FAST TRACK
On-Line Application Instructions

Access job openings or log in if you are a current applicant.

**Step 1: SIGN IN**

Existing applicants: (Those who have previously submitted an application to HR, need to edit an existing application or to retrieve messages regarding an application). Enter your username and password to access the online application system.

New Applicants: (Select Search Current Job Openings to look for a job opening and create a new profile).

**Step 2: SEARCH FOR OPEN POSTED POSITIONS**

You may choose to filter available positions by selecting any of the categories shown and click [Search for Posted Positions] or to search for all open positions do not select a category and click [Search for Posted Positions].
Step 3A: VIEW OPEN POSITIONS

Select the position you want to apply for and then select [View Details of Selected Position]

Review the position listing.
A: Select [View] to see the complete job description.
B: Attachments noted with an * are required before you can submit your application.
C: The position listing will also give you a preview of the questions included in the online application. Other categories that might display for various open positions could include:
   1. Skills Questions.
   2. General Questions.
   3. Screener Question

Step 3B: APPLY FOR THE POSITION

When you’re ready to begin the online application, click on the [Apply for Position] button either at the top or the bottom of the page. You can also select the [Back] button to return to Open Positions and then select [Apply for Selected Position(s)]

Step 4: LOGIN TO YOUR ACCOUNT

Existing Users: Enter your username and password and select [Log In]. If you have forgotten your username and/or password click on [Forgot username/password]. After you supply the email address you registered with, your username and password will be sent to you via email.

New Users: You will need to create a profile. Fill in requested information and then click [Create Profile]. (See sample below).
Step 5: BEGIN YOUR ONLINE APPLICATION

As you complete each section you must check the [I Have Completed ...... To The Best Of My Abilities] box. You may edit any section at any time.
This position has 8 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information
Contact information including your name, phone number and address.

Conditions of Employment
Conditions of employment for this position. You must be able to answer YES to all of these questions to be eligible for this position.

Education History
Your educational background including High School and post-High School education, degrees, GPA and states.
The buttons to the right of the position information will allow you to:

[Submit to HR] Submit your completed application to HR. This button remains desensitized until all required areas of the application are completed.

[Cancel Application] Cancel your application.

[Return to Profile] Return to your profile.

**Step 6: SUBMIT COMPLETED APPLICATION TO HR**

When all sections have been completed click [Submit to HR].
Your Profile screen allows you to:

[View Messages] regarding your application and/or position(s) that you have applied for.

[Update] your profile information; or

[Edit] any position(s) that you have applied for.
Select [Log Out] to exit the online application system.