

# Idaho National Laboratory Job Posting Guide

## Overview

This guide will show the basic features of the new Idaho National Laboratory's (INL) job posting system. This guide will show you how to (1) register (i.e. create an account) and log in to the system, (2) view job openings, (3) apply for job openings, (4) search for jobs, and (5) review your profile information, including reviewing the status of jobs you have applied for. Please note that there might be slight differences in the screens you see in this guide and the actual screens you will see when you are in the system.

Once you have clicked the "INL current career openings" link located on inl.gov, you will be taken to the Careers main home page (as seen below).

## Careers

### Search Area

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

#### Basic Job Search

Keywords:   
Posted: Last Month

[Advanced Search](#) [Search Tips](#)

### Login and Registration Area

#### Login

'User Name:   
'Password:

[Login Help](#) [Register Now](#)

### Latest Job Postings

#### Current Job Openings

[Next](#)

Date	Job Title	Job ID	Location
<input type="checkbox"/> 03/07/2008	<a href="#">CARPENTER HELPER - Screening 2</a>	3742	IDAHO FALLS & SITE FACILITIES
<input type="checkbox"/> 03/07/2008	<a href="#">Nuclear Trainer</a>	3740	IDAHO FALLS & SITE FACILITIES
<input type="checkbox"/> 03/07/2008	<a href="#">VEHICLE REPAIR HELPER - Screening 1</a>	3741	IDAHO FALLS & SITE FACILITIES
<input type="checkbox"/> 03/05/2008	<a href="#">Research Position</a>	3687	IDAHO FALLS & SITE FACILITIES
<input type="checkbox"/> 03/04/2008	<a href="#">Sr. Computer Scientist</a>	3734	IDAHO FALLS & SITE FACILITIES

[Select All](#) [Deselect All](#)

## Register (i.e. Creating an Account)

To apply for job openings at the INL, you must register. **We are asking all returning applicants who have applied for jobs in the past to create new accounts.** To create an account click on “Register Now”, or “click here to Register”. You should only need to go through this registration process one time. **Please note that your user name does not need to be an email address, which was required in our old system. You can have multiple user names for one email address.**

**Careers**

Click one of these links to start the registration process

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

<b>Basic Job Search</b> Keywords: <input type="text"/> Posted: Last Month <input type="button" value="v"/> <input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a>	<b>Login</b> User Name: <input type="text"/> Password: <input type="text"/> <input type="button" value="Login"/> <a href="#">Login Help</a> <a href="#">Register Now</a>
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**Latest Job Postings**

Navigation:   [Next](#)

From here you would create a “User Name” and password.

**Register**

Enter in “User Name” and “Password”, then click “Register” to create your account.

Enter your new user name and password.

**Enter Registration Information**

*User Name	<input type="text" value="create a user name"/>
*Password	<input type="password" value="••••"/>
*Confirm Password	<input type="password" value="••••"/>

[Return to Previous Page](#)

Clicking on “Register” will take you back to the Careers Home page and from here; you can apply for jobs, review current job openings or a number of other options.

## Login After Creating an Account

You should remember your user name and password, as you can use this to log into your account and check the status of your job applications. Logging in is as simple as entering in your User Name and password. Click the “Login Help” link if you have forgotten either your user name or password.



Login

User Name: create a user name

Password: ●●●●

Login Login Help Register Now

When you revisit, enter in your user name and password to login. If you forget either item, click “Login Help”.

## Viewing Job Openings

Current job openings are listed under the “Latest Job Postings” section, with the most current openings listed first. Please note you can view twenty openings at a time. Other positions can be viewed by using the “arrow icons” or the “Next” or “Previous” links. To find out more information about the opening, you click the job opening title.



Latest Job Postings

To view other posted jobs, click these links [First](#) [Previous](#) [Next](#) [Last](#)

Date	Job Title	Job ID	Location
<input type="checkbox"/> 03/07/2008	<a href="#">CARPENTER HELPER - Screening 2</a>	3742	IDAHO FALLS & SITE FACILITIES
<input type="checkbox"/> 03/07/2008	<a href="#">Nuclear Trainer</a>	3740	IDAHO FALLS & SITE FACILITIES
<input type="checkbox"/> 03/07/2008	<a href="#">VEHICLE REPAIR HELPER - Screening 1</a>	3741	IDAHO FALLS & SITE FACILITIES
<input type="checkbox"/> 03/05/2008	<a href="#">Research Position</a>	3687	IDAHO FALLS & SITE FACILITIES
<input type="checkbox"/> 03/04/2008	<a href="#">Sr. Computer Scientist</a>	3734	IDAHO FALLS & SITE FACILITIES

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#) Click the title to read about the job

[Apply now without adding a job](#)

## Applying for Job Openings

You can apply for one job at a time or multiple jobs. You can select the job(s) you are interested in by placing a check in the box next to the titles you are interested in and then click "Apply Now".

Latest Job Postings			
Date	Job Title	Job ID	Location
<input type="checkbox"/>	03/07/2008 <a href="#">CARPENTER HELPER - Screening 2</a>	3742	IDAHO FALLS & SITE FACILITIES
<input checked="" type="checkbox"/>	03/07/2008 <a href="#">Nuclear Trainer</a>	3740	IDAHO FALLS & SITE FACILITIES
<input type="checkbox"/>	03/07/2008 <a href="#">VEHICLE REPAIR HELPER - Screening 1</a>	3741	IDAHO FALLS & SITE FACILITIES
<input type="checkbox"/>	03/05/2008 <a href="#">Research Position</a>	3687	IDAHO FALLS & SITE FACILITIES
<input type="checkbox"/>	03/04/2008 <a href="#">Sr. Computer Scientist</a>	3734	IDAHO FALLS & SITE FACILITIES

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#)

Check the box(es) of the job you want to apply for then click "Apply Now"

[Apply now without adding a job](#)

### Note: Applying For an Internship

Applicants must meet these Eligibility Requirements to be considered for a position:

- Must be a full-time student at an US High School or accredited college or university the semester before AND after the internship (undergraduate 12 credits, graduate 9 credits)
- Must have completed the Freshman year of college (24 credits)
- Minimum of 2.5 GPA (Individual posting may require a higher GPA)

Students may receive one (1) internship award (maximum of 16 weeks) immediately after graduating with a Bachelors or Graduate degree.

### Internship Resume Upload Instructions:

Upload one (1) PDF file that includes:

1. Current Resume or CV
2. Unofficial transcripts for all current and past degrees
3. Current class schedule including number of credits

4. Two (2) email addresses and names for confidential faculty (professor/advisor) recommendations

NOTE: If you have had a previous internship at the INL, you may request a recommendation letter from your previous mentor.

You now need to choose a resume. You can upload a resume file (e.g. Word document); either copy or paste a resume into a text box, or use an old resume. This last option will only be available if you have previously submitted a resume since you registered. Once you have selected or added your resume, click “Continue”.

## Apply Now

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### Choose Resume

Select which resume you want to use and click “Continue”. From there you will need to complete attaching your resume.

#### Resume Options

How would you like to proceed?

- Upload a new resume
- Copy and paste resume text

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[Continue](#)

[Return to Previous Page](#)

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## My Profile

If you are applying for the first time, you will be taken to the “My Profile” page. On this page, you would enter in your name, address, phone number and email address. Make sure you complete the form, as this is the information that we will use to contact you. [You can access and update your information from the “My Profile” link on the main Career’s Home page.](#) Once your profile information is entered click “Save”.

## My Profile

Please provide your information. **Complete the form and click "Save" to continue.** [Click here](#) to continue with the application. [Click here](#) to view all of the jobs you are applying for.

[Return to Previous Page](#)

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### Member Information

**User Name:**  create a user name

**Password:**  [Change Password](#)

**Preferred Method of contact:**

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### Name

**Name Format:**

**Name Prefix:**

**First Name:**

**Middle Name:**

**Last Name:**

**Name Suffix:**

## Complete Application Screen

With your resume attached and your profile information filled out, you are almost done applying for a job. The last screen you need to fill out is the “Complete Application” screen. On this screen, you can review the job (or jobs) you are applying for and review the resume you have selected. There are also specific questions that you will need to answer. [These questions are located under the “Application Questionnaire” section.](#) [It is very important that you answer the questions, as they are used in our screening process.](#) Once you have answered all the questions, you will need to fill out referral information.

Submit your application by clicking on “Submit”. Once you have submitted your resume, you will be taken to a “Self Identification” page where you can enter your gender and ethnicity if you choose to do so. Agreement with the Terms and Conditions is required to be considered a viable candidate for the opening.

Once you have applied for a position, you will receive an email notification. The email shows the date of your application and the job posting number and title of the positions.

**Apply Now**  
**Complete Application**

You are applying for:  
[Nuclear Trainer](#) [Remove](#)  
[Add Another Job to Application](#)

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Resume for **John Doe** [Use a Different Resume](#)  
 John Doe [Edit Profile](#)

Once complete - hit submit to apply

Jobs you are applying for

Resume you are using

Navigation: [Previous](#) [Save](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

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**Application Questionnaire**

Application Questionnaire

Are you a US Citizen?  
 Yes  
 No

Have you ever been denied a security clearance?

IMPORTANT: Questions that you need to answer

At can save your work anytime during the application process and return to finish it later. To save your application or to save jobs you can click on “Save” or “Save Jobs”. If you saved your application without finishing it, you can access your jobs from the “applications” area under “Career Tools”. You will access your saved jobs under the “My Saved Jobs” link at the top of the screen.

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home [Welcome John](#) [Access saved applications here](#)

[Access saved jobs here](#)

**Basic Job Search**

Keywords:

Posted:

[Search](#) [Advanced Search](#) [Search Tips](#)

**My Career Tools**

[2 Applications](#)

[0 Cover Letters and Attachments](#)

[1 Saved Resumes](#)

[My Profile](#)

**Notifications**

You do not have any notifications.

**Latest Job Postings**

First Previous Next Last

## Searching for Jobs

This system can do some basic or advance searches. To do basic key word searches, just type in the key word and click on “Search”. To do more advance searches click on either the “Advance Search” or the “Job Search” link.



You can search for posting from either area. You can also set up advanced searches and save them for another time, which is done in the Job Search area. To see the results of your search, click the search button. To save your advanced search criteria, click “Save Search” and then name your search. If you want the system to notify you that a new posting matches your criteria, you can click the “Use As Job Agent” button and then enter in your email address, and then click “Save”. If a new job that matches your criteria is posted, you will be automatically notified of the job opening. You will also see a notification on your home page if a new job is posted.

### Job Search

Enter your criteria and click on "Save Search"

**Advanced Job Search**

[Basic Search](#)
[Search Tips](#)

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**Enter Keywords:**

**Select Locations:**

All Locations  
IDAHO FALLS & SITE FACILITIES  
OUT OF STATE FACILITIES

To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections.

**Select Job Families:**

Project Manager  
R&D Scientist/Engineer  
Relationship Manager  
Technical Professional  
Technicians (Non-Exempt)

**Full/Part Time:**

**Temporary:**

### Save Search

**Save Search**

**Name your search:**

**Use As Job Agent**

**Send Job Agent notification to:**

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Name your search, check the box, and enter in your email address. Then click "Save Search".

You can view and rerun saved searches by going to the "My Saved Searches" area. From here, you can review, edit, delete or run your searches. Please note that newly posted positions may not be searchable until all the searching processes are ran, which is usually nightly. You may save a maximum of 10 Job Agents and these will be active for a period of 1 year.

## My Saved Searches

Saved searches are located here.

Saved Searches and Job Agents			
Saved Search	Created On	Job Agent Email Address	Run Search
ENGINEER	2008-03-19	your.email@address.com	<a href="#">Edit</a> <a href="#">Delete</a> <input type="button" value="Run Search"/>

[Return to Previous Page](#) [Job Search](#)

## My Career Tools (i.e. my profile and past applications information)

The final area is the “My Career Tools” section. In this area, you can view past applications, add additional attachments, and edit your profile area.

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home **Welcome John** [My Career Tools can be viewed here.](#)

**Basic Job Search**  
Keywords:   
Posted: Last Month  [Advanced Search](#) [Search Tips](#)

**My Career Tools**  
[2 Applications](#)  
[0 Cover Letters and Attachments](#)  
[1 Saved Resumes](#)  
[My Profile](#)

**Notifications**  
You have no notifications.

This area has several sections. You can view and edit your profile information by clicking “My Profile”. From here you can change your address, password, phone number, etc. Under the “My Applications” section, you can review the status of your applications. To widen or narrow your search you can use the options in this section. Under the Resumes section, you can access the various resumes you have used. Under the Cover Letters and Attachments section, you can add additional attachment, such as reference information and cover letters.

## My Career Tools

Tyler Smith  
123 Park Place  
Idaho Falls, ID 83415

[Edit Profile](#)

**Edit your profile information here**

**View past applications and job opening status here. You can also reorder columns by clicking on column heading. Also change the display options.**

**My Applications**

Display applications from:

« First Previous [Next](#) Last »

<u>Application</u>	<u>Status</u>	<u>Application Date</u>	<u>Job Opening Status</u>
<a href="#">CARPENTER HELPER - Screening 2</a>	Applied	03/18/2008 7:46AM	010-Open
<a href="#">Nuclear Trainer</a>	Applied	03/18/2008 7:46AM	010-Open
<a href="#">VEHICLE REPAIR HELPER - Screening 1</a>	Applied	03/18/2008 7:46AM	010-Open
<a href="#">Research Position</a>	Applied	03/18/2008 7:46AM	010-Open
<a href="#">Sr. Computer Scientist</a>	Applied	03/18/2008 7:46AM	010-Open

**View past resumes here**

**Resumes**

<u>Resume Title</u>	<u>Attached File</u>	<u>Created</u>
<a href="#">TEST of Resume</a>		03/18/2008 7:49AM

### Cover Letters and Attachments

You have not added any attachments

**Add additional attachments here**

[+ Add Attachment](#)

This completes the overview of the INL's job posting system. If you have questions please review the "INL job posting training" located on the "INL's Careers website". You can also call the phone number listed on the web site or email us at [staffing@inl.gov](mailto:staffing@inl.gov).