

Tips for ONLINE Applications

Prepare a Master Application (Digital Version)

You may already have a paper Master Application with all your contact info, references and work history, but it's also a good idea to create a digital document with the same information. This will make it easier to copy and paste your info into applications quickly.

Create a Dummy Account

Applying online can involve several steps. Creating a "dummy" or fake account can allow you to preview the application process, as well as test if any information can be saved for a later date.

Avoid Providing Personal Information

Do not provide any personal information (financial info, passwords, mother's maiden name). If you are not sure which fields are required, complete any field and submit the page. The page will reload and identify the required fields. Also try entering 000 or 666 for the first numbers of your SS# to avoid identity theft.

Be Aware of Timed Screener Tests

Many online applications require an additional screener test. These timed assessments may test basic math, vocabulary, or your personality fit. You may want to preview these tests through your dummy account, then later allow yourself enough time to complete them at one sitting. Also consider researching common pre-employment tests beforehand (i.e. Unicru).

Double-check your Submission or Status

After submitting your application, immediately log out and log back in to verify that your application was completed. Reaching the end of an application does not necessarily guarantee submission. In addition, note if your online application has an expiration date. Many applications tend to expire after 30-60 days. You may only then reapply for the same position.