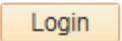


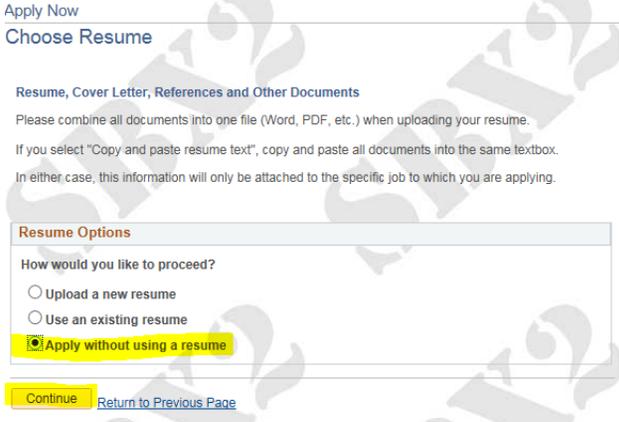
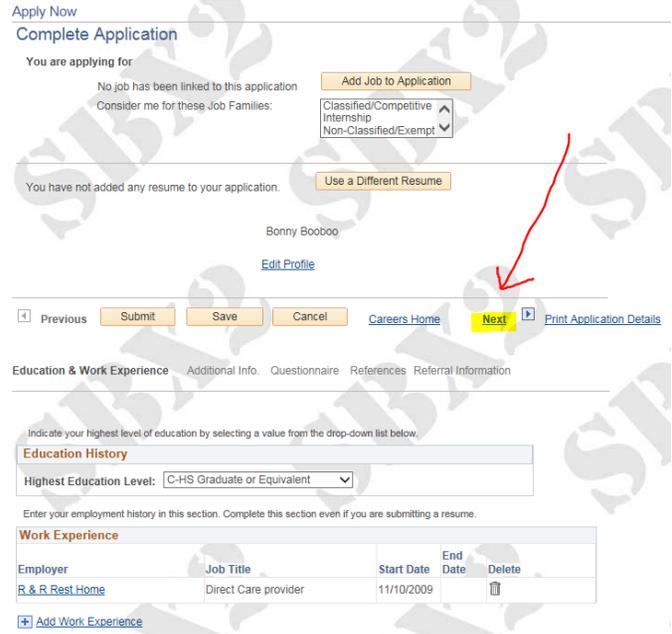


Step	Action	
1.	<p>In your web browser, go to www.careers.vermont.gov</p> <p>Click on the Job Seekers image.</p>	
2.	<p>On the Careers page, enter your User Name and Password</p> <p>Click on the Login button</p> 	<p>Careers</p> <p>Welcome!</p> <p>You can search and review job from this page without creating 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</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="1087 768 1539 914"> <p>Basic Job Search</p> <p>Keywords: <input type="text"/></p> <p>Posted: <input type="text" value="Anytime"/></p> <p><input type="button" value="Search"/> Advanced Search Search Tips</p> </div> <div data-bbox="1549 768 1854 914"> <p>Login</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/> Login Help Register Now</p> </div> </div> <p><small>* 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.)</small></p> <p>Enter your user name and password to login. If you have not yet registered, Register Here.</p>
3.	<p>On your Careers Home page, view your options under My Career Tools.</p> <p>If you have a Saved Resume, click on that link.</p> <p>If you do not have a Saved Resume, go to Step 6.</p> <p>NOTE: You cannot delete previously saved resumes from your profile, as they are a part of your application history.</p>	<p>Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Logout</p> <p>Careers Home</p> <p>Welcome Bonny</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="1087 1133 1612 1312"> <p>Basic Job Search</p> <p>Keywords: <input type="text"/></p> <p>Posted: <input type="text" value="Anytime"/></p> <p><input type="button" value="Search"/> Advanced Search Search Tips</p> </div> <div data-bbox="1623 1133 1980 1312"> <p>My Career Tools</p> <p>View Application Status</p> <p>0 Additional Attachments</p> <p>1 Saved Resumes</p> <p>My Profile</p> </div> </div>

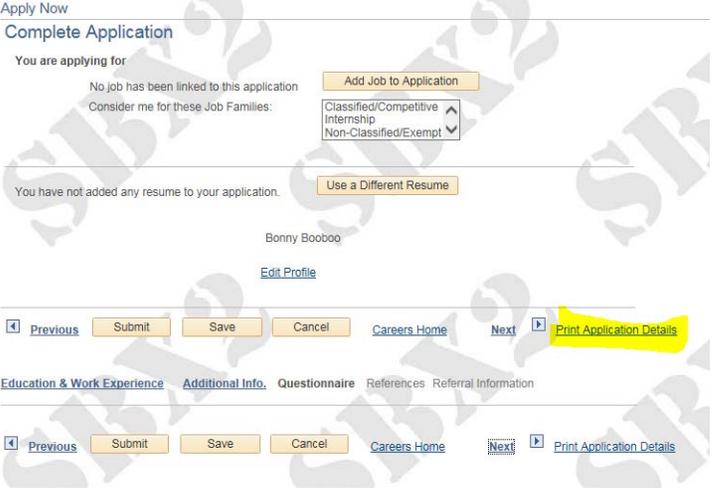
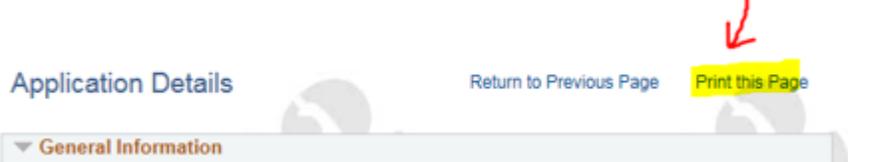


Step	Action	
4.	<p>View your list of saved resumes.</p> <p>Click on the one that you want to retrieve.</p> <p>The document will open in a new window, or tab.</p>	<p>The screenshot shows the 'My Career Tools' page for user 'Bonny Booboo'. It includes navigation links like 'Careers Home', 'Job Search', 'My Saved Jobs', etc. The 'My Applications' section shows a table with columns for Application, Status, Application Date, Status Code, and Description. Below it, the 'Resumes' section shows a table with columns for Resume Title, Attached File, and Created. A red arrow points to the 'Chronological_sample_resume.pdf' entry.</p>
5.	<p>Save the document on your computer.</p> <p>Then click on the tab to close the resume and return to My Career Tools.</p>	<p>The screenshot shows a browser window displaying a resume document. The title is 'CHRONOLOGICAL'. The contact information includes 'IM A. SAMPLE III', '3456 Westview Road, Bellevue, Nebraska 68005', and '(402) 291-5678 imasample3@xxx.com'. A red arrow points to the browser tab.</p>
6.	<p>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.</p> <p>Begin from the Careers Home page.</p>	<p>The screenshot shows the 'Careers Home' page. It features a 'Basic Job Search' section with input fields for 'Keywords' and 'Posted' (set to 'Anytime'), and a 'Search' button. There are also links for 'Advanced Search' and 'Search Tips'. On the right, the 'My Career Tools' section includes links for 'View Application Status', 'Additional Attachments', 'Saved Resumes', and 'My Profile'.</p>



Step	Action	
7.	Scroll to the bottom of the page and click on the link to Apply Without Selecting Job	
8.	Choose the option to Apply without using a resume Click on the Continue button 	
9.	View your application details on this page (Education History, Work Experience and Degrees) and then click the Next link 	



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	
11.	Click on the link to Print Application Details	
12.	Click on the link to Print this Page	
13.	When you are done, Sign Out (click on the link in the upper right hand corner of your computer screen)	