

How to Apply, View and Check the Status of Your Application



How to Check the Status of Your Application

1. Click the **Check My Application** link that is in the upper right corner of the page. Then, scroll down the page and click the **Check My Application Status** button.
2. Click in the **User Name** and **Password** fields, and enter the information. Then, click the **Login** button.
3. The Job Search page will display. Click the **My Jobpage** tab.
4. The **My Jobpage** displays any drafts or submissions you have initiated or completed.
 - In the **Draft Submissions** section, if you have initiated an application and would like to continue, click the Finish **Draft Submission** link or click the **Withdraw** link to withdraw your application. If you are unable to complete the application at this time, the job may not be posted anymore. Call HRSS for further information at 1-844-843-6363.
 - In the **My Submissions** section, if you have applied and submitted the application, view the **Submission Status**. Details pertaining to the submission displays. Click the **View Submission** link to view the details or click the **Withdraw** link to withdraw your application.



How to Sign Up for Job Alerts

1. Click the **Sign-up for Job Alerts** link in the upper right-hand corner of the page. Fill out all the ***Required** fields. Then, click the **Sign-Up** button. You can upload your resume for job alerts by clicking the **Choose File** link or clicking the **Choose from Dropbox** button.

NOTE: You can return to the **Home** page and click the **Check My Application** link once you have applied for a position and received the confirmation of your submitted application.