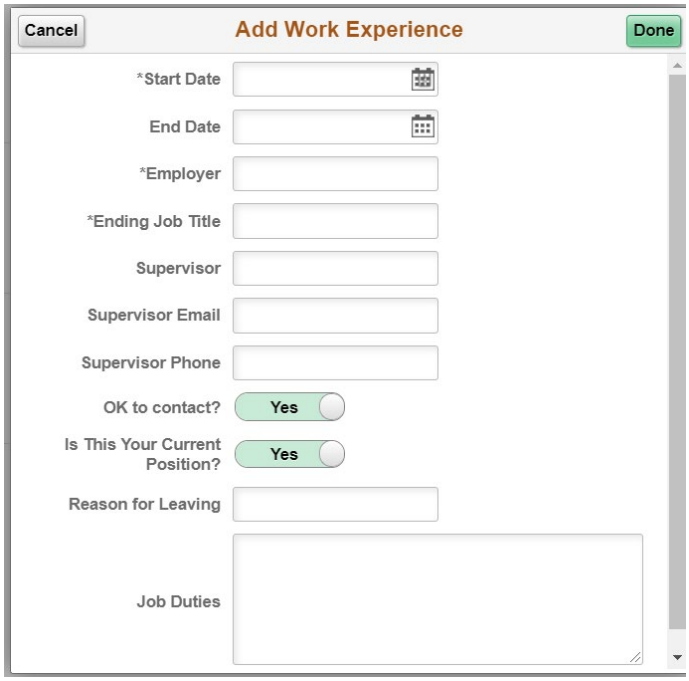
Once you are done completing one **Qualification** section, Click **Done** Done to advance to next **Qualifications** section. After completing all of the **Qualifications** sections, Click **Next**. Next >





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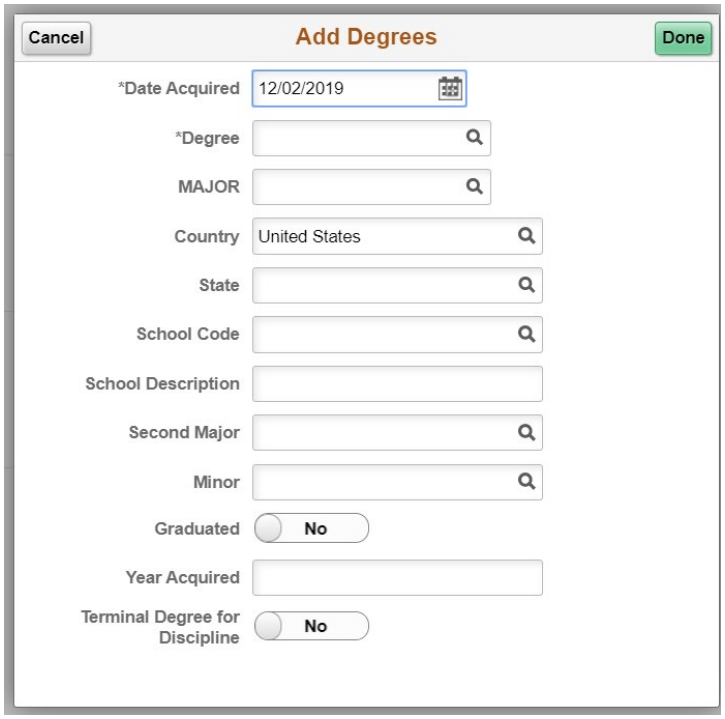

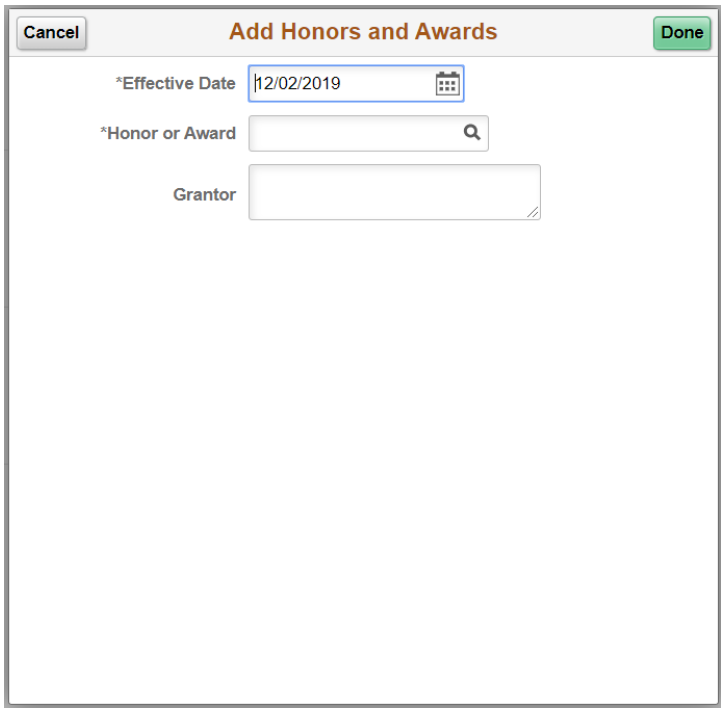

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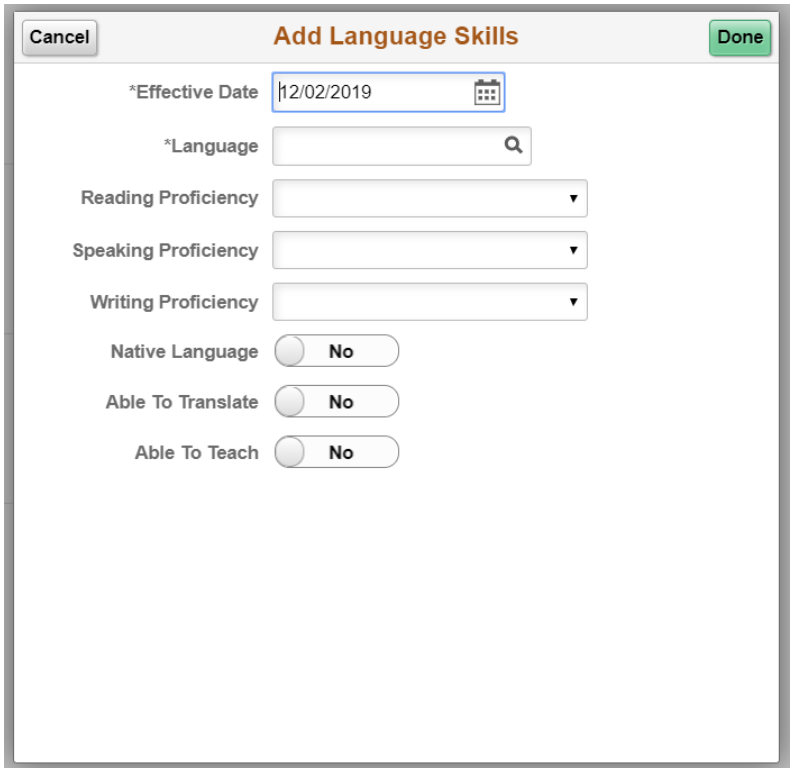

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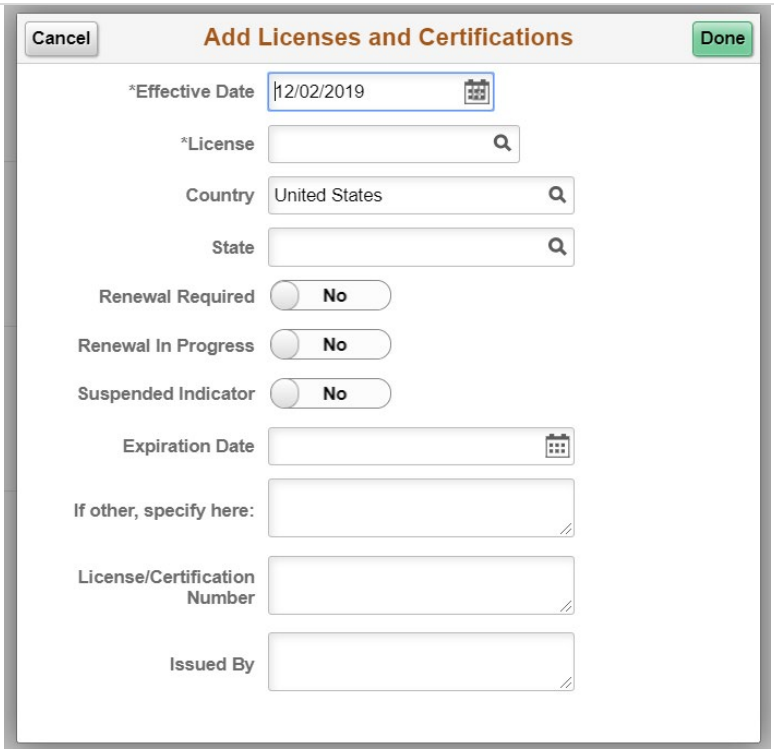

f. **Step 5 – Questionnaire:** Questions included in the **Questionnaire** must be answered by the Applicant in order to be considered for a **Job Posting**. Completion of this step is required to advance to the next step. Once complete, Click **Next** (The option to return to Previous pages can be done by selecting).

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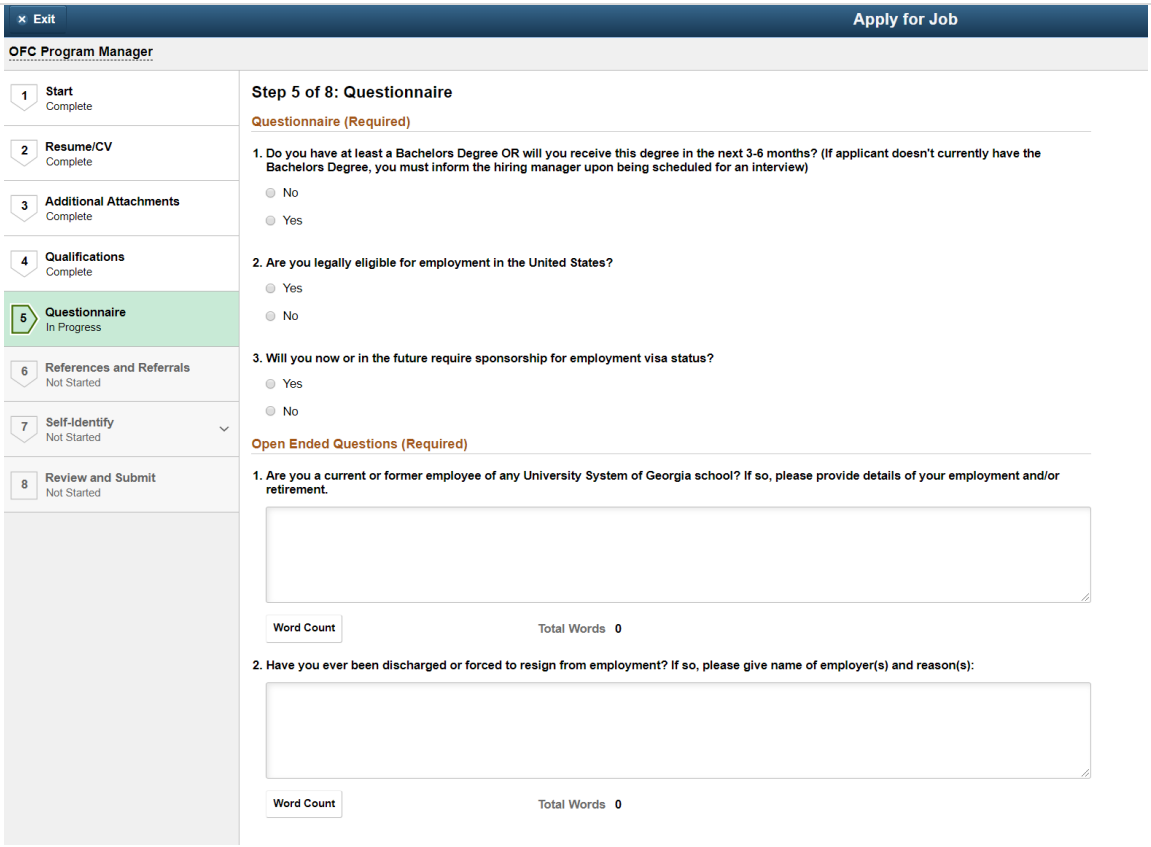
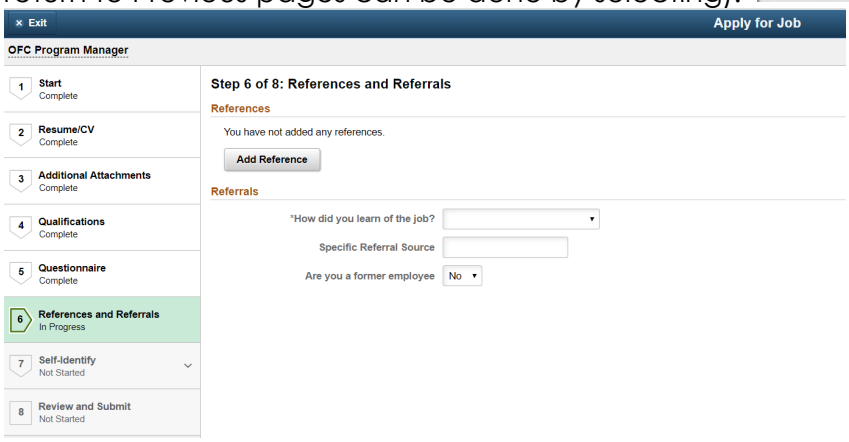


g. **Step 6 – Reference and Referrals:** After **Adding References**, identifying the **Referrals**, and Identifying if you are a **former employee**, Click **Next** (The option to return to Previous pages can be done by selecting). < Previous Next >



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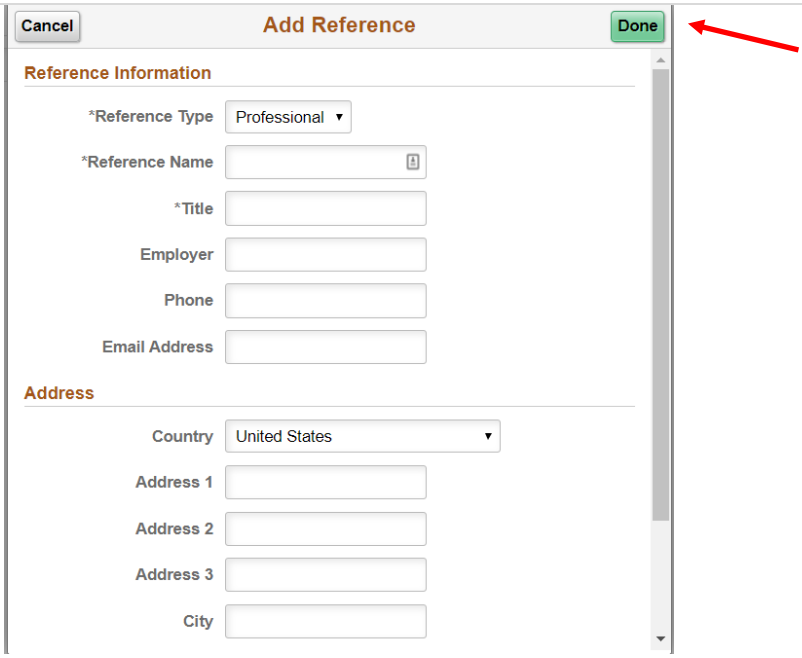

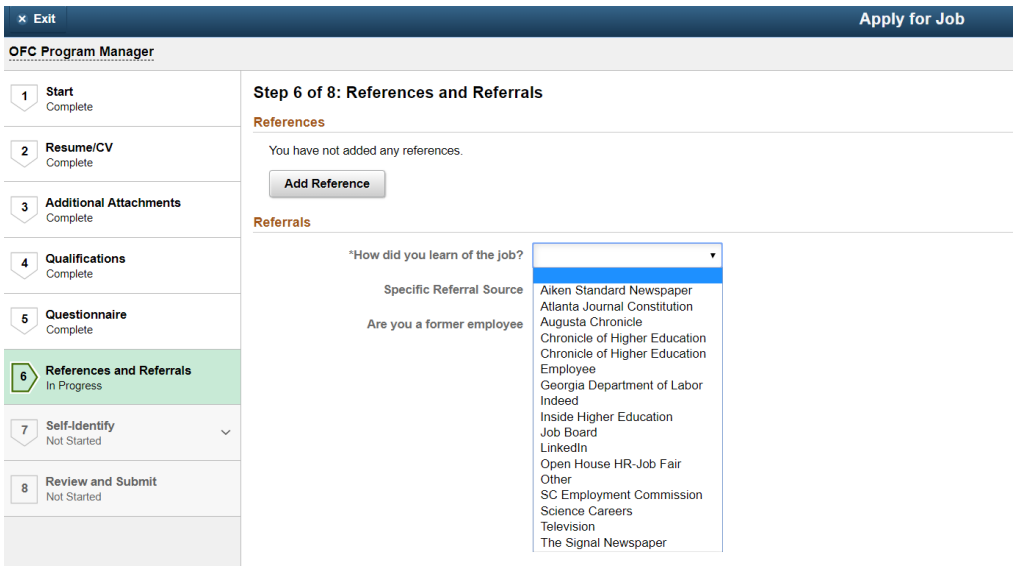

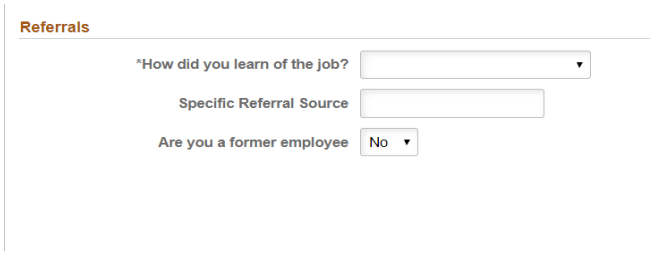

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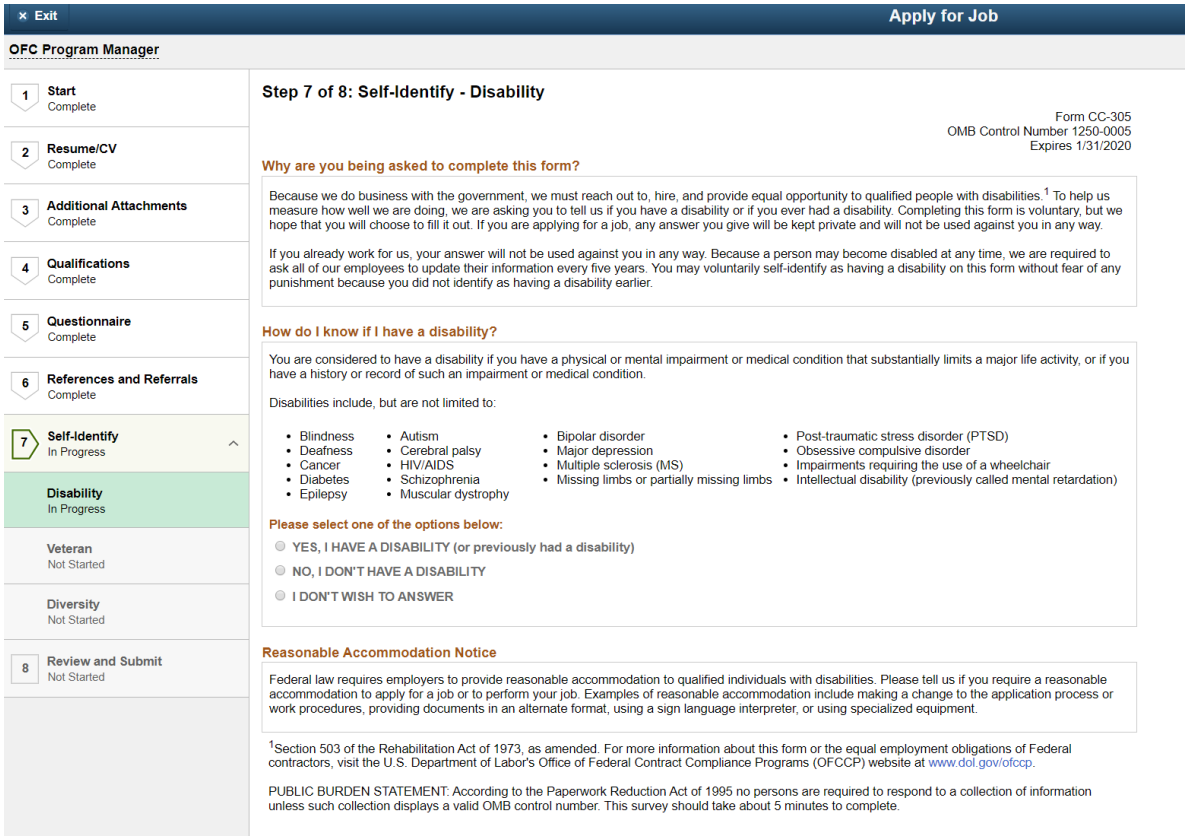
h. **Step 7 – Self – Identify – Disability:** You are invited to provide the information requested regarding **Disability**. Once complete, Click **Next** (The option to return to Previous pages can be done by selecting).



i. **Step 7 – Self – Identify – Veteran:** You are invited to provide the information requested regarding **Veteran** status. Once complete, Click **Next** (The option to return to Previous pages can be done by selecting).

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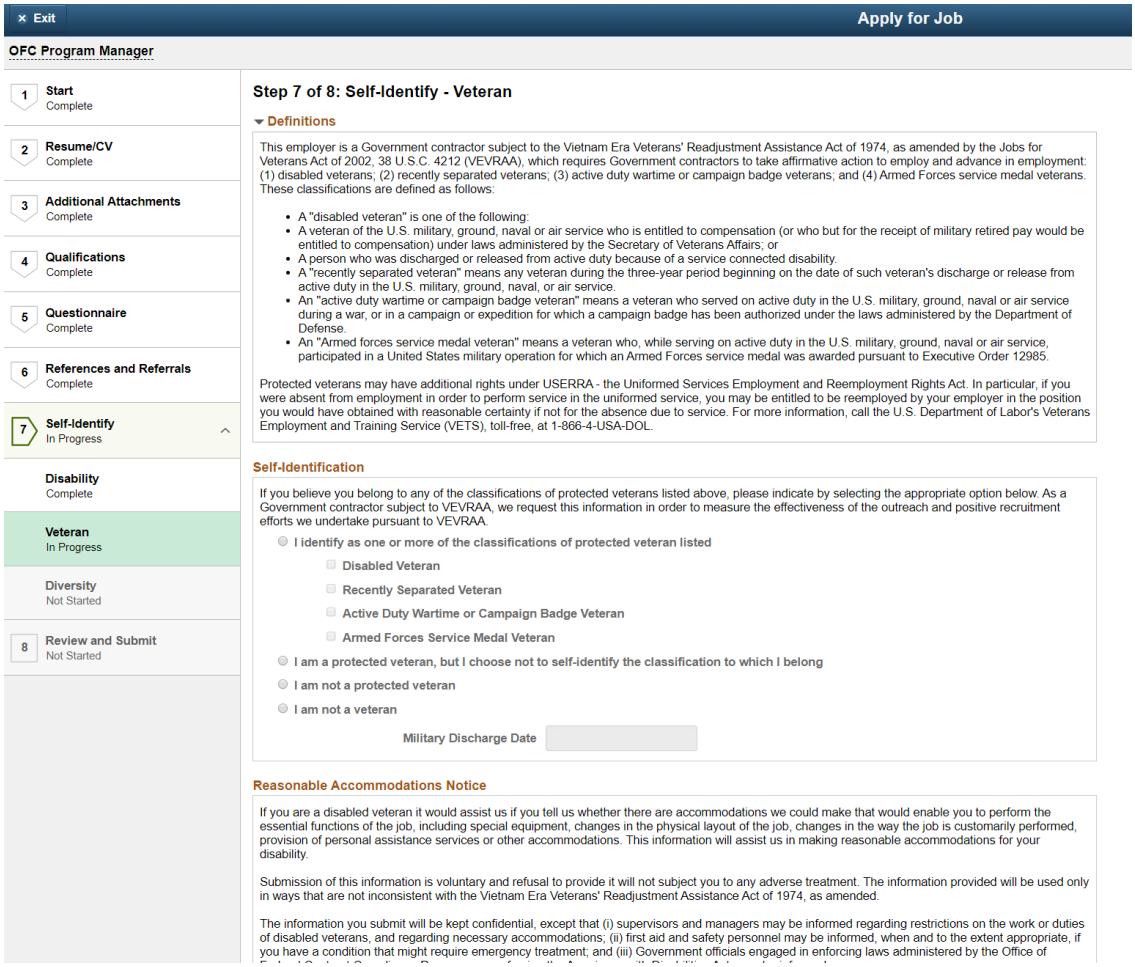

j. **Step 7 – Self – Identify – Diversity:** You are invited to provide the information requested regarding **Diversity** status. Once complete, Click **Next** (The option to return to Previous pages can be done by selecting).

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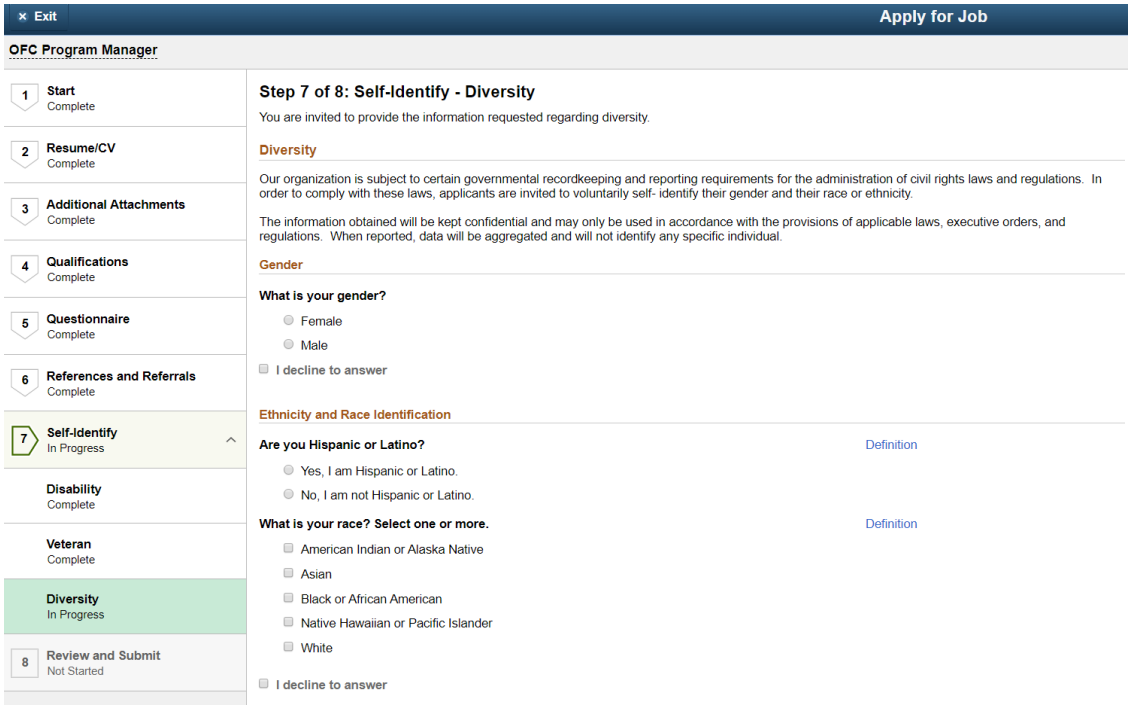
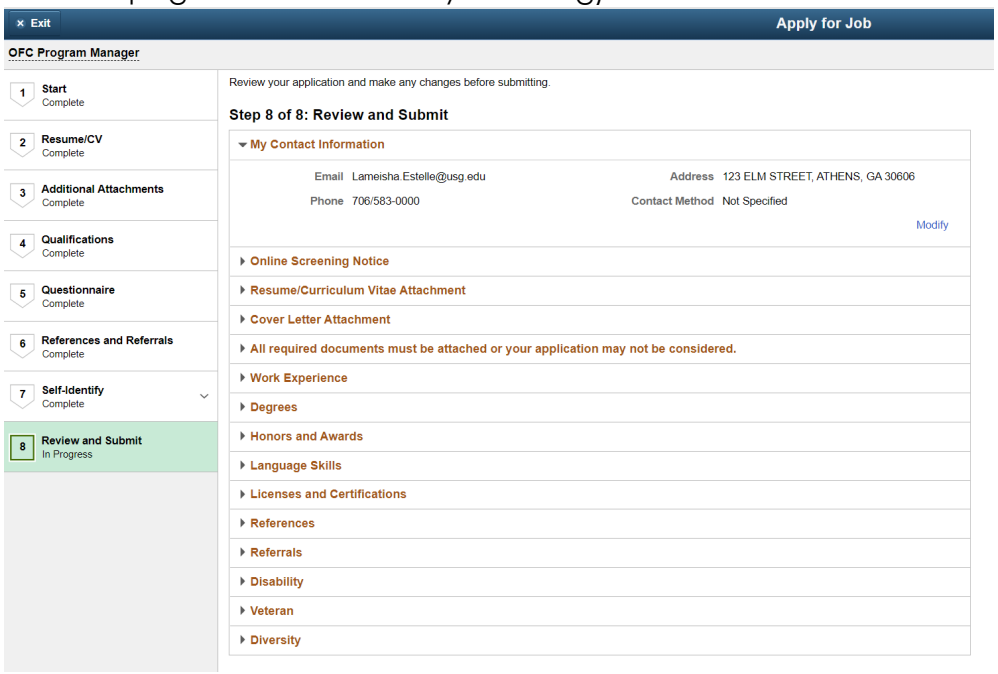


k. Step 8 – Review & Submit: After reviewing all **7 Steps** in **Applying for Jobs**, use **Step 8** to verify all information. Once complete, Click S**ubmit** (The option to return to Previous pages can be done by selecting).



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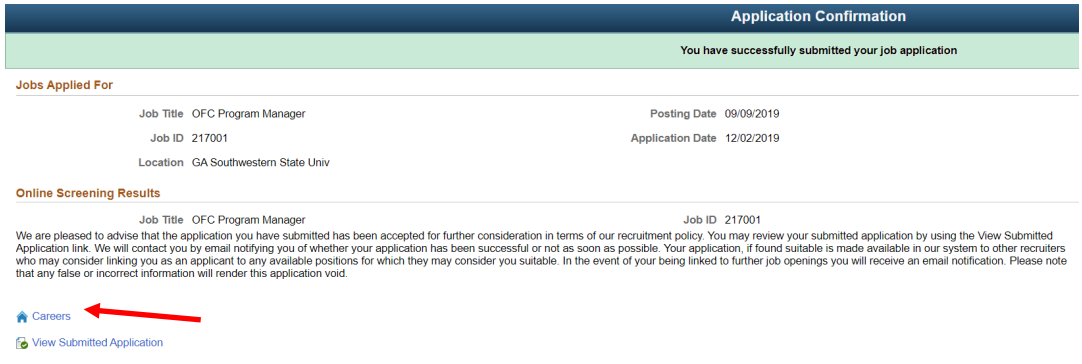
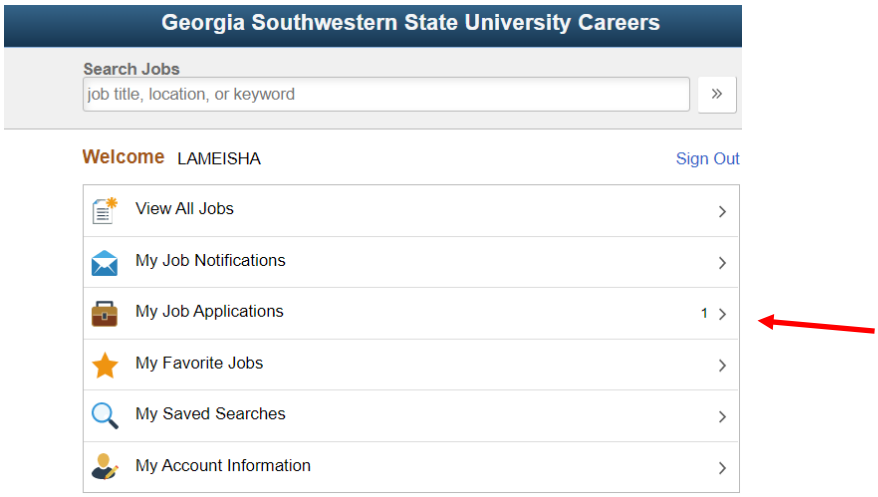
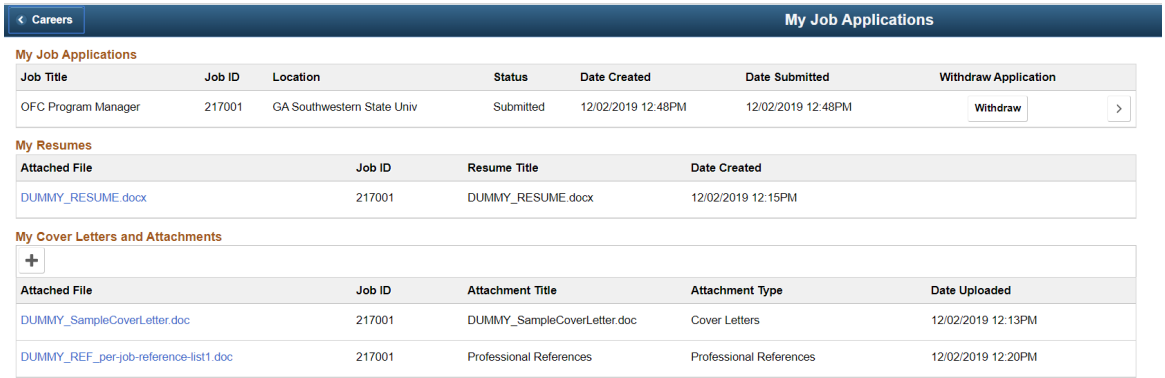
l. **Application Confirmation** will be received when **Applying for Jobs** has been successful. An Applicant can view the status of their submitted Applications, Open Application, and/or withdraw from an Application, if desired by clicking on the "**Career**s" link. The "**Careers**" link will return the Applicant to the **Careers Portal Welcome Page**.







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