



SUCCESSFACTORS USER GUIDE FOR USING MOBILE DEVICES

This Guide is For:  External Candidates/Applicants



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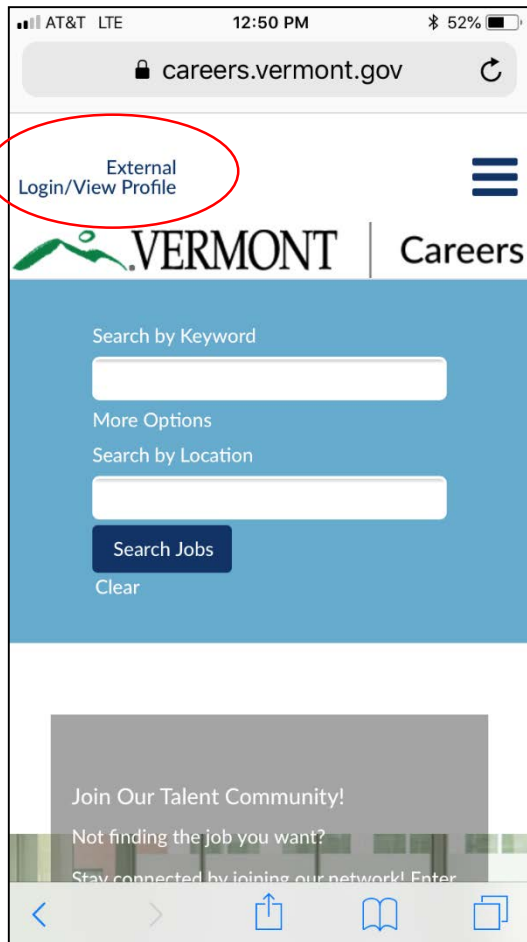
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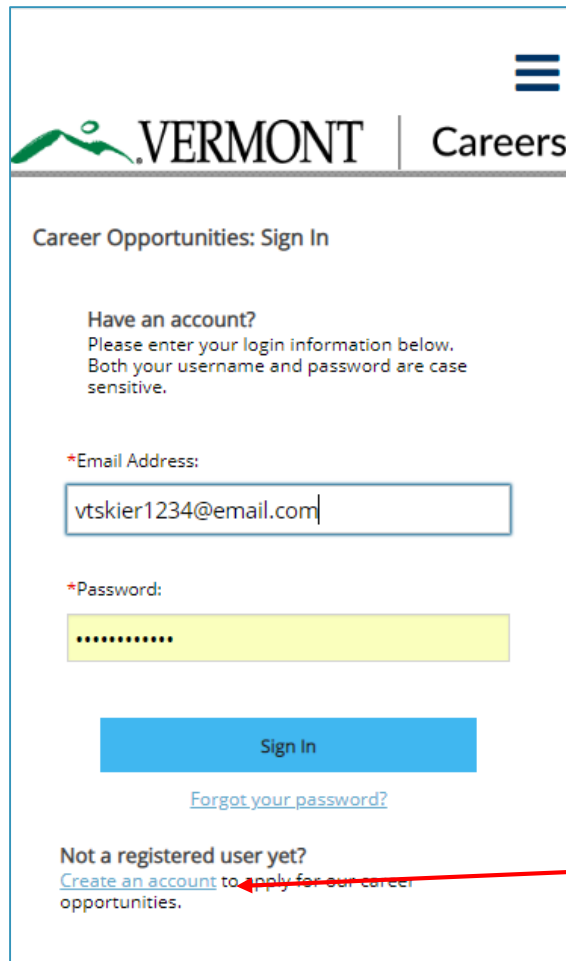
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LOGGING IN WITH MOBILE PHONES



A



B

You are able to use mobile devices to access all of the functions of our career site. There is no app to download, you just need a browser on your device.

We will go over some of the basic steps on a mobile device.

For more help on using the application, you will need to access the external career site [user guide](#).

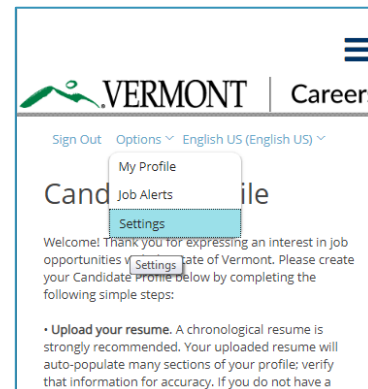
1. First thing is open a browser window (Safari, Chrome, etc.) on your mobile device. Type in careers.vermont.gov (Image A).
2. Next, tap the link in the top left corner that says "External Login/View Profile."
3. You will be directed to the login screen (Image B). Enter your email address you used when you created a profile and your password to sign in.
4. If you haven't created a profile you can do so here.

GENERAL INFORMATION

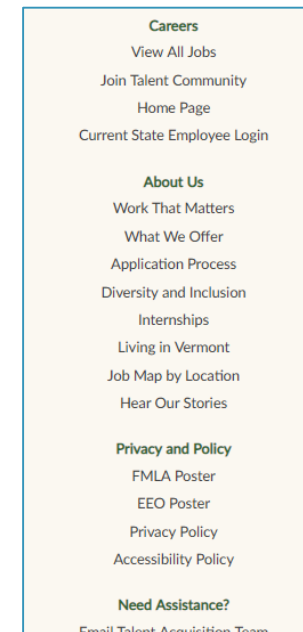
- The three horizontal lines will serve as your main menu, you can tap it to view all job categories, or if you are a state employee, you can link directly to our internal site (A).
- You can always get to the home page by tapping the Vermont Logo.
- If you want to change your password, you can tap the dropdown “options” and go to “settings” (B).
- You can access all the content of our career site (including help resources) by using the menu on the bottom of the page (C).



A



B



C

MANAGE YOUR CANDIDATE PROFILE

Once logged in, you can manage your candidate profile as you would on the desktop application.



My Documents

Accepted File types: DOCX, PDF, CSV, Image and Text (MSG, PPT and XLS file types are not accepted for Resumes and/or Cover letters)

Resume ?

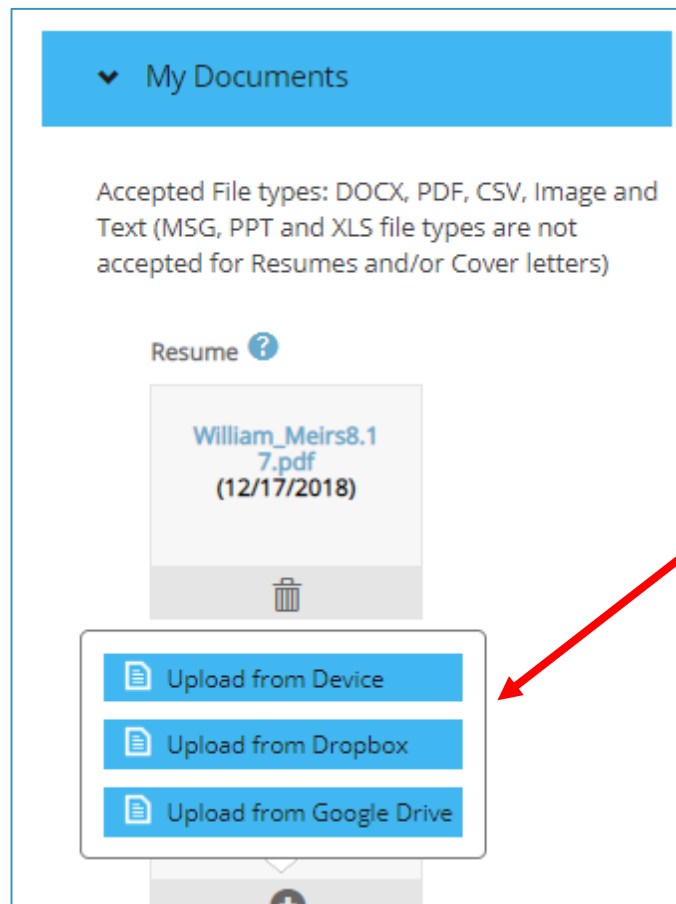
William_Meirs8.1 7.pdf (12/17/2018)

Cover letter

Attach a Cover Letter

Profile Information

Search Options and Privacy



My Documents

Accepted File types: DOCX, PDF, CSV, Image and Text (MSG, PPT and XLS file types are not accepted for Resumes and/or Cover letters)

Resume ?

William_Meirs8.1 7.pdf (12/17/2018)

Upload from Device

Upload from Dropbox

Upload from Google Drive



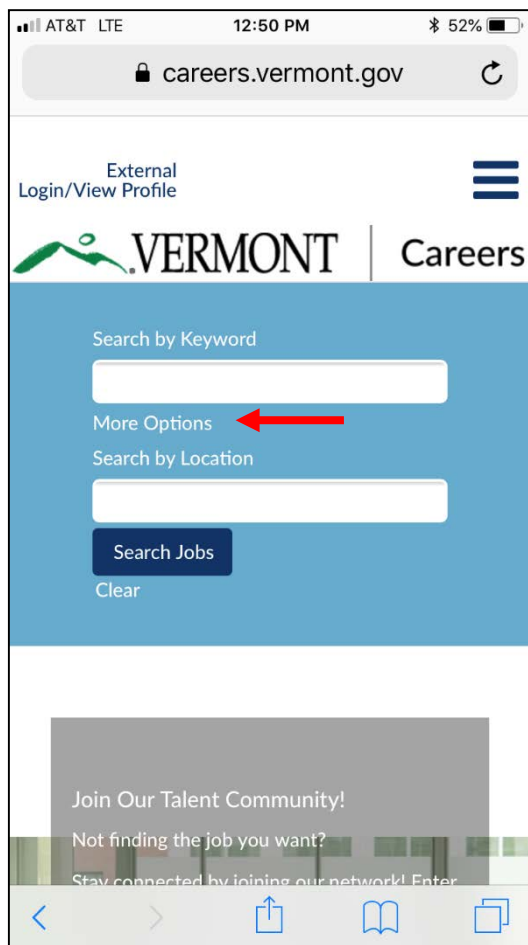
Important Note:

If you are creating your profile from a mobile device and need to upload a resume, you will need to have it saved in a folder on your device or have it stored on either **Google Docs** or **Drobox** file storage systems.

These are 3rd party applications and we are not able to do user support on them. You will need to access the respective applications' support pages.



BROWSING, SEARCHING, APPLYING, ETC.

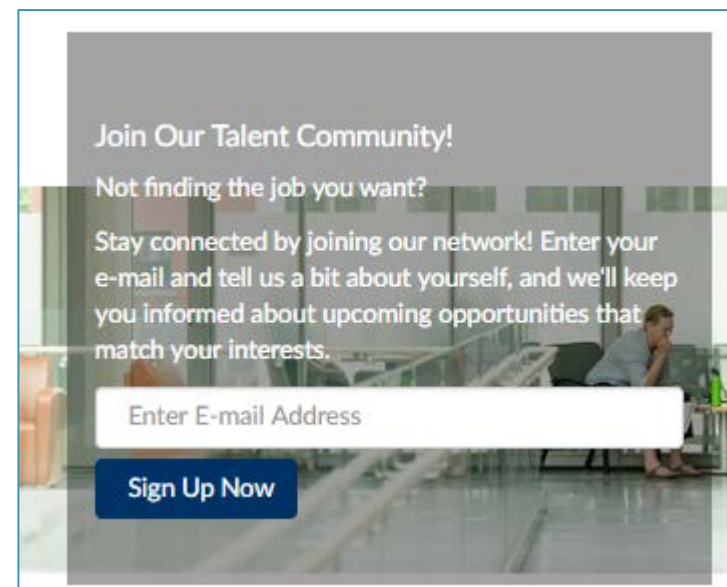


A

Title
Blueprint for Health Payment Operations Administrator Waterbury, VT, US Jan 30, 2019
Correctional Officer I - Temporary (Marble Valley Regional Correctional Facility) Rutland, VT, US Jan 30, 2019
Correctional Facility Superintendent II (St. Johnsbury) St Johnsbury, VT, US Jan 30, 2019
Executive Assistant Montpelier Jan 30, 2019
Community Corrections District Manager (Bennington) Bennington, VT, US Jan 29, 2019
Financial Specialist II Montpelier, VT, US Jan 29, 2019
Tax Field Auditor I Home Based, VT, US Jan 29, 2019
Tax Field Auditor II Home Based, VT, US

B

- You can search for jobs using the search section of the home page. You can further filter your search by tapping the “More Options” text (A).
- Here is what the job listing page would look like (B).
- You can also add yourself to the talent community with the form on the home page (C).



C

The good news is tablets display fairly similar to a desktop computer, just in slightly smaller format. You will still need to use **Google Docs** or **Dropbox** to upload resumes from your tablet if it isn't stored already. See note on page 4.

