



Step-by-Step Online Application Guide

So if you've followed the hack guide and want more tactical information of how to actually *apply* online, here are some additional step-by-step tips.

1. If you are seeking a position in another state or city and you have plans to relocate to that area (as in, you are going to pay for it on your own), I would advise selecting the city/location where the position is, in the drop-down menu. If the position does not have relocation indicated, then selecting a different location will most likely put you in the no pile.
2. Enter enough information that the system believes you to be qualified for the job, but don't waste your time on "information gathering" questions.
 - For example, in the Preferences section: select highest education level, job level and job type, but skip shift preference and employee status.
 - What about salary requirements? I would recommend skipping this question if it's optional. It gives you a bit more wiggle room and also will help you not be screened out for being in a range too high or too low than expected for the position.
3. Having everything saved in a word document is very handy when you get to the experience section. This is typically an abbreviated version of your previous roles, in addition to your resume. Be sure to review this section for each position, as there are usually errors when it is pulled from your resume.
 - How many previous positions do you need to include? It depends on how much experience you have and what you are trying to show (and how much information the company is asking for). If you have been in the workforce for many years (15+), there is no need to enter all 10 jobs you've had. Just be sure to include the most relevant positions and the past three, at a minimum. New or recent grads, a little advice – be smart about which positions you include. Internships are great if they were truly internships, but do not include resume fluff positions as they will not help add value to your overall package consideration.
4. Have the following information ready: your previous supervisor(s) name, title, phone number; and start/end dates. For positions that require a security clearance or bonding (and even some companies with government contracts), you will need even more detailed information (and these applications can make anyone's eyes roll).
 - Have the previous addresses and dates of residence for the previous 7 – 10 years handy. I keep this information as a contact item in my email contact list, as I learned the hard way, there is no good way to remember this all. Oh, and that includes all of your college residences as well if it falls within that time frame.

Have other questions about the process? Send me an [email](#) and I'd be happy to answer them! And be sure to sign-up for the monthly newsletter.

Best,
Melissa

Loosen Your White Collar

Fall in Love With Your Job (again)

t: @mellymelanz

e: melissa@loosenyourwhitecollar.com