To access the job listing and to apply for a posting, complete the following steps:

1. Click on a category to see all jobs available for that category.

Applicant Tracking Training Code's Job Listings

Click on a category to see the available positions.

Category	Number of Current Openings
Client Solutions Team	No openings at this time.
Information Technology (IT) Team	1
Sales Team	2

2. Click on a posting to see the job details.

Posting	Date Posted	Job Type	Type Of Work
3-Sales Representative	05/15/2015	Full Time	Sales Team
5-Sales Representative	07/21/2015	Full Time	Sales Team

3. To apply for a posting as a first time user, click *First Time User* at the bottom of the screen. To apply for a posting as a returning user, click **Returning User**. To return to the job listing, click *Back To Listings*.

[First Time User] [Returning User] [Back To Listings]
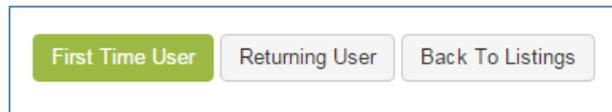
a. *First Time User* – clicking this button takes you to the 'Sign Up' page where basic applicant profile information must be completed and a username, password, and secret question and answer need to be set. Once data has been entered, click the *Sign Up* button. A confirmation page will appear if the sign up was successful. Click the *Continue* button to proceed to the log in page. Once signed in, select a category and a job posting for which you want to apply for and then click the *Apply* button.

You have successfully created a profile!

You are now ready to apply for jobs. To search for jobs, login in using your credentials below and return to the Job Postings page by pressing the 'Job Postings' button from the menu.

Your user name is:
Your password is:

IMPORTANT! Print this page for your records. You will need to remember your "User Name" if you forget your password.

You can make changes to your Profile at any time by pressing the 'Profile ' button from any page when you are logged in. You can also save your past work history, education history, and reference information by clicking on the corresponding pages from the menu upon logging in.

To apply for jobs or search for postings, please continue below. You will be asked to log in.

[Continue...]

b. ***Returning User*** – clicking this button takes you to the log in page where you must enter your username and password to sign in. Once signed in, select a category and a job posting for which you want to apply for and then click the ***Apply*** button.

4. As part of the application process, you will be prompted through a series of questions. Answer the questions and click ***Save and Continue*** to move forward in the application process. Only questions with an asterisk to the left of them are required.

5. If requested, enter employment history, education history and any professional licensing as applicable by clicking on the appropriate Add/Edit link. After the information has been added, click ***Save and Continue*** to move forward in the application process.

Employment History

Please add work history for the last 3 years. If you do not have 3 years check all history that applies. You may add new information or edit the information by clicking the Add/Edit link below.

Add/Edit Employment History

☐ Check this box if you do not have any past work experience.

Education History

Review your education history. This will be included with your application. You may add new information or edit the information by clicking the Add/Edit link below.

Add/Edit Education History

Professional Licensing

Review any licenses or certifications you may have. This will be included with your application. You may add new licenses or edit the information by clicking the Add/Edit link below.

Add/Edit Professional Licensing

[Previous Page] [Save and Continue]

6. If requested, enter employment references. Click ***Save and Continue*** to move forward in the application process.

References

Give the names, addresses, and phone numbers of one persons who have known you for the past three years and can speak toward your personal character. Do not list supervisors previously listed or relatives.

Add/Edit Reference

[Previous Page] [Save and Continue]

7. If requested, attach your resume by clicking the ***Choose File*** button, and then selecting the file from your computer. Or, if you already have a resume attached to your applicant profile, click the **Use Existing Resume** box. Attaching your resume may be optional which will be stated to the right of the ***Choose File*** button. Click ***Save and Continue*** to move forward in the application process.

Attach Resume

Browse for resumé: [Choose File] No file chosen   Resumé Optional

Use Existing Resumé No resumé on file.

[Previous Page] [Save and Continue]

8. The final step of the application process is to complete the Applicant Certification and Agreement page. To complete this process, review the disclaimer, click the box to accept the agreement, and then click the Submit Application button.

Applicant Certification and Agreement

I certify that all information I have provided in order to apply for and secure work with Liz's Company, Inc. is true, complete and correct.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basic prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

Test 2
To electronically sign this document please check the box below.

☑ Accept

[Previous Page] [Preview Application] [Submit Application]

9. Once your application is successfully submitted, a confirmation message will appear on the screen and you may also receive a confirmation email stating your application has been received by the company.

Your application was successfully submitted! Click here to return to the posting list.

10. To apply for other postings, click the Job Postings tab, select a category and posting and click the *Apply* button.

11. To check your application status, click the *Application Status* tab. The status will show as '*Pending*' until the posting has been filled, in which case it would show '**Filled**'.

Application Status

Posting	Date Applied	Status
27-Accounts Payable Coordinator	12/8/2015	Pending

12. To edit any of your applicant info which includes your basic profile information, education history, employment history, professional licenses and references, click the *Applicant Info* tab and click the appropriate tab on the left side of the screen.