
Careers at Brookhaven *Help Guide for Applicants*

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Brookhaven National Laboratory

Careers at Brookhaven



Jobs @ BNL bnl.gov/HR/Careers/

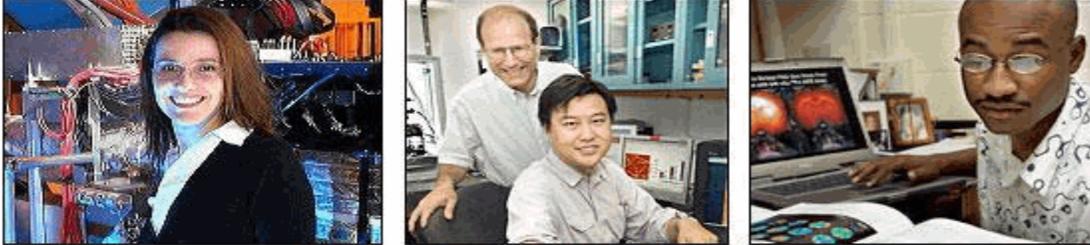
To search for Job Openings, click on button

The Careers Home Page displays as shown on the next page.

Careers Home Page

Register/Login prompt and the Latest Job Postings are displayed on this page along with the Help Guide and Frequently Asked Questions hyperlinks.

Careers



a passion for discovery

[Return to Careers at Brookhaven](#)
[Close Window](#)

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

Login

User Name:

Password:

[Login Help](#)

I Need Help

i Many of your questions are likely to be answered by reviewing our [Help Guide](#) or [Frequently Asked Questions](#) links. If you continue to experience technical difficulties, please forward your inquiries to the HRIS Issues Technical Team by filling out the following form below.

[HRIS Issues Assistance Request Form](#)
[Help Guide](#)
[Frequently Asked Questions](#)

Job Posting Information

Select a job category [Send me email notifications on job openings](#)

	Job Category	Job Title	Job ID	Grade	Department
<input type="checkbox"/>	Postdoctoral/Scientific Staff	Postdoctoral Research Associate - Complex Optical Properties of Strongly Correlated Materials (6403)	15842	RA-1	Condensed Mtr. Phys & Mat Sci
<input type="checkbox"/>	Administrative	Assistant Budget Specialist (A4) (LH6377)	15837	A-4	
<input type="checkbox"/>	Engineering	Research Engineer II (P7-P9) (JT5884)	15838	P-7	Nuclear Sci. & Tech. Dept
<input type="checkbox"/>	Postdoctoral/Scientific Staff	Postdoctoral Research Associate - Experimental Nuclear or Particle Physics (5914)	15186	RA-1	STAR
<input type="checkbox"/>	Engineering	Accelerator Health Physics/Project Engineer I (P9) (JT6369)	15731	P-9	Radiological Control Division

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

Applicant Home Page (Cont'd)

On the **Careers Home Page**, you will be able to:

- Search the “Latest Job Postings” to find jobs before registering.
- View all jobs by using the outside scroll bar.
- Click on the column headers to sort data (i.e., Date order).
- View all jobs under a specific category (i.e., Administrative) by using the drop down list.
- Click the Checkbox to select job(s) to save and review in “Job Basket” later.
- Click the Checkbox to select job(s) you are ready to apply for by clicking “Apply Now” along with the ability to submit the Resume.
- Have the latest “Job Opening(s)” sent to you via email.

Latest Job Postings

To view the Latest Job Postings – use the outside scroll bar displayed on previous page
Or

Use the drop down list to narrow search and select a specific job category

Job Category	Job Title
<input type="checkbox"/> Postdoctoral/Scientific Staff	Postdoctoral Research Associate Experimental Nuclear or Particle Physics (5914)
<input type="checkbox"/> Administrative	Postdoctoral Research Associate PET Radiochemistry (6502)
<input type="checkbox"/> Engineering	
<input type="checkbox"/> Postdoctoral/Scientific Staff	
<input type="checkbox"/> Postdoctoral/Scientific Staff	

The **Job Category “Engineering”** was selected, postings available will display.

Next, click on the Job Title hyperlink to view the job description, as shown on next page.

Job Category	Job Title	Job ID	Grade	Department
<input type="checkbox"/> Engineering	Research Engineer II (P7-P9) (JT5884)	15838	P-7	Nuclear Sci. & Tech. Dept
<input type="checkbox"/> Engineering	Mechanical Engineer (P-5/P-7) - Beamline Engineering	15823	P-5	Beamline Engineering
<input type="checkbox"/> Engineering	RF Project Engineer I P-9	15817	P-9	Photon Sciences Directorate
<input type="checkbox"/> Engineering	Associate Staff Engineer/Associate Staff Nuclear Engineer (Three Year Term) (P-3) (JT5266)	15632	P-3	Nuclear Sci. & Tech. Dept
<input type="checkbox"/> Engineering	Project Engineer II (P7)Waste Management Health Physicist (P9) (JT6370)	15833	P-7	Radiological Control Division

At the bottom of the page, the following buttons are displayed

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

Select All or Deselect All

Save Selected Jobs will save your selections to the Job Basket to review later.

Apply for Selected Jobs will enable you to apply for selection(s) and attach your resume.

Latest Job Posting (Cont'd)

Job Title

When you click on the **Job Title** of a specific job, you will be able to view the **Job Description** as shown in the example below

Job Description

Job Title: RF Project Engineer I P-9

Job ID: 15817

Location:

Full/Part Time: Full-Time

Regular/Temporary: Regular

[Email to Friend](#)

[Save Job](#)

[Apply Now](#)

[Return to Previous Page](#)

The Photon Sciences Directorate is seeking an RF Engineer to join the Accelerator Division. This position is with the RF Group which is responsible for the development of RF systems for the National Synchrotron Light Source II Project.

The successful candidate will be responsible for the integration of high speed analog and digital systems with NSLS-II's high power RF systems and will test and commission these systems. Additional responsibilities will include the development of high speed analog/digital RF circuits including fast RF interlocks, creating system schematics and wiring diagrams, overseeing short - run production and the testing and debugging of systems. The candidate should also have experience in the operation of RF test equipment including network analyzers and spectrum analyzers.

Qualifications Required:

Bachelor's degree in electrical engineering or physics, or equivalent capabilities

Ten years experience in design and analysis of complex high speed analog and digital electronics.

Must demonstrate the application of advanced principles and demonstrate expertise with electronics design analysis tools and laboratory measurement techniques.

Must have the ability to read and create complex schematics, design and evaluate circuit boards, test and troubleshoot to the component level.

Work closely with the technical staff in the design, fabrication and integration of analog and digital RF systems.

Experience in the programming of FPGA based signal processing, FPGA based microcontrollers (using Xilinx EDK Software) for use in TCP/IP applications and Programmable Logic Controllers (PLC's)

Latest Job Posting (Cont'd)

Job Title (Cont'd)

Job Description (Cont'd)

Qualifications Preferred:

Advanced degree

At Brookhaven National Laboratory we believe that a comprehensive employee benefits program is an important and meaningful part of the compensation employees receive. Our benefits program includes but is not limited to:

- Medical Plans
- Vacation
- Holidays
- Dental Plans
- Life Insurance
- 401(k) Plan
- Retirement Plan
- On site Child Development Center, Swimming Pool, Weight room Tennis Courts, and many other employee perks and benefits

We invite you to consider Brookhaven National Laboratory for employment. To be considered for this position, apply online at www.bnl.gov and click Jobs, then click Search Job List and apply to job #15817.

ERAP Eligible: \$1000.00

Brookhaven National Laboratory is an equal opportunity employer committed to building and maintaining a diverse workforce.

[Email to Friend](#)

[Save Job](#)

[Apply Now](#)

[Return to Previous Page](#)

From this page, you can Email to Friend, Save Job for later or Apply Now.

Remember: When you are ready to apply or save for later, the system will prompt you to register/login.

Register to Login

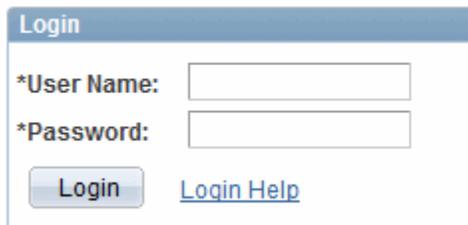
As stated previously, you can view the latest job postings without registering, but you **must** register if you decide to save a job or apply for a position.

Once you are registered and have returned to the Careers at Home Page, you will be able to view saved jobs, apply for other jobs, or update your profile information

To Register – Click on the hyperlink – “**Register Here**”.

Enter your user name and password to login. If you have not yet registered,

[Register Here.](#)

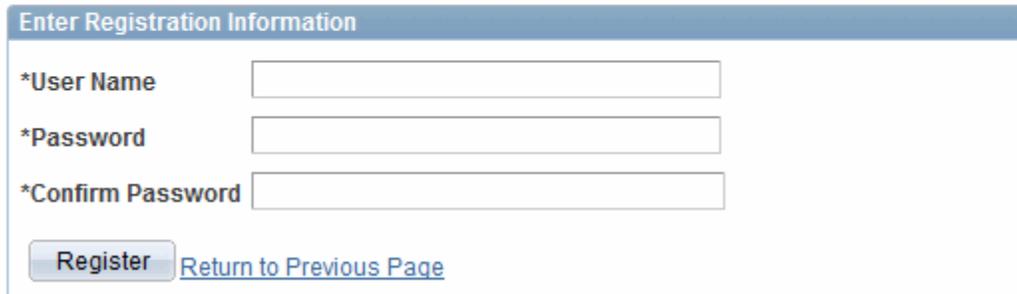


A login form with a blue header bar containing the word "Login". Below the header, there are two input fields: "*User Name:" followed by a text box, and "*Password:" followed by a text box. At the bottom left of the form is a "Login" button, and at the bottom right is a "Login Help" hyperlink.

Create a user name and password. Then click “**Register**”.

Register

Enter your new user name and password.



A registration form with a blue header bar containing the text "Enter Registration Information". Below the header, there are three input fields: "*User Name" followed by a text box, "*Password" followed by a text box, and "*Confirm Password" followed by a text box. At the bottom left of the form is a "Register" button, and at the bottom right is a "Return to Previous Page" hyperlink.

Email Notifications on Job Openings

To receive email notifications on specific Job Openings, **click on the link** [Send me email notifications on job openings](#) located on the Careers Home Page, make your selection(s) and click Submit.

You can stop notifications by unselecting.

Send me email alerts for new job openings

- Administrative
- Engineering
- Information Technology
- Management
- Miscellaneous
- Postdoctoral/Scientific Staff
- Scientific Associate
- Secretarial/Clerical
- Technical
- Union Bargaining Unit

Submit

Last update on

[My Profile](#)

[Return to Careers Home](#)

Job Alert Registration Sequence

The following message will display, if you have not registered.
“You must login with your username and password to receive email notification on job openings”.

The screenshot displays the 'Careers' section of the Brookhaven National Laboratory website. At the top, there are three photographs of staff members and the tagline 'a passion for discovery'. Below the photos are links for 'Return to Careers at Brookhaven' and 'Close Window'. A login prompt asks the user to enter their username and password, with a 'Register Here' link for new users. A 'Login' form contains fields for 'User Name' and 'Password', along with 'Login' and 'Login Help' buttons. To the right, a 'Supported Browsers' section provides information about browser compatibility and a link to view supported browsers. At the bottom, an 'I Need Help' section offers assistance through a 'Help Guide' and 'Frequently Asked Questions' links. A 'Message' dialog box is overlaid on the page, containing the text: 'You must login with your username and password above to receive email notification on job openings.' and 'The PeopleCode program executed an Error statement, which has produced this message.' with an 'OK' button.

Email Notifications on Job Openings (Cont'd)

Job Alert Registration Sequence (Cont'd)

If you have registered and have not entered your email address in the Profile section, this message will display, “You have no email address added in your profile”. Select My Profile below to add your email address.

The screenshot shows a web page titled "Send me email alerts for new job openings". On the left, there is a list of job categories with checkboxes: Administrative, Engineering (checked), Information Technology, Management, Miscellaneous, Postdoctoral/Scientific Staff, Scientific Associate, Secretarial/Clerical, Technical, and Union Bargaining Unit. Below the list is a "Submit" button and the text "Last update on". At the bottom left, there are links for "My Profile" and "Return to Careers Home". On the right side of the page, a "Message" dialog box is displayed. The message text reads: "You have no email address added in your profile. Select My Profile below to add your email address." followed by "The PeopleCode program executed an Error statement, which has produced this message." and an "OK" button.

When you have logged in, entered your email address in the profile section, and made your selection(s) for job alerts, click on Submit button. The next message displays, “Election updated”, click OK.

The screenshot shows the same web page as above, but with the "Engineering" checkbox unchecked and the "Administrative" checkbox checked. The "Submit" button is now highlighted. The "Last update on" text now shows "08/18/11 4:51PM". On the right side, a "Message" dialog box is displayed with the text "Election updated...." and "OK" and "Cancel" buttons.

Email Notifications on Job Openings (Cont'd)

Job Alert Registration Sequence (Cont'd)

You are returned to the Careers Home Page.

Careers Home
[Job Basket](#) [My Career Tools](#) [Help Guide](#) [Frequently Asked Questions](#) [Logout](#)

Careers Home

Welcome J

My Career Tools
[1 Applications](#)
[1 Saved Resumes/Attachments](#)

[My Profile](#)

Notifications
You do not have any notifications.

Job Posting Information

Select a job category [Send me email notifications on job openings](#)

Select	Job Category	Job Title	Job ID	Grade	Department
<input type="checkbox"/>	Engineering	Research Engineer II (P7-P9) (JT5884)	15838	P-7	Nuclear Sci. & Tech. Dept
<input type="checkbox"/>	Engineering	Mechanical Engineer (P-5/P-7) - Beamline Engineering	15823	P-5	Beamline Engineering
<input type="checkbox"/>	Engineering	RF Project Engineer I P-9	15817	P-9	Photon Sciences Directorate

Careers Home Page

Careers Home Page will take you to the main search and information page to view jobs, save jobs, apply for jobs, attach add and delete cover letters, resumes, and view notifications from Human Resources.

Navigation Links and Options

Job Basket – saved jobs stored to review later

My Career Tools:

- Applications – applications of saved jobs you applied for or have not yet completed
- Saved Resumes\Attachments – Resumes and/or Cover letters saved to use at a later date
- My Profile – stores your contact information

Notifications – applicants will be able to view notices from Human Resources

Latest Job Postings – you can select from the listing of all Job Categories displayed

Email Notifications on Job Openings – have job openings sent to you via email

Frequently Asked Questions – questions to help assist you through the process

Help Guide – instructions on how to navigate and use the system

Logout – exit system

Careers Home

[Job Basket](#)

[My Career Tools](#)

[Help Guide](#)

[Frequently Asked Questions](#)

[Logout](#)

Careers Home

Welcome

My Career Tools

- [0 Accepted/Unaccepted Applications](#)
- [0 Saved Resumes\Attachments](#)
- [My Profile](#)

Notifications

You do not have any notifications.

Job Posting Information

Select a job category [Send me email notifications on job openings](#)

Select	Job Category	Job Title	Job ID	Grade	Department
<input type="checkbox"/>	Postdoctoral/Scientific Staff	Postdoctoral Research Associate - Complex Optical Properties of Strongly Correlated Materials (6403)	15842	RA-1	Condensed Mtr. Phys & Mat Sci
<input type="checkbox"/>	Administrative	Assistant Budget Specialist (A4) (LH6377)	15837	A-4	
<input type="checkbox"/>	Engineering	Research Engineer II (P7-P9) (JT5884)	15838	P-7	Nuclear Sci. & Tech. Dept
<input type="checkbox"/>	Postdoctoral/Scientific Staff	Postdoctoral Research Associate - Experimental Nuclear or Particle Physics (5914)	15186	RA-1	STAR
<input type="checkbox"/>	Postdoctoral/Scientific Staff	Postdoctoral Research Associate - PET Radiochemistry (6502)	15840	RA-1	Medical Department
<input type="checkbox"/>	Postdoctoral/Scientific Staff	Postdoctoral Research Associate - Time-resolved Nanoelectrochemistry (4810)	15841	RA-1	Sustainable Energy Tech

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

Job Basket

You can save job(s) to the **Job Basket** for later review by selecting the positions and clicking **Saved Jobs** button. A notice of success appears when you have saved as shown.

[Careers Home](#)

[Job Basket](#) [My Career Tools](#) [Help Guide](#) [Frequently Asked Questions](#) [Logout](#)

My Saved Jobs



You have successfully saved your new jobs.

Saved Jobs				
	Job Title	Job ID	Location	Status
<input type="checkbox"/>	RF Project Engineer I P-9	15817		010-Open

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

[Return to Previous Page](#) [Find Jobs](#)

Use the **Delete Button** when you no longer want jobs displayed.

Please Note: When you are ready to review saved job(s), you must login. Go to the Careers Home Page and click on the hyperlink **“Job Basket”**. You have the option to click the checkbox or click on the Job Title hyperlink to review the job description. If you wish to apply for the job, you can click the **“Apply Now”** button and proceed. Go to the **Apply Now** section of the document for further instructions.

[Careers Home](#)

[Job Basket](#) [My Career Tools](#) [Help Guide](#) [Frequently Asked Questions](#) [Logout](#)

My Saved Jobs

Saved Jobs				
	Job Title	Job ID	Location	Status
<input type="checkbox"/>	RF Project Engineer I P-9	15817		010-Open

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

[Return to Previous Page](#) [Find Jobs](#)

Apply Now

When you have logged in and selected the job you wish to apply for, click **Apply Now**, the Resume option displays as shown below. The following instructions will explain how to apply, upload a new resume/attachment, and how to complete the application process.

Resume Option

Select “Upload a new resume/attachment”. Only TXT, DOC, DOCX, PDF, or RFT files are allowed. This example will explain the upload feature.

Note: *Cover letter and/or attachment(s) must be uploaded in the same document.*

[Apply Now](#)

Choose Resume

Resume Options

How would you like to proceed? Only TXT, DOC, DOCX, PDF, or RTF files are allowed.

Upload a new resume/attachment

[Return to Previous Page](#) i WHEN INCLUDING A COVER LETTER AND/OR ATTACHMENT(S) WITH YOUR RESUME, THEY MUST BE UPLOADED IN THE SAME DOCUMENT.

Click “Upload a new resume/attachment”.

Then click the Continue button.

Upload a New Resume/Attachment

You will be able to browse and attach your resume/document from the files located on your computer.



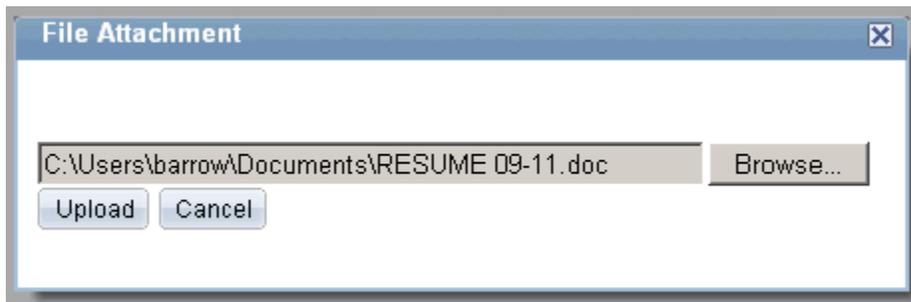
Click **“Browse”** to locate your file.

Once you have selected the file you wish to upload, click **“Open”** from your computer’s directory.



The screen appears displaying file that has been uploaded.

Next, click **“Upload”**.



Resume Options (Cont'd)

Upload a New Resume/Attachment (Cont'd)

Next, you will see the screen shown below to “Enter Resume Text” if you wish or you can view your document by clicking on the **View Attachment** hyperlink. Click **Continue** to proceed, or use **Close button** or **Return to Previous Page**.

[Apply Now](#)

Enter Resume Text

Resume Text	
Resume Title:	<input type="text" value="RESUME_09-11.doc"/>
Language:	<input type="text" value="English"/> ▼
File Name:	View Attachment

[Return to Previous Page](#)

My Profile

This page will display after the Resume Option has been completed. The “**My Profile**” page is where your name and contact information is entered. Fields with an Asterisk (*) are required.

[Careers Home](#)

[Job Basket](#)

[My Career Tools](#)

[Help Guide](#)

[Frequently Asked Questions](#)

[Logout](#)

My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Return to Previous Page](#)

Member Information

User Name: jbstest1
Password: [Change Password](#)
Preferred Method of Contact:

Name

Applicant ID 47644
Name Format:
Name Prefix:
*First Name:
Middle Name:
*Last Name:
Name Suffix:

Address

Country:
Address 1:
Address 2:
Address 3:
City:
State:
Postal:
County:

My Profile (Cont'd)

Email Addresses and Phone

Select Primary Type, enter information and **“Save”**.

Use the Plus sign to add information. Use the **“Remove”** hyperlink to delete information.

Email Addresses

Primary Email Type:

Email Address: [Remove Email](#)

[+ Add Another Email Address](#)

Phone

Primary Phone Type:

Phone Number: Extension: [Remove Phone](#)

[+ Add Another Phone Number](#)

[Return to Previous Page](#)

After completing, click **“Save”** and Return to Previous Page.

To update your profile, select the My Profile hyperlink from the Careers Home Page or Edit Profile hyperlink can also be used for updates.

Next, **“Complete Application”**, page displays.

Complete Application

When “**My Profile**” page has been completed, the “**Complete Application**” page below displays to continue. The example shown is for a **Project Engineer** position, if you wish to view the Job Description, click on the Job Title hyperlink. **Please Note: Your name and address will display from information entered on “My Profile” section. To change, click the Edit Profile link.**

Remove Posting Title - Use the **Trash Can** to remove job(s), no longer needed.
If you attached a Resume, you can click on the Paper Icon to view it.

[Apply Now](#)

Complete Application

Posting Title	
RF Project Engineer I P-9	

RESUME_09-11.doc 



WHEN INCLUDING A COVER LETTER AND/OR ATTACHMENT(S) WITH YOUR RESUME, THEY MUST BE UPLOADED IN THE SAME DOCUMENT.

Joan Test
1005S Anywhere Circle
Upton, NY 11901
Suffolk
[Edit Profile](#)

Completing Application (Cont'd)

References

Three (3) references are required for all “Postdoctoral/Scientific Staff applications”.

Use this section to tell us what you are looking for in terms of location, working time and type of job.

Enter your references in this section.

References

You have not added any references to your application.

[+ Add Reference](#)

Add Reference

Enter reference details. Asterisk (*) fields are required. Go to the next page to see how to complete the reference information.

Add New Application

Add Reference

[Return to Previous Page](#)

Enter Reference Details

*Reference Type:

*Reference Name:

*Title:

Employer:

Telephone: Email ID

Completing Application (Cont'd)

References (Cont'd)

The remainder of the reference screen displays as shown to continue entering address information. Once completed, click the **Save & Add More** button until all three (3) references required have been added. Then use the **Save & Return** button.

Address

Country:

Address 1:

Address 2:

Address 3:

City:

State:

Postal:

County:

[Return to Previous Page](#)

* Required Field

Completing Application (Cont'd) References (Cont'd)

When your references have been added and saved, the screen will take you back to the “Complete Application” page. The references will appear as shown in the example below.

To “**edit**” a reference, click on the name of the person in the reference column you wish to edit.

To “**delete**” a reference, use the **Trash Can Icon** or if you wish to add another Reference, click on the **Plus sign - Add Reference**.

Enter your references in this section.

References			
Reference	Title	Employer	Delete
John Doe	CIO	Information, Inc	
Jane Doe	Asst. Director	Information, Inc.	
John Doe, Jr.	Information Manager	PNNL	

[+ Add Reference](#)

Completing Applications (Cont'd)

Referral Information

Enter and/or select data pertaining to how you found about the position you are applying for.

On this page you can tell us how you found out about the job. If you were referred to the job from another source you can enter details about the referral source.

Referral Information

If you have been referred by an employee, please choose 'Employee' from drop down list below.

How did you learn of the job:

Specific Referral Source:

Are you a former employee: Yes No

Employee Referral

If “**Employee**” is selected from “How did you find out about this job?” – enter Referral Name, Email Address and whether the Referral is a member of your family. You will not have to enter a Specific Referral Source. The employee will also be notified by email if this position is part of the Employee Referral Award Program.

Referral Information

If you have been referred by an employee, please choose 'Employee' from drop down list below.

How did you learn of the job:

If you have been referred by a Brookhaven employee, you MUST include her/his name and e-mail address to enable potential award eligibility. Please click the magnifying glass to search the email list.

Referral Name:

Email Address: 

Member of Your Family: Yes No

Are you a former employee: Yes No

[Careers Home](#)

Once completed, click the Submit button to continue. The Submit Online Application page displays as shown on next page. If you do not wish to submit, use the Return to My Career Tools button or the Careers Home page hyperlink.

Submit Online Application

Self Identification Details

You are required to complete the Self Identification Details and the Terms and Agreements section before you can submit your application.

Submit Online Application

Self Identification Details

Qualified candidates are considered for and treated during employment without regard to race, color, religion, gender, national origin, ethnicity, citizenship, age, marital status, sexual orientation, disability or veteran status.

Solely to help us comply with federal and state Equal Employment Opportunity record keeping, and other legal requirements, we invite you to complete the following information. Please note that completion of this information is voluntary. If you decide not to provide this information, you will not be subjected to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be considered in making any employment decisions.

*Gender: I decline to provide self identification

Ethnic Group

Find First 1 of 1 Last

Not Specified

Terms and Agreements

Terms and Agreements

Applicants who are offered employment with Brookhaven National Laboratory will be required to successfully complete an employment and education background check.

I certify that the information I have provided is complete and accurate to the best of my knowledge. I understand that the Laboratory shall have the right to verify all information and further understand that knowingly making a false statement may be cause for rejection of this application or dismissal after employment.

I agree to these terms

I do not agree to these terms

[Return to Previous Page](#)

Note: If you select the **Cancel button**, your application **will not** be saved. You **must agree** to the Terms and Agreements.

If you need to "Return to Previous Page", use the hyperlink.

Once completed, click the **Submit button**

My Applications

Submitting Application

The screen below appears message displaying the following message “Successfully submitted”, with the status – “**Application Under Review**”.

[Careers Home](#)

[Job Basket](#)

[My Career Tools](#)

[Help Guide](#)

[Frequently Asked Questions](#)

[Logout](#)

My Applications

✔ You have successfully submitted your job application.

My Applications			
Display applications from:	Within Last Week	Refresh	
◀◀ First ◀ Previous Next ▶ Last ▶▶			
Applications In Progress			
Application	Status	Application Date	Job id
RF Project Engineer I P-9	Application Under Review	08/17/2011 10:16AM	15817

Submittal Email Notification

You will receive an email notification stating, “Your online job application has been successfully submitted”. If you wish to review your application, click on the job description located in the Application column. There is also display to view a time frame of applications you may have submitted.

Click the Refresh button when needed.

Use the hyperlinks at the top of the page to navigate throughout.

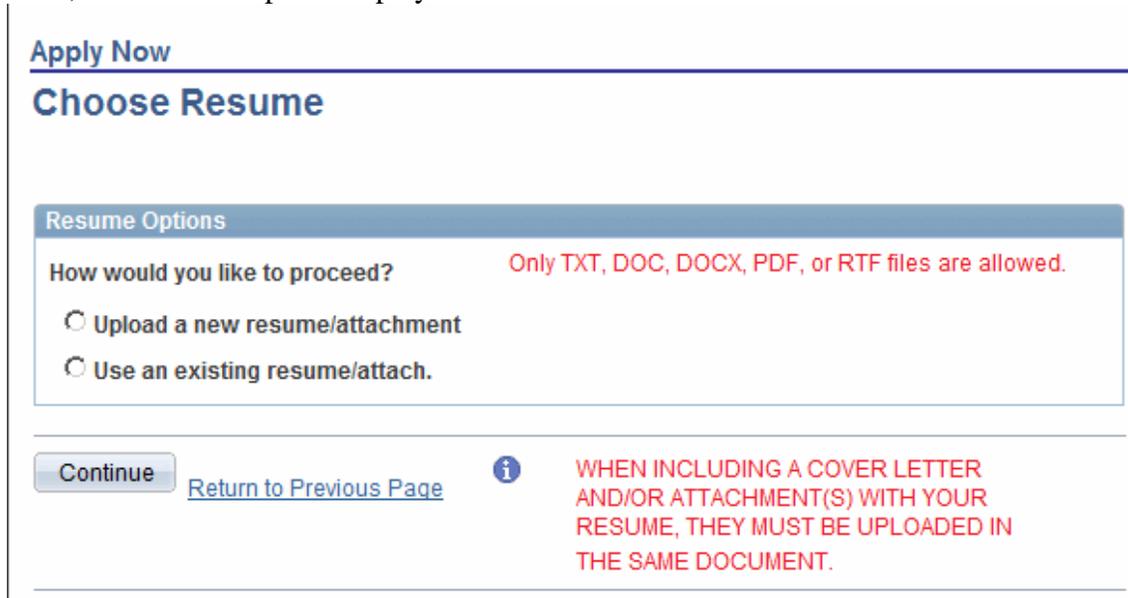
How to upload a new or existing Resume/Attachment once you have applied for a position, “My Careers Tools” page, and logout instructions follows.

Upload a New or Existing Resume/Attachment

A Resume/Attachment is required when applying for a job. The Resume you selected will display with a Paper Icon for you to review. **Note: If you have already applied and have logged on to see if there are any other positions that you may wish to apply**

From the Career's Home Page – select the job and click on the Apply for selected jobs button.

Next, the Resume Option displays



[Apply Now](#)

Choose Resume

Resume Options

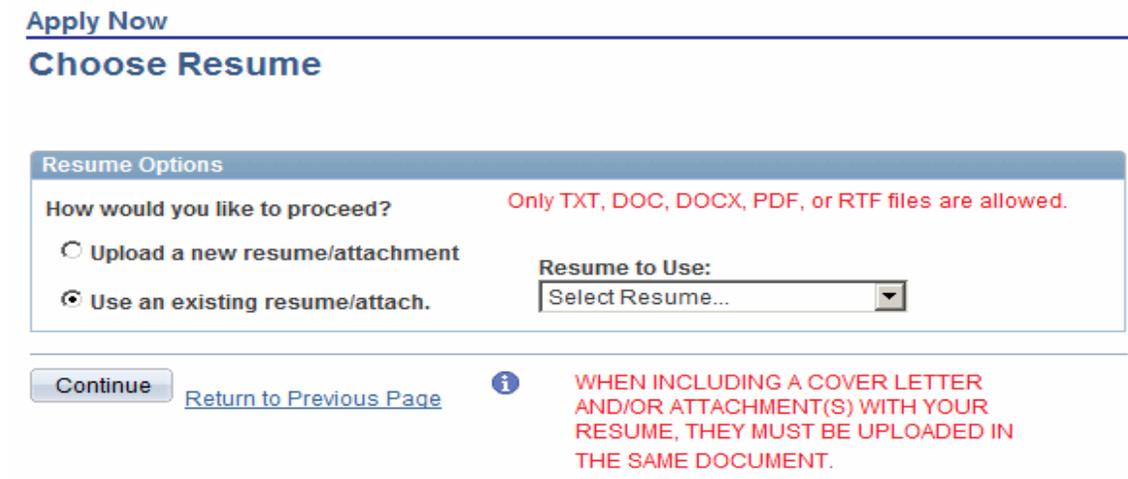
How would you like to proceed? Only TXT, DOC, DOCX, PDF, or RTF files are allowed.

Upload a new resume/attachment

Use an existing resume/attach.

[Continue](#) [Return to Previous Page](#) i WHEN INCLUDING A COVER LETTER AND/OR ATTACHMENT(S) WITH YOUR RESUME, THEY MUST BE UPLOADED IN THE SAME DOCUMENT.

Next, make your selection from the drop down list and click Continue.



[Apply Now](#)

Choose Resume

Resume Options

How would you like to proceed? Only TXT, DOC, DOCX, PDF, or RTF files are allowed.

Upload a new resume/attachment

Use an existing resume/attach. **Resume to Use:**
Select Resume...

[Continue](#) [Return to Previous Page](#) i WHEN INCLUDING A COVER LETTER AND/OR ATTACHMENT(S) WITH YOUR RESUME, THEY MUST BE UPLOADED IN THE SAME DOCUMENT.

Note: When you wish to upload a new resume/attachment, follow the previous instructions in the section “Apply Now – Resume Option”.

My Career Tools

The “**My Career Tools**” hyperlink located at the top of the Career Home Page. Your name and address displays. You can use the “**Edit Profile**” hyperlink to update your name and address, view your selection of applications from a certain time frame and status, view resumes, cover letters and attachments saved.

[Careers Home](#)

[Job Basket](#)

[My Career Tools](#)

[Help Guide](#)

[Frequently Asked Questions](#)

[Logout](#)

My Career Tools

Joan Test
1005S Anywhere Circle
Upton, NY 11901
Suffolk
[Edit Profile](#)

My Applications			
Display applications from:	Within Last Week	<input type="button" value="Refresh"/>	
◀◀ First ◀ Previous Next ▶ Last ▶▶			
Applications In Progress			
Application	Status	Application Date	Job id
RF Project Engineer I P-9	Application Under Review	08/17/2011 10:16AM	15817

Resume/Cover Letters/Attachments	
	WHEN INCLUDING A COVER LETTER AND/OR ATTACHMENT(S) WITH YOUR RESUME, THEY MUST BE UPLOADED IN THE SAME DOCUMENT.

Resumes		
Resume Title	Attached File	Created
RESUME_09-11.doc	RESUME_09-11.doc	08/17/2011 11:01AM

[Return to Previous Page](#)

Note: Use the hyperlink located for the job description in the Application column to display the Complete Application page to also view or edit information.

Logout

When you have completed the appropriate options, to exit, click the Log Out hyperlink located in the upper right hand corner of the screen.