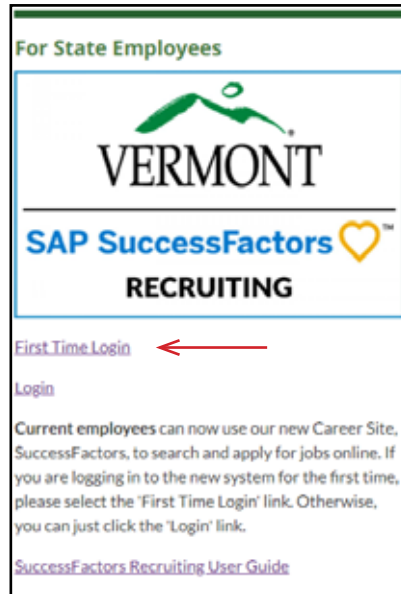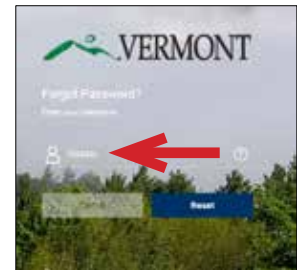# Quick Start Guide

1.
Access SuccessFactors Recruiting First Time Login
www.humanresources.vermont.gov
OR
www.humanresources.vermont.gov/careers

Remember: The important point is that the first time you login, you need to create your password! (It is the same process as resetting your password.)

2.
After reading, proceed to login (found on this page.)

3.
Click the the "?" on the right hand side of the **password** field (leave password field and Username field blank.) On the next screen, enter your Username, (which is your State of Vermont employee ID), and click Reset.

4.
You will receive an email in your state email inbox. Click the link and follow instructions on screen to create/reset your password.

5.
Once your password is set, click the button back to login!
Remember: Username is your employee ID.

If you don't have a State of Vermont email, you won't be able to set your password in this way. Please contact Recruitment Services at: 802-828-6700 or toll free at 855-828-6700 Select Option 1, then Option 4.
Email: DHR.Recruitment@Vermont.gov