

FREQUENTLY ASKED QUESTIONS FOR EXTERNAL APPLICANTS

Note to all Applicants: For security purposes, you will “time out” of your session after 20 minutes of inactivity. In order to ensure that your profile is saved, please:

- Gather all of the materials you will need to complete your profile before beginning.
- If you think you may be interrupted before completing the profile, complete only the required fields and submit your profile.
- Your profile will not be saved until you submit it.
- After submitting your profile, you will be asked to create a password.
- You can then update your profile by simply logging back in with your e-mail address and password.
- You will always be required to review each page of your profile each time you log in.

Can two different people use the same e-mail address to apply for jobs?

No. Each applicant must have his or her own e-mail address.

How long are your jobs posted?

Jobs are posted for 5 business days. However, the jobs may be re-posted if we have not received enough qualified applicants.

How will I know my on-line resume was received?

You will receive an e-mail acknowledging that your on-line resume was successfully submitted.

I used to receive postcards from the employment office indicating my resume was received. Will I still get those?

The e-mail response will replace all prior types of acknowledgement.

Will someone call me to tell me the status of my resume submission?

You will receive a call only if you are selected for an interview.

Do I need to complete an employment application?

You will only need to complete an employment application if you are selected for an interview.

How long will it take to determine if I am selected for an interview?

This will depend on the number of applicants who apply. In some cases, it may take 3-4 weeks to thoroughly review the experience and qualifications of each applicant.

I've already attached my resume; do I also have to fill in the same information into the various screens?

We recommend that you fill out as much information as possible since each field is “searchable” by recruiters that may be looking for a particular skill set. These types of advanced searches cannot be done on resume attachments.

I just got a new e-mail address; do I need to create a new applicant profile?

No. However, you will need to log in with your old e-mail address first. Once you are in your profile, you may edit your e-mail and save any updated information. After that, you should use your new e-mail address to log in.

I don't have an electronic copy of my resume, what should I do?

You may type the specific data into the appropriate areas of the applicant profile without attaching a resume. However, we recommend that you attach a resume if possible.

Will you still accept paper resumes?

Paper resumes may be considered only in extenuating circumstances. Many resources are available to individuals to assist them in electronic submission of resumes. Public libraries provide Internet service and yahoo.com and hotmail.com allow individuals to set up e-mail addresses free of charge.

I saw a job posted on your website yesterday, but now I don't see it. Can I still apply?

No. Once the job is no longer posted, you cannot apply for it. However, if the screening process results in no qualified applicants, the job may be re-posted in the future. At that time, you could apply.