

TIPS FOR APPLYING

- **Read the Job Announcement Thoroughly**

Make sure to read the job announcement carefully before submitting an application. The job announcement contains important information regarding the job duties, necessary qualifications, and salary/benefit information. This information will help you determine if the position is something that interests you and if you would be a good fit for the job. Be sure that the position is right for you and that you are right for the position.

- **Give Yourself Enough Time**

Applications must be received by the filing deadline specified on the job announcement (*positions open on a continuous basis may close at any time*). Once a recruitment has closed, applications cannot be accepted. Make sure not to wait until the last minute to submit your application to avoid missing the filing deadline. Additionally, rushing to complete applications just before the deadline can lead to sloppy or incomplete applications. Be sure to give yourself enough time to complete your application thoughtfully and thoroughly.

- **Fill Out Your Application Completely**

Make sure to fill out your application completely. Provide all of your relevant education, experience, and skills in your application. Do not rely on your resume. Your application is the first thing that is reviewed and your opportunity to make a good first impression. Your application gives you an opportunity to show why you are qualified for a position. Do not assume that staff has knowledge of your background or work history. If you leave out information regarding your qualifications, staff will assume that you do not possess those qualifications. Many recruitments also require candidates to complete a supplemental questionnaire. Be sure to answer these questions thoroughly as they are used to determine if you are qualified for the position and how you compare with other applicants.

- **Sell Yourself**

Use your application to make a lasting impression. This is your chance to show why you are a good fit for the position. Now is not the time to be modest. Make sure to list all of your applicable education, experience, skills, and abilities. Also, focus on your accomplishments and the positive impact you have at work. This information can determine whether or not you proceed in the recruitment process.

- **Keep it Relevant**

Present your qualifications in a comprehensive and organized fashion, but only list relevant information. While you may have a lot of work experience and skills, focus on your qualifications that are specific to the position you are seeking. This allows you to place more emphasis on the skills and experience that make you a good fit for the position. Try to tailor each application specifically to the position. Show why you are the most qualified candidate by highlighting the relevant knowledge and skills that will allow you to succeed in the position.

- **Be Honest**

Be truthful on your application and your responses to the supplemental questions. False or misleading information can lead to immediate disqualification.

- **Update Your Application**

Once you create a candidate profile and submit an application, the system will save the information on your application. If you apply for another job in the future, you will be able to log-in to your account and use the application that you have on file. Each time you submit a new application, be sure to update the information on your application to make sure that it is current and relevant to the position you are seeking.

- **Review your Application**

Your application is a reflection of you as a potential employee. Once you complete your application, review the information to ensure it is clear and well thought out. Your grammar, spelling, and ability to follow instructions represent your attention to detail and the care you take in your work. Confirm that all of the information on your application is complete and accurate before submitting it. Once you submit your application, you will not be able to edit the information.

- **Check Your Email**

Once you submit your application, you will receive a confirmation email stating that it was transmitted (*be aware that sometimes the email may get sent to the junk email box*). If you do not receive a confirmation, call the Human Resources office to make sure the application was received. After you submit your application, be sure to check your email regularly as you will receive updates about the recruitment via email. Emails will be sent to the email address you list on your application. Notify the Human Resources if you need to update your email address.

