

Applying for a Job & Setting Up Alerts Instruction Guide



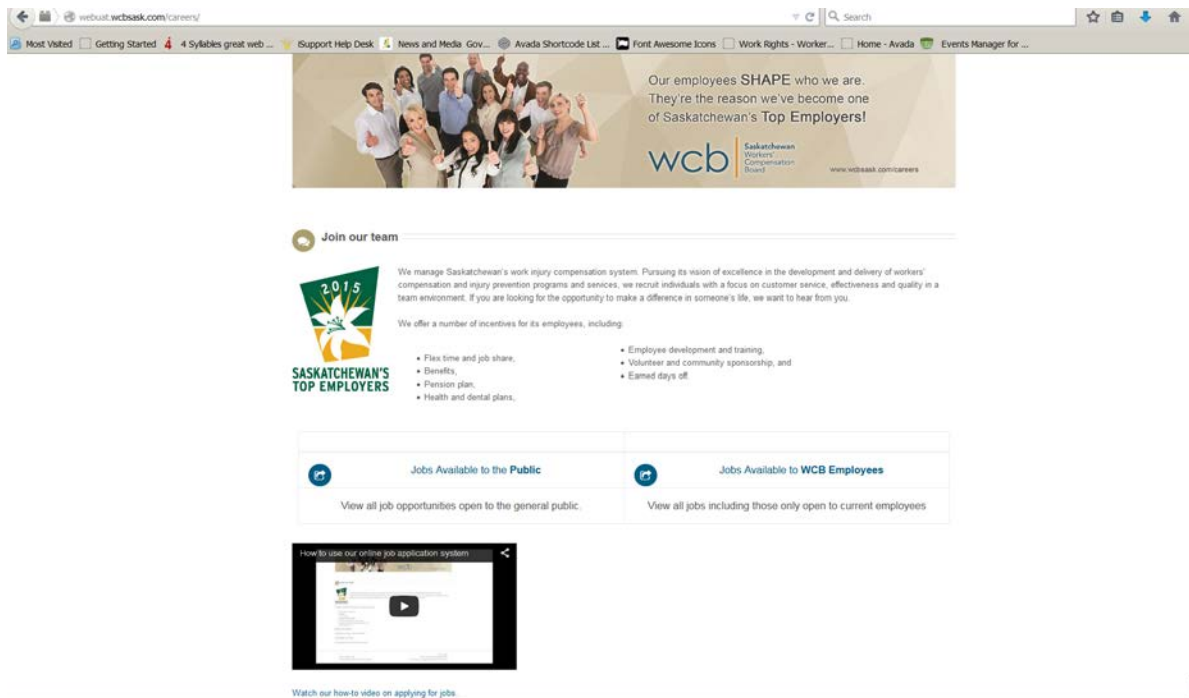
APPLYING FOR JOBS

With our application profile setup, you can bid to jobs as they are available. Open jobs will be available on both our internal and external website. The following screen shots will guide you using the external website: www.wcbask.com

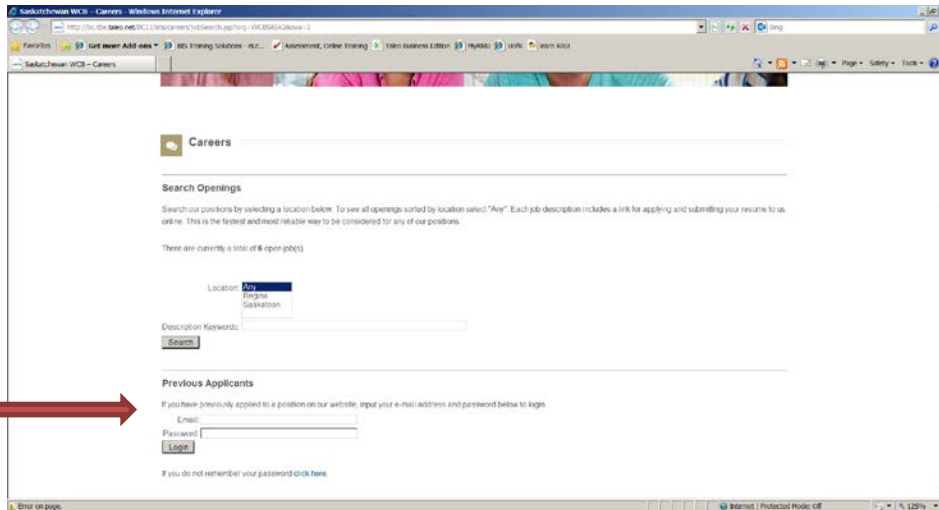
At this location you will click on the **CAREERS** tab



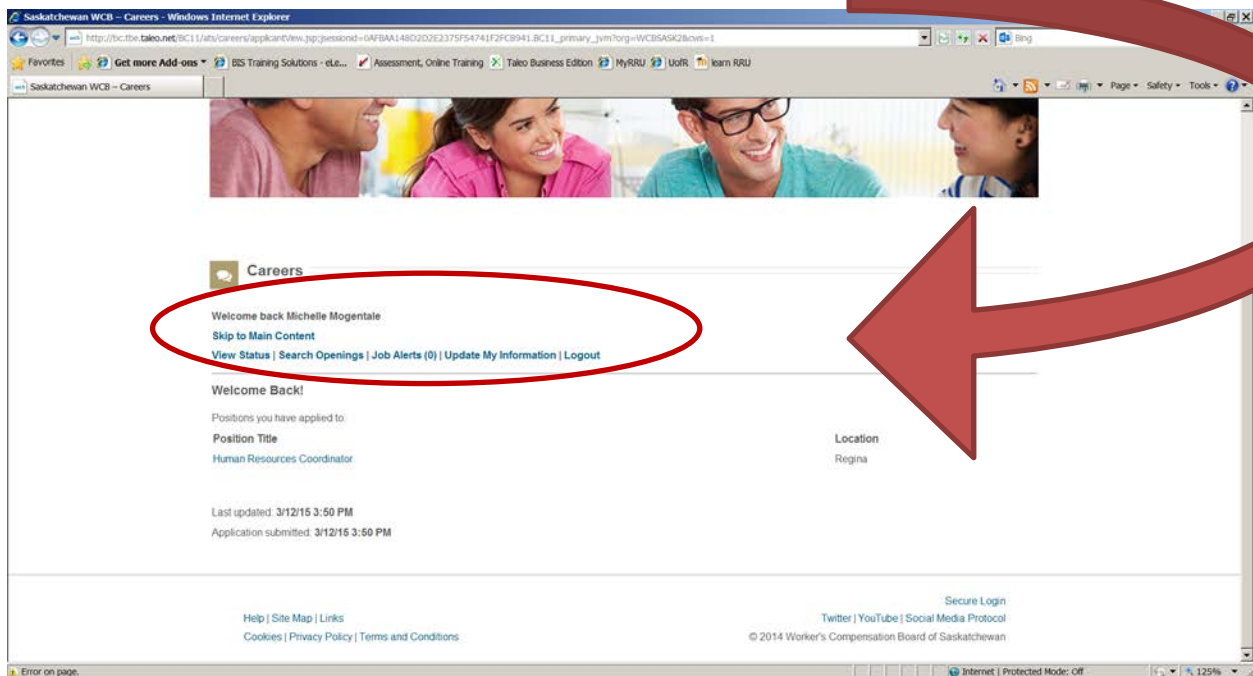
Scroll down the page and click on the **appropriate** link



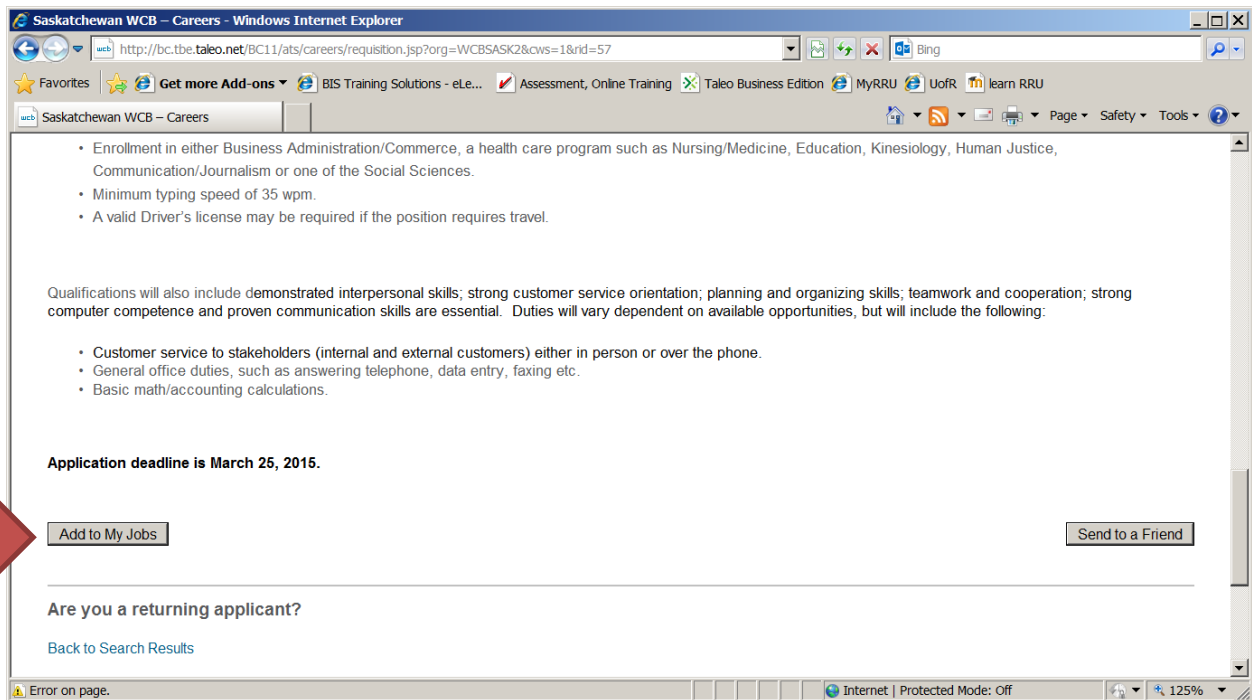
This will take you to our **CAREERS** page. At this page you will be required to select a location. You will note that if you have visited this page previously there is an option for you to sign in. With your profile already created, you will be able to use this option.



Signing in takes you to this screen – here you will be able to do a number of things including: view the status of your application, search openings, set up job alerts, and update your information.

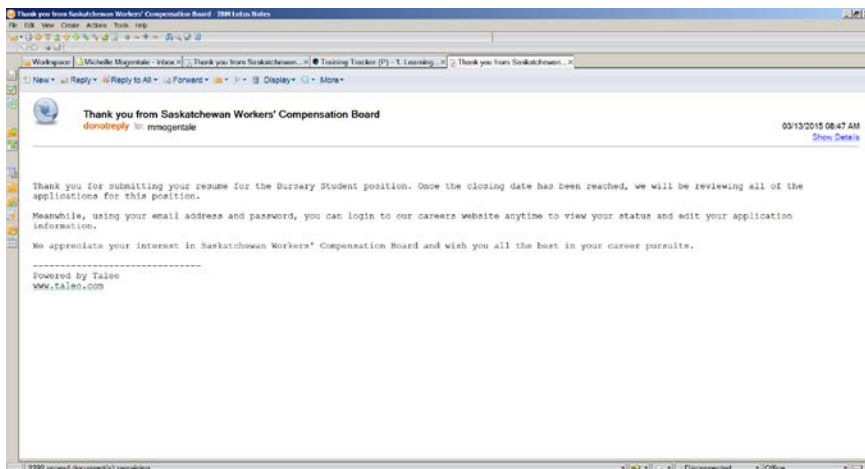


By searching openings, you can apply to an open position. Click on the job you wish to apply for and you will be taken to the job summary, where you will select the **Add to My Jobs** tab.



Clicking the **Add to My Jobs** will take you to your profile/application. Here you will ensure your application information is correct, including updating your cover letter, and submit your application.

Once you submit your application you will receive an email confirming your submission.

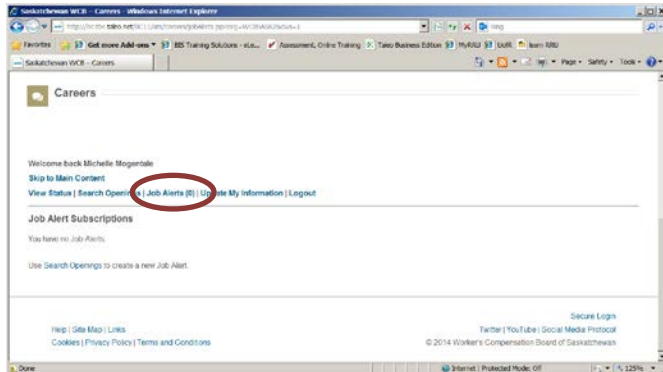


CREATING A JOB ALERT

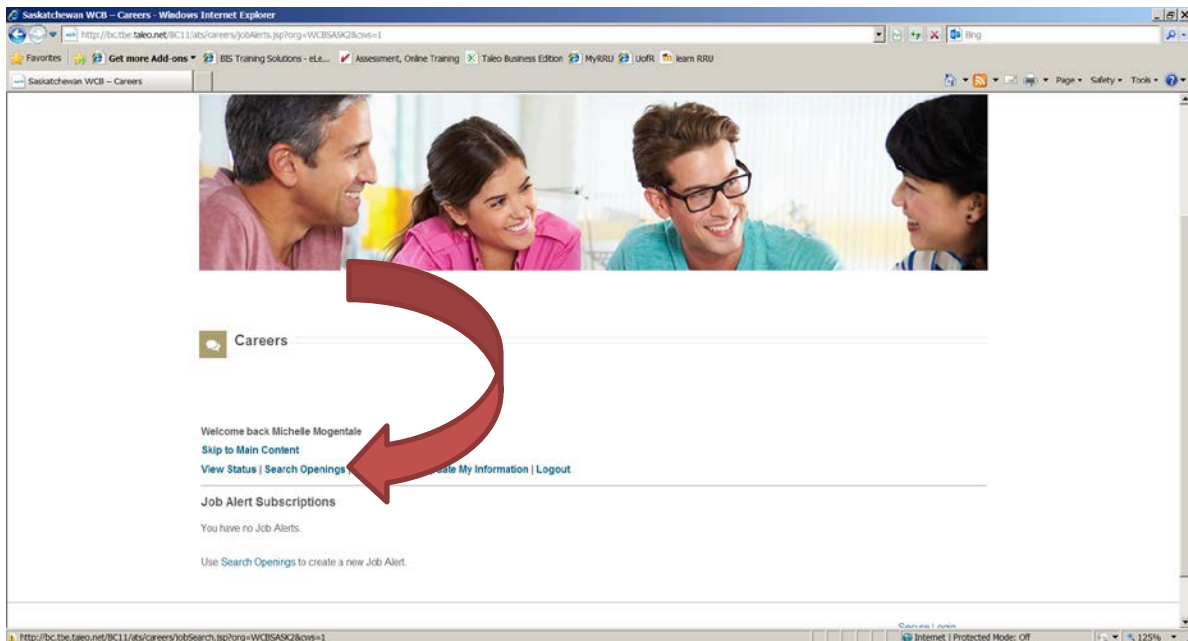
Creating a job alert is optional. By setting up your job alerts you will be alerted of open jobs that meet your criteria.

Once you're signed in to your profile, the steps for creating a job alert are as follows:

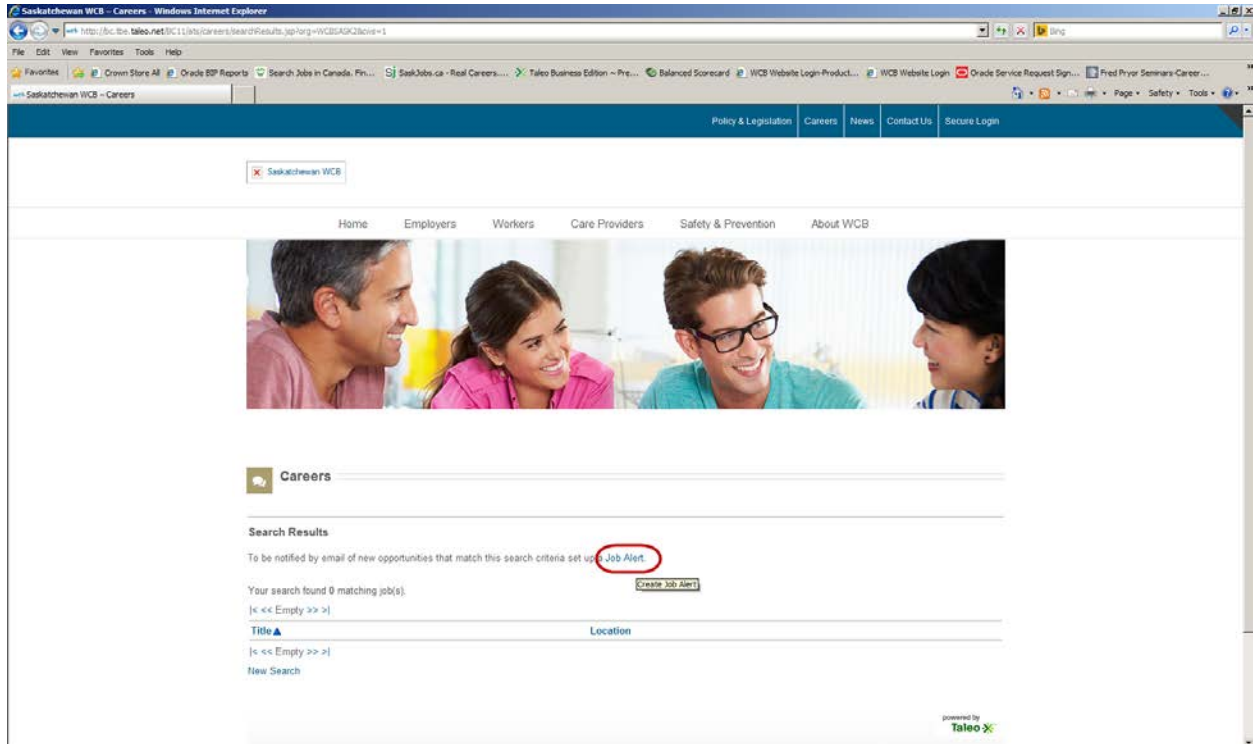
Click on the **Job Alerts**



Using **Search Openings** you will establish your criteria for your job alerts (city or description key words).



If there is no current job that matches your criteria, click **Job Alert** to set up a job alert.



You will see confirmation when a job alert has been set up:

