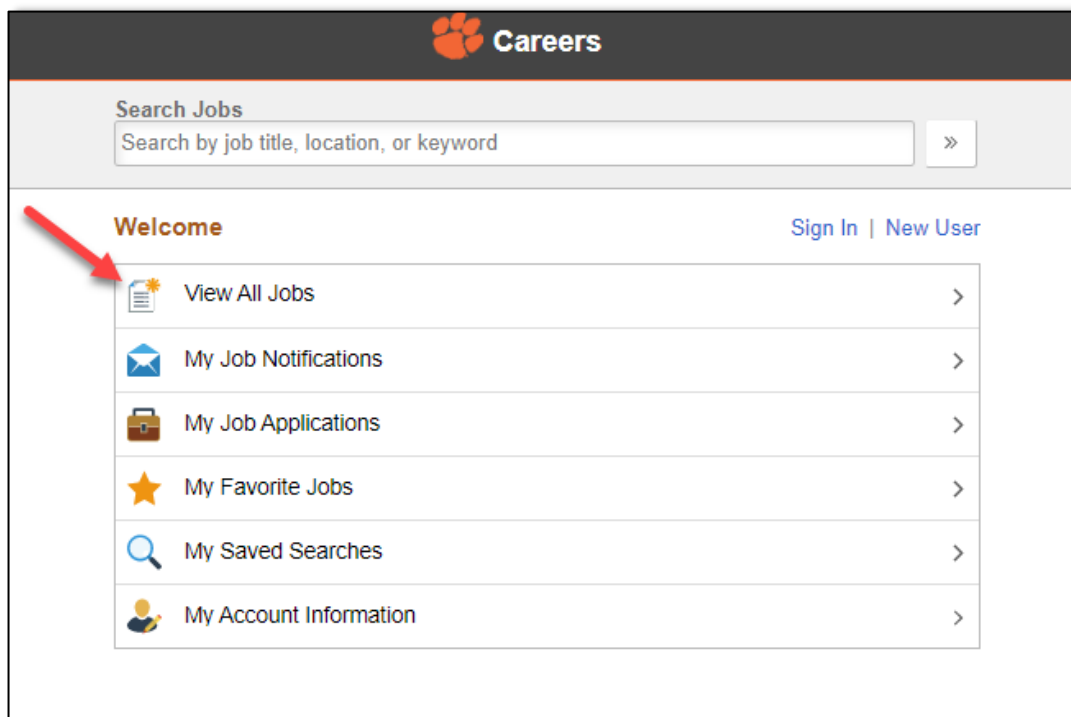


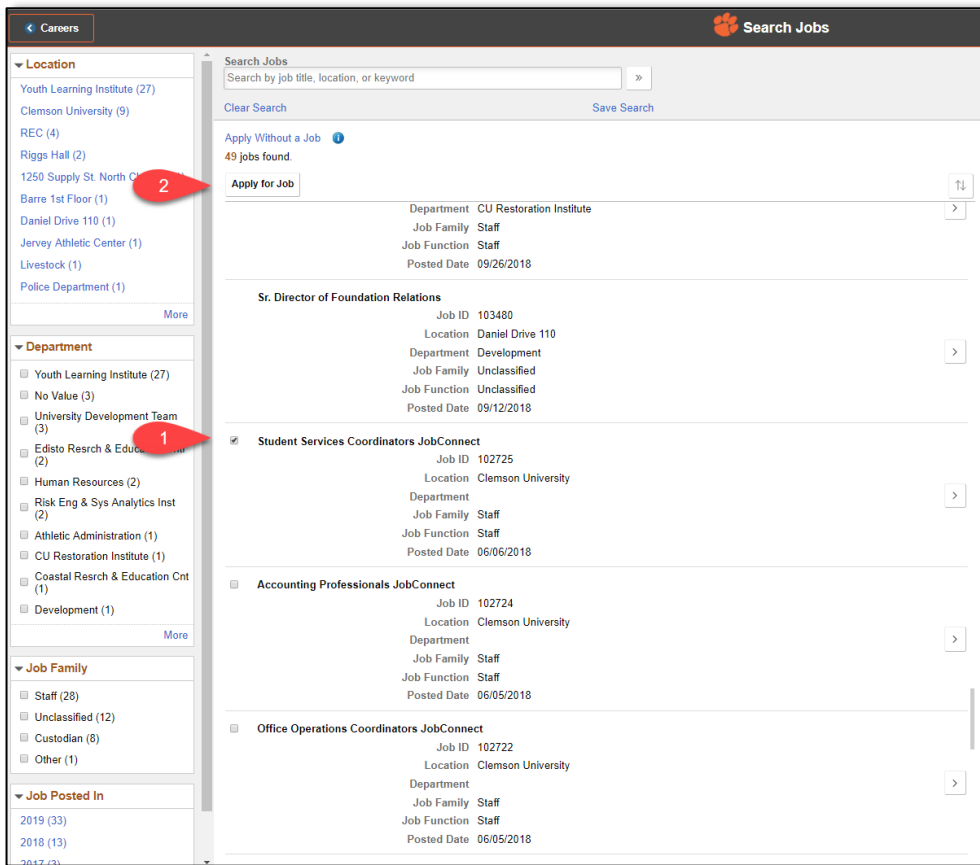
External Applicant Apply for Job – with a resume.

Upon completion of this task, you will be able to apply for a job without a resume.

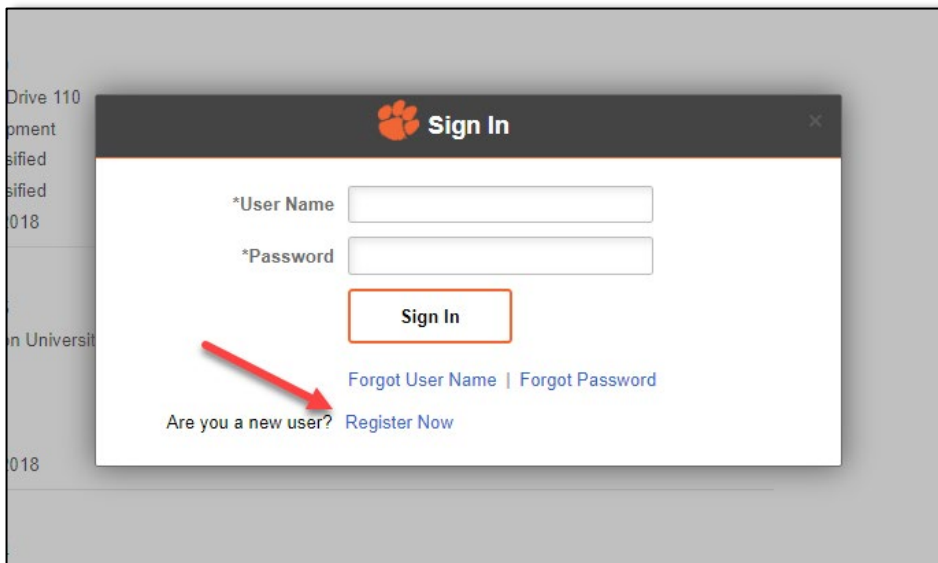
1. Select **View All Jobs** and select the position that you would like to apply for.



2. Select position you wish to apply for and select **Apply for Job**.



3. Since you are a new user, select **Register Now**.



4. Complete the **Account Information** section and the **Address Information** section.

The screenshot shows the 'New User Registration' form with the following sections and fields:

- Account Information:** *User Name, *Password, *Confirm Password, *First Name, *Last Name, *Email Address, *Phone.
- Address Information:** *Country (United States), *Address 1, Address 2, Address 3, *City, *Postal, *State, County.

At the bottom, there is a 'View Terms and Conditions' link and a checkbox for 'I agree to the Terms and Conditions'. A 'Register' button is located in the top right corner.

5. After you have entered all of your information, **View Terms and Conditions** and select the checkbox **I agree to the Terms and Conditions** at the bottom of the page, then select **Register**.

The screenshot shows the 'New User Registration' form with the following sample data entered:

- Account Information:** *User Name: Sally, *Password: [masked], *Confirm Password: [masked], *First Name: Sally, *Last Name: Jones, *Email Address: [masked]@gmail.com, *Phone: 864/656-5555.
- Address Information:** *Country: United States, *Address 1: 305 Sunshine Road, Address 2: [empty], Address 3: [empty], *City: Clemson, *Postal: 29634, *State: South Carolina, County: Pickens.

The 'I agree to the Terms and Conditions' checkbox is checked, and a red circle with the number '1' highlights it. A red circle with the number '2' highlights the 'Register' button.

6. To start the process of applying for this job, you must agree to the terms and conditions in **Step 1 of 7**, then select **Next** or forward arrow in the banner to advance to the next step.

Step 1 of 7: Start

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

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

7. In **Step 2 of 7**, select **Attach Resume** to attach your resume to your application and select **Upload** to attach your resume.

Step 2 of 7: Resume

Resume Attachment

You have not provided a resume.

[Attach Resume](#)

Cover Letter Attachment

You have not provided a cover letter.

[Attach Cover Letter](#)

File Attachment

Choose From

[My Device](#)

File Attachment

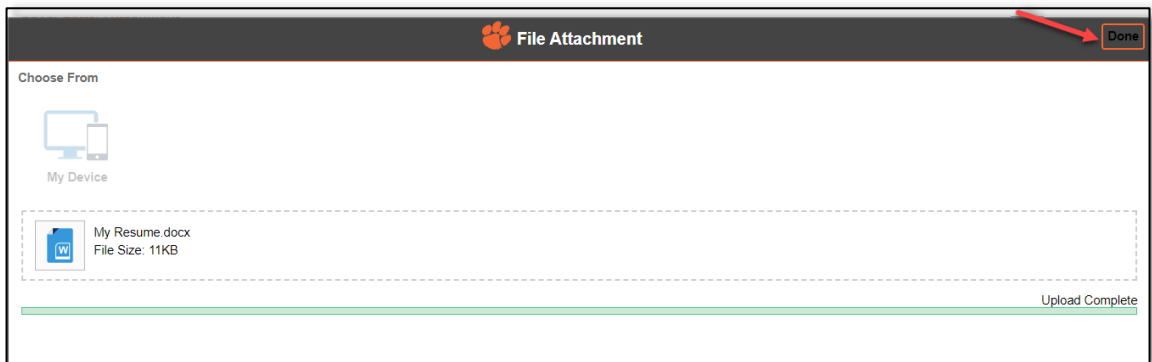
Choose From

[My Device](#)

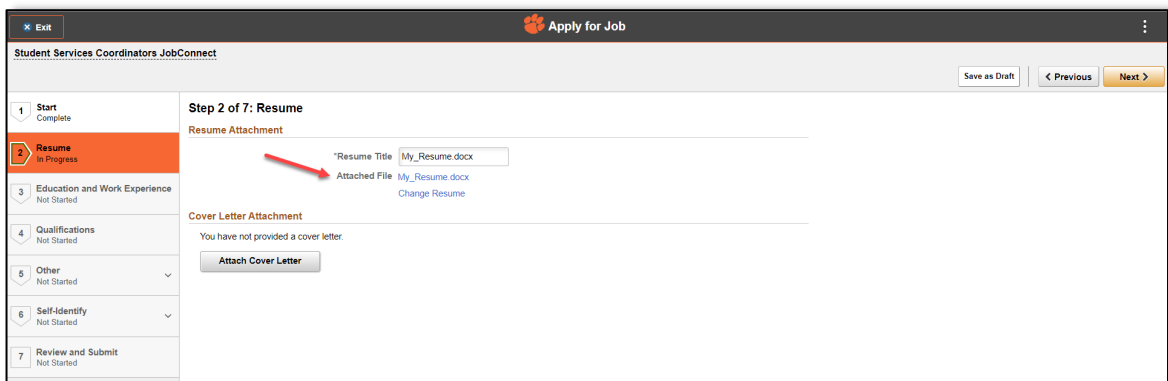
[Upload](#) [Clear](#)

[My Resume.docx](#)
File Size: 11KB

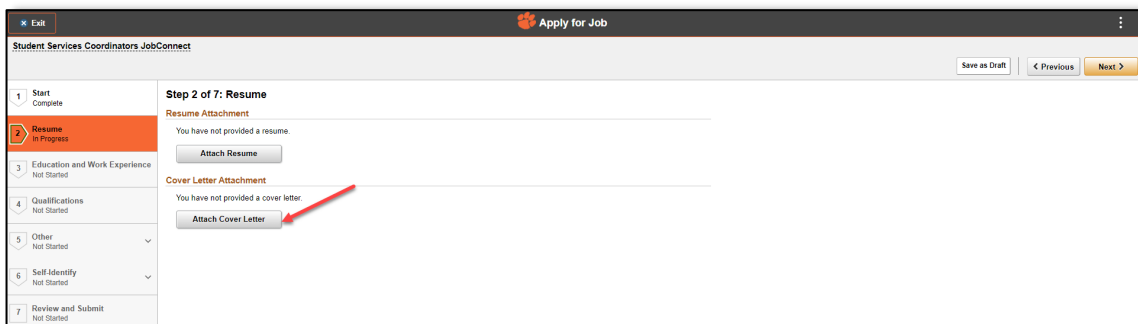
Once you have uploaded your resume, select **Done**.

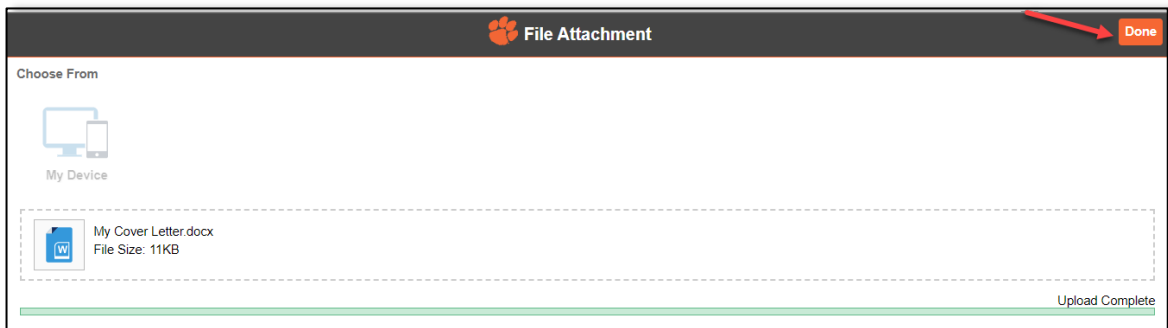
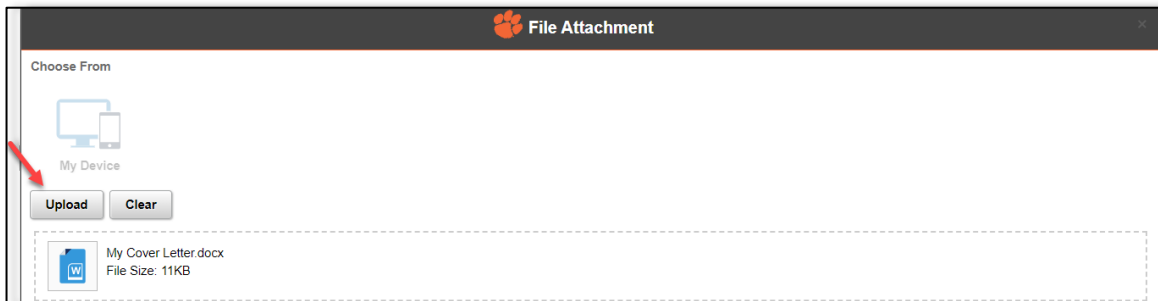


To view or change your resume to a different one, select one of the options beside **Attached File**.



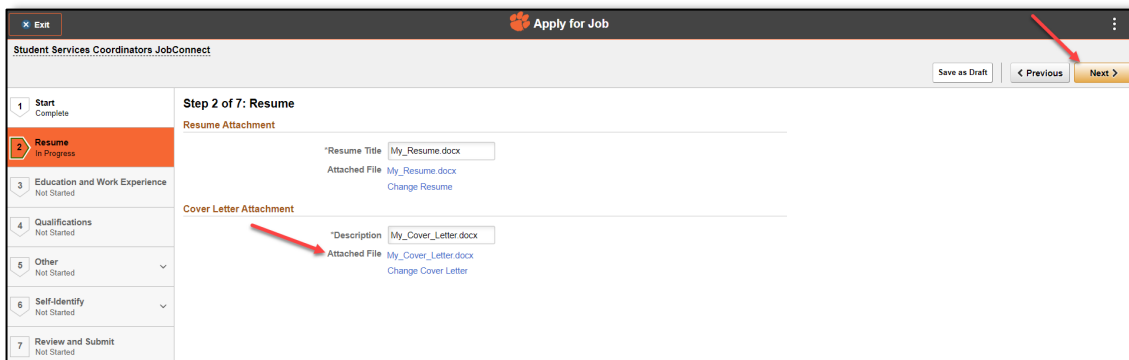
To attach a cover letter, select **Attach Cover Letter** in **Step 2 of 7** and select **Upload** to attach your cover letter.





To view or change your cover letter to a different one, select one of the options beside **Attached File**.

To complete **Step 2 of 7**, select **Next** or forward arrow in the banner to advance to the next step.



8. To begin **Step 3 of 7**, select **Add Work Experience**.

The screenshot shows the 'Apply for Job' interface for 'Student Services Coordinators JobConnect'. The progress bar on the left indicates that Step 3, 'Education and Work Experience', is the current step. The main content area shows three sections: 'Work Experience' (with an 'Add Work Experience' button), 'Education Degree' (with an 'Add Education Degree' button), and 'Volunteer Service' (with an 'Add Volunteer Service' button). A red arrow points to the 'Add Work Experience' button.

9. Add past work history and select **Done**.

The screenshot shows the 'Add Work Experience' dialog box with the following fields filled out: Start Date (03/24/2000), End Date (10/24/2005), Employer (Upstate Tech), Ending Job Title (Student Svcs Coordinator), Supervisor (Jane Row), Supervisor Email (Row@upstatetech.edu), Supervisor Phone (864/776-0000), OK to contact? (No), End Pay (\$50,000.00), Currency (USD), Freq (Annual), Description (Advised students of study abroad.), Country (United States), Address 1 (2020 Upstate Road), City (Clemson), State (South Carolina), Postal (29671), and County (Pickens). A red arrow points to the 'Done' button in the top right corner.

10. For additional job history, select the "+" under **Work Experience**. To edit information that you have entered previously, select the **right arrow** on the row you wish to edit.

Student Services Coordinators JobConnect

Apply for Job

Save as Draft | < Previous | Next >

1 Start Complete

2 Resume Complete

3 **Education and Work Experience** In Progress

4 Qualifications Not Started

5 Other Not Started

6 Self-Identify Not Started

7 Review and Submit Not Started

Step 3 of 7: Education and Work Experience

Work Experience

Employer	Job Title	Start Date	End Date
Upstate Tech	Student Svcs Coordinator	03/24/2000	10/24/2005
Clemson University	Student Financial Aid Coord	10/31/2005	10/24/2019

Education Degree

You have not added any education degree.

Volunteer Service

You have not added any volunteer service.

11. To enter your educational information, select **Add Education Degree** under the **Education Degree** section.

Student Services Coordinators JobConnect

Apply for Job

Save as Draft | < Previous | Next >

1 Start Complete

2 Resume Complete

3 **Education and Work Experience** In Progress

4 Qualifications Not Started

5 Other Not Started

6 Self-Identify Not Started

7 Review and Submit Not Started

Step 3 of 7: Education and Work Experience

Work Experience

Employer	Job Title	Start Date	End Date
Upstate Tech	Student Svcs Coordinator	03/24/2000	10/24/2005
Clemson University	Student Financial Aid Coord	10/31/2005	10/24/2019

Education Degree

You have not added any education degree.

Volunteer Service

You have not added any volunteer service.

12. Enter educational information and select **Done**.

Cancel

*Effective Date

*Education Degree

Area of Study (Major)

GPA

Graduated Yes

School Name

13. To add educational information, select the "+", enter the information and select **Done**.

Student Services Coordinators JobConnect

Apply for Job

Save as Draft < Previous Next >

1 Start Complete

2 Resume Complete

3 Education and Work Experience In Progress

4 Qualifications Not Started

5 Other Not Started

6 Self-Identify Not Started

7 Review and Submit Not Started

Step 3 of 7: Education and Work Experience

Work Experience

+

Employer	Job Title	Start Date	End Date
Upstate Tech	Student Svcs Coordinator	03/24/2000	10/24/2005
Clemson University	Student Financial Aid Coord	10/31/2005	10/24/2019

Education Degree

+

Education Degree	Area of Study (Major)
High School or Equivalent	High School Diploma

Volunteer Service

You have not added any volunteer service.

Add Volunteer Service

14. To enter volunteer service, select **Add Volunteer Service**. Enter the information and select **Done**.

Student Services Coordinators JobConnect

Apply for Job

Save as Draft < Previous Next >

1 Start Complete

2 Resume Complete

3 Education and Work Experience In Progress

4 Qualifications Not Started

5 Other Not Started

6 Self-Identify Not Started

7 Review and Submit Not Started

Step 3 of 7: Education and Work Experience

Work Experience

+

Employer	Job Title	Start Date	End Date
Upstate Tech	Student Svcs Coordinator	03/24/2000	10/24/2005
Clemson University	Student Financial Aid Coord	10/31/2005	10/24/2019

Education Degree

+

Education Degree	Area of Study (Major)
High School or Equivalent	High School Diploma
1st Bachelor's Degree	Marketing

Volunteer Service

You have not added any volunteer service.

Add Volunteer Service

Cancel Add Volunteer Service Done

*Effective Date 07/22/2000

*Volunteer Service VOL_010

Organization Humane Society

Role Board of Directors

Years of Involvement 11

15. For additional **Volunteer Service**, select the "+", enter the information and select **Done**.

Student Services Coordinators JobConnect

Apply for Job

Save as Draft < Previous Next >

1 Start Complete

2 Resume Complete

3 Education and Work Experience In Progress

4 Qualifications Not Started

5 Other Not Started

6 Self Identify Not Started

7 Review and Submit Not Started

Step 3 of 7: Education and Work Experience

Work Experience

Employer	Job Title	Start Date	End Date
Upstate Tech	Student Svcs Coordinator	03/24/2000	10/24/2005
Clemson University	Student Financial Aid Coord	10/31/2005	10/24/2019

Education Degree

Education Degree	Area of Study (Major)
High School or Equivalent	High School Diploma
1st Bachelor's Degree	Marketing

Volunteer Service

1st Volunteer Activity

16. When **Step 3** is complete, select **Next** or forward arrow in the banner to advance to the next step.

Student Services Coordinators JobConnect

Apply for Job

Save as Draft < Previous Next >

1 Start Complete

2 Resume Complete

3 Education and Work Experience In Progress

4 Qualifications Not Started

5 Other Not Started

6 Self Identify Not Started

7 Review and Submit Not Started

Step 3 of 7: Education and Work Experience

Work Experience

Employer	Job Title	Start Date	End Date
Upstate Tech	Student Svcs Coordinator	03/24/2000	10/24/2005
Clemson University	Student Financial Aid Coord	10/31/2005	10/24/2019

Education Degree

Education Degree	Area of Study (Major)
High School or Equivalent	High School Diploma
1st Bachelor's Degree	Marketing

Volunteer Service

1st Volunteer Activity

17. **Step 4 of 7** allows you to add **Licenses, Certifications, Language Skills, and Job Related Skills**. Once all relevant information has been entered, select **Next** or forward arrow in the banner to advance to the next step.

Student Services Coordinators JobConnect

Save as Draft < Previous Next >

1 Start Complete

2 Resume Complete

3 Education and Work Experience Complete

4 Qualifications In Progress

5 Other Not Started

6 Self Identify Not Started

7 Review and Submit Not Started

Step 4 of 7: Qualifications

Licenses
You have not added any licenses.
Add Licenses

Certifications
You have not added any certifications.
Add Certifications

Language Skills
You have not added any language skills.
Add Language Skills

Job Related Skills
You have not added any job related skills.
Add Job Related Skills

18. In order to complete your application, you need to identify at least 3 references in **Step 5 of 7**. Select **Add Reference**. Complete the required information and select **Done**. Select **Next** or forward arrow in the banner to advance to the next step.

Student Services Coordinators JobConnect

Save as Draft < Previous Next >

1 Start Complete

2 Resume Complete

3 Education and Work Experience Complete

4 Qualifications Complete

5 Other In Progress

6 Self Identify Not Started

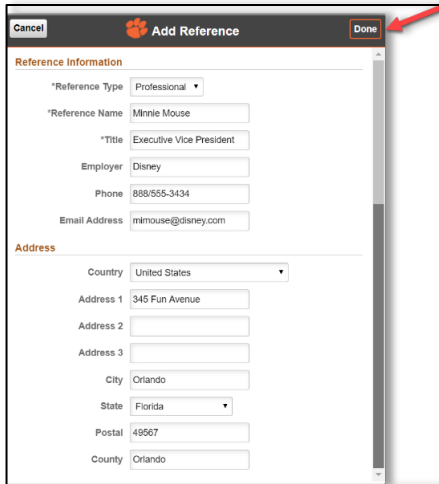
7 Review and Submit Not Started

Step 5 of 7: Other - References

References (Required)
In order to complete your application, you need to identify at least 3 references. At least 2 of your references must be, or have been, your direct managers.
Add Reference

Questionnaire Not Started

How did you find out about us? Not Started



Add Reference

Reference Information

*Reference Type: Professional

*Reference Name: Minnie Mouse

*Title: Executive Vice President

Employer: Disney

Phone: 888/555-3434

Email Address: minmouse@disney.com

Address

Country: United States

Address 1: 345 Fun Avenue

Address 2:

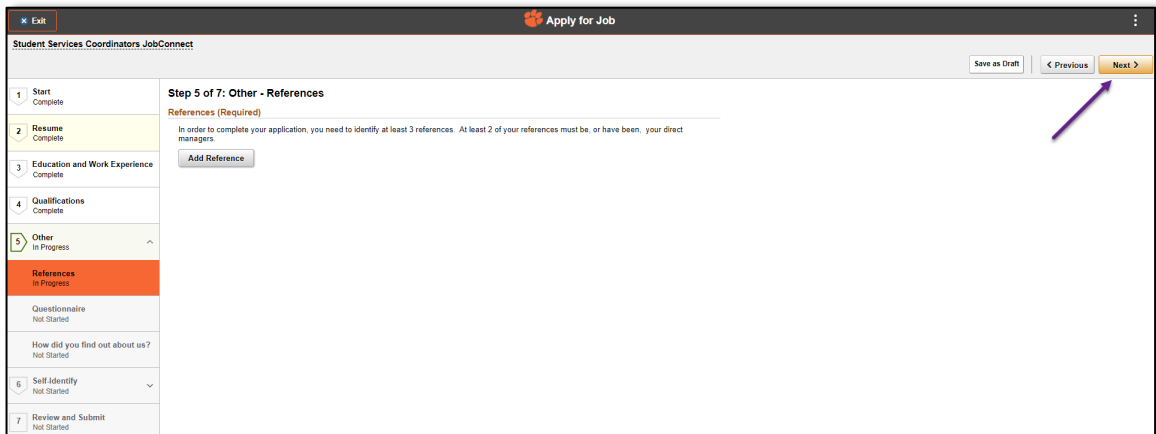
Address 3:

City: Orlando

State: Florida

Postal: 49567

County: Orlando



Apply for Job

Student Services Coordinators JobConnect

Save as Draft < Previous **Next >**

Step 5 of 7: Other - References

References (Required)

In order to complete your application, you need to identify at least 3 references. At least 2 of your references must be, or have been, your direct managers.

Add Reference

1 Start Complete

2 Resume Complete

3 Education and Work Experience Complete

4 Qualifications Complete

5 Other In Progress

References In Progress

Questionnaire Not Started

How did you find out about us? Not Started

6 Self Identify Not Started

7 Review and Submit Not Started

19. Complete the required **Questionnaire** in **Step 5 of 7**. Once you have completed this step, select **Next** or forward arrow in the banner to advance to the next step.

20. Complete the section “**How did you find out about us?**” Select **Next** or forward arrow in the banner to advance to the next step.

21. **Step 6 of 7:**

- a. **Self-Identify – Disability.** Please review the entire page and select one of the options under the section **“How do I know if I have a disability?”** Once you have completed this section, select **Next** or forward arrow in the banner to advance to the next step.

Apply for Job

Student Services Coordinators_JobConnect

Save as Draft < Previous Next >

Form CC-385
OMB Control Number 1550-0095
Epilepsy 191-0202

Step 6 of 7: Self-Identify - Disability

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to hire and provide equal opportunity to qualified people with disabilities. To help us ensure that we will not be doing so, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update that information every two years, you may voluntarily participate as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cardio/pulmonary
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Diploia disorder
- Major Depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WANT TO ANSWER

Your Name: Sally Jones Today's Date: 10/24/2019

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

(Section 503 of the Rehabilitation Act of 1973, as amended) For more information about this form or the equal employment obligations of federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.ofcc.gov.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to provide a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

- b. **Self-Identify – Veteran.** Please review the entire page. If you believe you belong to any of the classifications of protected veterans listed in the **Definitions** section, please indicate by selecting the appropriate option under **Self-Identification**. Once you have completed this section, select **Next** or forward arrow in the banner to advance to the next step.

Apply for Job

Student Services Coordinators_JobConnect

Save as Draft < Previous Next >

Step 6 of 7: Self-Identify - Veteran

Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment (1) disabled veterans, (2) recently separated veterans, (3) active duty wartime or campaign badge veterans, and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - A person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any person during the two-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service:
 - An "Active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
 - An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12958.

Protected veterans may have additional rights under USERRA, the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reinstated by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-888-4USADOL.

Self-Identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I identify as one or more of the classifications of protected veterans listed below:

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classification to which I belong

I am not a protected veteran

I am not a veteran

Military Discharge Date: _____

Reasonable Accommodations Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

- c. **Self-Identify – Diversity.** Please review the entire page. You are invited to voluntarily self-identify your **Gender** and **Race and Ethnicity Identification**.

If you choose not to answer the questions in this section, select **“I decline to answer”**, otherwise please answer appropriately. Definitions of each ethnicity and race are provided on the right side of the screen.

Once you have either answered or declined to answer, select **Next** or forward arrow in the banner to advance to the next step.

Apply for Job

Student Services Coordinators JobConnect

Save as Draft < Previous **Next >**

Step 6 of 7: Self-Identify - Diversity
You are invited to provide the information requested regarding diversity.

Diversity
Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self-identify their gender and their race or ethnicity. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender
What is your gender?

Female
 Male
 I decline to answer

Ethnicity and Race Identification

Are you Hispanic or Latino?

Yes, I am Hispanic or Latino.
 No, I am not Hispanic or Latino.

What is your race? Select one or more.

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Pacific Islander
 White
 I decline to answer

Definition

Definition

22. Step 7 of 7: Review and Submit your application. Please be sure to make any changes before submitting. In order to review the information you completed in

each step, use the arrows to the left of each step to expand that section for review. Once you have verified all information is correct, select **Submit**.

The screenshot displays the 'Apply for Job' application interface. The top navigation bar includes 'EXIT', 'Apply for Job', and a menu icon. The main header reads 'Student Services Coordinators JobConnect' and features 'Save as Draft', 'Previous', and 'Submit' buttons. A red arrow points to the 'Submit' button.

The left sidebar shows a progress list with seven steps:

- 1 Start Complete
- 2 Resume Complete
- 3 Education and Work Experience Complete
- 4 Qualifications Complete
- 5 Other Complete
- 6 Self-Identify Complete
- 7 Review and Submit In Progress

Red arrows point to the left-side arrows of steps 1 and 7. A purple arrow points to the 'Review and Submit' step.

The main content area is titled 'Step 7 of 7: Review and Submit' and includes a sub-header 'Review your application and make any changes before submitting.' Below this is a list of sections for review:

- My Contact Information: Email [redacted]@gmail.com, Address: 305 Sunshine Road, Clemson, SC 29634, Phone: 864/656-5555, Contact Method: Not Specified. Includes a 'Modify' link.
- Online Screening Notice
- Resume Attachment
- Cover Letter Attachment
- Work Experience
- Education Degree
- Volunteer Service
- Licenses
- Certifications
- Language Skills
- Job Related Skills
- References
- Referrals
- Disability
- Veteran
- Diversity