Harris Teeter Job Application Assistance

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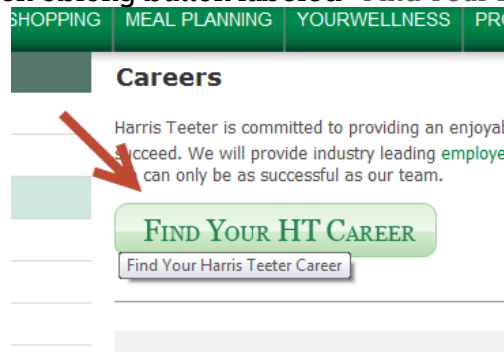**Harris Teeter Job Application Assistance**

Application site

To apply for jobs at Harris Teeter, look for the careers link on our main website or you can use any of the following links:

harristeeter.jobs
http://www.harristeeter.com/about_us/careers/careers.aspx

Once on the site click on the green oblong button labeled "*Find Your HT Career*".

This takes you to a more detailed page of links to general categories of jobs. Review the available selections and click "apply for job" under the area of your choice.

The system will display a page listing current postings accepting applications.

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Basic Job Search Page

The Basic Job Search page is very flexible in how it can show you jobs you are interested in reviewing.

1. **Basic Job Search** – Main page for searching for jobs.
2. **Job Number** – if known, enter the job number here
3. **Keywords** – searching for phrases & indicators can be completed here. The search will find the characters entered in job titles and descriptions as well as the names of our locations. It does not search the addresses; they will be displayed under the requisitions.
4. **Job Field** – these two fields are used to filter all of our jobs by their major site. The "area of interest" you selected will show this prefilled by your choice. Please note, if you clear the search, these fields will also clear.
5. **Country** – if searching by an area near your home zip code, please select either Harris Teeter or United States in this field.
6. **Zip Code** – if searching by an area near your home zip code, enter that zip code here.
7. **Distance from Zip/Postal Code** – if searching by an area near your home zip code, you will select a unit of measure and distance from the entered zip code.

Once you have entered the information of your choice, you will need to scroll down to use the search button to activate the filters.

Job Titles

1. **Title of Requisition** – includes schedule job and shopping center. You can click the Title to see a full job description including qualifications. The small "*balloon*" will show you the first 100 characters of the job description.
2. **Schedule of Requisition** – part time or full time

3. **Add to My Job Cart** – you can save jobs to apply at a later time by adding them to your job cart.
4. **Posting Date** – the date the requisition was posted
5. **Requisition ID** – if you search for an exact requisition number, this is where to validate it is correct.
6. **Share Feature** – you may share a job via this feature to a friend.
7. **Store Number & Address** – this is the store number in our system plus the address of this location
8. **Apply** – when you are ready, you will click here to apply to this requisition

Browsers

Harris Teeter's online application system performs best with the following Browser/Operating System combinations; see Figure 1below for more details:
• Internet Explorer 10 with Windows 8
• Internet Explorer 9 with Windows 7
• Internet Explorer 8 with Windows 7
• Safari 6 with Mac X10.8
• Firefox 17[1] with Windows 8
• Chrome23[2] with Windows8
Harris Teeter does not support any software, browser or operating system no longer supported by the vendor of the product. For more information, please visit the respective vendors' web sites.

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[1] To make sure that you're protected by the latest security updates, Google Chrome automatically update whenever they detect that a new version of the browser is available. The update process happens. Check your versions regularly and compare to our list of supported browsers.

[2] To make sure that you're protected by the latest security updates, Firefox automatically update whenever they detect that a new version of the browser is available. The update process happens. Check your versions regularly and compare to our list of supported browsers.

Applying to a Requisition

When you are ready, you will click the Apply link under the requisition title to begin the application process for your chosen requisition. You will first see the Harris Teeter "*Privacy / Disclaimer Agreement*" that we ask you to read and understand before your application entry and or review begins. After the acceptance, you will see the logon screen. You will be asked to create a login user name and password.

1. **Welcome** – The welcome area and if you are signed in, your Name
2. **User Name** – User names should be unique while something you will easily remember. The system will guide you through the rules for creating your user name.
3. **Sign In with Google or Yahoo Account** – it is possible to use existing email services to use as your access. You will be asked to agree to a statement that will allow the service you choose to access our career site. If you do not have an email account, there are free services such as Yahoo, Gmail & Microsoft. There are other sites available. You will just need a valid email that will allow us to reach you.

4. **Password** –the field where you enter your password
5. **Forgot User Name or Password Help** – To unlock your account or retrieve your password, you can use these links for "Forgot Password" or "Forgot User Name" to access automated systems.
6. **Login New User** – If you are a returning user, the information you entered plus the" *Login*" will take you to your profile pages. If you do not have an account, select the "*New User*" button to create your profile. Please have your valid email account ready for entry.

Forgot User Name and Forgot Password

To unlock your account or retrieve your password, follow the "*Forgot Password"* or "*Forgot User Name*" utilities under the logon password field. These utilities require your email account and/or user name registered to your account in our system. The process takes you step by step through the validation of your identity. The system also creates a temporary "*Access Code*" that you must use to gain entree to your account. We highly recommend that you do a copy/paste from the e-mailed as to match the code exactly.

Access Code

When you need to reset your password, you will use your username, email account and a system generated "*Access Code*" to verify your identity. Please note, Harris Teeter takes great care in safeguarding your personal information and in complying with all applicable federal & state privacy laws in addition to our own internal standards & best practices. The Access Code is delivered to your email account on record. To see a sample of the email you would receive, see Figure 2.

You must pay close attention to the numbers, characters and their capitalization as the Access Code is required to be an exact match. It is best practice to use your computers "Copy & Paste" functions to enter the Access Code the two times in the process reset your password and gain entree to your account

The Change Password Screen

1. **User Name** – this area will display the user name for the account
2. **Access Code** – on this screen you must enter the access code for the second time and last time.
3. **New password entry and confirm fields** – you will create the new password then enter it a second time to verify you entered it correctly

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Password

Your password should be easy for you to remember. You should guard it so your personal information will remain secure. You will be asked to use the password at certain stages of your application process.

1. It must contain between 6 and 32 characters.
2. Use only characters from the following sets:
   a. ! # $ % & ( ) * + , - . / 0123456789 : ; < = > ? @ [\ ] _ `{ | } ~
   b. ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
3. It must contain at least 1 letter(s)
   a. ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
4. It must contain at least 1 numeric character(s)
   a. 0123456789
5. It must **NOT** contain more than 2 identical consecutive characters
   a. These examples will NOT be accepted (AAA, iiii, $$$$$ ...)
6. It must **NOT** contain your user name.

Application Process

The time it takes to complete the application process varies by job and candidate. Take your time to complete your application. The system will save your progress as you pass through the main areas of the workflow for your requisition. You can keep track of where you are with the "status bar "at the top of the application screens.
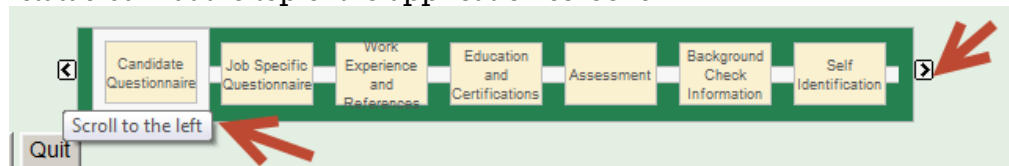
You may use the scroll bars on each end to scroll through what you have completed and to preview what you will have to complete. Much of the data is entered only once and will be carried over to other applications. Some information is job specific. You may also save your work as a "draft" submission to complete at a later time.

Please make note: draft submissions are not complete and therefore are neither seen nor considered for review. You will see the following statement when you first press "Save as Draft"

You are about to save this job submission (including the information on this page) as draft. If you save as draft, you will exit the current submission process. Are you sure that you want to save as draft and exit the job submission process?

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Process Complete

You must fill out your application(s) to completion. To verify you have completed the application, you will see the "*Process Complete*" screen. In addition to the screen you will receive an email confirmation to the email account used in your registration. See

Figure **3** for an example of the completion screen and email you will receive.

Job Assessments

Harris Teeter applications include job assessments. These assessments are given to all applicants. You should give yourself 30 to 40 minutes to complete the assessment for your requisition. See Figure 4 for the assessment screening page.

Application Status

Harris Teeter only considers applications as active for a period of 30 days. If it has been more than 30 days since you last updated your application, please return to the application site and confirm your continued interest by updating the application. To update the application, follow these 3 easy steps while you are signed in:

1. Go to the **My Jobpage** tab.

2. Find on the list of Completed Submissions, the application in question the click the **View/Edit Submission** link.

3. Click the Submit button to see the new **Thank You** page

For the status of a given application less than 30 days, contact the specific location listed on the job posting

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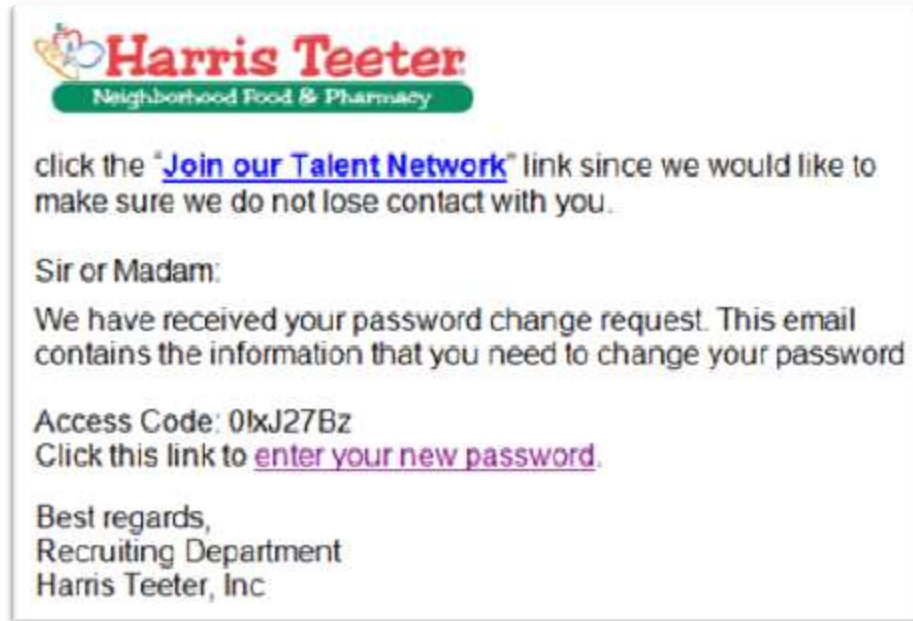
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Figure 1 Matrix of Supported Browsers and Operating Systems

Click here to return

Supported Operating Systems and Browsers	Windows XP	Windows Vista	Windows 7 (32 bit)	Windows 7 (64 bit)	Windows 8 (32 bit)	Windows 8 (64 bit)	Mac OS X 10.7	Mac OS X 10.8
IE 10 (64 bit)	Not Available	Not Supported	Not Available	Certified	Not Available	Certified	Not Available	Not Available
IE 10 (32 bit)	Not Available	Certified	Certified	Not Supported	Certified	Not Available	Not Available	Not Available
IE 9 (64 bit)	Not Available	Not Supported	Not Available	Certified	Not Available	Not Available	Not Available	Not Available
IE 9 (32 bit)	Not Available	Certified	Certified	Not Supported	Not Available	Not Available	Not Available	Not Available
IE 8	Certified	Supported	Certified	Not Supported	Not Available	Not Available	Not Available	Not Available
IE 7	Supported	Supported	Not Available	Not Supported	Not Available	Not Available	Not Available	Not Available
Safari 6.x	Not Supported	Not Supported	Not Supported	Not Supported	Not Available	Not Available	Certified	Certified
Safari 5.1.x	Not Supported	Not Supported	Not Supported	Not Supported	Not Available	Not Available	Supported	Not Supported
Firefox 17	Certified	Certified	Certified	Not Supported	Certified	Not Supported	Not Supported	Not Supported
Chrome 23	Certified	Certified	Certified	Not Supported	Certified	Not Supported	Not Supported	Not Supported

Figure 2 Sample of Email from Harris Teeter with an Access Code

Click here to return

Harris Teeter
Neighborhood Food & Pharmacy

click the "Join our Talent Network" link since we would like to make sure we do not lose contact with you.

Sir or Madam:

We have received your password change request. This email contains the information that you need to change your password

Access Code: 0IxJ27Bz
Click this link to enter your new password.

Best regards,
Recruiting Department
Harris Teeter, Inc

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Figure 3 Sample of Completed Application verification screen
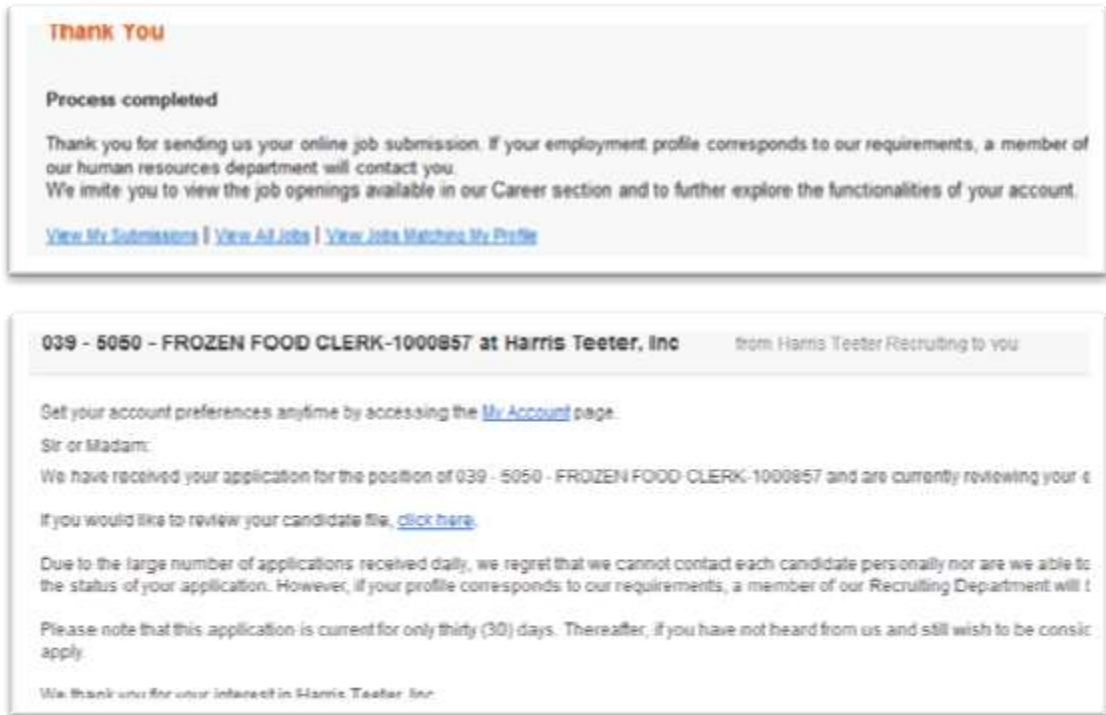
Figure 4 Assessment Screen Shot