

9.2 Apply for a Job: External Applicant

Purpose: Use this document to apply for a job as an external applicant within ctclink.

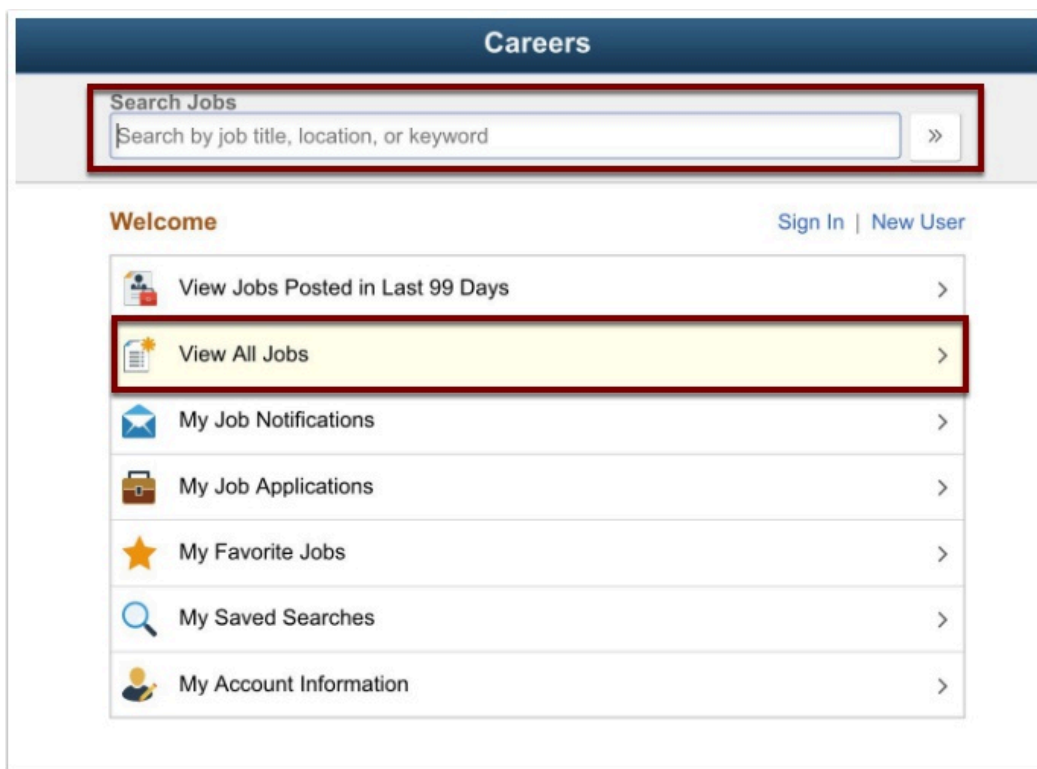
Audience: External Applicants.

Apply for a Job: External Applicant

NOTE: Navigation will vary from each Career site and the user will be logged in directly to ctclink.

Navigation: Careers

1. The **Careers** page displays.
2. Enter the search criteria in the **Search Jobs** field and select the [>>] icon to the right of the field.
3. Alternately, you may select the **View All Jobs** link to broaden the search.

The screenshot shows the 'Careers' page header in a dark blue bar. Below it is a 'Search Jobs' section with a text input field containing the placeholder 'Search by job title, location, or keyword' and a '>>' button. A red box highlights this search area. Below the search bar is a 'Welcome' section with links for 'Sign In' and 'New User'. A list of navigation links follows, each with an icon and a right-pointing arrow. A red box highlights the 'View All Jobs' link, which has a star icon. Other links include 'View Jobs Posted in Last 99 Days' (calendar icon), 'My Job Notifications' (envelope icon), 'My Job Applications' (briefcase icon), 'My Favorite Jobs' (star icon), 'My Saved Searches' (magnifying glass icon), and 'My Account Information' (person icon).

4. The **Search Results** display.
5. Select the desired **Job Title**.

Careers

Search Jobs

Location

Olympia HR Office (1)

Department

EDUCATION DIVISION (1)

Job Family

No Value (1)

Job Posted In

2019 (1)

Search Jobs

Search by job title, location, or keyword

»

Clear Search

Save Search

1 job found.

FUNCTIONAL ANALYST

Job ID 10098

Location Olympia HR Office

Department

Job Family

Posted Date 02/21/2019

Close Date Open Until Filled

6. The **Job Description** page displays.
7. Select the **Apply for Job** button.

Search Jobs

Job Description

Previous Job

Next Job

FUNCTIONAL ANALYST

Job ID 10098

Location Olympia HR Office

Full/Part Time Full-Time

Regular/Temp... Regular

☆ Add to Favorite Jobs

✉ Email this Job

Qualifications

Functional Analyst Qualifications

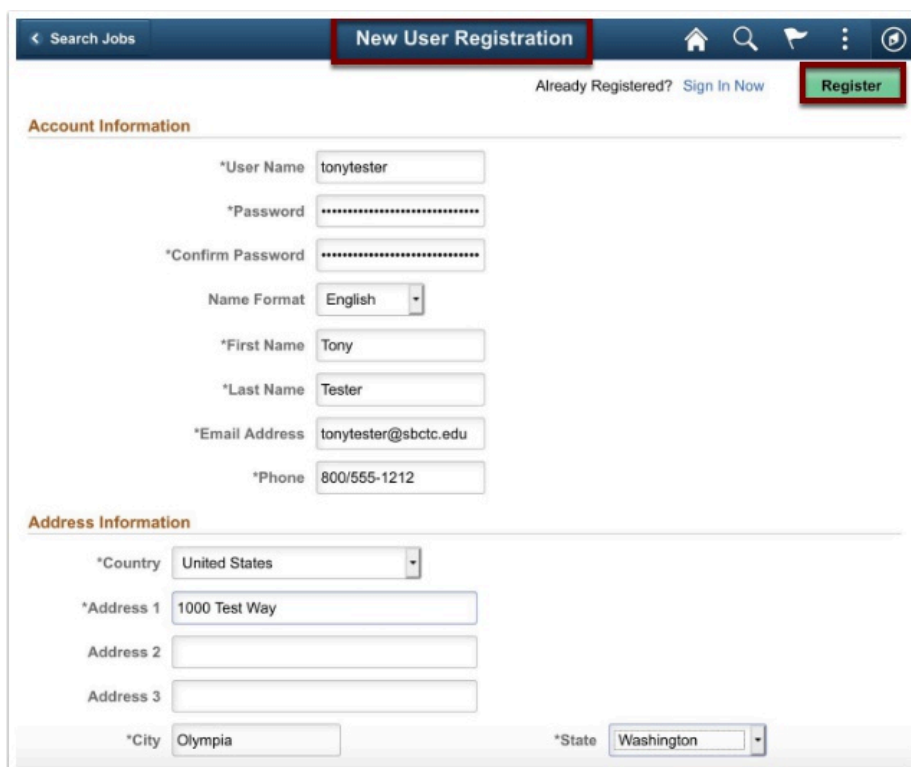
Apply for Job

8. The **Sign In** page displays.
9. Register as a new user or log in with existing credentials.



A modal window titled "Sign In" with a close button (X) in the top right corner. The window contains a form with two input fields: "*User Name" and "*Password". Below these fields is a green "Sign In" button. Underneath the button are two links: "Forgot User Name" and "Forgot Password". At the bottom, there is a text prompt "Are you a new user?" followed by a blue link "Register Now". Red boxes highlight the input fields and the "Register Now" link.

10. The **New User Registration** page displays.
11. Complete all required fields.
12. Select the **Register** button.



The "New User Registration" page features a top navigation bar with a "Search Jobs" link, a "New User Registration" tab (highlighted with a red box), and icons for home, search, flags, and a user profile. Below the navigation bar, there is a link "Already Registered? Sign In Now" and a green "Register" button (highlighted with a red box). The main form is divided into two sections: "Account Information" and "Address Information".

Account Information:

- *User Name: tonytester
- *Password: [masked]
- *Confirm Password: [masked]
- Name Format: English (dropdown)
- *First Name: Tony
- *Last Name: Tester
- *Email Address: tonytester@sbctc.edu
- *Phone: 800/555-1212

Address Information:

- *Country: United States (dropdown)
- *Address 1: 1000 Test Way
- Address 2: [empty]
- Address 3: [empty]
- *City: Olympia
- *State: Washington (dropdown)

13. The **Apply for Job** page displays.
14. Select the **View Terms and Conditions** link and review. Close window when done.
15. Select the **I agree to the Terms and Conditions** checkbox.
16. Select the **Next** button.

17. Continue to select the next button as you progress through each step.

Exit **Apply for Job** **Next >**

FUNCTIONAL ANALYST

Step 1 of 5: Start

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

[View Terms and Conditions](#)

☐ I agree to the Terms and Conditions

18. **NOTE:** The steps will vary based on the job opening. Examples are shown below.

Exit **Apply for Job** **Next >**

You have not selected a job

1 Start
In Progress

2 Prequalify
Not Started

3 Resume
Not Started

4 Education and Work Experience
Not Started

5 Review and Submit
Not Started

Step 1 of 5: Start

We do business with the government; we must reach out to hire and provide equal opportunity to qualified people with disabilities and protected veterans. To help us measure how well we are doing, you may voluntarily self-identify as having a disability or a protected veteran by updating your information from Self Service, Personal Information, and access the self identification pages for disability and veteran.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

Prequalification Notices

We accept applications only after a prequalification process determines whether you meet certain requirements. If these requirements are met, you will be able to continue with your application.

This prequalification process is simple and requires you to provide answers to the questions on the next step of this application process. Please read all questions carefully. Some questions may require you to select more than one answer. Your evaluation results will be provided to you immediately you submit your answers.

If you are eligible to apply, you will be able to continue your application. If you are not eligible to apply, you will be informed of your ineligibility immediately and you will not be able to continue your application.

The questionnaire and your answers are retained in our system regardless of the outcome. Ineligible applications are not processed any further or given any further consideration.

You are advised that any false or incorrect information will render your application void.

[View Terms and Conditions](#)

☒ I agree to the Terms and Conditions

Exit
Apply for Job
Previous
Next

You have not selected a job

1 Start Complete
2 Prequalify In Progress
3 Resume Not Started
4 Education and Work Experience Not Started
5 Review and Submit Not Started

Step 2 of 5: Prequalify

To be eligible to submit an application you will need to answer the following questions.

Prequalify (Required)

1. Are you currently authorized to work in the United States for any employer?

☐ Yes
☐ No

Exit
Apply for Job
Previous
Next

GIS Technician

1 Start Complete
2 Resume Complete
3 Education and Work Experience In Progress
4 Diversity Not Started
5 Review and Submit Not Started

Step 3 of 5: Education and Work Experience

Please refer to the job description for the types of documents we require.

Attachments

You have not added any attachments.

Add Attachment

Education History

Highest Education Level A-Not Indicated

Work Experience (Required)

You must enter information in this section.

Add Work Experience

Degrees

You have not added any degrees.

Add Degrees

Language Skills

You have not added any language skills.

Add Language Skills

19. Select the **Submit** button after completing the application.

Exit
Apply for Job
Previous
Submit

GIS Technician

1 Start Complete

2 Resume Complete

3 Education and Work Experience Complete

4 Diversity Complete

5 Review and Submit In Progress

Review your application and make any changes before submitting.

Step 5 of 5: Review and Submit

My Contact Information

Email tonytester@gmail.com

Address

Phone

Contact Method Not Specified

Modify

Online Screening Notice
Resume Attachment
Cover Letter Attachment
Attachments
Education History
Work Experience
Degrees
Language Skills
Licenses and Certifications
References

20. A confirmation page displays to confirm the applicant submittal is complete.
21. Select the **Return to Job Search** link to go back to the home page or select the **View Submitted Application** link to view the content.
22. **NOTE:** Once an application is submitted, it cannot be edited.
23. The process for an external applicant to apply for a job is now complete.
24. End of procedure.