How to Apply for a Position in Talent Center

If you are using an assistive technology, such as a screen reader, please read the following before you begin.

- If you need assistance at any time, please call 412-624-7000, option 3.

- Some screen readers may read or repeat the title bar headings a couple of times before notifying you that you are on the welcome and sign in page.

- As new information is loaded onto the application page, a screen reader may start rereading at the top of the page to allow new information to be loaded. This could cause a bit of delay in being able to read the whole page. At times, the screen reader may read whatever loads first; i.e. the screen reader may read help information versus what is displaying on the page.

- There is a sixty-minute timeout in the application tool after no activity.

- Prior to being able to apply, you will need to create an account with a user name and password.

- Instructions that are more detailed follow on this page to assist with the application process.

- There are two ways to navigate once an end user is in the application process:

    1. Select a step from the navigation bar, or;

    2. At the end of the application process, Review and Submit, an end user will have an opportunity to edit information provided in any of the steps.

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Before You Begin: Basic Navigation of Talent Center

1. A navigation bar will appear at the top of the screen when an application is started. The navigation bar lists all of the steps and contains hyperlinks. As you complete each step, a blue circle will move down the navigation bar. You can click on a previously completed step at any time to go to that section of the application.

2. You can save an application as a draft at any time.

3. There are instructions for creating a general profile, which allows you to add your information quickly into the application for each position in which you choose to apply.

4. Every page of the application gives you the option to "Save and Continue," "Save as Draft," and "Quit" at both the top and bottom of the page.

Application Steps and Instructions on Applying for a Position

1. **Welcome and Sign In**

   - If you are not signed in, click or press the "Sign In" link on main page. On the login screen, enter your username and password, then click the "Login" button

   - If you do not have a user account, see Step 2: New User Registration

2. **New User Registration**

   - Select "Create New User" button, which will prompt you to accept a Privacy Agreement.

   - After reviewing, click the "I Accept" button.

   - On this page, create a username, password, and provide an email address. All of these fields are required.

   - Username cannot include spaces.

   - Password requirements:

     1. It must contain between 6 and 32 characters
     2. It must contain at least one (1) letter
     3. It must contain at least one (1) numeric character
     4. It must not contain more than two (2) identical consecutive characters
     5. It must not contain your username

   - Click or select the "Register" button.

3. Creating a General Profile

- There is a link to create a general profile on the main page.

- After the account name, hit enter to get to Profile, then hit enter again to follow the Profile link. There are six sections.

Section 1: Resume Upload

- Go to Heading 1- Resume Upload.

- Arrow down to the "I want to upload a resume" radio button.

- Go to the "Browse" button and select a resume to upload from your files.

- Select the "Save and Continue" button.

Section 2: Personal Information

- Enter and review your personal data.

- The Place of Residence section contains three combo boxes. Country and State will populate from resume. For the Region combo box, select the nearest metropolitan area.

- The Source Type combo box asks you to select where you heard about this position. Depending on your answer, a second combo box may appear.

- Click the "Save and Continue" button.

Section 3: Qualifications

- Go to Heading 1- Qualifications and review information.

- Go to Work Experience and review information.

- To remove education or experience that populated or to move them up or down in the list, use the links provided below each entry.

Section 4: Preferences

- Select the Job Types you are most interested in from the combo box.

- Depending on your responses, new combo boxes may pop up.

- Click the "Add to List" button to set a preference. You can set multiple preferences for types of jobs.

- Click the "Save and Continue" button.

- The next page is Employment Preferences. Select the location in which you are most interested. Depending on your response, combo boxes may pop up.

- Click the "Add to List" button to set a preference. You can set multiple preferences for Location.

Section 5: File Attachments

- You can add additional documents, such as a cover letter or writing sample, on this page.

- Click the "Browse" button to select your document from your files.

- Click the "Attach" button to add your document.

- Click the "Save and Continue" button.

Section 6: Review and Submit

- Review your profile for errors. You can click the "Edit" link on any section to go directly back to that page.

- Click the "Submit" button when you are satisfied with your profile.

4. Job Postings

- This page lists all job openings. There are links at the top of the page for all categories (Student, Staff, Temporary).

- You can search using the navigation fields on the left to search by Department, Location, Job Field, or Posting Date.

- Review the list of postings and click the title to view more information about the position.

    - **Hint:** To go back to the previous page, click or select link "Return to the home page."

- When you are interested in a position, click or select the "Apply Online" button or the "Add to My Job Cart" button. **Note:** The "Add to Job Cart" button allows you to select multiple positions for later review. You can apply to a position from the job cart.

Applying for Staff Position

- With the job posting open, click or press the "Apply" button.

- There are nine sections to the application process. Please review the following steps for completing the application. Click the "Save and Continue" button at the bottom of each page to navigate to the next section.

Note: If you created a general profile, Section 1-3 are already completed.

Section 1: Resume Upload

- Go to Heading 1- Resume Upload.

- Arrow down to the "I want to upload a resume" radio button.

- Go to the "Browse" button and select a resume to upload from your files.

Section 2: Personal Information

- Enter and review your personal data.

- The Place of Residence section contains three combo boxes. Country and State populate from resume. For the Region combo box, select the nearest metropolitan area.

- The Source Type combo box is asking you to select where you heard about this position. Depending on your answer, a second combo box may pop up.

Section 3: Qualifications

- Go to Heading 1- Qualifications and review information.

- Got to Work Experience and review information.

- To remove education or experience that populated or to move them up or down in the list, use the links provided.

Section 4: General Questions

- Select "Yes" or "No" from the combo box.

- Depending on your answer, a text field might open up for further explanation.

Section 5: File Attachments

- You can add additional documents, such as a cover letter or writing sample, on this page.

- Click the "Browse" button to select your document from your files.

- Click the "Attach" button to add your document.

Section 6: Voluntary Self-Identification Page 1

- Select responses from each of the four combo boxes regarding demographics.

Section 7: Voluntary Self-Identification Page 2

- Select response to disability question using radio boxes.

- Sign and date electronically.

Section 8: E-signature

- Certify that all information is accurate and sign electronically.

Section 9: Review and Submit

- Review all information. Click the "Edit" link to go to the page for that section.

- Click the "Submit" button to apply.

- A confirmation page will appear once your application is submitted.

Applying for a Temporary Position

- Temporary applications are similar to Staff applications. If you already created a profile, you will be directed to Section 2: Personal Information once you click the Apply button. There are 11 sections.

Section 1: Resume Upload

- Go to Heading 1- Resume Upload.

- Arrow down to the "I want to upload a resume" radio button.

- Go to the "Browse" button and select a resume to upload from your files.

Section 2: Personal Information

- Enter and review your personal data.

- The Place of Residence section contains three combo boxes. Country and State populate from resume. For the Region combo box, select the nearest metropolitan area.

- The Source Type combo box is asking you to select where you heard about this position. Depending on your answer, a second combo box may pop up.

Section 3: Availability Grid

- The Availability Grid uses radio boxes in a grid. The days of the week are listed across the top. The shifts are listed down the left. You have the option to select or unselect entire rows or columns at a time.

Section 4: Qualifications

- Go to Heading 1- Qualifications and review information.

- Got to Work Experience and review information.

- To remove education or experience that populated or to move them up or down in the list, use the links provided.

Section 5: General Questions

- Select "Yes" or "No" from the combo box.

- Depending on your answer, a text field might open up for further explanation.

Section 6: Job Specific Questions

- Select your response to the questions from the combo box.

Section 7: File Attachments

- You can add additional documents, such as a cover letter or writing sample, on this page.

- Click the "Browse" button to select your document from your files.

- Click the "Attach" button to add your document.

Section 8: Voluntary Self-Identification Page 1

- Select responses from each of the four combo boxes regarding demographics.

Section 9: Voluntary Self-Identification Page 2

- Select response to disability question using radio boxes.

- Sign and date electronically.

Section 10: E-signature

- Certify that all information is accurate and sign electronically.

Section 11: Review and Submit

- Review all information. Click the "Edit" link to go to the page for that section.

- Click the "Submit" button to apply.

- A confirmation page will appear once your application is submitted.

Applying for a Student Position

- There are six sections when applying to a student position.

Section 1: Personal Information

- Enter your first and last name, phone number, and email address.

Section 2: CV/Resume and File attachments

- Upload a Curriculum Vitae (CV), resume, or other relevant files using the "Browse" button. Select the file from your device, then click the "Attach" button.

Section 3: Voluntary Self-Identification Page 1

- Select responses from each of the four combo boxes regarding demographics.

Section 4: Voluntary Self-Identification Page 2

- Select response to disability question using radio boxes.

- Sign and date electronically.

Section 5: E-signature

- Certify that all information is accurate and sign electronically.

Section 6: Review and Submit

- Review all information. Click the "Edit" link to go to the page for that section. Click the "Submit" button to apply.

- A confirmation page will appear once your application is submitted.

Opening and Completing a Draft Job Application

1. Sign in to Talent Center.

2. Go to the "My Job Page" link.

3. Any applications that are in draft mode will show a pencil icon next to the Requisition Title.

4. Click or press the "Finish Draft Submission" link.