Simple Steps for
Applying On-line

Step1

Have a hard copy resume/ on-line version of your resume available on hand

Step 2

PAY ATTENTION – most times you can't go forward unless you answer each question.

Step 3

Check, Check, Check before you click on NEXT.

Step 4

Give yourself time and quiet – the process can take a long time.

Step 5

Be prepared for tests and questions.

Step 6

Read before you sign!

Definitions

- Browse – to search the world-wide web

- Job Search – looking for the match

- Uploading resumes – physically entering information into a form or uploading information from a word document

- Job Alerts – setting up prompts when your dream job becomes available

Job Hunting On-Line

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