Career site help

Career site login page

The first page you encounter in the Career site is the home page. From the home page, you can:

- Search job openings questionnaire to the organization directly*
- Create an account*
- Log in (for returning users)*

* These options may not be available to you, or their wording might be customized.

If the organization career site you are accessing supports Social Media Logins, you can login with your social media credentials. See Social Media Login. While creating your account profile, you can also grant consent to receive SMS text message if the organization career site supports this feature. See Granting Consent to Receive SMS Messages.

If you are an international job seeker and see an option to Select language, please select the language you want to use from the drop-down menu.

For best results, you should be using one of these supported browsers:

- Internet Explorer 8.0+
- Firefox 4.0+
- Safari 4.0+
- Chrome 12+

After you are logged in:

The home page may also display links to Edit your profile, to access the Resume/CV manager, to access the Search agent manager, to the Job cart, and to view your Saved drafts. Please note that you may not have all of these options available to you. You will also have a link to Log out.

To find additional help, scroll down to find information on the topic you are looking for. Please note that not all features listed below may be available.

Searching within the Help system

You can also search the Help system. To do so, hold the CTRL key and press F on your keyboard, and then type a word or phrase to search on. If you have further questions, please contact the site administrator.

As you navigate through this site, a progress bar displays at the top of the screen to show you where you are in the application or submission process. You can jump to any step in the process you have already completed by clicking the appropriate link in the progress bar.

Login Help

To log in, enter your login email address or Username and Password in the Login box on the home page, and click the Log in button. .

If you forgot your password, click the Forgot your password? link and enter either the email address you registered with or your username. A password recovery email will then be sent to that address. If you did not enter a contact email address for your profile, you can answer the security question you selected, and you can reset your password in that screen.

If you do not have an account, you can create one by clicking the link to create a new account. Information on creating a new account is detailed in a following section.

Create login

If you have the option of creating a login or are asked to create a login, you will be able to create a profile, store your resume/CV on the site, and access features, which may include a job cart and your saved searches stored in the search agent manager.

Please note that some organizations require you to agree to their privacy policy before you can create an account. If you click the link to create a new account and a privacy statement pops up, you must click the Agree button before you can continue creating an account. In some cases, a privacy policy question appears before the privacy policy is displayed, and should be answered.

To create an account, enter your Username or a login email address, and then enter (and re-enter) a Password. For tips on creating a password, click the Password security tips link.

When you are asked to Select a security question(s) , select a question from each of the dropdowns, and enter an Answer to each security question. When you are finished entering information, click the Create button.

Once you have created a login, you navigate around the site to create and edit a profile, as well as take other actions. When creating the profile, you may also be able to build it using your ResumePal profile or your profile from a social networking site such as LinkedIn or Facebook.

Social Media Login

If the organization you are applying to has Social Media Login enabled, you can login to your profile account on a career site using your social media (SM) credentials. Social media login allows you to login to an existing BrassRing Talent Gateway account or to create a new BrassRing Talent Gateway account. You can map your profile account to one or all of your social media accounts, but each social media account can only be mapped to one profile account. For example, if you have three profile accounts, you can map one to Facebook (FB), one to Twitter, and one to LinkedIn (LI). Alternatively, you can map one account profile to all three social media sites. Whichever option you choose, a social media account can only have one mapping to a profile account.

The following example shows how to log into your account profile using your Facebook credentials. The process is similar for Twitter and LinkedIn social media accounts with a few minor exceptions noted in this procedure.

To log into your account profile using Facebook SM credentials:

1. Access the home page and select which social media account you want to map to your account profile.
2. Click the social media icon for your social media account.
3. Complete your credentials in the pop-up window. For FB users, the email field auto-populates.

   Note: When using Twitter and LinkedIn social media credentials, the email address does not auto populate.

4. Click Log In. The FB request permission page displays.

   Note: If you have previously authorized access to your SM accounts, the FB Login and FB Permission pages do not display.

5. Click Allow. The career site login and mapping page displays. If you have an existing TG profile account and the email addresses match, FB auto populates the login section (top) of this page. If the Candidate does not have a n account profile, FB auto-populates the email address in the Create Login (bottom) section of this page.
6. You must complete this one-time login page. You have two login/mapping options:
   - You can use the Login Section to log into your existing account profile using your account

profile password. Click Login. This action maps your existing account profile account to your social media account.
- You can complete the Create Login section to create a new account profile and password and clicking Create. This action maps your new account profile to your social media account.

Note: Candidates with more than one account profile can enter their account Username and account Password on the career site login page, and click a social media icon to map that account to their social media credentials. The procedure is the same for each additional career site/Social Media credential process.

When you have logged into your account profile using SM credentials, you can also view and change your social networking settings, including revoking SM logins on your account profiles. See Social Networking Information and Revoking Social Media Logins.

Social Networking Information

When you are logged into your account profile, you can view and change your social networking settings by clicking the Social networking information hyperlink.

To view and/or change your social networking settings:

1. Click the social networking information hyperlink. Your social networking information page displays. On this page you can to view your social media settings.
   The following table outlines the actions a candidate can initiate on the Social Networking Information page.

Permission Type	Description
Authorize/Unauthorize	When Authorize is active, candidate can Share (Post to Social Network) and Import (Use social media profile with job apply). When unauthorized, Share and Import are disabled and the Show Public Information and Allow Login checkboxes are grayed out and disabled.
Show Public Information	When checkbox is checked, the social media hyperlink in the candidate's Talent Record is active and the candidate's public profile can be viewed. When checkbox is un-checked, the social media hyperlink in the candidate's Talent Record is not active and the candidate's public profile cannot be viewed.
Allow Login	When this checkbox is checked, social media login is allowed. When this checkbox is not checked, social media login is NOT allowed.

2. Click Save to save your settings.

Revoking Social Media Logins on Account Profiles.

To revoke authorization of SM credentials for account profile login:

1. Click the Social Networking Information Page hyperlink.
2. Un-check the Allow login checkbox.
3. Click Save.

The social media/account profile credential mapping remains active for the remainder of the login period. When the Candidate logs out of their account profile, social media credential mapping is disabled.

Granting Consent to Receive SMS Messages

If the organization you are accessing supports SMS messaging, you can grant consent to receive SMS text message when you are creating or editing your account profile, or when you complete a questionnaire while applying for a position.

To grant SMS consent to receive text messages in your account profile :

1. Log into your account profile.
2. Click Edit Your Profile.
3. Enter your mobile phone number in the other phone field and Select the checkbox for Send me text messages about jobs. Confirmation dialog box displays.
4. Click Close.
5. Click Save.

   You can now receive SMS text messages from this organization.

To grant SMS consent to receive text messages during questionnaire completion:

1. Complete the Other Phone field and check the SMS Consent checkbox.
2. Click Next.
3. Click submit. Consent settings are saved to your account profile.

   You can now receive text messages from this organization.

Search openings

The Search openings page allows you to search on specific criteria to find jobs that match your interests and qualifications. You can access the Search openings page from the **Search openings** link on the Home page.

To search for current job openings, enter your search criteria. The searchable criteria may include **Location**, **Department**, **Education**, and **Language**. You can search on one, multiple, or all languages that the organization supports. The more specific your criteria, the fewer jobs will be returned, so you should use broader criteria first and narrow your search only if too many results are displayed.

Depending on the organization, you may also be able to search on **Keywords**, as well as by when a job opening was posted. For help with keyword searching, click the **Tips** link. The Keywords field supports Boolean searching, which means you can use AND, OR, and AND NOT when searching. Note: Boolean operators must be in English.

If you see the field Language as search criteria, select the language to identify which job postings you would like to search. The Language button that appears as a field lets you select the specific language that a job has been posted in, which may differ from the overall language of the rest of the site.

If you see a **Job match** field at the bottom of the search screen, you can use it to run a conceptual search. Simply paste your resume/CV, cover letter, or ideal job description into the **Job match box**, click the **Search** button below the **Job match** box, and the career site will return jobs that are well suited to you. You can click on the example links to see an example cover letter or resume/CV that might be used in a **Job match** search.

- To select or deselect multiple items in a list, hold down the CTRL key while you click.
- For keyword searching, view these tips.

Click the **Search** button to find jobs that match your criteria, or click **Clear** to start over. Please note that there are two different **Search** buttons when **Job match** functionality is present. If you use the top **Search** button, any job match text that was entered is ignored. If you use the bottom **Search** button (below Job match text box), the **Job match** criteria is used.

Search results

The Search results page shows you all the jobs that matched your search criteria. If there are too few or too many jobs, or if you would like to change your search criteria, click the **Refine search** link.

To sort your results by a particular detail, click the hyperlinked item in the first column.

To view detailed information about a job, click its hyperlink.

To view detailed information for more than one job, select the checkboxes next to the jobs you want to view, and then click the **View job(s)** button.

In the search results screen, if you want to submit to one or more jobs, select the checkboxes next to the jobs you want to submit to, and then click the **Submit to job(s)** or **Apply to job(s)** button. Please note that the text of the button may have been customized. The text of this button may display something else. If you select more than the maximum number of jobs allowed at one time, the **Limit exceeded** error message appears but you can return to the Search Results page from there. Please note that to Submit or Apply to jobs, you may be required to log in, so a Login prompt may appear when you first click the Submit to job(s) button.

If two or more jobs are selected and at least one of them has a questionnaire, then the Selected jobs page displays after clicking Apply to job(s) button.

If you see a **Send to friend** (or a customized equivalent) button and would like to send job listings to a friend, select the checkboxes next to the jobs you want to email to your friend, and then click the **Send to friend** button. Enter details about yourself and your friend to send the message by clicking the **Send email** button. You may see an optional field asking you to identify **Your friend's affiliation with this organization**; that information is used to prevent confidential organization information from being sent to external candidates.

If you see a **Create search agent** button and would like to save this search and/ or receive regular email messages with the search's results, click the **Create search agent** button. Creating the search agent allows you to either repeat your search at a later date (for example, if you search using the same criteria every day, you can save the search as an agent so you will not have to enter the criteria every time you return to the site), or to have the results of your search emailed to you on a regular basis. In the Create search agent popup, enter the **Search name**, select the **Frequency** with which you want search results mailed to you, and confirm the **email address** where you want the results sent. You can later edit or delete your agents from the Search agent manager, which displays all of your search agents. Please note that to create a search agent, you may be required to log in, so a Log in prompt may appear when you first click the Create search agent button.

If you see a **Save to cart** button and would like to save one or more of these jobs so you can view or submit or apply to them at a later date, select the checkboxes next to the jobs you want to save, and then click **Save to cart**. The job(s) will be stored in your job cart, which you can access at any time to view or submit directly to the jobs you stored there. Each job will be saved until it expires (when the posting is removed from the site because the job is no longer available), at which point it will be deleted from your cart automatically. Please note that to save a job to your job cart, you may be required to log in.

Searching by proximity

To search by proximity:

1. In the Proximity search area, change or select the **Country** in the dropdown list as desired. The **State/Province/Region** field is populated with the appropriate jurisdictions for the selected country.
2. Select the jurisdiction in the **State/Province/Region** field. Once you select the jurisdiction, the **City** field is populated with the cities and towns for that jurisdiction.
3. Select the city.
4. In the **Include jobs within** field, select method for measuring the distance: Miles or Kilometers.
5. In the **Include jobs within** field, select the distance.
6. Click **Search**.
7. If you want to start a new search, click **Clear** to empty the fields and start again.

Note: If you select United States in the **Country** field, the page refreshes and the **Zip postal code** field appears. You can enter a Zip code instead of the **State/Province/Region** and **City** if you prefer. This may also be available for Netherlands locations (4-digit postcode can be entered).

Note: If proximity search enhancements are enabled, search fields use predictive text rather than drop-down menu selections.

Job details

The Job details page is accessed by clicking on the hyperlinked job, or by selecting a job's checkbox and clicking the **View job(s)** button. The Job details page displays specific information about a job, and also allows you to easily submit or apply to the job. You may also be able to post the job to your social networks.

Clicking the **Submit to job** or **Apply to job** button will begin the submission or application process to your selected job. The text of the button may have been customized. Please note that submitting or applying to a job may require you to log in.

If you are viewing multiple jobs, use the **Next job** and **Previous job** links to move from job to job.

If you see a **Send to friend** (or a customized equivalent) button and would like to send job listings to a friend, click the **Send to friend** button. To send the message, enter details about yourself and your friend. You may have the option to identify **Your friend's affiliation with this organization**; that information is used to prevent confidential organization information from being sent to external candidates.

If you see a **Save to cart** button and would like to save one or more of these jobs so you can view or submit to them at a later date, click **Save to cart**. Please note that saving to a cart requires you to log in, or create a login.

When you are viewing a job, a **View similar jobs** button may appear. Clicking that button runs a conceptual search, which finds jobs that may have a lot in common with the original job.

If you see a Post to my Social Networks button, you can post the job to your social media sites.

When you are viewing a job details page, you may see a video you can play to learn more about the job. You may also see a Quick Response (QR) code on the job details page. You can scan the QR code with your smartphone or click the QR reader to view additional information about the job.

If you landed on the Job Details page by clicking a job title hyperlink in a Jobs Listing company Facebook page, you can click the Apply, Like, or Send buttons. The Apply button directs you to the TG login page or the Jobs Detail page for the selected job. The Return to Job List hyperlink returns you to the Job Listings page.

Add new resume/CV

Please note that if you are submitting your resume/CV and/or a cover letter in conjunction with a questionnaire, the resume/CV submission may just be one step in the process.

You will be offered one or more of the following ways to enter your resume/CV:

- Select a resume/CV that you had already entered or uploaded to this career site.

- Upload your (existing) resume/CV from your computer.
- Enter your resume/CV by copying and pasting the text of it into the site.
- If you don't have a resume/CV, you can create a profile containing your contact information, education, and experience.

Use a resume/CV that you have already uploaded to this site:

1. Click the radio button to use a resume/CV from your profile.
2. Select the resume/CV that you want to use from the dropdown list.
3. If you want to, click the **Preview** button to confirm that this is the correct resume/CV.
4. You must select your most recent Work experience and most recent Education before you can save your updated resume/CV even if you are not otherwise changing the information for each of these categories.
5. Enter a **Name** and **Cover letter**, if you have one.
6. Click the **Continue** button.

Please note that this option will only appear if you already have at least one resume/CV saved to your profile on this career site.

Upload your resume from your computer:

If you see the option to upload your resume/CV, you can save an existing resume/CV from your computer directly to the site.

1. Click the **Add New Cover Letter** to **Upload your resume/CV from your computer**.
2. Click the **Browse** button to find the file on your hard drive or floppy disk.
3. Select the resume/CV, and then click **Save** and then **Continue**.
4. Alternately, you may type the complete file path (starting with the drive, such as C:\folder\yourfile.doc).
5. Underneath the **File to upload** box, **Name** this resume/CV with a unique name to help you recognize it later.
6. Enter a **Cover letter**, if you have one.
7. Click the **Continue** button.
8. The screen will refresh to show you a how your uploaded resume/CV looks. You must click **Continue** in order to continue your submission or application process.

Please note that resumes/CVs cannot be any larger than 3,000KB (3MB). The total maximum capacity for resumes/CVs to be uploaded is 15MB (five resumes/CVs at 3MB each).

Enter your resume by typing or copying and pasting the text of it into the site:

You can use HTML in this field. For more information about using HTML, see HTML Guidelines.

1. Click the radio button to **Enter your resume/CV by typing or copying it in**.
2. Open your resume/CV in your word processing program.
3. In the word processing program, highlight the text of your resume/CV.
4. With your entire resume/CV selected, choose **Copy** from the **Edit** menu of your program, or click CTRL and C.
5. Return to the career site, and click your mouse in the empty box where it says to enter the text of your resume or CV.
6. Press the CTRL and V keys. This should paste the text of your resume/CV into the textbox. If you want help with how to best format your resume, click the **Resume tips** help link.
7. Alternately, you can type your resume/CV into the textbox, if this is easier.
8. Underneath the textbox, **Name** this resume/CV with a unique name so you will recognize it later.
9. Enter a **Cover letter**, if you have one.
10. Click the **Continue** button.

HTML Guidelines

Due to security requirements, we cannot provide the list of permitted HTML tags. However, most errors are due to the incorrect use of common HTML tags.

Here are some very general guidelines:

1. HTML tags must be valid. For a tag to be valid, it means that the tag must be in the official list of tags supported by the W3C (Word Wide Web Consortium). To learn more about using HTML tags, see the W3C Schools website. This is an excellent resource.
2. HTML tags must be well-formed. "Well-formed" means that tags must include an opening tag (for example, you use <p> to start a paragraph) and closing tag (you use </p> to close that paragraph).

   Both the opening and closing tag must be correctly formed with no additional characters and spaces within them. The closing tag includes a forward slash ("/") before the tag name. Here is an example of some simple tags:

   <p>This is the bold tag.</p>
   <p>This is the <i>italic</i> tag. </p>
   <h1>Heading Level 1</h1>
   <h2>Heading Level 2</h2>
   <h3>Heading Level 3</h3>

Click here to create a profile

1. Click the hyperlinked **Click here to create a profile** text. The Profile source page appears.
2. Select a source from which profile information can be pulled or built. Options include "Build or select a profile using this site" (the default), or other sources such as your resumepal profile or your profile from a social networking site such as LinkedIn or Facebook.
3. After choosing the source, click Continue. The Resume/CV profile information page displays.
4. **Building on this site:** Enter all of your **Contact information**, **Work experience**, and **Education**, as appropriate. You must select the most recent entry for work experience and education, even if you enter only one example.

   If you are updating a Resume/CV profile submitted previously, please select the most recent work experience and education even if you have entered only one example.

   Resumepal: This will use your profile from your resumepal account.

   Social networking: On the contact information tab, you can click the Social networking information button to include your public social networking information from sites such as LinkedIn and Facebook. Click the icons of authorized sites to preview what recruiters would see when the information is included. Click the **Authorize** or **Unauthorize** links, as desired, to control which profiles you want included. When authorizing, you'll see a standard popup from the social networking site that asks if the BrassRing application can access your basic public information. When set, click OK to close the pop-ups.
5. Click the **Continue** button.

Note: this option will only appear if you do not already have a resume/CV saved in the system. This option is also not available if you are submitting your resume/CV in conjunction with a questionnaire.

You will be offered one or more of the following ways to enter your cover letter:

1. Select a cover letter that you have already entered and saved for this career site.
2. Enter your cover letter by copying and pasting the text of it into the site.
3. Upload your cover letter from your computer.

Select a cover letter from my profile:

1. Click the radio button to use a cover letter from your profile.
2. Select the cover letter you want to use from the dropdown list.
3. Click the **Preview** button to confirm that this is the correct resume/CV.
4. Click the **Continue** button.

Please note that this option will appear only if you already have at least one cover letter saved to your profile on this career site.

Enter your cover letter by typing or copying and pasting the text of it into the site:

1. Click the radio button to **Enter or paste the text of your cover letter**.
2. Open your cover letter in your word processing program.
3. In the word processing program, highlight the text of your cover letter.
4. With your entire resume/CV selected, choose **Copy** from the Edit menu of your program, or click CTRL and C.
5. Return to the career site, and click your mouse in the empty box where it says to **Enter the text of your cover letter**.
6. Press the CTRL and V keys. This should paste the text of your cover letter into the text box.
7. Alternately, you can type your cover letter into the text box.
8. Underneath the text box, you should **Name** this cover letter with a unique name to help you recognize it later.
9. Click the **Continue** button.

Upload your cover letter from computer

1. Click Browse and select a file from your local drive
2. Provide a name for your cover letter
3. Click Save

Auto-extraction

Auto-extraction will extract your contact information, education and work experience into the proper fields from your resume/CV. The language of your submission will be identified based on the first half of the resume/CV text submitted.

Some suggestions for making the process more reliable include:

For the Contact information:

- Put your contact information at the top of the resume/CV.
- Put your name on a line by itself at the top.
- List your address, phone number, and other information for contacting you below your name.
- Put all other personal information below the contact information.
- For your mailing address, use a standard postal address format for your country.

For Experience and Education, label the sections of the resume/CV to make it easier for the extraction wizard to identify the information.

Edit your Resume/CV profile information

The Resume/CV profile information page allows you to enter all relevant Contact information, Work experience and Education (degrees). Please note that this page may display with your information already entered in some or all of the fields. If information exists in the fields, please verify it.

You can easily add, change, or update your profile information at any time once you are logged in. Click **Edit your profile** on the main page, and edit any fields you want to change. Then, click **Save** to record your changes.

If the organization gives you the option (based on their configuration) to permanently delete your profile, you can click the **Delete profile** button. You will see a confirmation screen notifying you that your personal information will be removed from the site.

To edit or delete your profile:

1. In the first tab, edit your contact information. Required fields are denoted with an asterisk. In this tab you can also change your Login information by updating your login email address or username in the proper field. You can change your password by clicking the **Change password** link, and change your security question by clicking the **Change security question** link.
2. To edit your work experience, click the **Work experience** tab. In that tab, for each job edit your position or

job title, the name of the organization, your responsibilities there, your skills, and the years when the job began and ended. Select the radio button for your most recent work experience even if you have only one experience listed.

3. When you have edited the information for a job, click the **Add** button.
4. Repeat the process for up to five total jobs, entering the most recent experience first.
5. Select the **Edit** link, then click the **Update** button to modify existing Work experience. Click the **Delete** link to remove an existing Work experience.
6. To add and edit your educational experiences, click the **Education** tab. For each degree, enter the school or educational institution's name, your major or area of study, the degree obtained, your GPA, and the year you obtained your degree or will obtain your degree. Select the radio button for your most recent education even if you have only one educational experience listed.
7. When you have added the information for a degree, click the **Add** button. Repeat the process for up to three degrees in total, entering the most recent degrees first.
8. You can select the **Edit** link, and then click the **Update** button to modify an existing Education experience. Click the **Delete** link to remove an existing Education degree.
9. You can view any attachments you have previously submitted by clicking on the **Attachments** tab. You cannot upload files from the screen, only view them or delete them by clicking the **Delete** button.
10. Click the **Save** button to save your updated profile information.

Submit attachments

Some organizations let you upload your own attachments directly into their system when you submit your resume/CV. The submit attachments page allows you to browse your local directories for files, upload the file, and assign an attachment category.

If you do not want to upload any attachments in the Submit attachments page, click the **Continue** button at the top of the screen to continue with your submission or application.

To upload one or more attachments:

1. In the submit attachments screen, navigate to the **Select files** section.
2. If you have previously uploaded files to use as attachments, you can select them from the list by highlighting them and clicking the **Select** button. Once you have selected a previously submitted file, it appears in the Uploaded files section at the bottom of the page, to be submitted with your resume/CV submission.
3. To upload a new file from your computer, click the **Browse** button, select the file on your hard drive, and click **Open**. When you do that, the file name appears in the textbox; click the **Upload** button to upload the selected file.
4. If you want to upload multiple files, click the **Attach more files** link. A new file upload section displays, with multiple fields for you to upload multiple files. For each file you want to upload, click the **Browse** button, select the file on your hard drive, and click **Open**. When you do that, the file name appears in the textbox; click the **Upload** button to upload the selected file.
5. As you upload files to attach with the job submission, they appear in the **Uploaded files** section at the bottom of the Submit attachments screen. Please note that all files displayed in this section will be submitted with your resume/CV submission. You can click on the file name to view the attachment. In the **Category** column, select the category for each attachment (for example, Writing samples or Design samples). If you want to remove an uploaded attachment from the current job submission, click its **Remove** button.
6. When you are done uploading and selecting attachments to submit, click the **Continue** button at the bottom of the screen.

Questions and additional information

This Questions and Additional information pages appear when the organization you are submitting or applying to has additional questions for you. Some questions may be general and required for the organization's hiring process, while others may be specific to the job(s) you selected to submit or apply to. Required questions are denoted with an asterisk. When you have answered the questions on a page, click the **Continue,** or **Submit** button to continue or complete the submission or application process. Additionally, some organizations may allow you to click a **Preview** button to preview and edit your questionnaire answers before submission. The preview option displays the questions in plain text and does not denote required questions with asterisks.

If the **Save as draft** button appears, clicking it saves your information as a draft to be completed at a later time.

Selected jobs

The selected jobs screen displays when you choose to apply or submit to multiple jobs with questionnaires attached. Jobs with the same application process are grouped together, to make the application process easier.

You can apply or submit to an individual job by clicking its **Apply** link. If multiple jobs use the same questionnaire, you will see an **Apply to group** link that, when clicked, allows you to apply or submit to multiple jobs at once. Please note that the text of the links may have been customized.

The Selected jobs page provides a record of your job submissions. If you access this page and have already applied to a job, the job will display as **Completed**. If you apply to a job (or jobs) from this page, at the end of the application process you will be returned to the Selected jobs page and the job (or jobs) will be marked as **Completed**. When all jobs listed on this page are complete, the **Return to search** button will change to say **Continue**, and clicking it returns you to the landing page.

Saved drafts

If you previously began submitting to or applying for a job and chose to save a draft, then you can retrieve the saved information and application by clicking the **Saved drafts** link from the home page.

When you click the **Saved drafts** link, you will be returned to the point in your application process from where you left off.

When you save a submission or application as a draft, the **Saved drafts** confirmation page that displays after you click the **Save as draft** button has a link or button to **View saved drafts**.

Email job to a friend

If you see a **Send to friend** (or a customized equivalent) button and would like to send a job listing to a friend, enter your friend's email address and friend's name, plus your (the **Sender's**) email address. Type a **Subject** and a **Message** to your friend.

You may be required to identify **Your friend's affiliation with this organization**; that information is used to prevent confidential organization information from being sent to external candidates.

To send the message, click **Send email**. Your friend will receive an email message with your note and the job listing.

Post job to my social networks

If you would like to post the job to one or more of your authorized social networks, click the **Post to my Social Networks** button (if available).

On the pop-up you can add or change the message text. That message will be displayed on your social media pages with a clickable link for your friends and contacts to view or apply to the job. When the message is set, for each authorized social network to which you wish to post this req, click the checkbox next to its icon. (Authorized social media site icons are clickable hyperlinks to your public profile on that site.)

To post to a site you have not yet authorized, click the Authorize link beneath its icon. On the resulting pop-up, log in and click the appropriate button to authorize this application (BrassRing) to access your account/information. For example, the LinkedIn site has an "Ok, I'll allow it" button to authorize access. The social media popup should close after authorization.

Finally, click **Share** to post the content of the text area to the checked social network sites.

Resume/CV manager

If you have saved a profile, you will be able to access the **Resume/CV manager** by clicking that link on the **Home** page. In the **Resume/CV Manager**, you can view and edit all of the resumes/CVs and cover letters you have stored on the site.

To view a resume/CV or cover letter, click its name or the corresponding View icon (binoculars). When you are done viewing the resume/CV, click the **Continue** button.

You can have up to five resumes/CVs and five cover letters. To add a new resume/CV, click the **Add new resume/CV** button. To add a new cover letter, click the **Add new cover letter** button.

- If you have the option to upload a resume/CV and would like to use an existing resume/CV, you can upload it directly from your computer:
  1. Click the radio button to upload your resume/CV from your computer.
  2. Click **Browse** to find the file on your hard drive or floppy disk.
  3. Click **Open**.
  4. **Name this resume/CV** uniquely so you will recognize it later.
  5. Click the **Save** button.
  6. The screen refreshes to show you a how your uploaded resume/CV looks. You must click **Continue** in order to continue managing your resumes/CVs and cover letters.
- You can copy and paste the text of a resume/CV into the box:
  1. Click the radio button to enter your resume/CV by typing or copying it in.
  2. Highlight your resume/CV in the word-processing program you are using.
  3. Select **Copy** from the Edit menu of your program, or click CTRL and C.
  4. Click your mouse in the textbox, and click the CTRL and V keys.
  5. **Name this resume/CV** uniquely so you will recognize it later.
  6. Select the language for that resume/CV from the dropdown list.
  7. Click **Save** to store your changes.

To view a resume/CV or cover letter's history – information about which jobs it has been submitted to – click the **View submissions** link in the **History** column.

To edit a resume/CV, click the pencil icon next to that resume/CV's name.

- If you uploaded the resume/CV you are editing, you will be prompted to upload a new resume/CV.
  1. Change the resume/CV name, if you want to.
  2. Click **Save** to store your changes.
- If you pasted in your resume/CV, you will be able to edit your resume/CV's text. You can edit your resume/CV's text directly:
  1. In the textbox, make the necessary edits by typing them directly into the textbox.
  2. Change the resume/CV name, if you want to.
  3. Click **Save** to store your changes.
- If you pasted in your resume/CV, you will be able to edit your resume/CV's text. To replace the text with new text:
  1. Click in the box, hold the CTRL key and press A to select all of the text.
  2. Press the delete key to clear the resume/CV.
  3. Highlight your resume/CV in the word processing program you are using and select **Copy** from the Edit menu of your program.
  4. Click your mouse in the box on the site, and hold the CTRL key and press V to paste in your new text.
  5. Change the resume/CV name, if you want to.
  6. Click **Save** to store your changes.

To edit a cover letter, click the pencil icon next to that cover letter's name.

- You can edit your cover letter's text:
  1. In the textbox, make the necessary edits by typing them directly into the textbox.
  2. Change the resume/CV name, if you want to.
  3. Click **Save** to store your changes.
- You can replace the cover letter with a brand new one:
  1. Click in the box, and hold CTRL and press A to select all the text.
  2. Press the delete key to clear the old cover letter.
  3. Highlight your new cover letter in the word-processing program you are using and select **Copy** from the Edit menu of your program.
  4. Click your mouse in the box on the site, and hold the CTRL key and press V to paste in your new text.
  5. Change the cover letter's name, if you want to.
  6. Click **Save** to store your changes.

To set a resume/CV or cover letter as the default, click the circle next to that resume/CV or cover letter in the **Default** column.

To delete a resume/CV or cover letter, click the delete icon, a trash can, in the corresponding **Delete** column.

Changes or updates to your resume/CV in the Resume/CV manager will not be entered into the applicant database unless they are to be the **Default designated resume/CV**. Otherwise, the changes will only be entered into the applicant database when you submit this resume/CV to the organization. Changes or updates to your cover letter in the Resume/CV manager will not be entered into the applicant database until you submit it with a resume/CV to the organization.

Search agent manager

If you have the option of creating search agents, you can use the Search agent manager to view all of your current search agents. Search agents are searches you have saved so that you can run them again and/or receive the search results via email.

To create a new search agent, click **Search agent manager** link on the Home page and then click the **Create search agent** button. You may also go to **Search openings**, search for jobs using the criteria you want, and then click the **Create search agent** button. In the Create search agent screen, enter a name for the search, select its frequency, and confirm your email address so you can be notified of the results.

To see the current results of a search agent, select **Search agent manager** in the Home page and click the **Run** link next to the agent's name. Results are returned to you in the Search results screen.

To edit the criteria for a search agent, click the pencil icon next to the search agent's name. You will be prompted to change any or all of the search agent's information. Click **Save** to store your changes.

To change the frequency by which the results of a search agent are emailed to you, select a new frequency from the dropdown list under **email frequency**.

To change the email address the search agent's email messages are being sent to, click the pencil icon next to the search agent's name. You can then change any or all of the search agent's information, including the email address that the messages are sent to. Click **Save** to store your changes.

If you want to stop receiving search agent email messages, change the frequency to **None**, or delete the search agent by selecting its checkbox and clicking the **Delete selected search agents** button.

To delete a single search agent, click the trash can icon next to the search agent's name. To delete more than one search agent, select the checkbox next to each search agent's name, and then click the **Delete selected search agents** button. Deleting a search agent permanently removes it from the system; it cannot be retrieved. However, you can easily search again with the same criteria and save that new search as a new search agent.

Job cart

If you have the option of saving jobs to your job cart, the cart will display all the jobs you have stored to view or submit to at a later date. Jobs remain in your job cart until they expire (which happens when the posting is removed from the site when the job is no longer available), at which point they will be deleted from your cart automatically.

To store jobs in your job cart, go to **Search openings** from the Home page. Search for jobs using the criteria you want, select the jobs you like, and then click the **Save to cart** button. Please note that this can also be done from the Job details page, which is accessible directly from Featured jobs on the Home page, and from the Search results page.

To view details for any job in your job cart, click the **Job title**. You can then click the **Submit to job(s)** or **Apply to job(s)** button to submit to that job.

To submit to multiple jobs in your job cart at the same time, select the checkbox next to each job's name, and then click the **Submit to selected job(s)** or **Apply to job(s)** button.

To delete a single job from your job cart, click the trash can icon next to the job's name. To delete more than one job from your job cart, select the checkbox next to each job title, and then click the **Delete selected job(s)** button. Deleting a job from the job cart permanently removes it from your list. However, you can easily search again to find that job and add it back to your job cart.

Communication History

You may view all communications that have been sent to you in the Communications area. You may delete messages you are no longer interested in having access to, once deleted they cannot be retrieved. To view the body of the message, simply click on the hyperlinked subject line and the full message will be displayed. If any action is required on your part, the body of the message will contain instructions and, when appropriate, clickable links.

Privacy policy

You must agree to the organization's Privacy policy to continue with your submission. If you do not accept the Privacy policy but still wish to submit your information, please contact the organization to work out a non-web submission.

Disclaimer Statement

You must agree to the organization's Disclaimer Statement to successfully continue with your submission. If you do not agree with the Disclaimer Statement, your file is not uploaded but the job submission continues. If you do not accept the Disclaimer Statement but still wish to submit your information, please contact the organization to work out a non-web submission.

Creating a free email account

If you need an email address to use with the job search agent or elsewhere, there are plenty of free email account providers. You can do a web search for "free email" to find many providers.

Close window