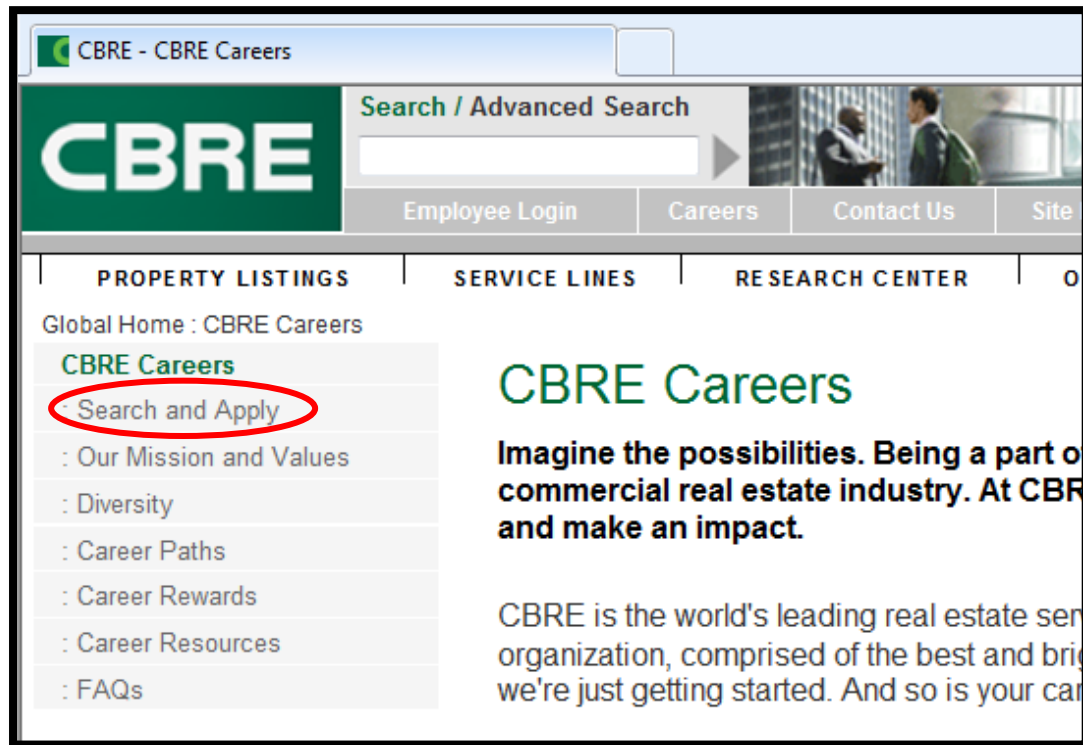


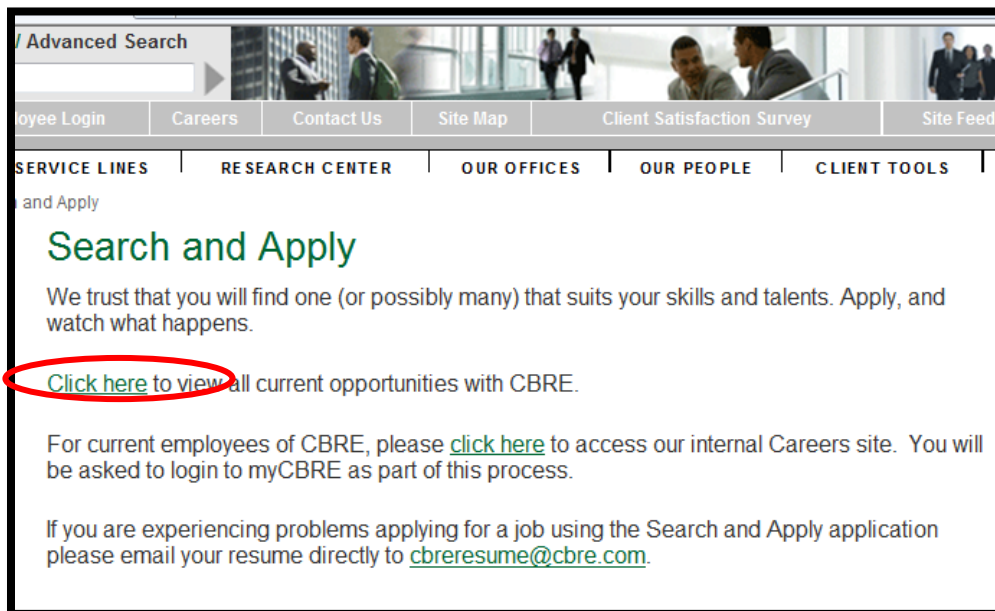
CBRE – How to fill out a General Application

CBRE Careers Application System is compatible with the following browsers: (Internet Explorer is recommended for best experience), Internet Explorer Release 9, 8, 7, Firefox Release 7, 3.6, Safari Release 5, 4.3.3, 4, 3

1. Go to <http://careers.cbre.com/>
2. Click on “Search and Apply”



3. Click on the “Click here” link where it says “to view all current opportunities with CBRE.”



4. At the bottom of this screen you will see an option to “Submit A General Application” – please click on that link.

Enter your user name and password to login. If you have not yet registered, [Register Here.](#)

Basic Job Search		Login	
Keywords:	<input type="text"/>	User Name:	<input type="text"/>
Posted:	Last Month <input type="button" value="v"/>	Password:	<input type="text"/>
<input type="button" value="Search"/> Advanced Search Search Tips		<input type="button" value="Login"/> Login Help Register Now	

Job Posting Information

◀◀ First ◀ Previous | Next ▶ Last ▶▶

Latest Job Postings

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	01/10/2012	Service Engineer Manager	2012000032	VA-Falls Church
<input type="checkbox"/>	01/09/2012	Operating Engineer	1029330	GA-Hapeville
<input type="checkbox"/>	01/09/2012	Lead Operating Engineer	1028751	IA-West Des Moines
<input type="checkbox"/>	01/09/2012	Chief Operating Engineer	1029291	GA-Hapeville
<input type="checkbox"/>	01/09/2012	Lead Operating Engineer	1029292	GA-Hapeville

[Select All](#) [Deselect All](#)

[Submit A General Application](#)

5. The next step will require you to either log in to our system using a previously created user name and password (if you have applied to positions with us in the past) or register as a new applicant. To register as a new applicant click on “Register Here”.

Login

You must login or register in order to continue. [Register Here](#)

Login

User Name: Password:

[Login Help](#) [Register Now](#)

[Return to Previous Page](#)

6. This will bring you to a page to create a user name and a password. **Please create a user name and password that will be easy for you to remember.** Make sure to document this in a confidential place that you will be able to refer back to again in the future. **Once you have entered in a user name and password you need to click on “Register.”** If you forget your user name or password, please click on Login Help to obtain this information.

Register

Enter your new user name and password.

Enter Registration Information

*User Name:

*Password:

*Confirm Password:

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7. You will need to either “Upload a new resume” or “Apply without using a resume.” (Please note that if you have applied before and uploaded a resume it will also give you a third option to “Use an existing resume”). **If you upload a resume the system will parse a lot of your data into the application, BUT you MUST confirm that the data has parsed CORRECTLY.** Please be sure to walk through each step of the application carefully – whether you upload a resume or manually enter in the details. After selecting your option click on “Continue.”

Apply Now

Choose Resume

Resume Options

How would you like to proceed?

Apply without using a resume

Upload a new resume

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Please select one of the options before hitting the continue button.

8. This will bring you to the "Profile" page. The following items are required.
 - a. Your "Preferred Method of Contact" – select from the drop down list. (Required)
 - b. Name Format – this will auto-populate to have "English". (Required)
 - c. First Name and Last Name. (Required)
 - d. Your address. (State and Zip are Required)
 - e. Your e-mail address. (Required)
 - f. Phone Number. (Required)

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

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Member Information

User Name: smurf
Password: [Change Password](#)
***Preferred Method of Contact:** Not Specified

Name

***Name Format:** English
Name Prefix:
***First Name:** John
Middle Name:
***Last Name:** Doe
Name Suffix:

Address

Country:

Address 1:

Address 2:

Address 3:

City:

State:

Postal:

County:

Email Addresses

Primary Email Type:

Email Address: [Remove Email](#)

[+ Add Another Email Address](#)

Phone

Primary Phone Type:

Phone Number: Extension: [Remove Phone](#)

[+ Add Another Phone Number](#)

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9. Hit the "Save" button after you have filled out the data. See above.

10. You will be brought to a new page titled "Pre-Application Questionnaire." **PLEASE NOTE:** It is critical that you fill these questions out honestly and accurately. These questions are **REQUIRED**.

Pre-application Questionnaire

Pre Screen Explanatory Message

Please answer the questions and review the Terms and Conditions below to begin with the application process for this position.

Application Questionnaire

Have you ever been employed by CBRE, Inc. or any company that has been acquired by CBRE (e.g. Trammell Crow Company)?

Yes

No

Are any of your relatives presently employed with CBRE, Inc. or any of its subsidiaries or affiliated companies?

Yes

No

Are you 18 years of age or older (If under 18, hire is subject to verification that you are of minimum legal age)?

Yes

No

After receiving an offer of employment, can you submit documentation verifying your identity and legal right to work in the United States?

Yes

No

Have you ever been convicted of a crime that is reportable under Federal and/or State Law? A conviction record will not necessarily bar you from employment.

California Applicants: You should not disclose any arrest or detention that did not result in conviction or any arrest that resulted in participation in a diversion program or any misdemeanor conviction for marijuana related activities that is more than two years old. You should also not disclose the existence of any arrest, criminal charge of conviction, the records of which have been erased or expunged.

Illinois Applicants: Under Illinois Public Act 93-0211, you are not required to disclose sealed or expunged records.

Massachusetts, Hawaii, Philadelphia, PA and Newark, NJ: you are not required to answer this question, please select "No".

Yes

No

Have you ever held a security clearance, issued by a U.S. Government agency?

Yes

No

Is your security clearance active?

Yes

No / Not Applicable

11. After finishing all of the questions, please read the “Terms and Agreement” and select the appropriate choice at the bottom of the field. **PLEASE NOTE:** You will only be allowed to move forward in the process if you agree to the terms.

pay for all fees and costs of the Arbitrator, however, each party shall pay for its own costs and attorneys fees, if any.

In consideration of my employment, I agree to conform to the rules and standards of CBRE, Inc. as amended from time to time at the company's sole discretion. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of CBRE, Inc. I agree that this shall constitute a final and fully binding integrated agreement with respect to the at-will nature of my employment relationship and that there are no oral, implied or collateral agreements regarding this issue.

I understand that all offers of employment are conditioned on the satisfactory outcome of all pre-employment procedures required by CBRE, Inc. This includes a criminal background check and drug and alcohol test, as well as receipt of satisfactory responses to reference requests and the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

CBRE, Inc. as used herein is intended to include all of its affiliated subsidiary companies.

This company is a smoke-free workplace in compliance with the Non-Smoker Protection Act, Tennessee Code Annotated §§ 39-17-1901-1810. In accordance with that law and company policy, smoking is prohibited in enclosed areas on company property.

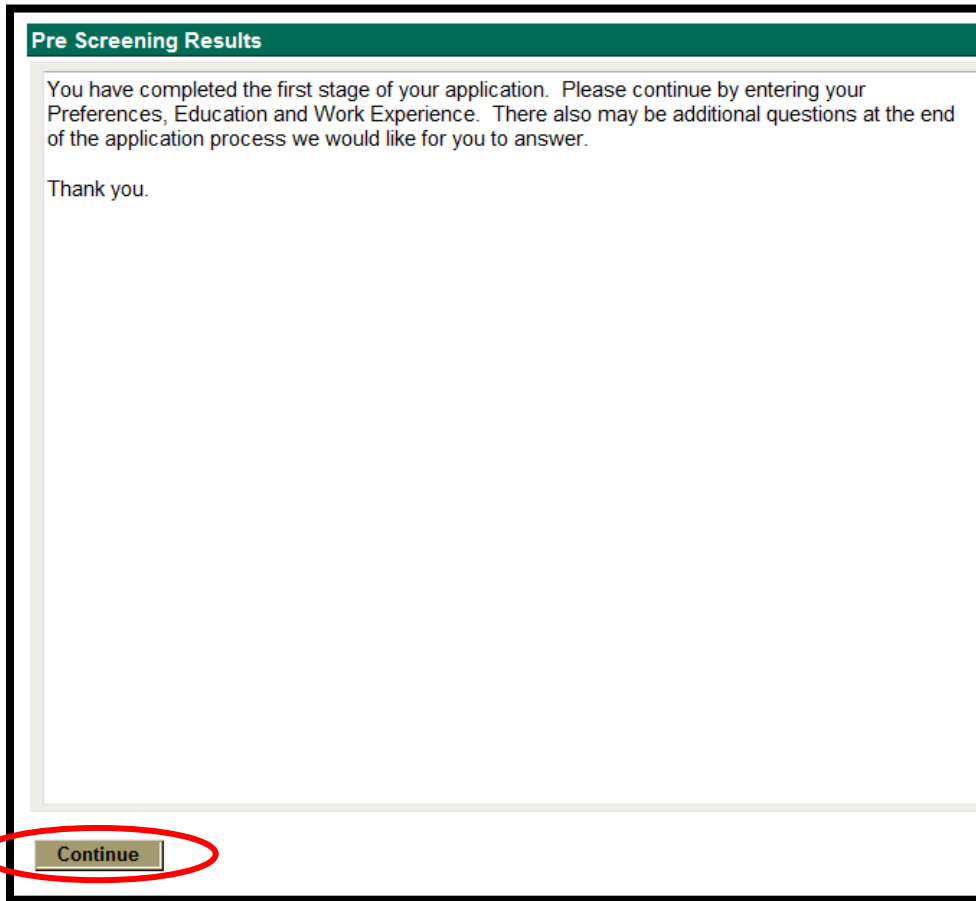
- I agree to these terms**
- I do not agree to these terms**

Continue

Cancel

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12. From here you will be brought to a page that displays your Pre-Screening Results and gives you a brief overview of what will be expected. Please click the “Continue” button at the bottom of the page.



Pre Screening Results

You have completed the first stage of your application. Please continue by entering your Preferences, Education and Work Experience. There also may be additional questions at the end of the application process we would like for you to answer.

Thank you.


[Continue](#)


13. You will next be asked to fill out your job preferences, education information, work experience, etc.


PLEASE NOTE: You are required to enter in how you heard about the job and the sub-source. Transition Employees please enter in "Other" for "How You Heard About the Job" and "Other" for sub-source. In the "specific referral source" please enter "transition" (see below for example circled in red).


Use this section to tell us what you are looking for in terms of location, working time and type of job.


Preferences

Desired Start Date: 

Are you willing to relocate? 


Are you willing to travel? 


Travel Percentage: 


Regular/Temporary: 


Desired Work Days

Monday Tuesday Wednesday
 Thursday Friday Saturday Sunday

Full/Part-Time: 



Desired Shift: 


Minimum Pay: Pay Frequency: 

Currency Code: 

Desired Hours Per Week:

Geographic Preference


First Choice:  Second Choice: 


Comments: 

On this page you can tell us how you found out about the job. If you were referred to the job from another


source you can enter details about the referral source.

Referral Information



How did you learn of the job: 

SubSource: 

Specific Referral Source:

*Are you a former employee: 

Click on "Next" when you have finished this page. Do not hit "Submit."

 [Careers Home](#) 

14. This will bring you to the education page. **PLEASE NOTE: If you are applying for a position that requires a degree or a license it is critical that you add the details on this page. Click on the “Add Degree” icon or the “Add Licenses” icon to add those details. Again, fill this out carefully and accurately. Nothing on this page is required, but we ask that you fill out relevant qualifiers for the job.**

If you have any relevant training courses you want us to know about, enter them in this section.

Job Training

You have not added any training information to your application.

[+ Add Job Training](#)

To add Degrees to your application, select the Add Degrees hyperlink below.

▼ Degrees

You have not added any Degrees to your application

[+ Add Degrees](#)

To add Licenses to your application, select the Add Licenses hyperlink below.

▼ Licenses

You have not added any Licenses to your application

[+ Add Licenses](#)

To add Certificates to your application, select the Add Certificates hyperlink below.

▼ Certificates

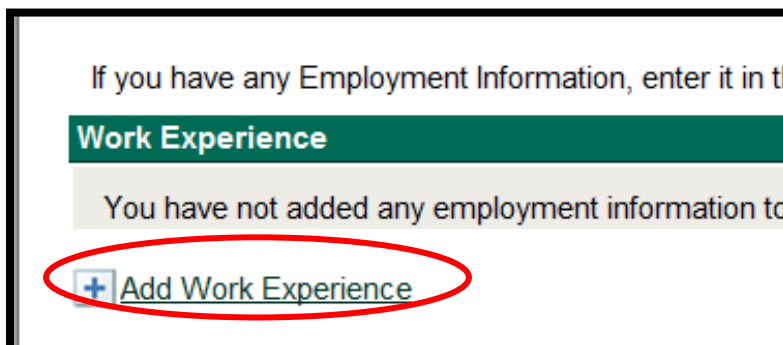
You have not added any Certificates to your application

[+ Add Certificates](#)

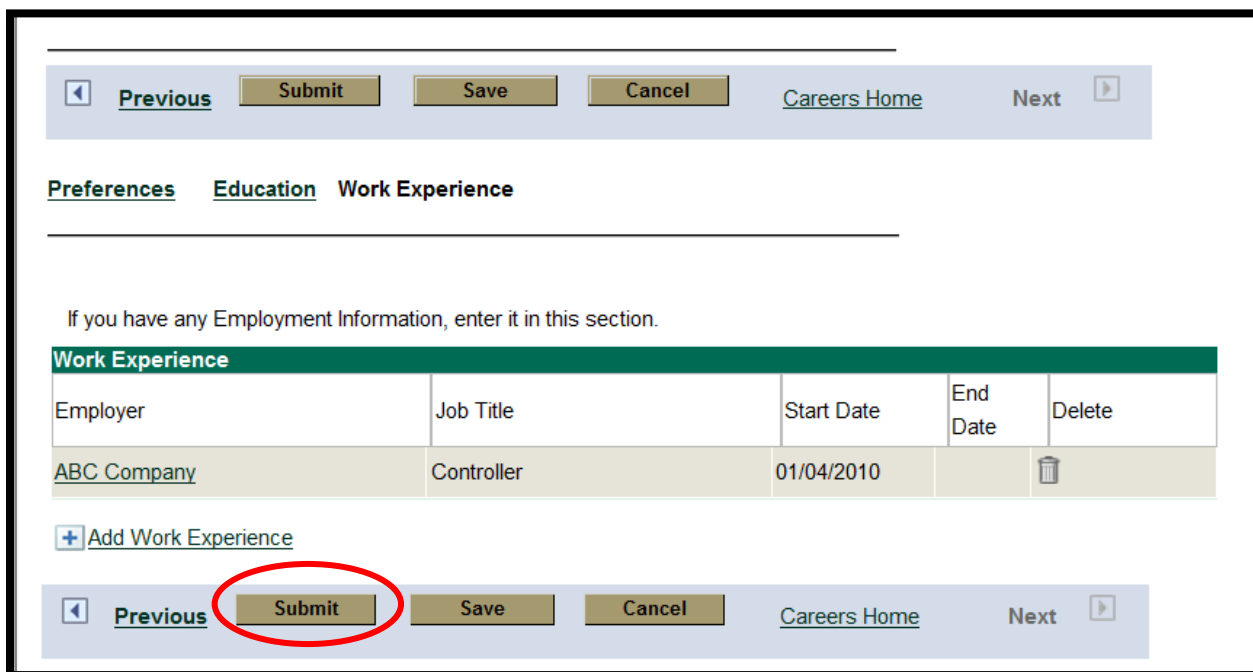
Click on “Next” when you have finished this page. Do not hit “Submit.”

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15. After clicking “Next” you will be brought to the “Work Experience” page. **PLEASE NOTE: If you are a transition applicant, it is required that you fill out 7 years of work experience. If you have been with your current employer for over 7 years, please input your previous two employers as well.** Again, this is critical component to the application process so it is important you fill this out accurately. Click on “Add Work Experience” to enter in the details.



16. After entering in your work experience please click on the “Submit” button at the bottom of the page.



Once your application is fully complete, you will receive the following email

From: <CBRECareers@cbre.com>

Subject: Thank You from CBRE. Your online resume has been successfully submitted.

To: joesmith@gmail.com

(Please Note: This message was automatically generated. Please do not respond.)

Dear Joe Smith,

Thank you for your interest in a career with CBRE. We have received your resume submission for the following position(s) submitted on

2012-10-28:

2012008453-Business Services Coordinator (St. Louis, MO)

CONGRATULATIONS! YOU HAVE COMPLETED THE ONLINE APPLICATION!

You will be notified if any additional steps for your application process are needed.

THANK YOU!