New Candidate Checklist
How To Apply for Seasonal Work

Step 1: Navigate to the Employment Webpage

- ☐ Go to the CHQ Employment Page: chq.org/employment
- ☐ Scroll down to the New Candidate section.
- ☐ Click the green **Learn More** button.
- ☐ Click the green **Search Employment Opportunities** button.

Step 2: View and Explore Job Opportunities

- ☐ Use the search functions to find the desired job(s).
  - Seasonal jobs have "Seasonal Employment" in the job title.
  - Enter a key word, job title or department name. Press the **Enter** key. Mobile users, tap **Done**.
  - To search by job category, use the drop-down arrow.
- ☐ Jobs for Minors (under age 18) – search by the key word "minor"
  - The job summary contains the minimum age requirement.

After you've found a job of interest, click the job title (blue text) to view the full job posting.

Step 3: Apply for a Job: Getting Started

- ☐ On the full job posting, click the blue **Apply now** button.
- ☐ Sign in or create an account.
  - Already have an account? Sign in (username is your email)
    - Click **Sign In**. Your application information can then be populated automatically. See Step 4.
  - Don't have an account?
    - Create one by adding a user name (your email address) and a password. Complete all the fields, then click the blue **Register** button.
   - Sign in.

Step 4: Submitting a Job Application

You must sign into your account before you can submit a resume or the application.

- ☐ Complete the job application.
- ☐ Click the blue **Submit** button.

### How to Populate Application Information Automatically

Applying for multiple positions? You can populate your application information automatically. To set this up, sign into your account. Then:

- ☐ Click **My Presence** (top of the page). Mobile Users: Click the **Hamburger icon** (triple bar) to open the menu.
- ☐ Click the **Personal Information** tab.
  - Complete all the sections in the Personal Information tab (including work experience, education, skills, etc…).
  - **Important Reminder**: Be sure to click the blue **Save** button.
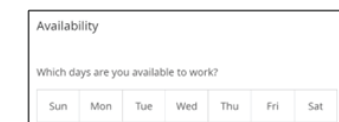
Although optional, we highly recommend you provide **schedule availability** information. Knowing your work availability can be a critical factor in screening for candidates who can work the schedule outlined in the job posting.

Auto Populate Your Information
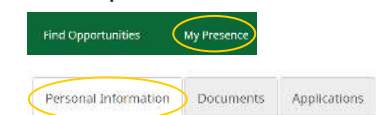
Step 5: Check on Your Application Status

- ☐ Sign in (username is your email used in Step 3).
- ☐ Click **My Presence** (top of the page).
- ☐ Click the **Applications** tab.

The Hiring Process: Hiring processes vary by position and department. It typically starts with outreach to qualified candidates for an initial phone screening and, for candidates who are selected to advance, an in-person or virtual interview with a hiring manager or managers.

If you aren't selected to be contacted for the job you applied to your application may be forwarded to other hiring managers to be considered for other positions for which you are qualified.