October 2016

# Overview

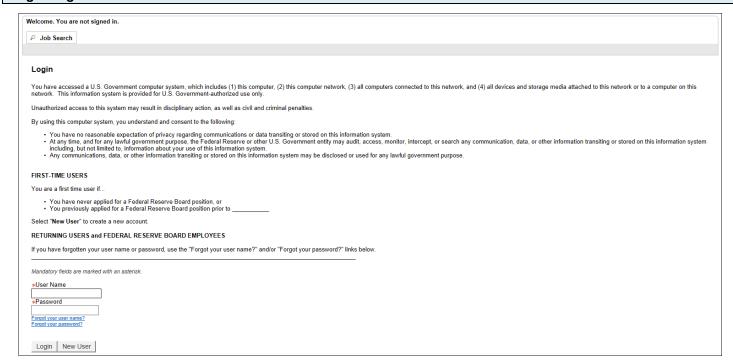
A career section is a portal accessed by submitters to search for and apply for positions, while an application flow is the set of questions and fields that a submitter must complete when applying to a position or submitting a general profile. There will be three career sections available in Taleo for the Federal Reserve Board:

- External Initial Submission
- External Application for Employment
- Internal

Each career section will have its own unique set of application flows associated to it.

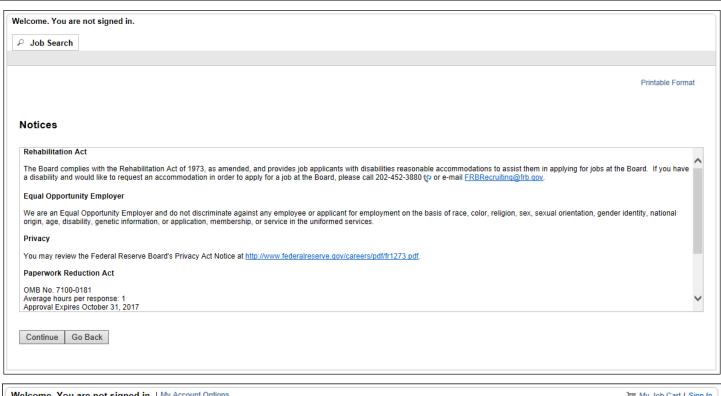
# External – Initial Submission Career Section and Application Flows

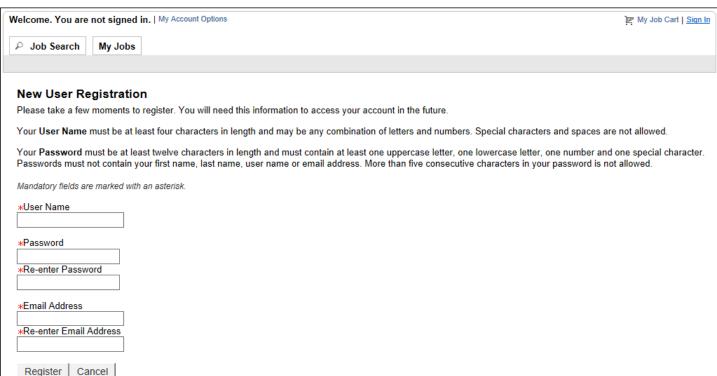
#### Login Page



October 2016

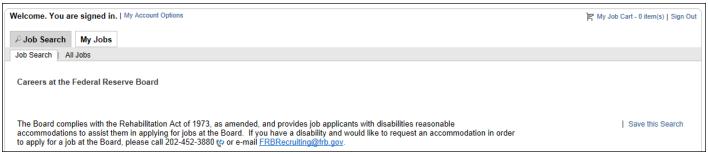
# New User Registration Page

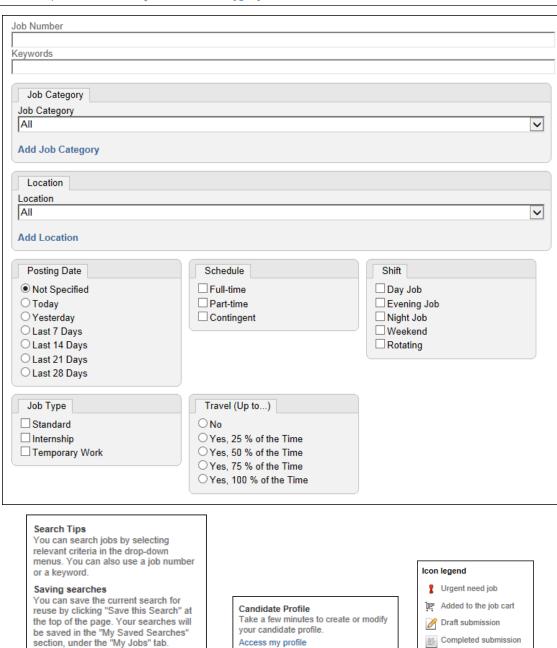




#### October 2016

# Job Search Page





# October 2016

#### Search Results (4 jobs found)

Results per page

100 🗸

Sort by

Posting Date (Descending Order)

! Quantitative Analyst - TEST- RDF-20030

DC-Washington Posting Date: Jul 29, 2016 Apply | Add to My Job Cart

Project Coordinator - TEST - RDF-20012

DC-Washington Posting Date: Jul 29, 2016 Apply | Add to My Job Cart

Accessibility Specialist-20022

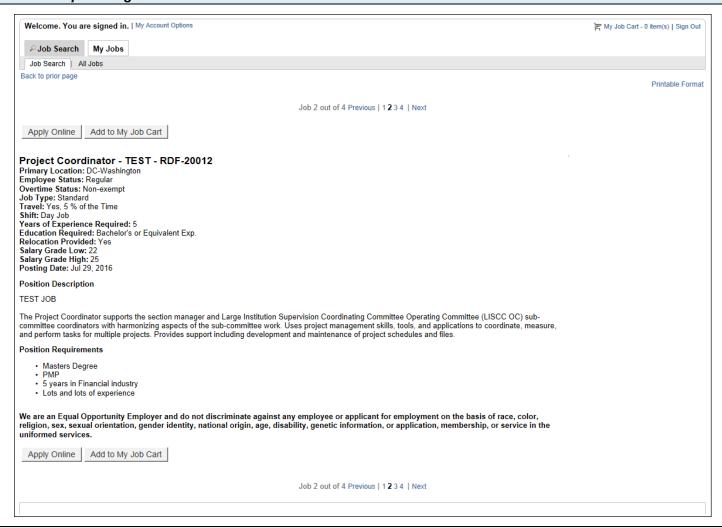
DC-Washington Posting Date: Jul 29, 2016 Apply | Add to My Job Cart

Paralegal - TEST - RDF-20016

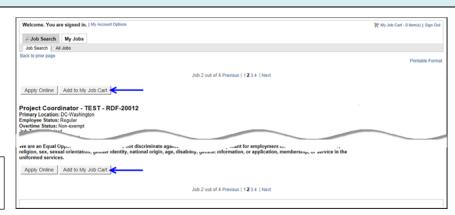
DC-Washington
Posting Date: Jul 29, 2016
Apply | Add to My Job Cart

#### October 2016

# Job Description Page

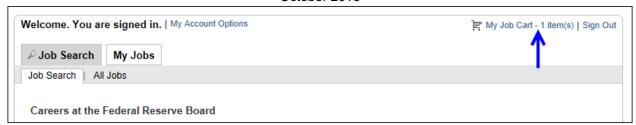


# Job Cart Page



Project Coordinator - TEST - RDF-20012 DC-Washington Posting Date: Jul 29, 2016 Apply | Add to My Job Cart

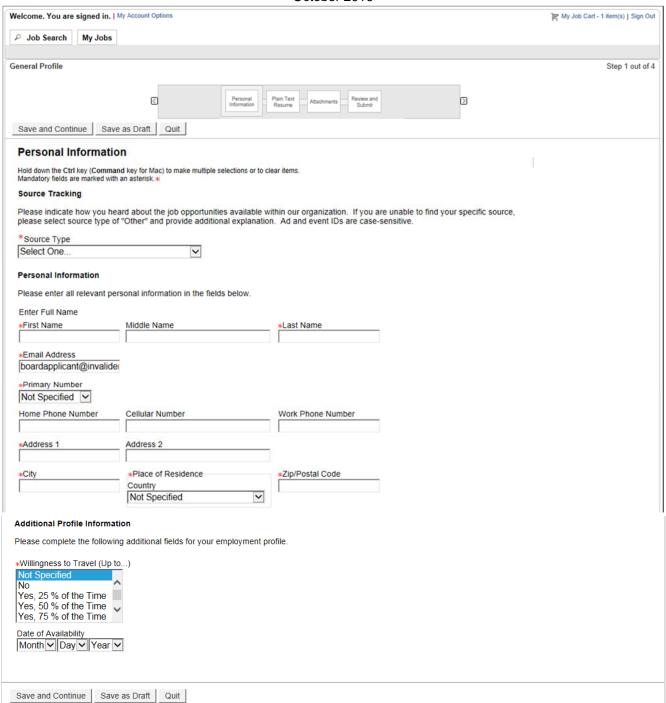
# October 2016

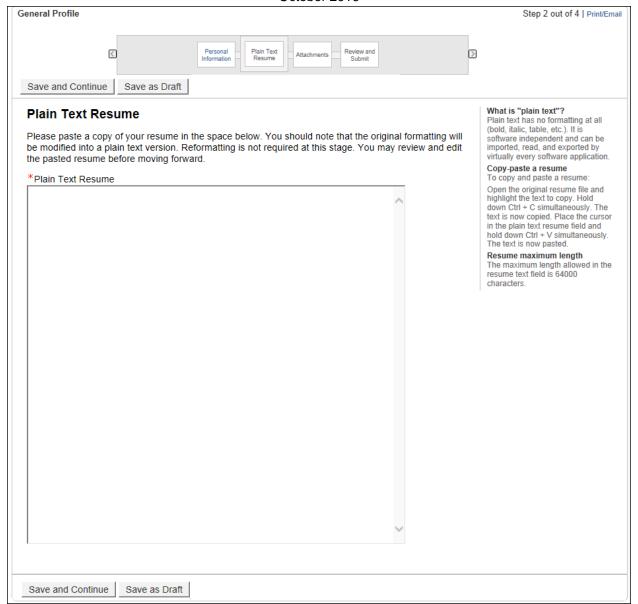


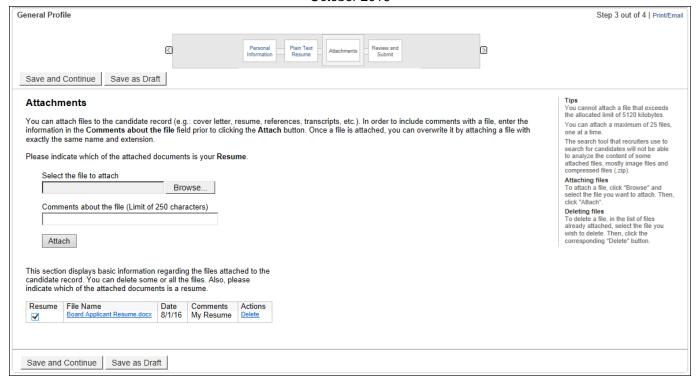


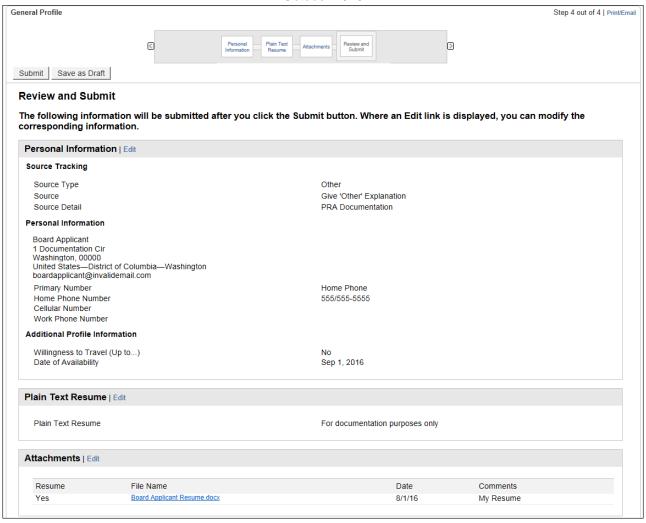
# **General Profile Flow**

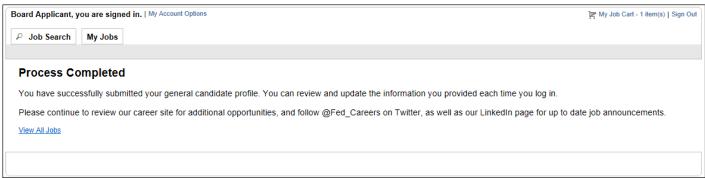
Candidate Profile
Take a few minutes to create or modify
your candidate profile
Access my profile



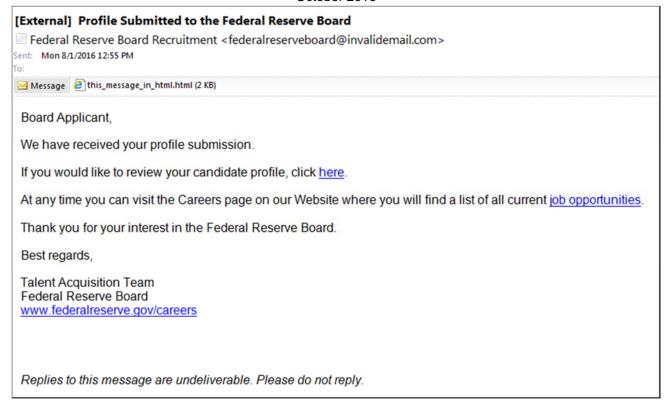






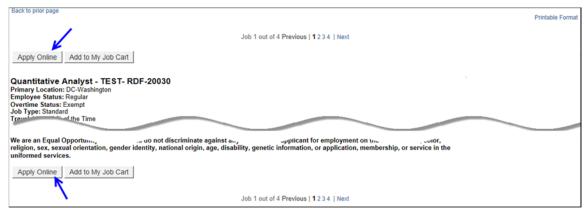


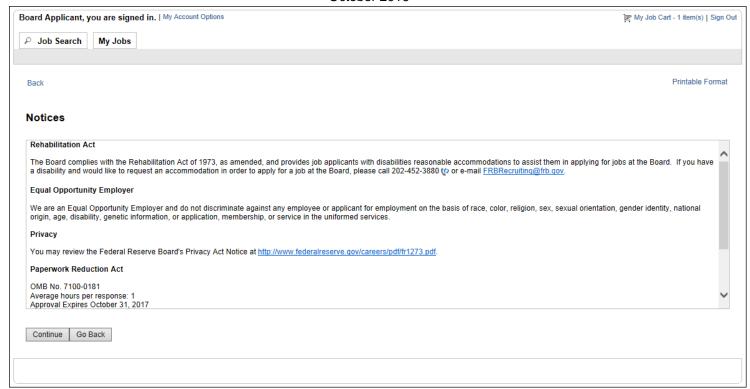
October 2016

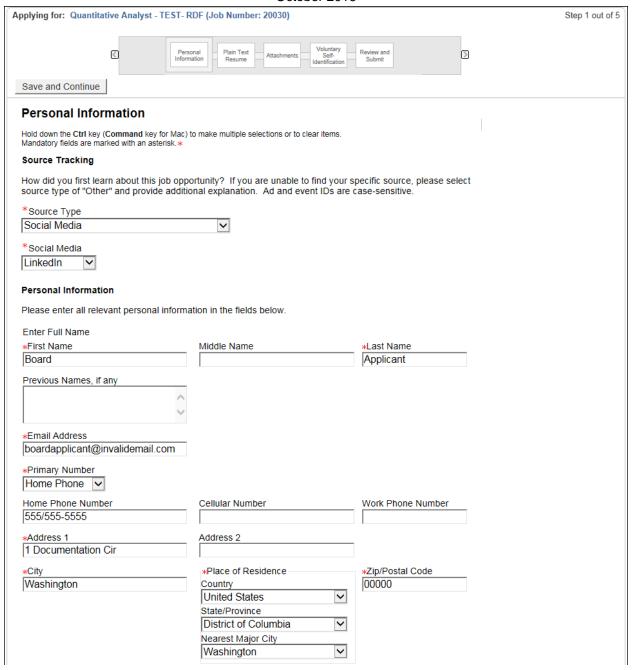


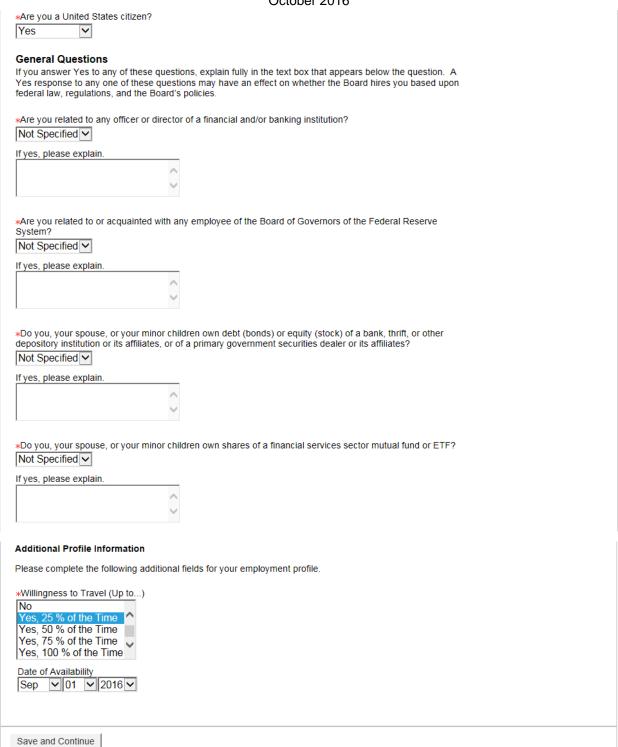
#### Job Submission Flow

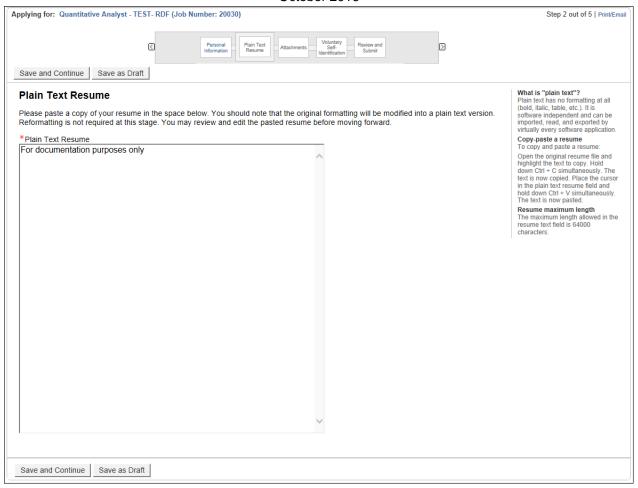


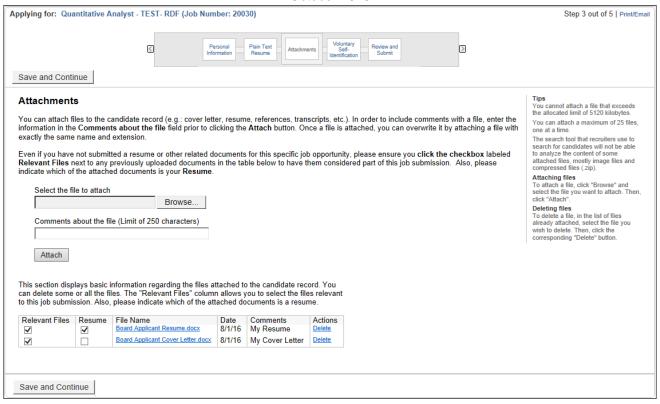


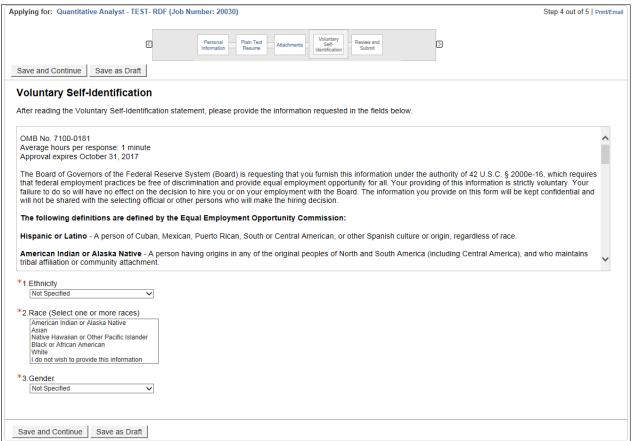


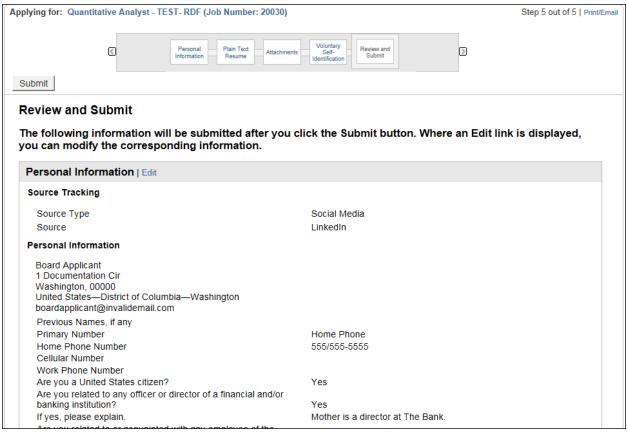


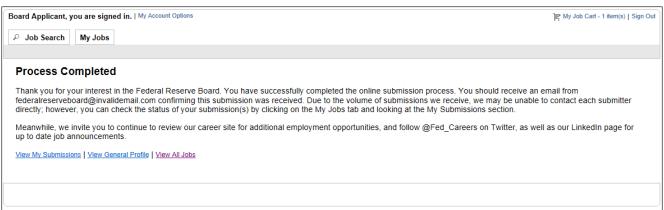




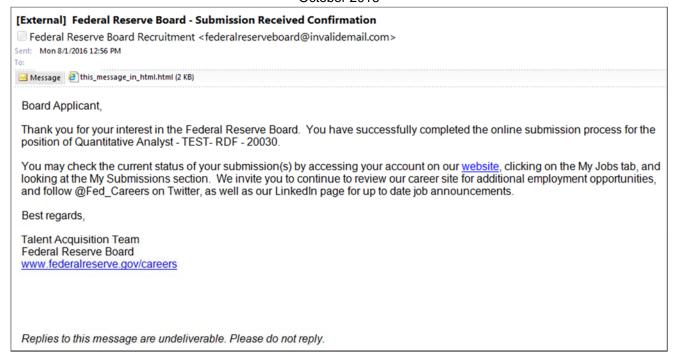






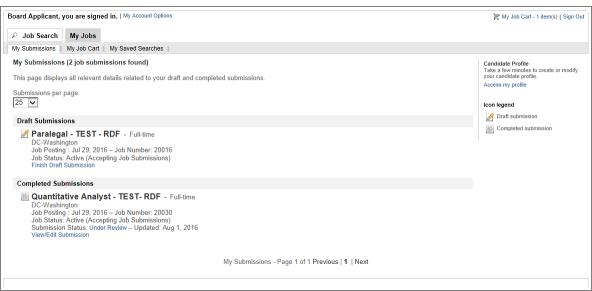


#### October 2016



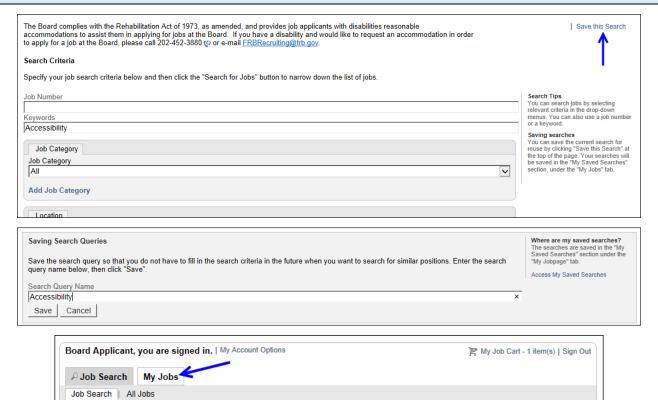
#### My Submissions





#### October 2016

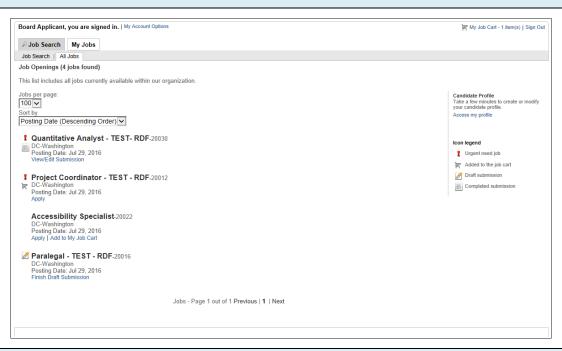
# My Saved Searches





October 2016

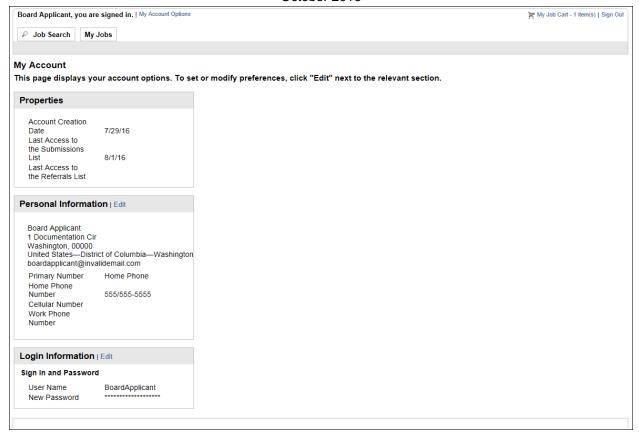
# All Jobs



# **My Account Options**



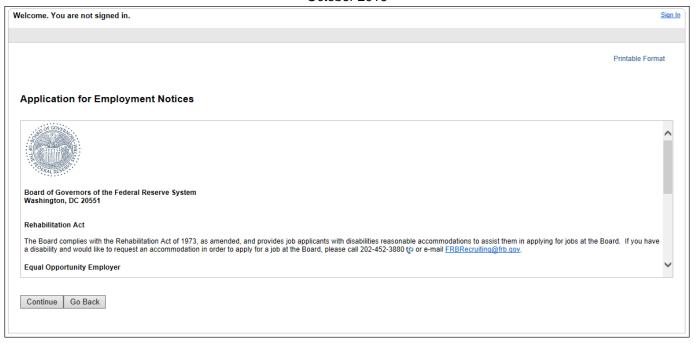
#### October 2016



# External – Application for Employment Career Section and Application Flow



#### October 2016



Welcome. You are not signed in. Login You have accessed a U.S. Government computer system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized access to this system may result in disciplinary action, as well as civil and criminal penalties.

By using this computer system, you understand and consent to the following:

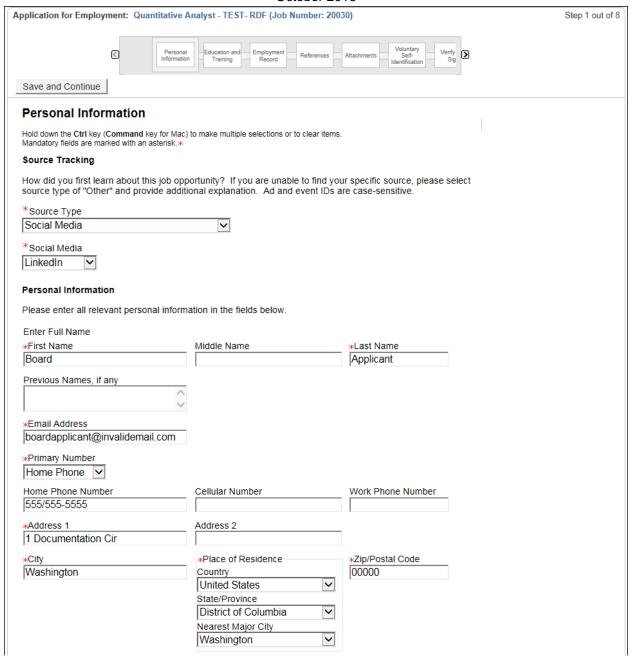
- You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.
   At any time, and for any lawful government purpose, the Federal Reserve or other U.S. Government entity may audit, access, monitor, intercept, or search any communication, data, or other information transiting or stored on this information including, but not limited to, information about your use of this information system.
   Any communications, data, or other information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

"Login" with User Name and Password. If you have forgotten your User Name or Password, use the "Forgot your user name?" and/or "Forgot your password?" links below.

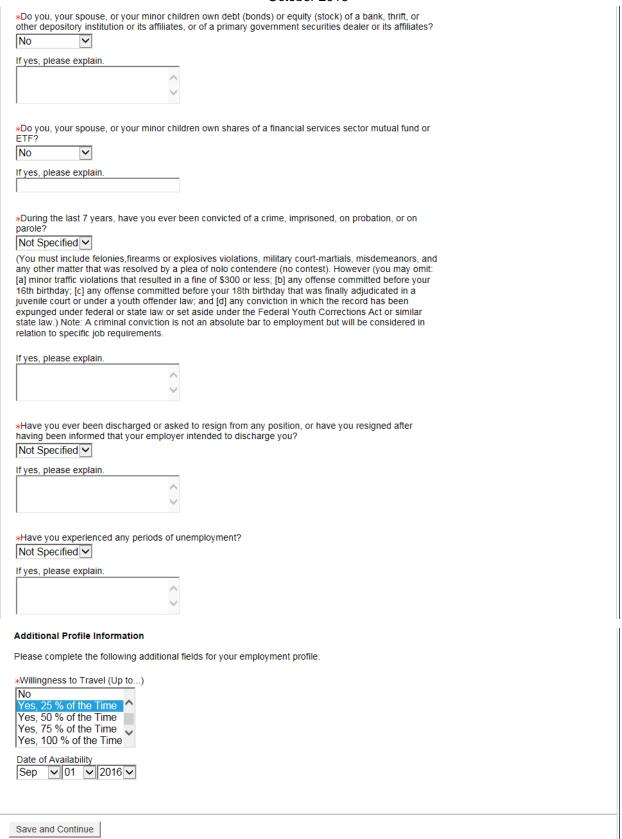
Mandatory fields are marked with an asterisk \*User Name

\*Password

Login

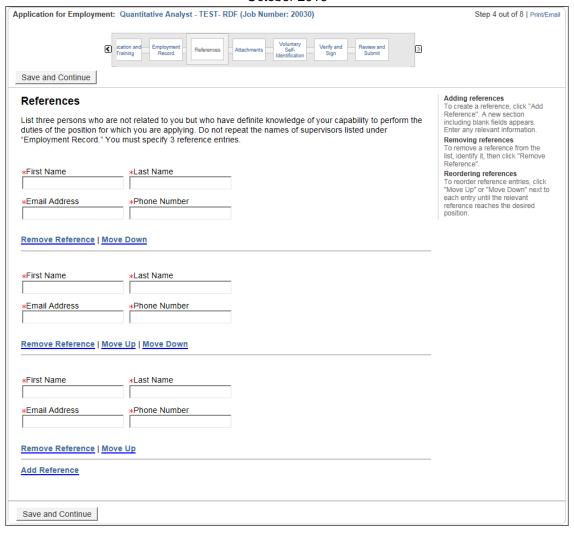


*Are you a United States citizen?  Yes	
103	
General Questions	
	plain fully in the text box that appears below the questions may have an effect on whether the Board and the Board's policies.
*Are you delinquent on any Federal debt (e.g., ton guaranteed or insured loans)?    Not Specified	federal taxes, loans, overpayment of benefits, defaults
If yes, please explain.	
^	
~	
*Are you now under charges, on trial, or awaitin as a misdemeanor or a felony)?	g trial on criminal charges for any violation of law (such
Not Specified	
If yes, please explain.	
^	
~	
*Are you related to any officer or director of a file Yes	nancial and/or banking institution?
If yes, please explain.	
Mother is a director at The Bank.	
*Are you related to or acquainted with any emp System?	loyee of the Board of Governors of the Federal Reserve
Yes	
If yes, please explain.	
Cousin works at the Board.	
~	
*Do you receive any annuity from the United St	ates or District of Columbia governments under any
retirement act or any pension or compensation  Not Specified	
If yes, please explain.	
Ç	

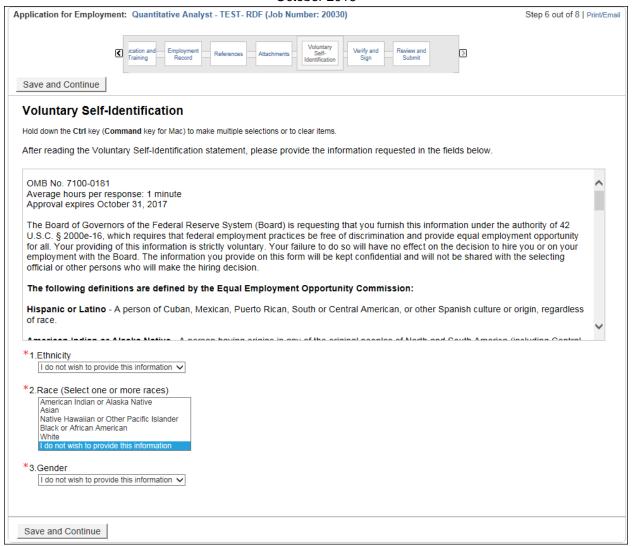


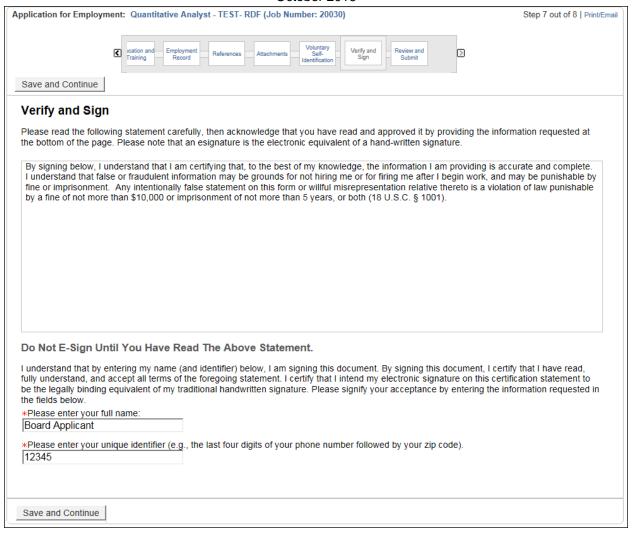
Application for Employment: Quantitative Analyst - TEST- RDF (Job Number: 20030)	Step 2 out of 8   Print/Email		
sonal Education and Employment References Attachments Self- Sign Review Subr			
mation Training Record Researches Austriments Identification Sign Subr			
Save and Continue			
Education and Training	Adding education entries To create one education, click "Add		
Education	Education". A new section including blank fields appears. Enter any relevant information.		
List all educational experiences below, including high school, college (attendance or degrees from accredited schools), graduate school (attendance or degrees from accredited schools) and technical or other training schools. You must specify at least 1 education entry.	Removing education entries To remove an education from the list, identify it, then click "Remove Education".		
Education 1	Reordering education entries To reorder education entries, click "Move Up" or "Move Down" next to		
*Institution	each entry until the relevant education reaches the desired		
Select	position.		
*Complete Address	Adding certifications/professional		
	licenses To add a certification/professional license, click "Add Certification/Professional License". A new section including blank fields		
	appears. Enter any relevant information.		
*Program Minor Select	Removing certifications/professional licenses		
*Type of Degree Not Specified	To remove a certification/professional license, identify it, then click "Remove Certification/Professional License".		
*Did you graduate? Year Graduated	Reordering certifications/professional		
Not Specified ✓	licenses To reorder certification/professional		
*Start Date    Month   Year   Month   Year	license entries, click "Move Up" or "Move Down" next to each entry until the relevant		
Remove Education	certification/professional license reaches the desired position.		
Add Education			
Certifications/Professional Licenses			
Start by entering the most relevant certification/professional license and continue adding			
certifications/professional licenses until you have entered all that you feel are important to disclose for this job.  Do not list expired certifications/professional licenses.			
Certification/Professional License 1			
Certification/Professional License Issuing Organization			
Select Select			
Remove Certification/Professional License			
Add Certification/Professional License			
Save and Continue			

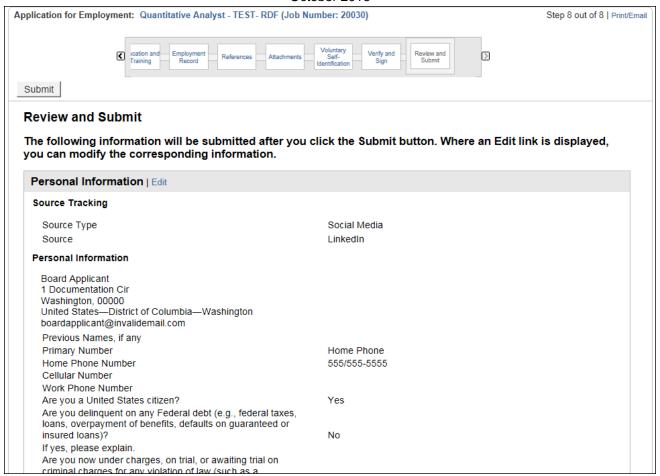
Application for Employment: Quantitative Analyst - TEST- RDF	(Job Number: 20030)	Step 3 out of 8   Print/Email
	·	
cation and Training Employment Record Att	achments Voluntary Self-Identification Sign Review and Submit	
Save and Continue		
Employment Record		Adding work experience entries To create one work experience,
Please list all employment, including periods of unemploymentry.	ent. You must specify at least 1 work experience	click "Add Work Experience". A new section including blank fields appears. Enter any relevant information.
Work Experience 1		Removing work experience entries To remove a work experience from
☐ Current Job		the list, identify it, then click "Remove Work Experience".
*Employer	Name During Employment	Reordering work experience entries
<u>Select</u>		To reorder work experience entries, click "Move Up" or "Move Down"
*Employer Address		next to each entry until the relevant work experience reaches the
^		desired position.
~		
*Title of Position		
ATTIC OTT GOIDOT		
*Start Date	*End Date	
Month Year Y	Month Year V	
Classification Grade (if in Federal Service)	*Number of Hours Worked Per Week	
Salary or Earnings		
*Base Start	*Base Current/End	
Supplemental Start	Supplemental Current/End	
*Brief Description of Duties and Responsibilities	*Reason for Desiring to Change Employment	
^	^	
~	~	
*Supervisor's Name	*Supervisor's Phone	
Please check this box if we may contact this supervisor.		
Remove Work Experience		
Add Work Experience		
Add Work Experience		
Save and Continue		



Application for Employment: Quantitative Analyst - TEST- RDF (Job Number: 20030)	Step 5 out of 8   Print/Email			
cation and raining Employment Record References Attachments Voluntary Self-Identification Sign Review and Submit Save and Continue				
Save and Continue				
Attachments  You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). In order to include comments with a file, enter the information in the Comments about the file field prior to clicking the Attach button. Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.  Even if you have not submitted a resume or other related documents for this specific job opportunity, please ensure you click the checkbox labeled Relevant Files next to any previously uploaded documents in the table below to have them considered part of this job submission. Also, please indicate which of the attached documents is your Resume.  Select the file to attach  Browse  Comments about the file (Limit of 250 characters)	Tips You cannot attach a file that exceeds the allocated limit of 5120 kilobytes. You can attach a maximum of 25 files, one at a time. The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and compressed files (zip).  Attaching files To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".  Deleting files To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the			
Attach  This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is a resume.  Relevant Files Resume File Name Date Board Applicant Resume.docx Board Applicant Cover Letter docx Board Applicant Cover Letter Delete				
Save and Continue				





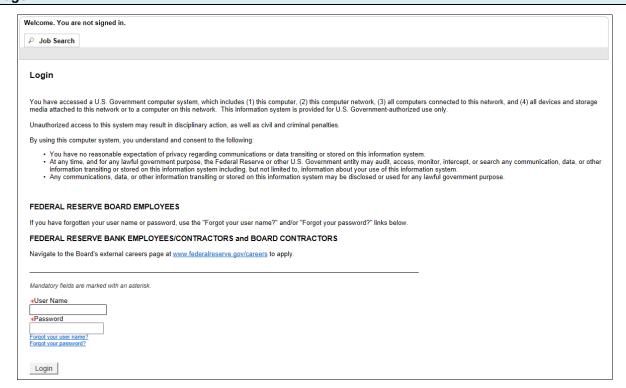




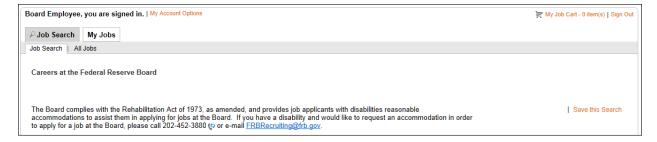
October 2016

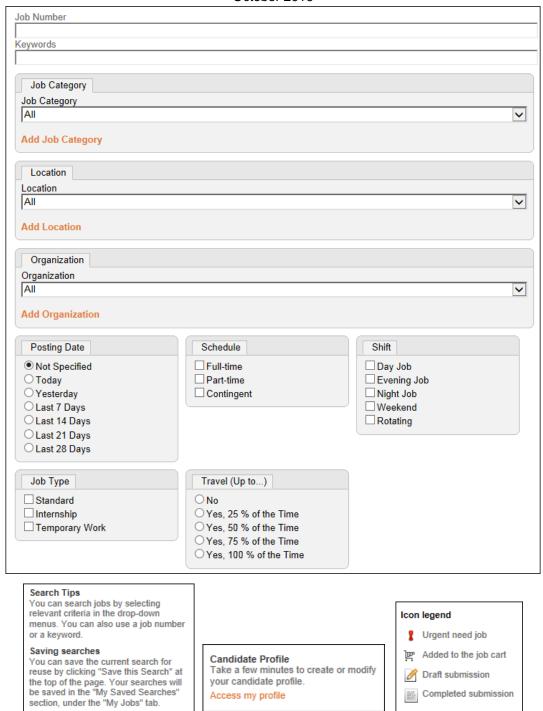
# **Internal Career Section and Application Flows**

# Login Page



#### Job Search





# October 2016

# TEST Search Results (4 jobs found)

Results per page

Sort by

Posting Date (Descending Order)

! Quantitative Analyst - TEST- RDF-20030

DC-Washington Posting Date: Jul 29, 2016 Apply | Add to My Job Cart

Project Coordinator - TEST - RDF-20012

DC-Washington Posting Date: Jul 29, 2016 Apply | Add to My Job Cart

#### Accessibility Specialist-20022

DC-Washington
Posting Date: Jul 29, 2016
Apply | Add to My Job Cart

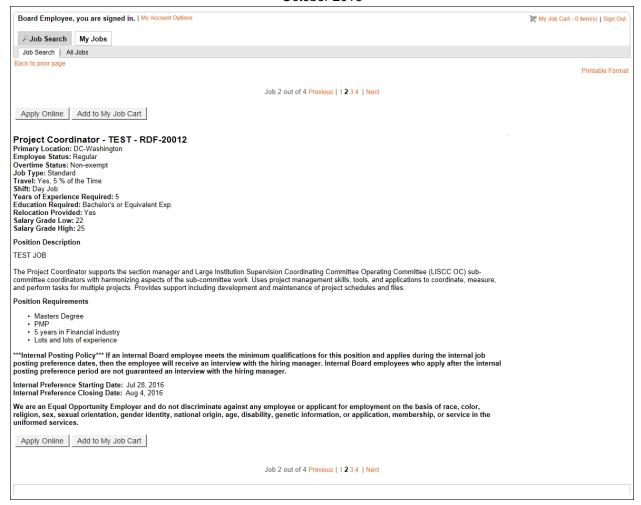
Paralegal - TEST - RDF-20016

DC-Washington Posting Date: Jul 29, 2016 Apply | Add to My Job Cart

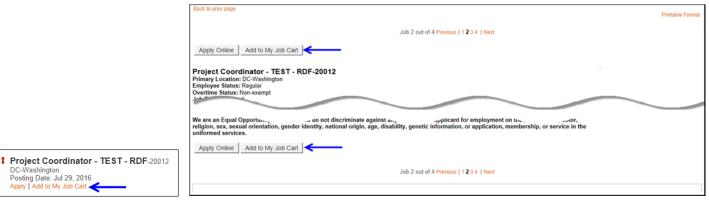
Jobs - Page 1 out of 1 Previous | 1 | Next

# Job Description

#### October 2016



#### Job Cart





### October 2016

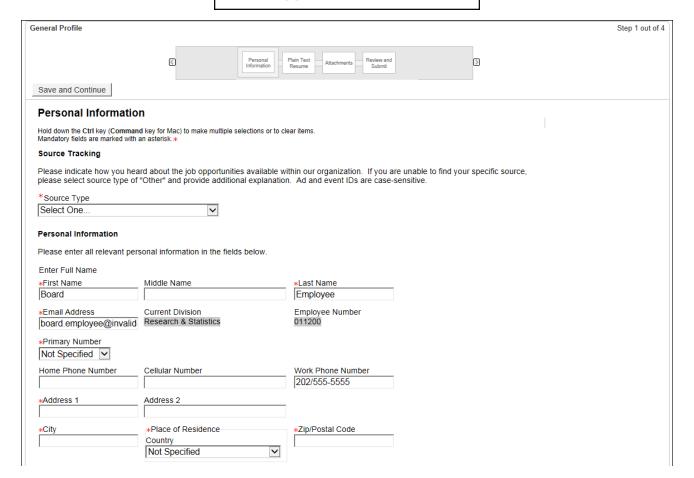


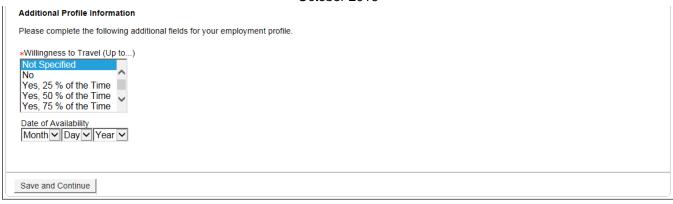
## General Profile Flow

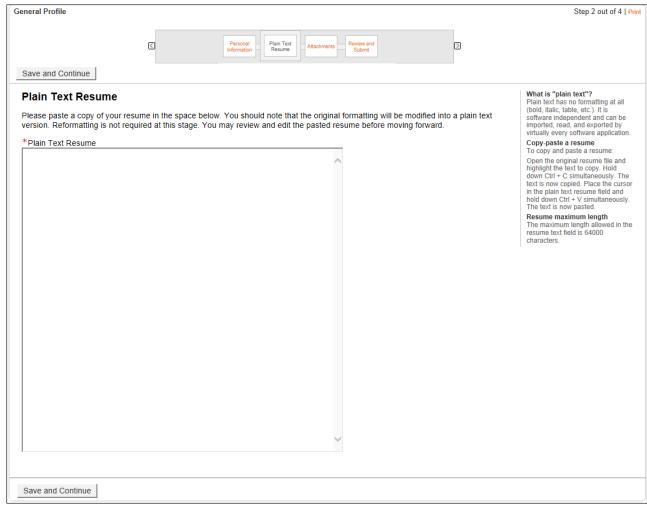
#### Candidate Profile

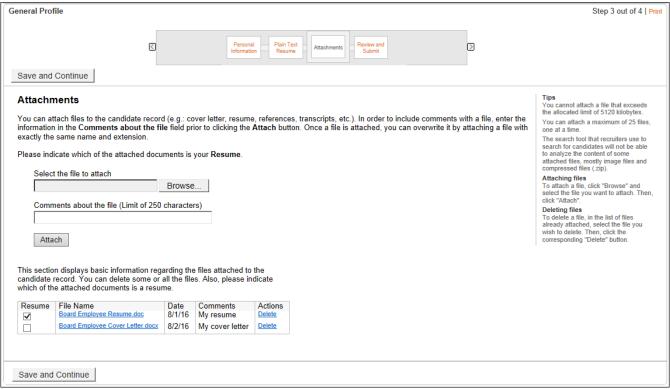
Take a few minutes to create or modify your candidate profile.

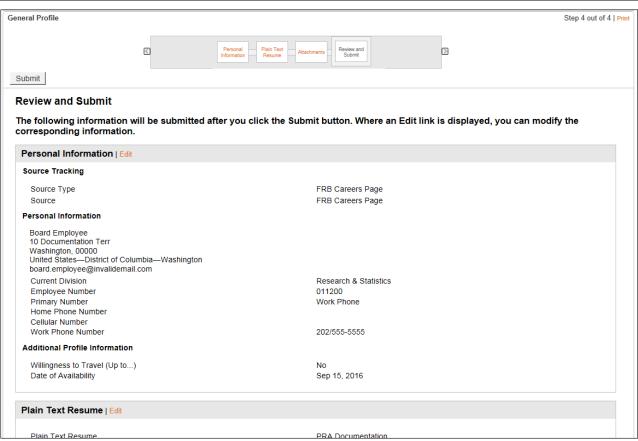
Access my profile





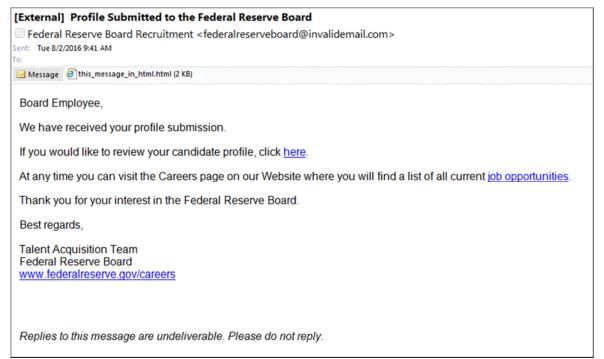




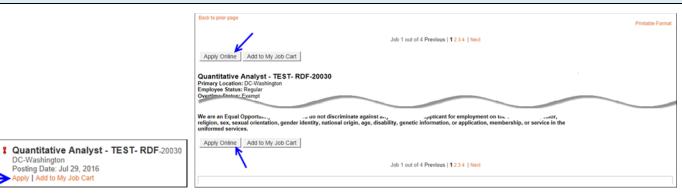


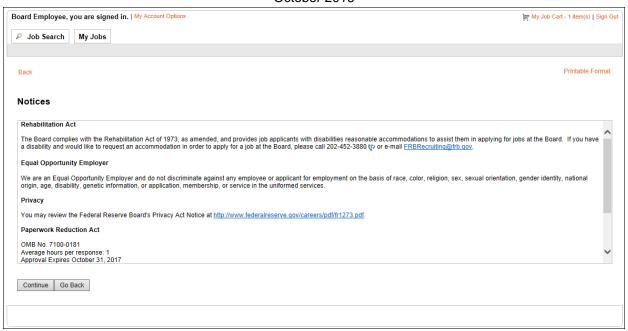
### October 2016

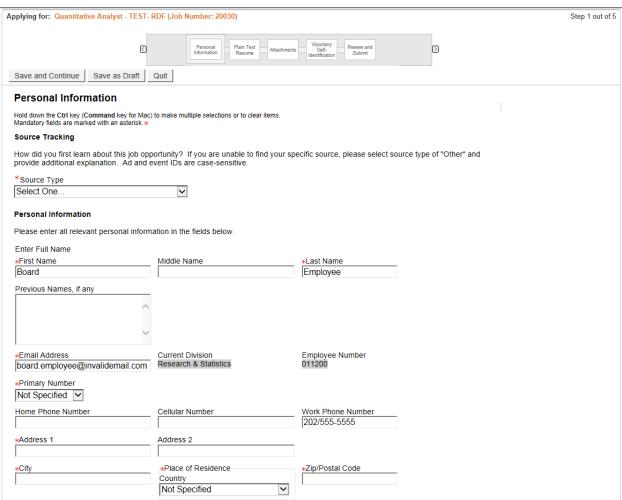




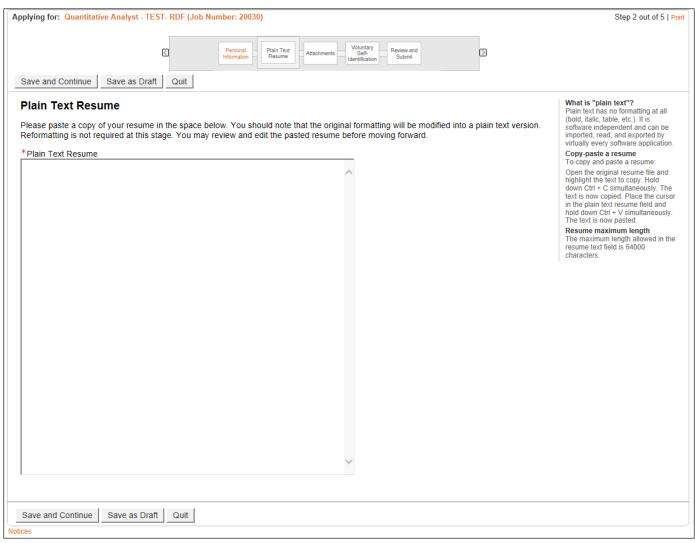
## Job Submission Flow

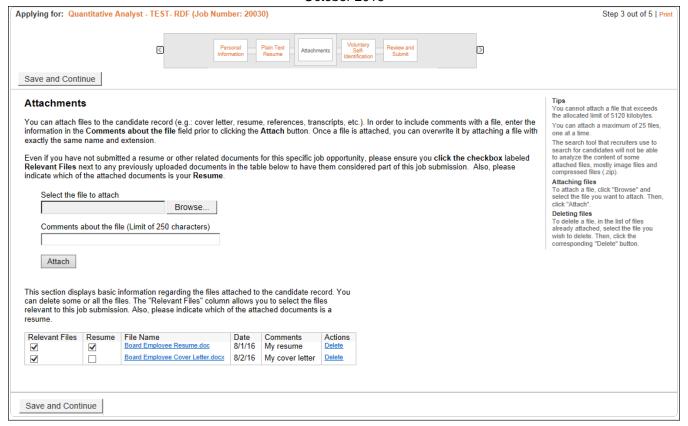


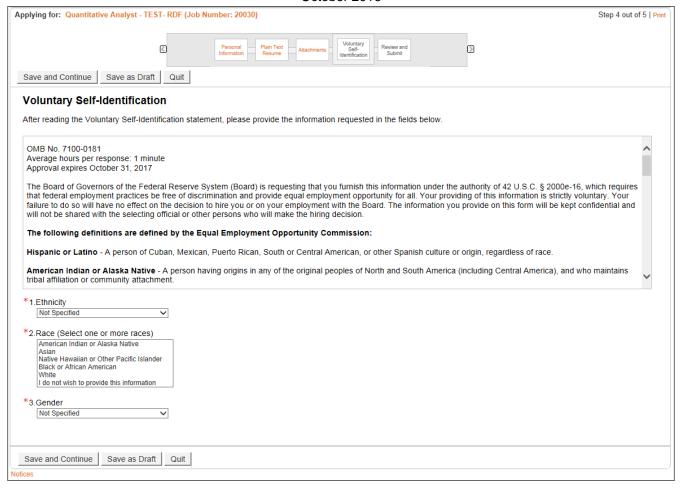


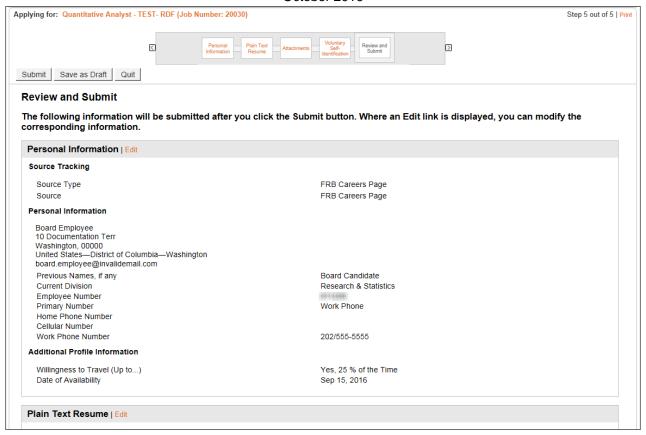


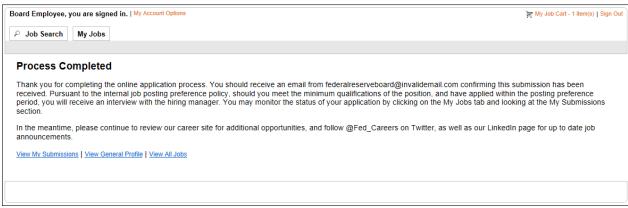




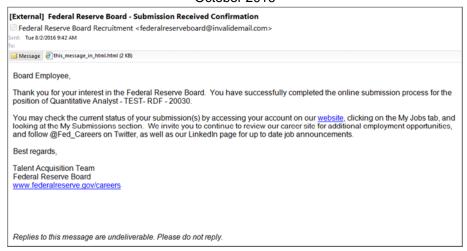






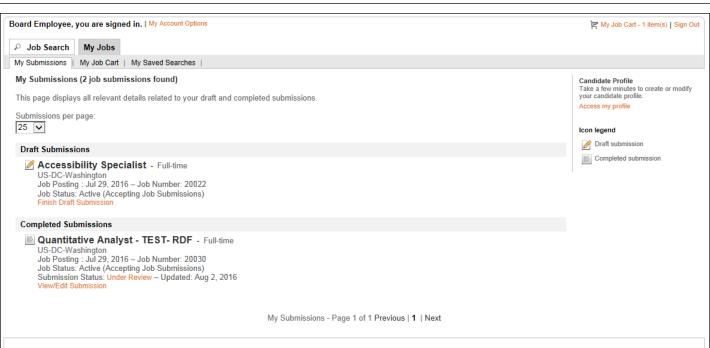


### October 2016



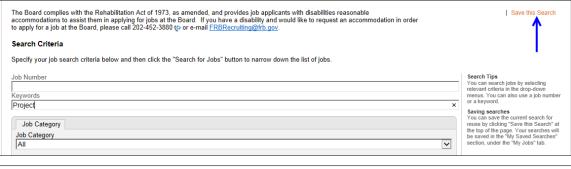
## My Submissions

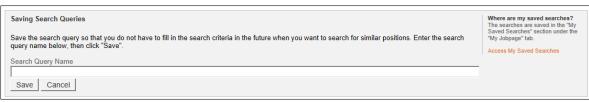




### October 2016

## My Saved Searches



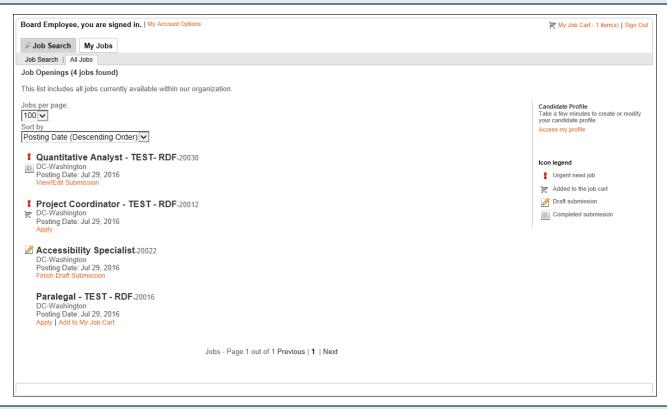






October 2016

# All Jobs



# **My Account Options**



