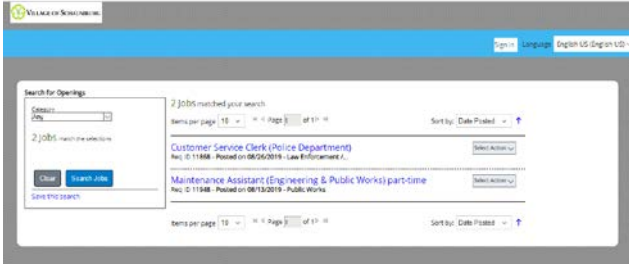


QUICK REFERENCE GUIDE

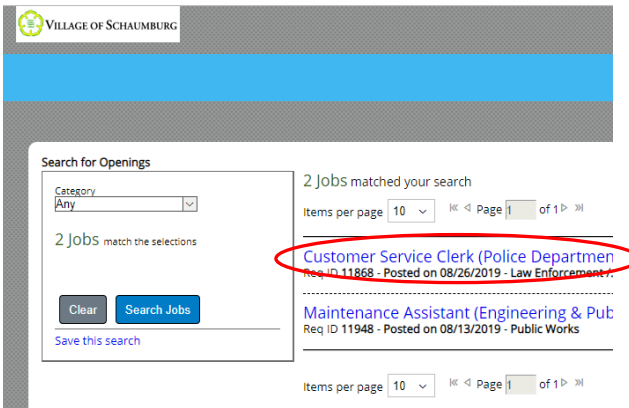
SEARCHING FOR JOB OPENINGS

1. Click View Job Openings to view all open positions. A list of current job opportunities will be displayed.

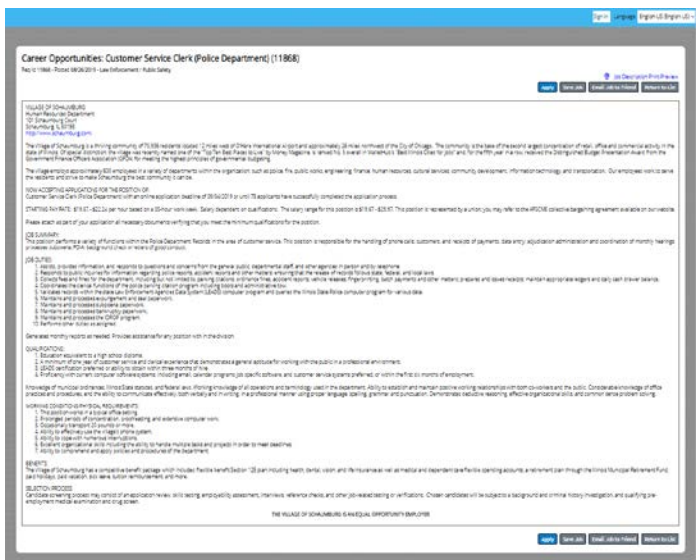


VIEWING JOB OPPORTUNITY DESCRIPTIONS

1. To view the description of the job, click on the job title.



2. The description of the job requirements will be displayed.

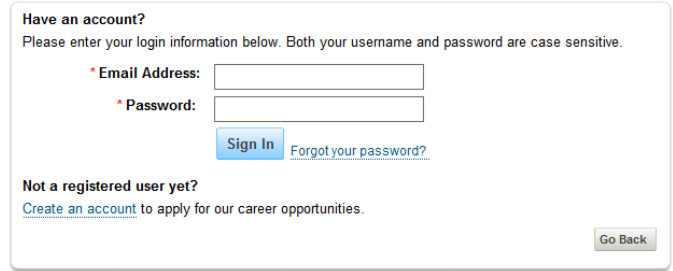


3. Click Return to List to view the list of openings again.



CREATING A NEW ACCOUNT OR LOGGING IN

1. All candidates must login before applying. Click the **Sign In** link in the upper right corner.
2. Click on [Create an account](#) to register for the first time; or if you have already created an account, simply sign in with your email address and password.
3. Clicking on the [Forgot your password?](#) will send your password to the email address you had registered with.

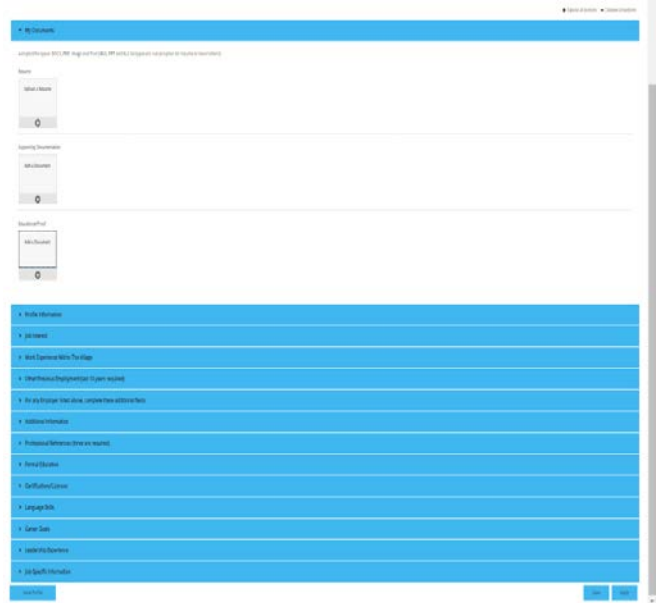


APPLYING FOR A JOB OPPORTUNITY

1. To apply for the position, select Apply from the Select Action drop down list or choose Apply from the description of the job.







2. The first step in creating your profile is to upload your resume under the section "My Documents".



3. Enter and review your candidate profile information. Remember to fill out all of the requested information.

QUICK REFERENCE GUIDE

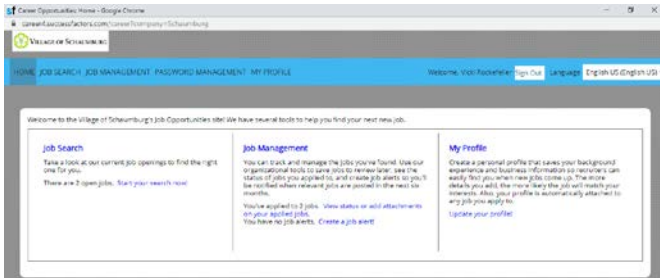
- Periodically click the   button in the bottom right corner of the page to ensure your information is saved.
- Once you have entered all of your information and completed all of the sections, at the bottom of the page, click the   button to move to the next step in the application process.
- Any sections with a red yield sign require attention before your application can be submitted.



- If your application was successfully submitted, you will receive an email confirming receipt of your application.
- Complete the required position assessments.

CAREER SITE OPTIONS

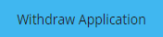
- On the Home page, there are several tools to help you find your next new job including Job Search, Job Management, and My Profile.



- To view jobs which you have applied to, review their current status and next steps, click on the Job Management tab, then the Jobs Applied sub-tab.



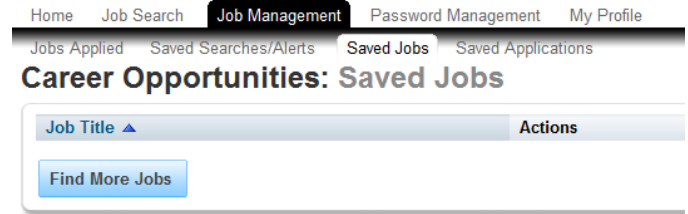
- To withdraw an application, click on the button at the bottom right corner of page under the Jobs Applied sub-tab.



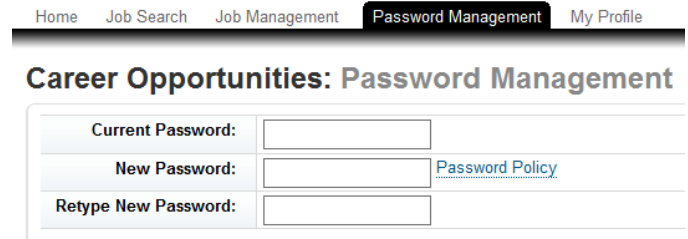
- If you would like to receive periodic notifications regarding areas of employment interest, enter your selection(s) under Job Interest.



- If you are not ready to apply to an open job yet, you may add that job to your Saved Jobs list and come back to it before the posting end date.



- To change your password, navigate to the Password Management tab.



- Even if you are not ready to apply to a specific job, you should update your candidate profile by navigating to the My Profile tab. It is highly recommended that you keep your profile up to date as this information is accessed by the Recruiters when reviewing candidates.



VILLAGE OF SCHAUMBURG
PROGRESS THROUGH THOUGHTFUL PLANNING