

Step	Action	
1.	In your web browser, go to <u>www.careers.vermont.gov</u> Click on the Job Seekers image.	Job Seekers
2.	On the Careers page, enter your User Name and Password Click on the Login button	Careers Welcome! You can search and review job from this page without creating an account with us. When you are ready to apply, or wish to save your search, registering only takes a minute. Your on-line account allows you to upload your resume, apply for jobs, and access our on-line career tools. If you are a current State employee, click here Basic Job Search Keywords: Posted: Anytime Posted: Anytime Advanced Search Search Tips * The Advanced Search link above can be used to search for jobs with more detailed criteria, such as locations, job family, and Keywords (department, job title, etc.)
3.	On your Careers Home page, view your options under My Career Tools. If you have a Saved Resume, click on that link. If you do not have a Saved Resume, go to Step 6. NOTE: You cannot delete previously saved resumes from your profile, as they are a part of your application history.	Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Logout Careers Home Welcome Bonny My Career Tools My Career Tools My Career Tools Basic Job Search My Career Tools View Application Status 0 Additional Attachments Posted: Anytime ✓ 1 Saved Resumes My Profile Search Advanced Search Search Tips My Profile My Profile



Step	Action	
4.	View your list of saved resumes. Click on the one that you want to retrieve.	Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools My Career Tools Bonny Booboo Bonny Booboo </th
	The document will open in a new window, or tab.	Edit Profile My Applications Display applications from: Within Last Week Refresh For more information hover over the status code Refresh Applications In Progress Application Date Code Description Veteran Buddy Applied 05/18/2018 110 110-Not Hired No Job Not Applied 05/21/2018 005 005 Draft Resumes Resume Title Attached File Created Chronological_sample_resume.pdf 05/18/2018 5:03PM
5.	Save the document on your computer. Then click on the tab to close the resume and return to My Career Tools.	
6.	If you do not have a saved resume, you can print your applicant profile, which includes the work history, education, and other details that you entered previously. Begin from the Careers Home page.	3456 Westview Road (402) 291-5678 Bellevue, Nebraska 68005 imasample3@xxx.com Careers Home Job Search My Saved Jobs My Career Tools Logout Careers Home Welcome Bonny My Career Tools Logout Basic Job Search My Career Tools View Application Status Posted: Anytime O Additional Attachments 1 Saved Resumes My Profile



Step	Action	
7.	Scroll to the bottom of the page and click on the link to Apply Without Selecting Job	Select All Deselect All Save Selected Jobs Apply for Selected Jobs Apply Without Selecting Job
8.	Choose the option to Apply without using a resume Click on the Continue button Continue	Apply Now Choose Resume Resume, Cover Letter, References and Other Documents Please combine all documents into one file (Word, PDF, etc.) when uploading your resume. If you select "Copy and paste resume text", copy and paste all documents into the same textbox. In either case, this information will only be attached to the specific job to which you are applying. Resume Options How would you like to proceed? O Upload a new resume O use an existing resume Mapply without using a resume Continue Return to Previous Page
9.	View your application details on this page (Education History, Work Experience and Degrees) and then click the Next link Previous Submit Save Carcel Carcers Home Next Print Application Details	Apply Now Complete Application You are applying for No job has been linked to this application Consider me for these Job Families: Descripted Competitive Non-Classified/Exempt Non-Classified/Exempt Vou have not added any resume to your application. Borny Booboe Edit Profile Vou have not added any resume to your application. Borny Booboe Edit Profile Previous Submit Save Cancel Careers Home Next Education & Work Experience Additional Info. Ouestionnaire References References References Instictie your highest level of education by selecting a value from the drip-down list below. Education History Highest Education Level: Or Education event if you are submitting a resure. Work Experience Job Title Start Date Date Endry our employment history Job Title Start Date Date Endry our employment biatory in this section. Complete this section event if you are submitting a resure. Work Experience </td



State of Vermont Career Center

Step	Action	
10.	View the details on the next page (Veterans Preference, Job Training, Licenses & Certifications, and Language Skills) and then click the Next link	Previous Submit Save Cancel Careers Home Print Application Details
11.	Click on the link to Print Application Details Previous Submit Save Cancel Careers Home Next Print Application Details	Apply Now Complete Application You are applying for No job has been linked to this application Classified/Competitive Non-Classified/Competitive Non-Classified/Competitive Non-Classified/Exempt You have not added any resume to your application. Use a Different Resume Bonny Booboo Edit Profile Previous Submit Save Cancel Careers Home Next Print Application Details
12.	Click on the link to Print this Page	Application Details Return to Previous Page Print this Page
13.	When you are done, Sign Out (click on the link in the upper right hand corner of your computer screen)	A Home Sign out