# **FAST TRACK On-Line Application Instructions**

## Click here to go directly to Fast Track

### **Instructions:**

Access job openings or log in if you are a current applicant.



#### Step 1: SIGN IN

**Existing applicants**: (Those who have previously submitted an application to HR, need to edit an existing application or to retrieve messages regarding an application). Enter your username and password to access the online application system.

**New Applicants**: (Select Search Current Job Openings to look for a job opening and create a new profile).

#### Step 2: SEARCH FOR OPEN POSTED POSITIONS

You may choose to filter available positions by selecting any of the categories shown and click [Search for Posted Positions] or to search for all open positions do not select a category and click [Search for Posted Positions].

**Step 3A: VIEW OPEN POSITIONS** 

Select the position you want to apply for and then select [View Details of Selected

Position]

Review the position listing.

A: Select [View] to see the complete job description.

B: Attachments noted with an \* are required before you can submit your

application.

C: The position listing will also give you a preview of the questions included in the online

application. Other categories that might display for various open positions could include:

1. Skills Questions.

2. General Questions.

3. Screener Question

Step 3B: APPLY FOR THE POSITION

When you're ready to begin the online application, click on the [Apply for Position]

button either at the top or the bottom of the page. You can also select the [Back]

button to return to Open Positions and then select [Apply for Selected Position(s)

Step 4: LOGIN TO YOUR ACCOUNT

Existing Users: Enter your username and password and select [Log In]. If you have

forgotten your username and/or password click on [Forgot username/password]. After

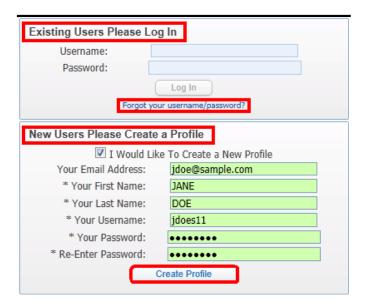
you supply the email address you registered with, your username and password will be

sent to you via email.

New Users: You will need to create a profile. Fill in requested information and then

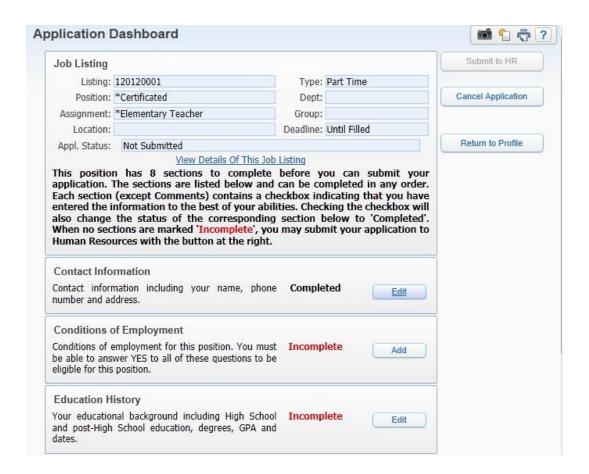
click [Create Profile]. (See sample below).

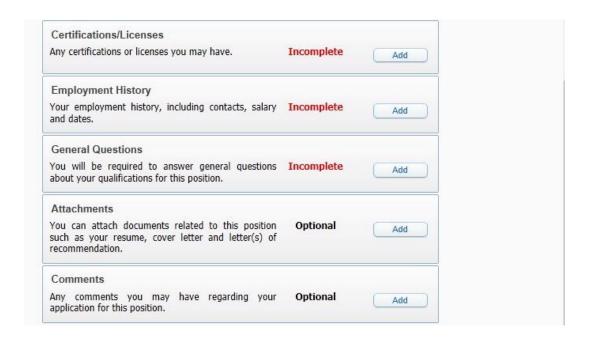
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#### **Step 5: BEGIN YOUR ONLINE APPLICATION**

As you complete each section you must check the [I Have Completed ......To The Best Of My Abilities] box. You may edit any section at any time.





The buttons to the right of the position information will allow you to:

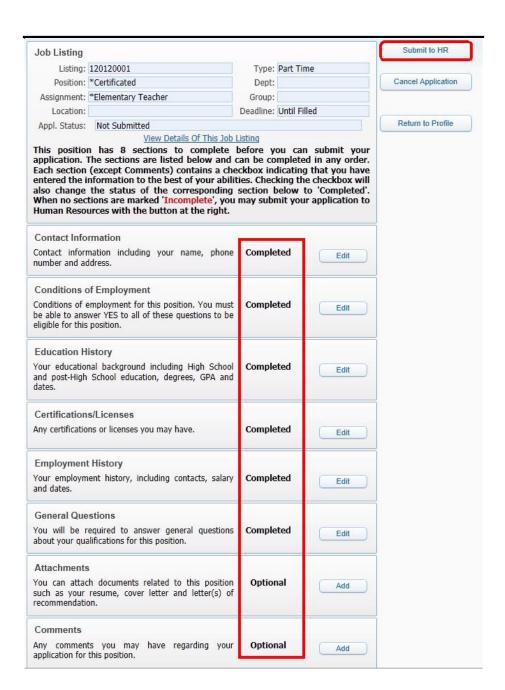
[Submit to HR] Submit your completed application to HR. This button remains desensitized until all required areas of the application are completed.

[Cancel Application] Cancel your application.

[**Return to Profile**] Return to your profile.

#### Step 6: SUBMIT COMPLETED APPLICATION TO HR

When all sections have been completed click [Submit to HR].

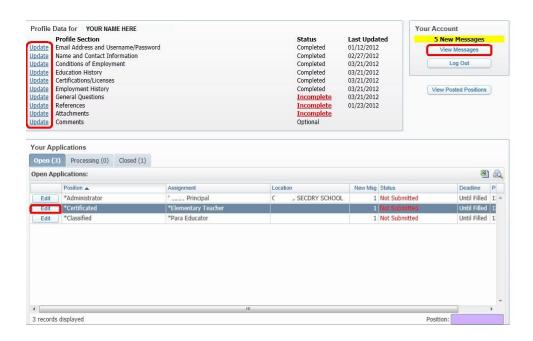


Your Profile screen allows you to:

[View Messages] regarding your application and/or position(s) that you have applied for.

[Update] your profile information; or

[**Edit**] any position(s) that you have applied for.



Select [Log Out] to exit the online application system.