
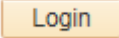




Retrieve Resume or Applicant Profile (Current Employees)

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="1079 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="1079 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 1976 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>



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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>Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Logout</p> <p>My Career Tools Bonny Booboo</p> <p>Edit Profile</p> <p>My Applications</p> <p>Display applications from: <input type="text" value="Within Last Week"/> <input type="button" value="Refresh"/></p> <p>For more information hover over the status code <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/></p> <p>Applications In Progress</p> <table border="1"> <thead> <tr> <th>Application</th> <th>Status</th> <th>Application Date</th> <th>Status Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Veteran Buddy</td> <td>Applied</td> <td>05/18/2018 5:02PM</td> <td>110</td> <td>110-Not Hired</td> </tr> <tr> <td>No Job</td> <td>Not Applied</td> <td>05/21/2018 1:23PM</td> <td>005</td> <td>005 Draft</td> </tr> </tbody> </table> <p>Resumes</p> <table border="1"> <thead> <tr> <th>Resume Title</th> <th>Attached File</th> <th>Created</th> </tr> </thead> <tbody> <tr> <td>Chronological_sample_resume.pdf</td> <td>Chronological_sample_resume.pdf</td> <td>05/18/2018 5:03PM</td> </tr> </tbody> </table>	Application	Status	Application Date	Status Code	Description	Veteran Buddy	Applied	05/18/2018 5:02PM	110	110-Not Hired	No Job	Not Applied	05/21/2018 1:23PM	005	005 Draft	Resume Title	Attached File	Created	Chronological_sample_resume.pdf	Chronological_sample_resume.pdf	05/18/2018 5:03PM
Application	Status	Application Date	Status Code	Description																			
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Chronological_sample_resume.pdf	Chronological_sample_resume.pdf	05/18/2018 5:03PM																					
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>3456 Westview Road Bellevue, Nebraska 68005</p> <p>IM A. SAMPLE III</p> <p>(402) 291-5678 imasample3@xxx.com</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>Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Logout</p> <p>Careers Home Welcome Bonny</p> <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> <p>My Career Tools</p> <ul style="list-style-type: none"> View Application Status 0 Additional Attachments 1 Saved Resumes My Profile <p>* The Advanced Search link above can be used to search for</p>																					


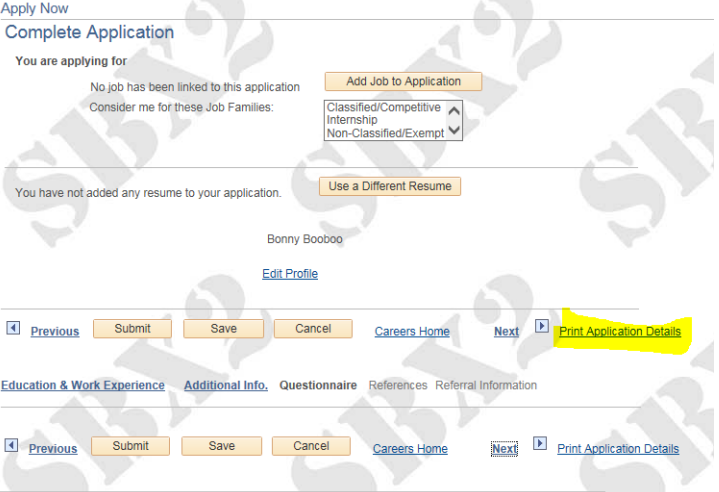
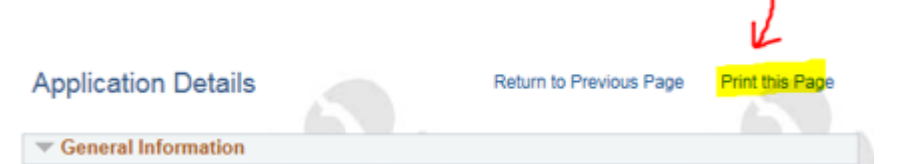


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Step	Action	Screenshot										
7.	Scroll to the bottom of the page and click on the link to Apply Without Selecting Job	<p style="font-size: small;"> Select All Deselect All <input type="button" value="Save Selected Jobs"/> <input type="button" value="Apply for Selected Jobs"/> Apply Without Selecting Job </p>										
8.	Choose the option to Apply without using a resume Click on the Continue button <input type="button" value="Continue"/>	<p style="font-size: small;"> Resume Options How would you like to proceed? <input type="radio"/> Upload a new resume <input type="radio"/> Use an existing resume <input checked="" type="radio"/> Apply without using a resume <input type="button" value="Continue"/> Return to Previous Page </p>										
9.	View your application details on this page (Education History, Work Experience and Degrees) and then click the Next link <p style="font-size: small;"> Previous <input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> Careers Home <input checked="" type="button" value="Next"/> Print Application Details </p>	<p style="font-size: small;"> Complete Application You are applying for No job has been linked to this application Consider me for these Job Families: <input type="button" value="Add Job to Application"/> <input type="button" value="Use a Different Resume"/> You have not added any resume to your application. Bonny Booboo Edit Profile Previous <input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> Careers Home <input checked="" type="button" value="Next"/> Print Application Details Education & Work Experience Additional Info Questionnaire References Referral Information Indicate your highest level of education by selecting a value from the drop-down list below. Education History Highest Education Level: <input type="text" value="C-HS Graduate or Equivalent"/> Enter your employment history in this section. Complete this section even if you are submitting a resume. Work Experience <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Employer</th> <th>Job Title</th> <th>Start Date</th> <th>End Date</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>R & R Rest Home</td> <td>Direct Care provider</td> <td>11/10/2009</td> <td></td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table> Add Work Experience </p>	Employer	Job Title	Start Date	End Date	Delete	R & R Rest Home	Direct Care provider	11/10/2009		<input type="button" value="Delete"/>
Employer	Job Title	Start Date	End Date	Delete								
R & R Rest Home	Direct Care provider	11/10/2009		<input type="button" value="Delete"/>								



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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)	