



Frequently Asked Questions for Job Seekers

Here are answers to frequently asked questions (FAQ) about the Careers site. For more information, refer to the online Help.

- How can I register on the Careers site?
- How can I search for jobs?
- How can I view job details?
- How can I apply for a job?
- How can I create my profile?
- How can I view my job application status?
- How can I apply for a job?
- How can I respond to a job offer?
- How can I save or download the offer letter or additional attachments?
- How can I share a job opening through email and social media sites?
- How can I retrieve my forgotten password and user ID?
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- How can I apply for a job without registering on the Careers site?
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- How many documents can I attach with my profile?
- How can I withdraw my application I already submitted?
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How can I register on the Careers site?

Click **Register Now** on the **Sign In** page and follow the steps in the wizard to create your user ID and password.

How can I search for jobs?

You can search for jobs using Smart Search or Search Criteria.

Using Smart Search

- On the **Home** page, click **Show All Job Openings**. Enter your search keywords or phrases and click **Search**.

OR

- On the **Job Postings and Search** page, enter your search keywords or phrases and click **Search**.

For example, enter the keywords or phrases as follows:

- Manager in New York and New Jersey
- Manager posted after December
- Jobs posted between November 2014 and January 2015

Using Search Criteria

- 1 On the **Job Postings and Search** page, click **Can't Find What You Are Looking For?**
- 2 Enter the keywords such as job/requisition ID and enter the search criteria such as Location, Job Class, Employment Type, Posted, and Salary range.
For example, enter the keywords as Manager New York Job/Requisition ID.
- 3 Click **Search**.

How can I view job details?

Search for a job and click the **Job Tile**.

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How can I apply for a job?

- 1 Register or Sign In to the Careers site.
- 2 Search for the job and click the **Job Tile**.
- 3 Click **Apply**.

How can I create my profile?

- 1 Register or Sign In to the Careers site.
- 2 Search for the job and click the **Job Tile**.
- 3 Click **Apply**.
- 4 Follow the steps in the wizard.

How can I view my job application status?

You can view your job application status from the **Application History** page.

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How can I view my offer letter or additional attachments?

You can view your offer letter or additional attachments from the **Application History** page.

How can I respond to a job offer?

- 1 On the **Application History** page, click **Respond** on the application with **Offer Extended** status.
- 2 Click **Accept** or **Decline** to accept or decline the offer letter.

How can I save or download the offer letter or additional attachments?

You can save, download or print the offer letter or additional attachments from the **Application History**.

How can I share a job opening through email and social media sites?

- 1 Search for a job
- 2 Click the **Job Tile**.
- 3 Click **Share** and select the desired option.

How can I retrieve my forgotten password and user ID?

- To retrieve your Password, click the **Forgot Your Password** link on the **Sign In** page. Complete the steps in the wizard to have a new password sent to your email address.
- To retrieve your User ID, click the **Forgot Your User ID** link on the **Sign In** page. Complete the steps in the wizard to have your user ID sent to your email address.

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How can I change my language settings?

Click the **Language** drop-down at the top of the page and select your desired language.

How can I apply for a job without registering on the Careers site?

You cannot apply for a job without registering. For more information on how to register, see [How can I register on the Careers site?](#)

How long will my profile remain active on the Careers site?

Your profile will remain active for a number of years. However, we encourage you to update your profile on a regular basis.

Will my information be saved if I time out?

Your information is saved automatically every 5 minutes.

What is the page time-out duration? Can I change it?

The page time-out duration is 20 minutes and you cannot change it.

What are the supported browsers and operating systems for this site?

Click [here](#) to know more about the supported browsers and operating systems.

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What is the size limit of the attachments?

You can attach documents up to the size of 12 MB each.

What are the supported file types for attachments?

Following are the supported file formats:

File Type	Extension
doc	MS Word Document
docx	MS Word Open XML Format Document
gif	Graphic Interchange Format File
htm	Hypertext Markup Language
html	Hypertext Markup Language
jpg	JPEG Image File
pdf	Portable Document Format
rtf	Rich Text Format
txt	Text File
wpd	WordPerfect Document
wps	MS Works Word Processor Document

How many documents can I attach with my profile?

Apart from your resume, you can attach 10 additional documents up to the size of 12 MB each.

How can I withdraw my application I already submitted?

You cannot withdraw your application after you submit it.

How can I edit my application I already submitted?

You cannot edit your application after you submit it.

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