JobTIPS

TIPS to Completing Online Applications

1. Create an email account if you do not already have one.
2. Choose a quiet location to work in.
3. Make sure you are working on a computer that you will be able to use for *at least* one hour.
4. If you are working on a laptop, be sure you can plug it in (to prevent the battery from dying while you are online).
5. Make sure you are working on a computer with a stable and secure internet connection.
6. Some online application forms are difficult to navigate. If necessary, ask someone to assist you as you complete the online application.
7. Have every single item from the Application Checklist with you when you complete the application!
8. Nearly all online applications require you to create a username or pin number, and a password. This means you have to create a username and a password that you will remember. Write it down and keep it in a safe place.
9. On an online application, many sections are called "required fields" or "mandatory fields." This means that you must fill in that section, or else the application cannot be submitted. Usually, a required field is indicated with a * symbol.
10. In nearly all cases, you cannot go on to the next page of an application until you have completely filled in the page you are on.
11. Never use the back arrow on the browser at the top of the screen! In most cases, that will kick you off the website and cause you to lose everything you have done so far.
12. Some online applications require you to upload a resume and / or cover letter. Other online applications just give you the option to do it.
13. When you have finished the application, make sure you hit the button that says something like SAVE or SUBMIT. If you exit the system without submitting the application, the company will not receive it and you might have to start all over!
14. If you receive confirmation that your application was received, but then do not hear anything about the job or your status, you may call or email the place you applied to after 3 full business days.
15. If you do not receive confirmation that your application was received, you may contact the place you applied to after 3 full business days.
16. A lot of applications will not receive any response regarding their application. It is common practice that many companies only respond to applicants that they are seriously interested in for the job. If you don't get a response after you applied, you may follow up with the company after 3 business days. If they still don't respond move on to the next company.

    It usually takes multiple applications to receive one job offer. Don't get frustrated – Keep up the good work.