Quick Tips for...

APPLICANTS

To assist you in making your application for employment as complete and successful as possible, please check these areas to avoid having your application rejected.

✓ Review your *JobOpps* account to ensure completeness in the following areas:

Contact Information
Personal Information
Education
Work Experience *(Make sure that your employment history is complete.)*

✓ The *"Supplemental Questions"* are essential for your evaluation. Take the time to provide all relevant information. All sections should be completed in detail.

✓ **Items that are often overlooked or incomplete include:**

* Missing items (check job posting for requirements)
> **College Transcripts**
> **Drivers' License**
> **Certifications**

* Lack of information on
> **Terminations**
> **Convictions**

Although your work will be saved approximately every 30 seconds, it is a good practice to click the "Save" button at the bottom of each screen as you work.