Steps to Apply for Jobs

Once you have created and saved your online application you may apply to postings. Find a position you would like to apply for, click 'View'. The Job Details summary is displayed and you can apply for this posting by clicking on ‘Apply for this Posting’ button.

The system will provide a review of your online application. At this point you have the option to edit your application again. If you do not choose to edit your application you may select “Continue with this Data” to confirm all your application information is complete and correct.

All applicants will be asked supplemental questions related to this position. Some positions may request a resume, cover letter or other documents. During the applying process you will be able to attach electronic versions of these items if requested.

Answering Supplemental Questions

Supplemental questions appear on many of the jobs posted and vary depending on the type of position. To answer supplemental questions for a position that you are interested in, you need to click the radio button next to your desired answer for each question asked or type in a response.

Once you have completed answering the questions, click the check box to "Certify Your Application" then, click the 'Submit Answers to Supplemental Questions with my Application’ button. If you choose to not apply for the position, click the 'Cancel Applying to this Posting’ button.

Attaching Documents

There are 5 steps necessary to attach a document:

Step 1: Select the Document Type to Attach

Select the document you want to attach by clicking 'Attach' in the Attach/Remove column.

Step 2: Attach Document

Select a previously saved document

You may preview a previously saved document by selecting the document from the drop down list and clicking Preview. To send this document, click ‘Attach’.

Upload a new document
To attach a new Microsoft Word, Text, Rich Text, or PDF document, click 'Browse', select the file you wish to attach, and click 'Open'. To send this document, click 'Attach'.

**Paste a new document**

If your document is in another format, you may use the Paste a New Document field to copy and paste your information. You may also type your information directly in the text box.

**Step 3: Confirm**

To confirm attaching your document to the position, click 'Confirm Attaching Documents' button. You will be able to view and remove this document once you have confirmed the attachment.

If you choose not to attach the document at this time, click 'Return to Previous'.

**Step 4: Review documents and complete the attaching process**

You have two choices regarding your attached documents: View and Remove. Click ‘View’ for each document and verify the formatting. Some formatting issues to look for include: spacing, page breaks, or margins. If a documents formatting has changed, click ‘Remove’ to remove the document, and adjust as needed.

When you have attached your documents, click 'Finished Attaching Documents' button.

**Step 5: Final Confirmation**

Once you click the ‘Finished Attaching Documents’ button, you will be asked to confirm that you are finished attaching your documents to your application. If you are ready to confirm your application, click ‘Yes’. If you would like to go back to review and/or make changes to your documents, click ‘No’ to return to the Attach Documents page.

After you click Yes, your application will be submitted and you will then be given a confirmation number. You may return to the ‘Applicant Status’ page.

**Note:** You will not be able to attach further documents or make any other edits to your application for the position once you click confirm.