



Candidate Registration Instructions 2007

STEP 1

Complete the online application. There are **3 sections**:

A. MAIN APPLICATION - Create your own username and password and answer all questions carefully, in detail. When you reach the bottom, click "Submit" and wait for the next screen.

Follow the link to the "Applicants page". There you will complete two more sections:

B. SKILLS - Select from a list of skills you can provide to an employer. This part takes about 1 minute. When you click "Save Skills", the list will be added to your application and saved.

C. RESUME / WORK HISTORY - You have 2 options for entering your resume:

Option 1. Copy and paste the text in to the Resume field, then click the "Save Resume" button.

Option 2. Enter your work history manually to create a formatted resume: Choose "Click here to add an entry" and answer the questions about your last job. Click "Save Experience" to store the information to your file. Repeat this step to continue adding to your work history. Add all jobs for the previous 10 years, or the last 5 positions you have held, whichever covers your work history best.

You can preview your formatted application by choosing "[Click here to view my full profile]".

When you are finished, simply close the browser to exit. You can log back in with your username and password to edit or update information at any time.

STEP 2

You will receive a confirmation email once you submit the online application. It is very important that you **PRINT THE ATTACHMENT** and follow the instructions carefully. Here you will be asked to submit more credentials and background information through the mail. This information *is required* for us to represent you to any employer. If you do not receive the email with attachment, or have problems printing it, please call the office and we will assist you.

STEP 3

When your completed file arrives in our office we will again send you an email or call you to confirm. At this point we want to have a telephone interview and discuss the possibilities for your job search.

If you have any questions about our Agency registration process, call us!
Toll Free 877-206-5262