# Applying for jobs

It is 9:00 a.m. and Jacob is back at the library!

Jacob is still using Illinois workNet to look for job opportunities.

So far, Jacob has decided which jobs to consider; printed several job record search worksheets to organize his job search; and prepared both documents he will need: his resume and a general cover letter. He also located and bookmarked job openings using the JobFinder.

Applying to a job can take several hours. Besides the documents he has prepared and all the work he has done, Jacob will need to modify his cover letter, navigate to different websites, and create accounts on career sites.
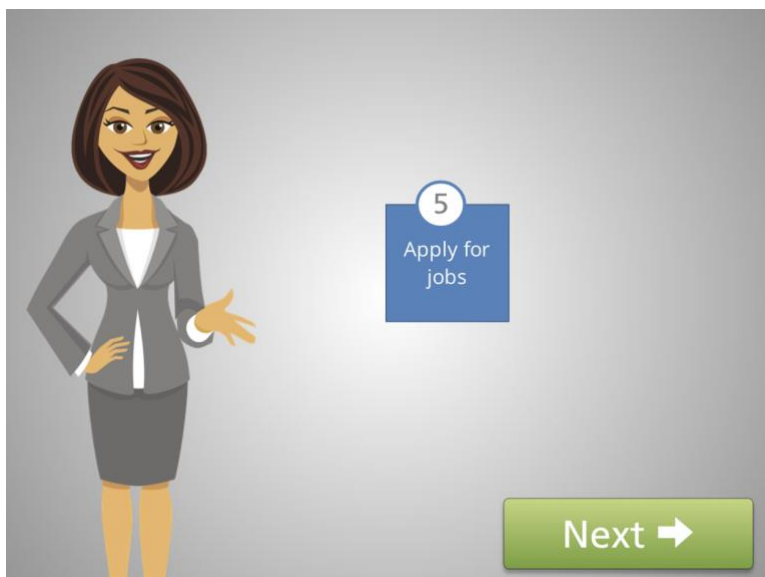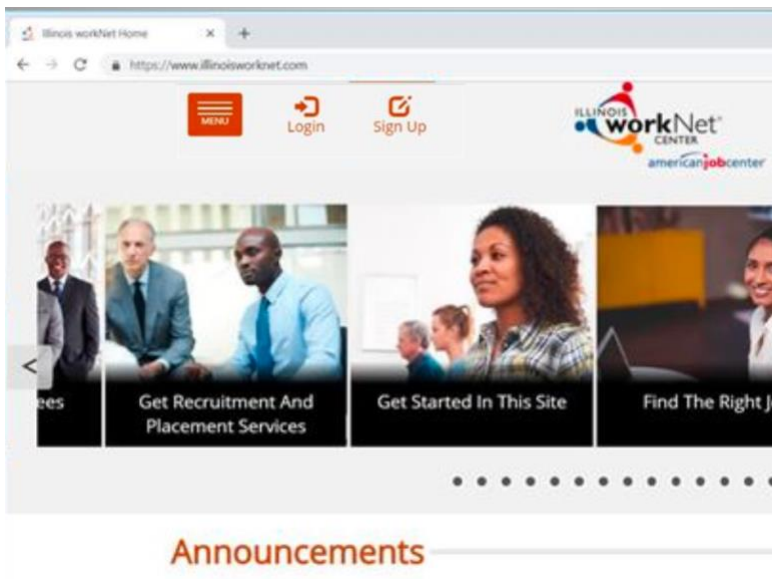

This step can be difficult, and Jacob needs to keep himself motivated and ask for help whenever he needs it.
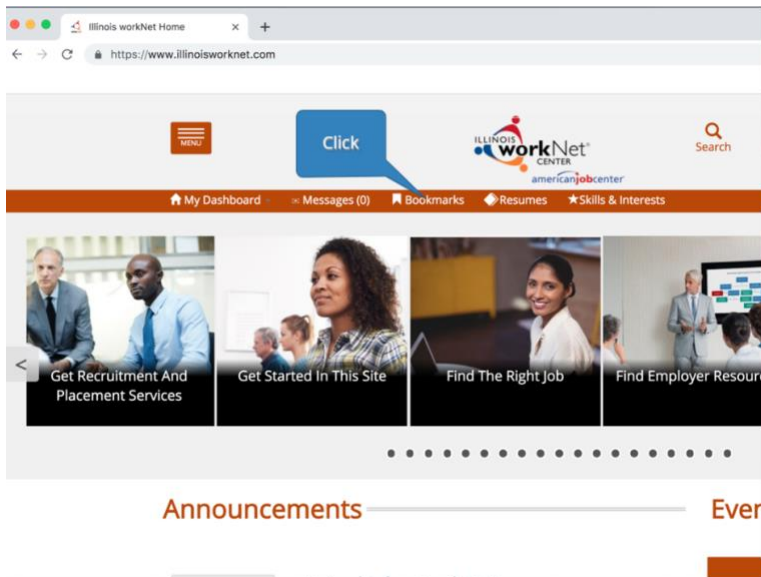
Type illinoisworknet.com, then press "Enter"
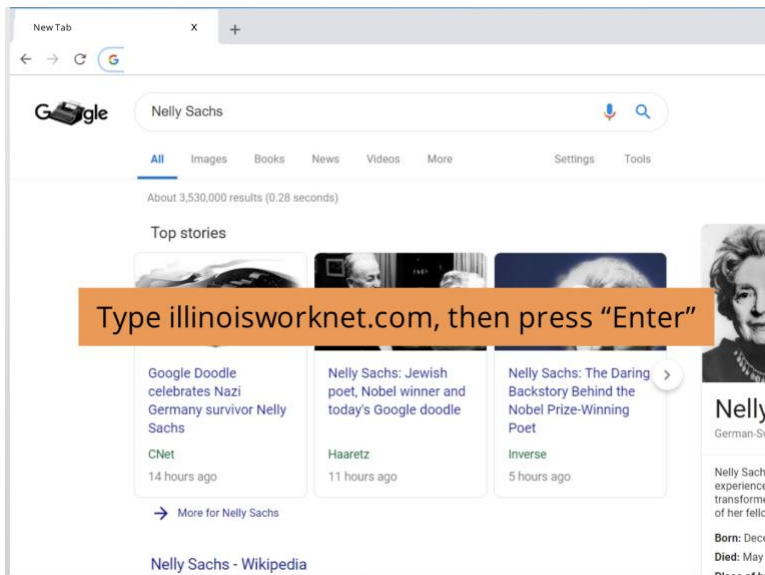
Click the area of the page where Jacob has to type the URL to get to the Illinoisworknet website.
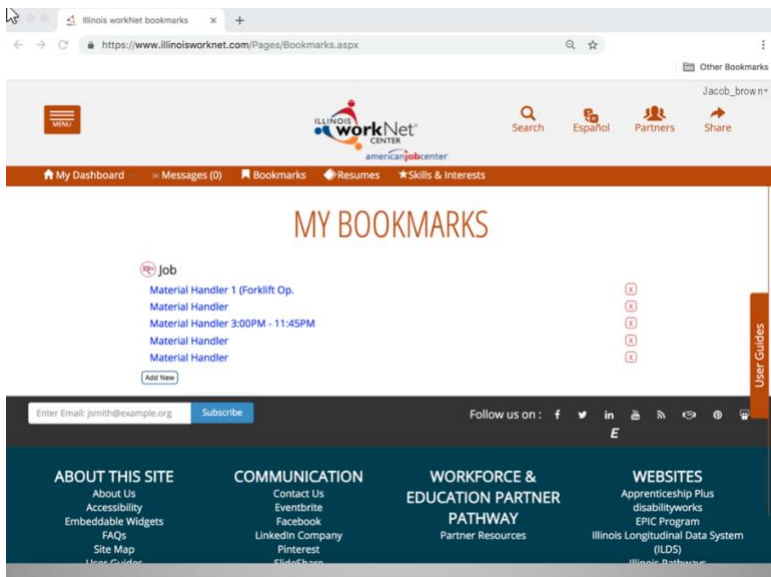
Help Jacob get to Illinois workNet by typing illinoisworkNet.com in the address bar, then press "Enter".


Now select the correct icon to access his account.

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Jacob needs to locate the jobs he has bookmarked in his profile. From the tabs at the top, click on the Bookmarks tab to display the jobs Jacob has planned to apply for.


He saved these job postings on his last visit. He pulls the printed worksheet from his folder as he gets ready to apply to the first job.
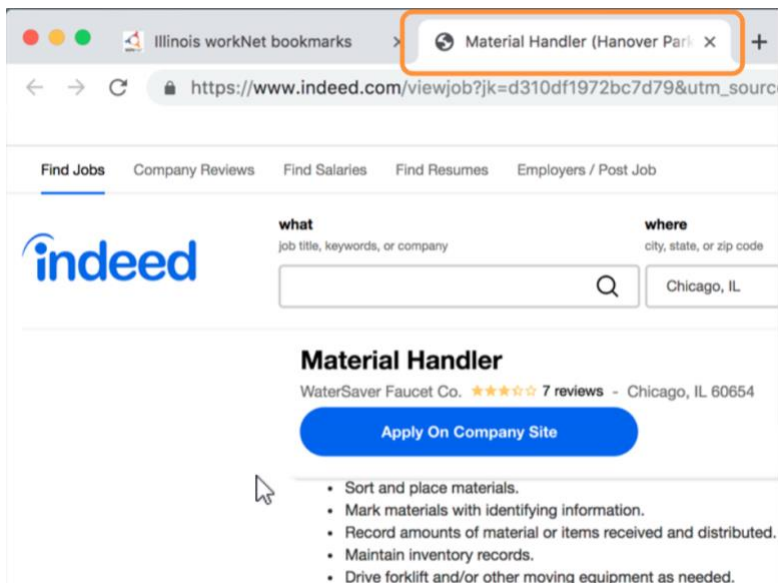
Applying for a job online requires more than one website to be open at the same time.

He opens a job from his list by clicking on the link to review the responsibilities and qualifications. He notices that now he has two tabs open.

Tabs are the rectangular areas at the top of the screen that allow Jacob to move between one website and another.
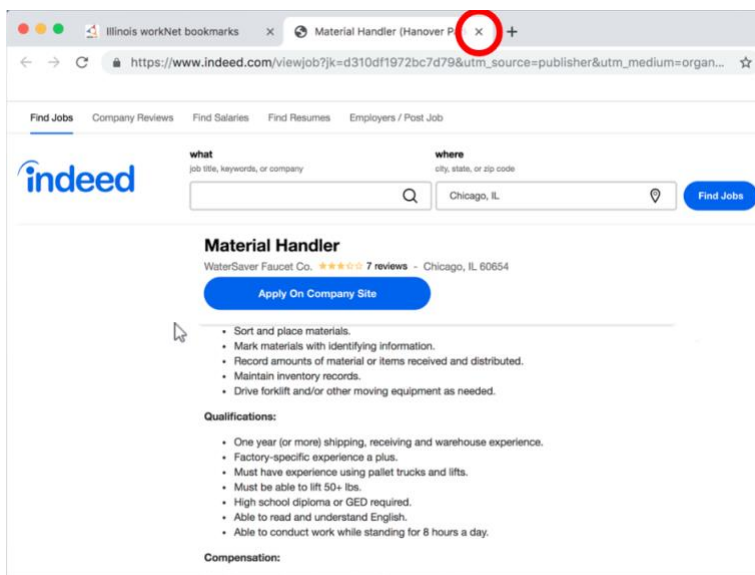

His nephew Christopher told him to be careful not to click on the "x" or the tab will close.
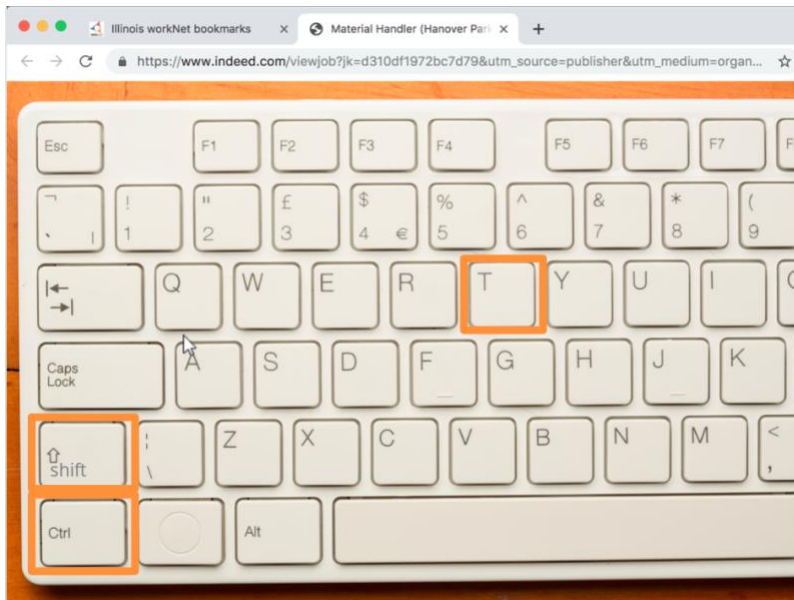
Even the most experienced computer user will sometimes accidentally close a tab. If this happens to Jacob, his nephew told him to use the combination of the three keys CTRL+SHIFT+T together in order to reopen the closed tab.

Help Jacob navigate back to the Illinois workNet tab, by clicking on the tab that shows the Illinois workNet icon.
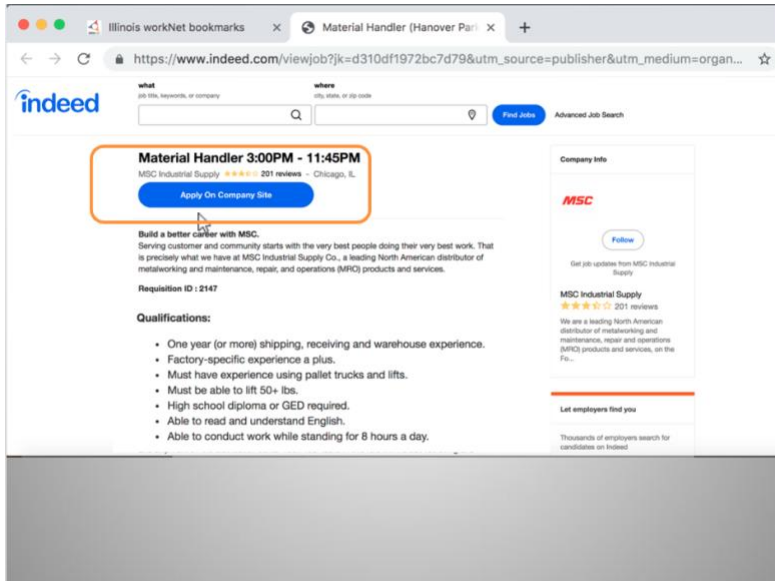
Now click again in the job posting tab to read the job description.

This looks like a good job for Jacob: He has a high school diploma, and experience in using and operating lift trucks, and experience in a packaging environment.

He clicks the "Apply on Company Site" link because it is the only option to apply for this job.
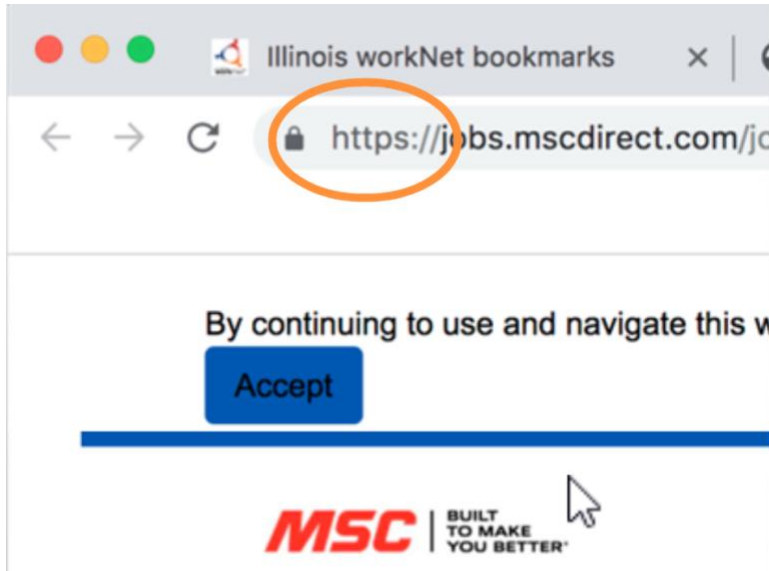

Jacob has never applied for a job online.

His nephew Christopher told him he needs to check the website address and if he sees an S after the http letters, then he knows that the website is secure.
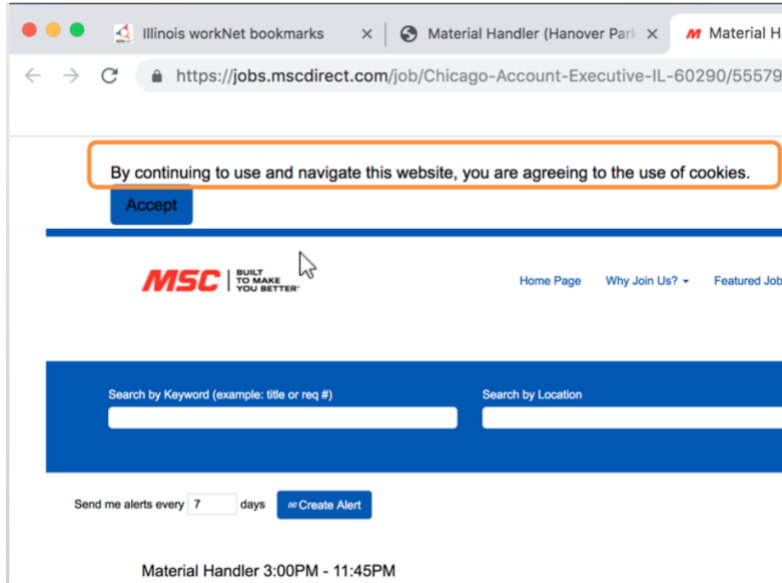
He reads at the top: "By continuing to use and navigate this website, you are agreeing to the use of cookies" and wonders what that means.

Many websites use cookies to provide a more personalized experience to people visiting the site. He doesn't need to worry about accepting this in secure sites. He clicks Accept and continues reading.
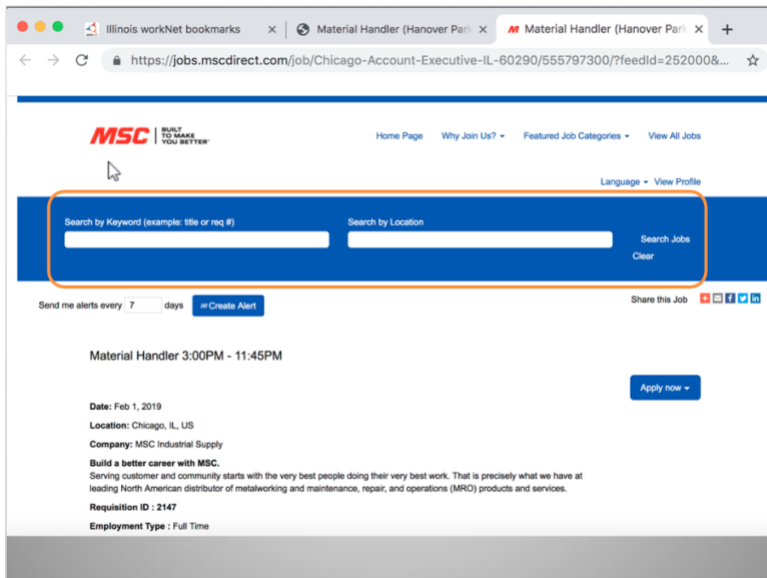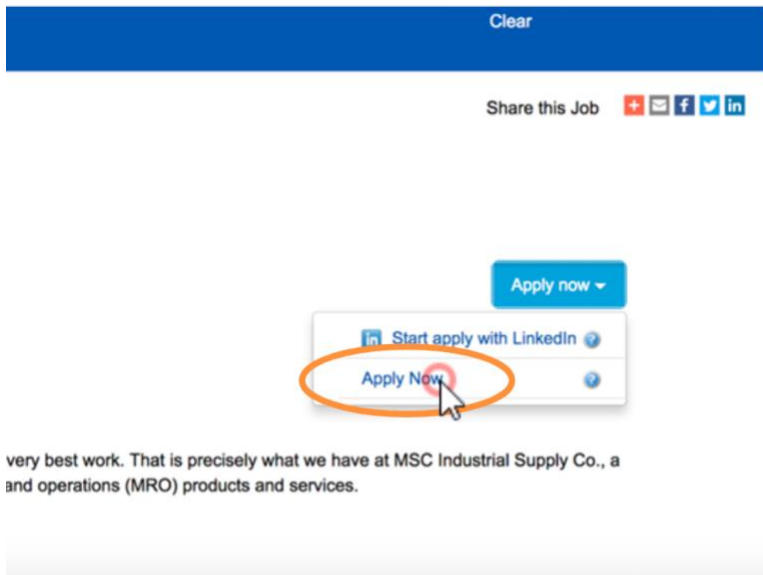

He could search for jobs on this company's career website; but he already has the job he wants to apply to.

Instead of using the search areas, Jacob scrolls down to review the job once more. He needs to make sure the application on the company site is the same as the one he bookmarked.

Because he already has a resume and a cover letter, he clicks on "Apply now."

He sees two options, but he doesn't have a LinkedIn account, in fact he is not even sure what that is! He thinks is best option is to just click "Apply now".
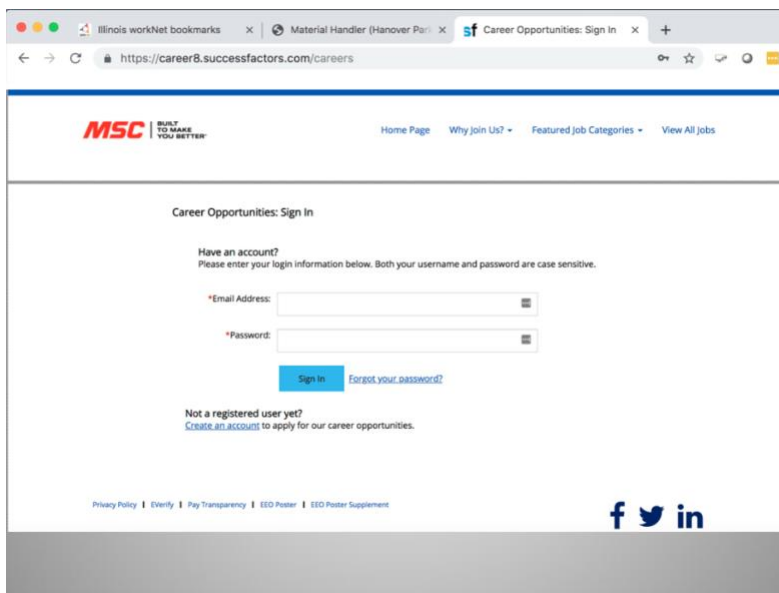

Jacob sees a "Sign in" page. Just like Illinois workNet, it is a common practice for companies to require applicants to create an account on their Career sites.

Jacob previously learned that the first time he uses a website that requires an account, he needs to fill out a form.

Jacob has never used this website before. What should he do?

a) click on the "Create an account" link to create his account

b) write his email and password and click "Sign In"

c) click on "Forgot your password?"

d) leave the website without doing anything
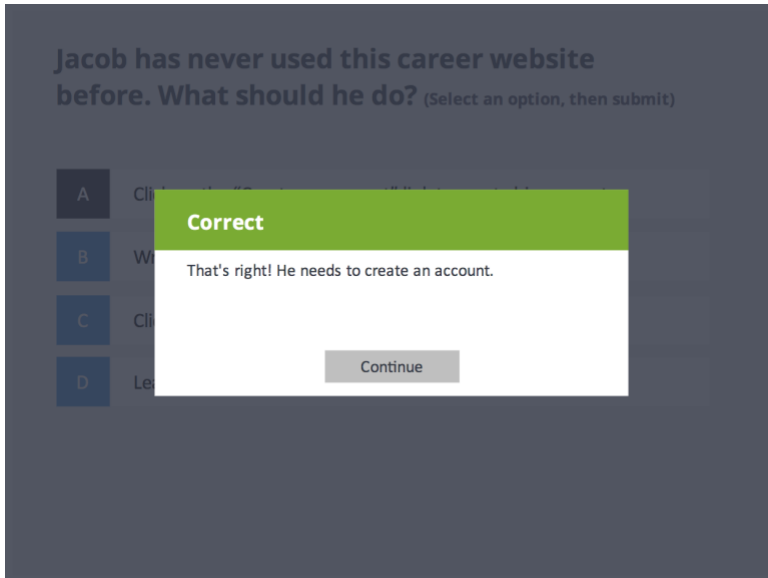
He clicks create an account and now a form appears.
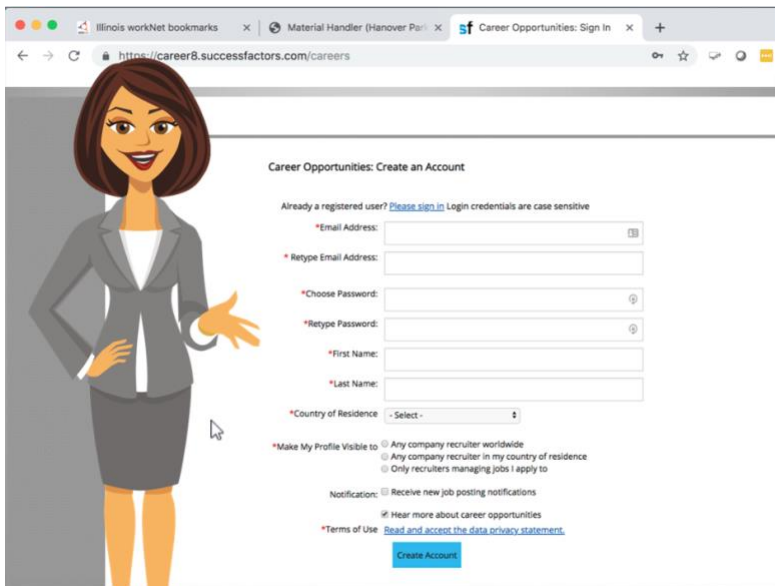
Jacob is familiar with these kinds of forms now. He knows he needs to provide information for all the fields marked with an asterisk.

He types his email twice to eliminate the risk of making a mistake as this is the only way that the company can communicate with him.

He then selects a password -preferably different from his password in Illinois workNet. When he clicks the field to type his password, he sees the password conditions.

He is familiar with the requirements for passwords. In this case, it must be at least 8 characters long, but no longer than 128 characters, must contain at least one upper case and one lower case letter, must contain at least one number or punctuation character, and must not contain space or special characters.

Keeping passwords secure can be tricky; Jacob decided to type the password, he does it twice and then he writes it in his worksheet in the notes section. He needs to keep that worksheet in a secure place!

He continues with the form and types his name and last name. He selects United States and decides to keep his profile visible only for jobs he applies for. He unchecks notifications so he doesn't receive unwanted emails.

Now he clicks on the link "Read and accept the data privacy statement."
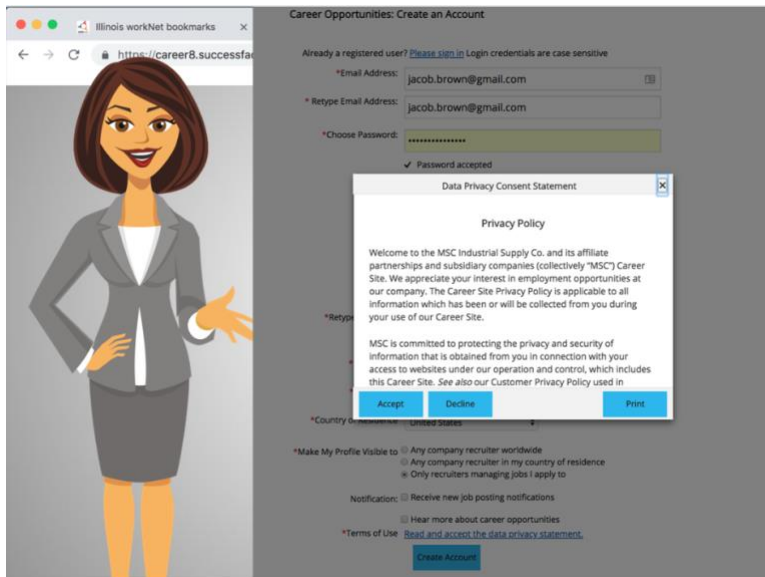
This link opens a window with the "Terms of Use." Jacob previously learned that these are agreements protecting people's personal information submitted through the company's website, like his email, and protecting the right of the company to use that data for their needs, like for communicating with him during the hiring process.
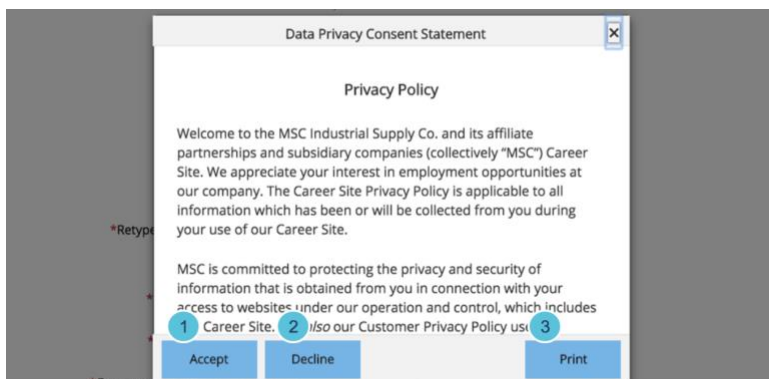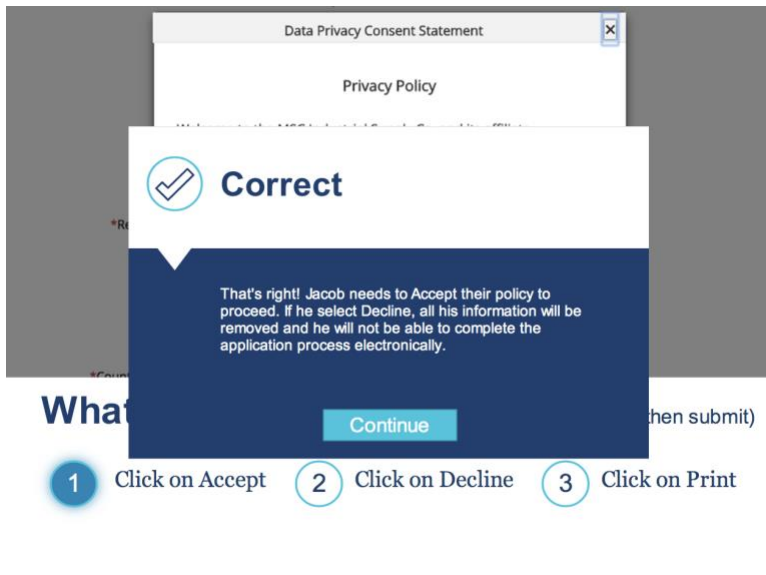

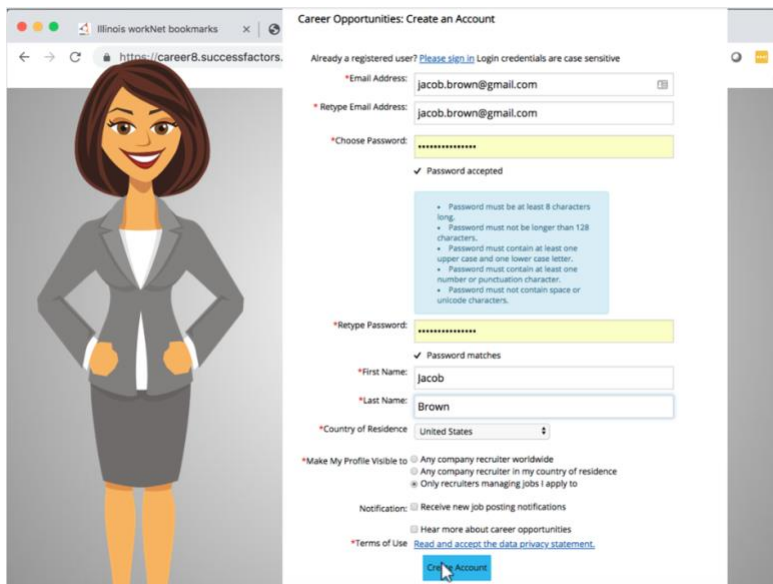**What should Jacob do?** (Select an option, then submit)

1. Click on Accept   2. Click on Decline   3. Click on Print

What should Jacob do at this point?

1. Jacob needs to click on Accept
2. Jacob needs to click on Decline
3. Jacob needs to click on Print

Data Privacy Consent Statement ✕

Privacy Policy

✓ **Correct**

That's right! Jacob needs to Accept their policy to proceed. If he select Decline, all his information will be removed and he will not be able to complete the application process electronically.

Continue

What (hen submit)

1 Click on Accept   2 Click on Decline   3 Click on Print

He clicks to Accept and the window closes.

Now the form is completed, and he clicks Create Account.

What does Jacob need to do?

Before he can apply for the job he found, he needs to: (Select an option, then submit)

○ Go to the login page again to use his account

○ Go to his email to verify his account

○ None of the above

Jacob needs to do one more thing before he can apply for the job he found. He needs to:

- Go to the login page again to use his account
- Go to his email to verify his account
- Do nothing
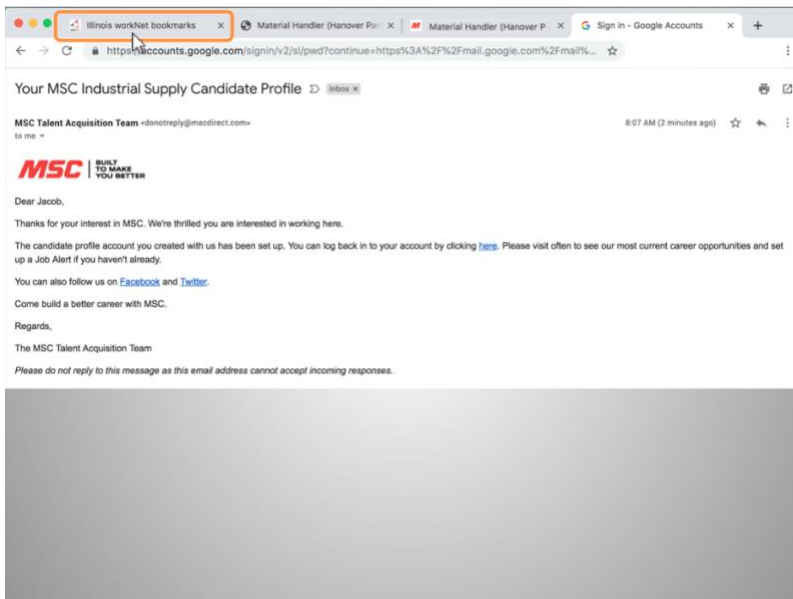
He navigates to his email and sees a welcome email confirming his account. Now that he has an account, he needs to go back to the page with the job.

He navigates back to Illinois workNet to locate his bookmarks and clicks on the job again.
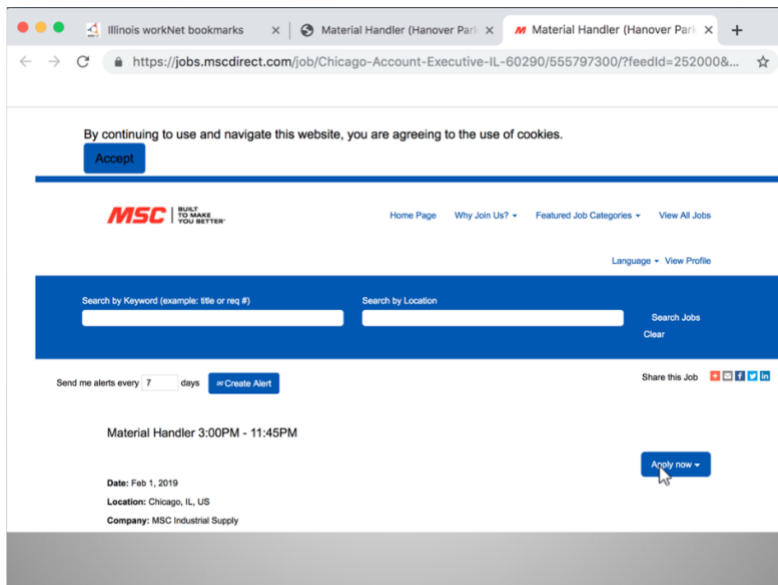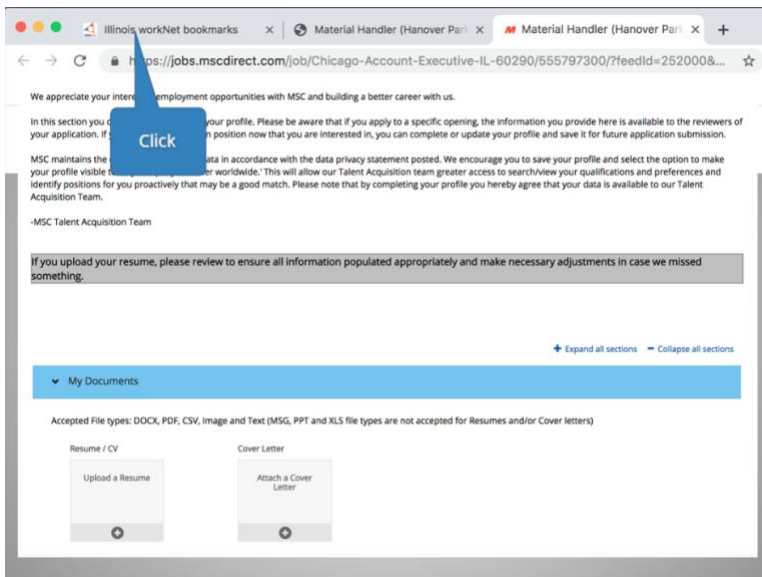
He clicks "Apply now", like he did before--this time, now that he has an account, he sees the job application form.
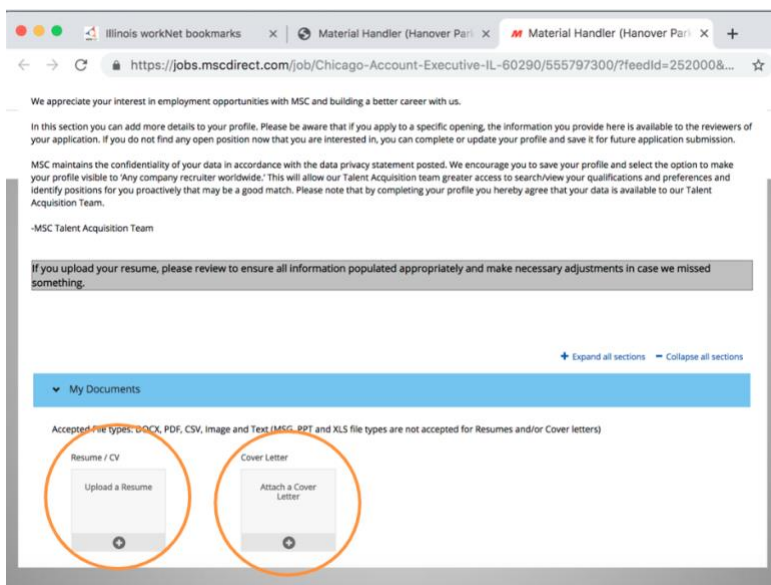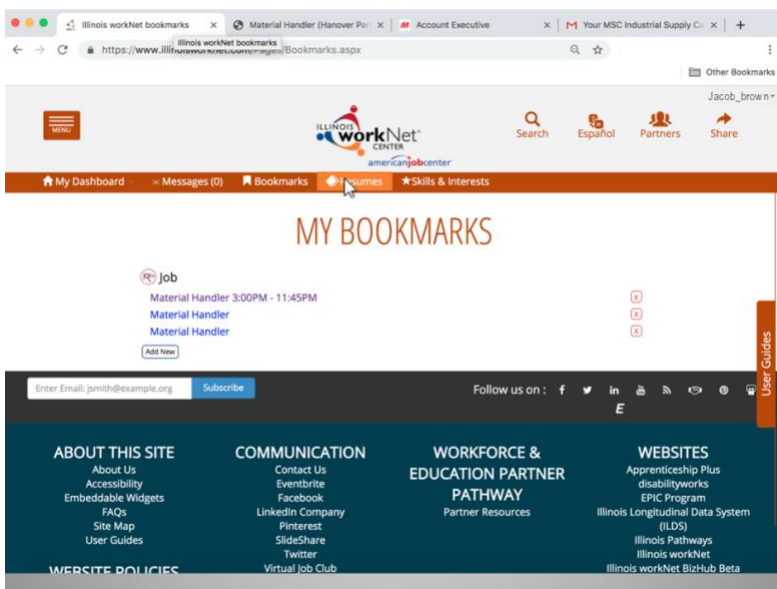

He sees he can upload a resume and a cover letter.

Jacob will need to download his resume from Illinois workNet.

Jacob remembered that he needs to be careful not to click on the "x" or the tab will be closed.
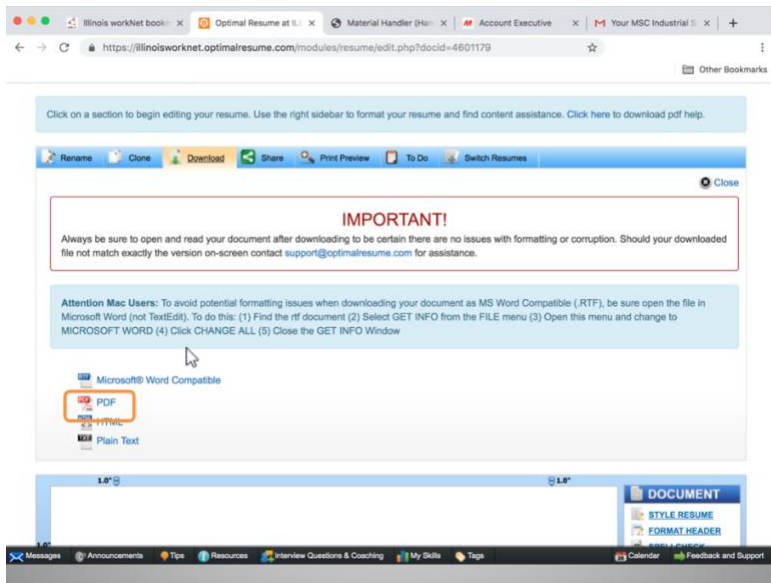
Help Jacob navigate to the Illinois workNet tab by clicking on the rectangular area near the top of the screen with the Illinois workNet logo.
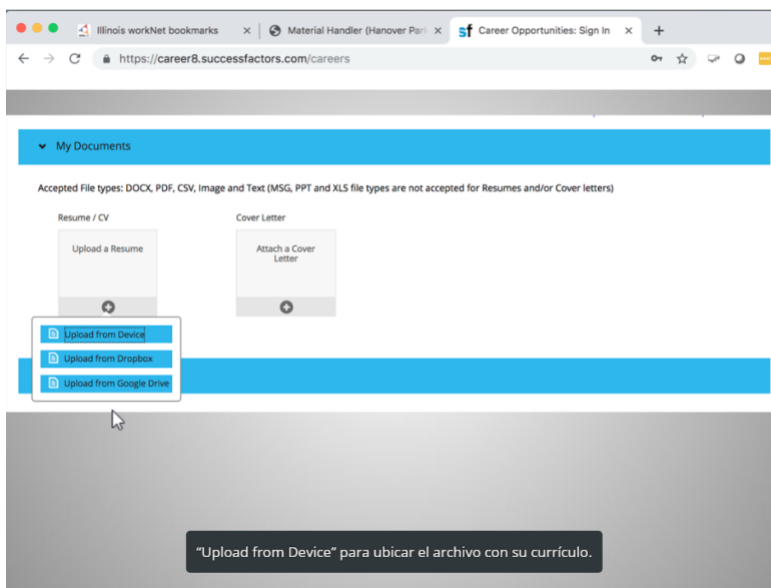

He navigates to the Resume Builder to find his resume and downloads the pdf version.

The pdf version is the most secure version to use to upload on a job site. This version doesn't allow changes to be made, and as such, it will guarantee that the resume will be perfectly formatted when the hiring manager receives it.
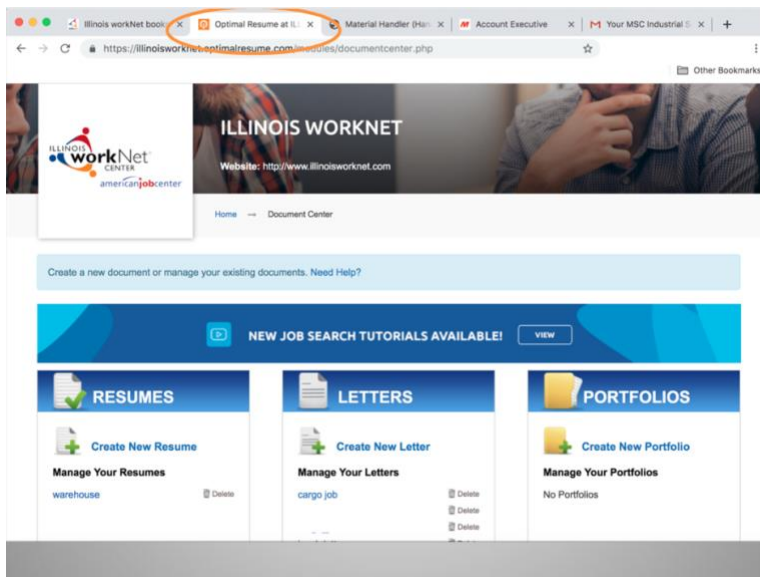

Now he goes back to the job application tab and clicks Upload a Resume.

Because he just downloaded his resume to the computer he is using today, he selects "Upload from Device" to locate the file with his resume.
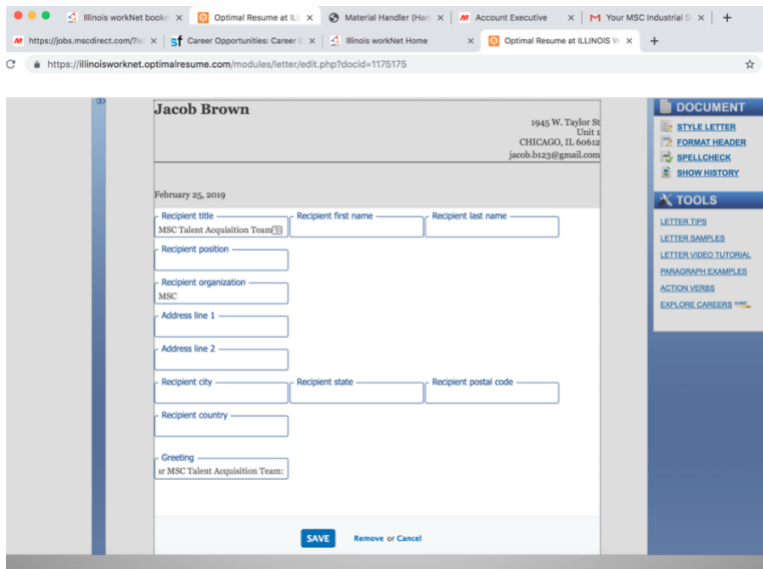
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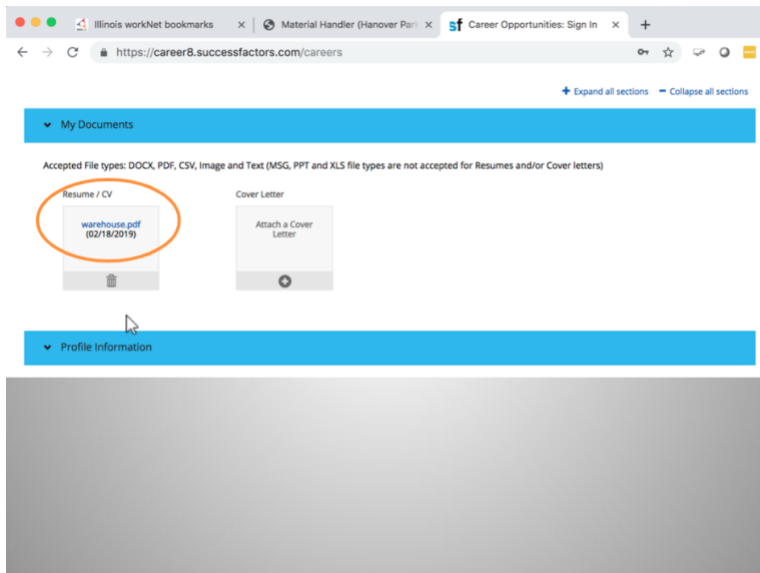
After the upload is completed, he sees the name of his file in the document upload.

Now he needs to navigate back to the Resume Builder to download his cover letter.

He navigates to the Resume Builder tab and makes the necessary changes to customize his cover letter for his next job application.

He adds the name of the company and highlights the skills he has from the description of the job for which the company is hiring.

He saves the changes and downloads the cover letter to the computer.
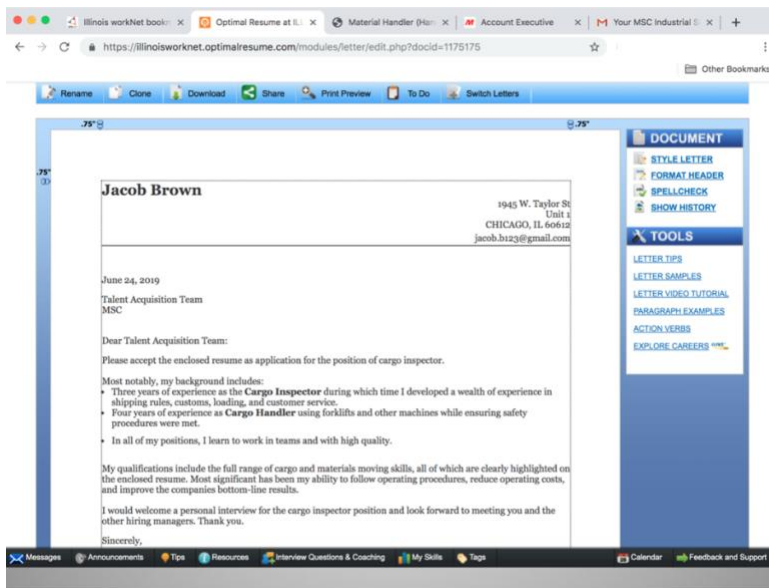
Now Jacob needs to go back to the company career site tab.

He clicks on Upload Cover Letter.
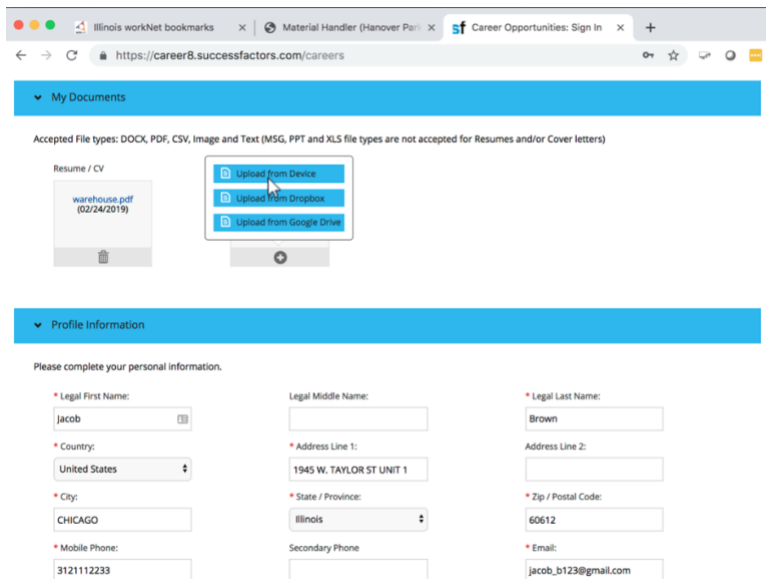
He selects "Upload from Device" because he just downloaded his cover letter to the computer.
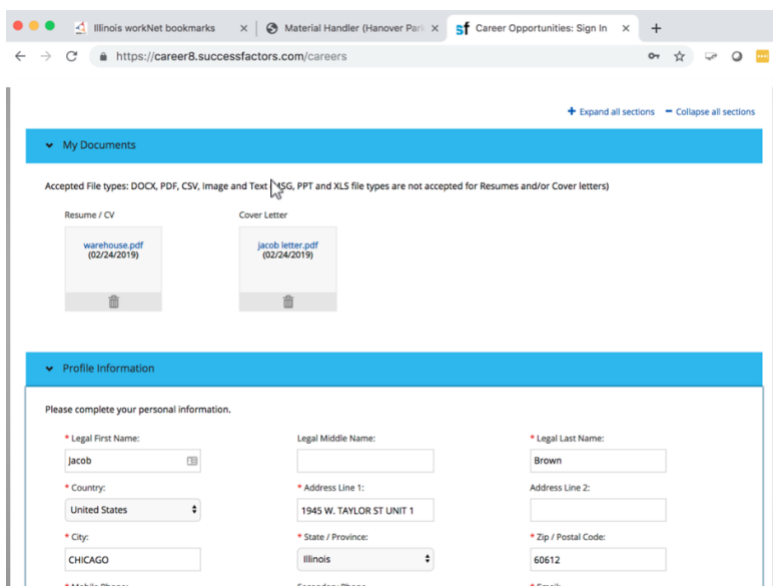
He locates the file and clicks upload.

Now he needs to verify the information that was transferred from his resume to the application form.

Some information seems correctly captured, but not all of the information has passed to the online form.

He needs to add information to complete the application form. He knows that the required information is commonly marked with a star or asterisk. He can choose not to disclose information if given the option.

This is the most tedious part of getting a job, because filling out each application can take hours; but Jacob has to do it very carefully to increase his chances of getting the job.

Most career sites allow to save an application in progress to continue later, but he knows he is almost finished, so he decides to continue.

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Recently Separated Veteran: any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Active Duty Wartime or Campaign Badge Veteran: a veteran who served in the U.S. military, ground, naval, or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. If you would like more information on campaigns or expeditions for which a campaign badge has been authorized, please visit: here

* Veteran Status:

[I am not a protected veteran]

Application Acknowledgement and Declaration

I have read and fully understand the questions asked in this employment application. I certify that all answers given by me are true, accurate and complete and understand that the omission from and/or misrepresentation of any fact in this application or during my interview will be cause for rejection from employment, or if discovered after I am employed, immediate dismissal. I hereby authorize the Company to obtain my employment and educational references from all current and prior employers and educational institutions and release all persons from liability for providing such reference information. I understand that as part of the application process a consumer credit report may be obtained, in which case the Company will provide, at my request, the name and address of the consumer reporting agency and whether any employment decision was made, either in whole or in part, based on the credit report. In addition, I understand that additional consumer reports may be requested or utilized in connection with and during my employment.

If hired, I agree to abide by all of the Company's rules and regulations and understand that, if employed my employment may be terminated with or without cause and with or without notice at any time at either my or the Company's option. I further understand that no representation, whether oral or written, by any representative or agent of the Company can constitute a contract of employment. I understand that the Company and all plan administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the Company has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit, or other term or condition of employment other than in a document signed by the V.P. of Human Resources, or to make any agreement contrary to the foregoing.
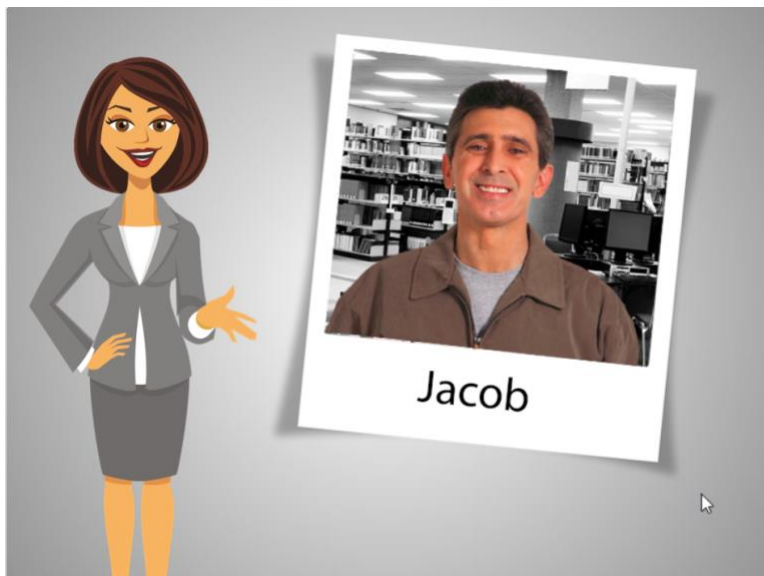
* I have read and agree to the above Application
Acknowledgement and Declaration

[Yes]

[View Profile]   [Save]   [Apply]

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Once he has entered all the required information and answered all the required questions, he can click "Apply".

Jacob

Jacob's 2 hours of computer use at the library have passed. He will come back tomorrow to apply to one of the other three jobs left in his Bookmarks.

Before leaving the library, Jacob needs to sign out from the websites and close all the tabs he opened.

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