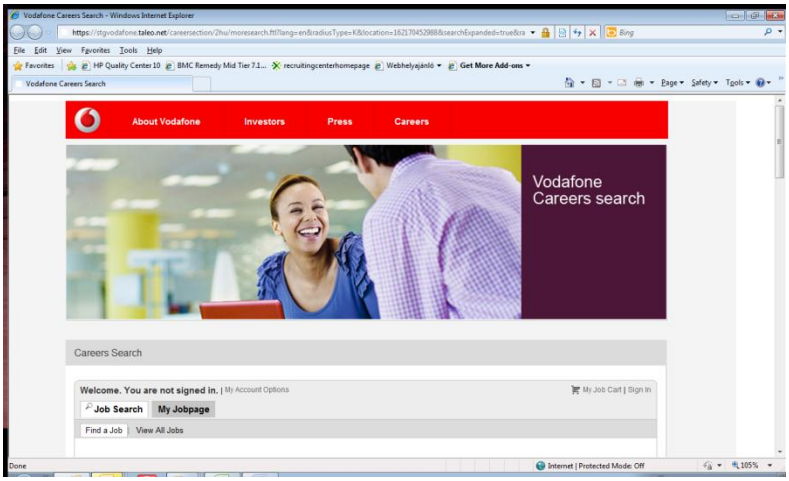
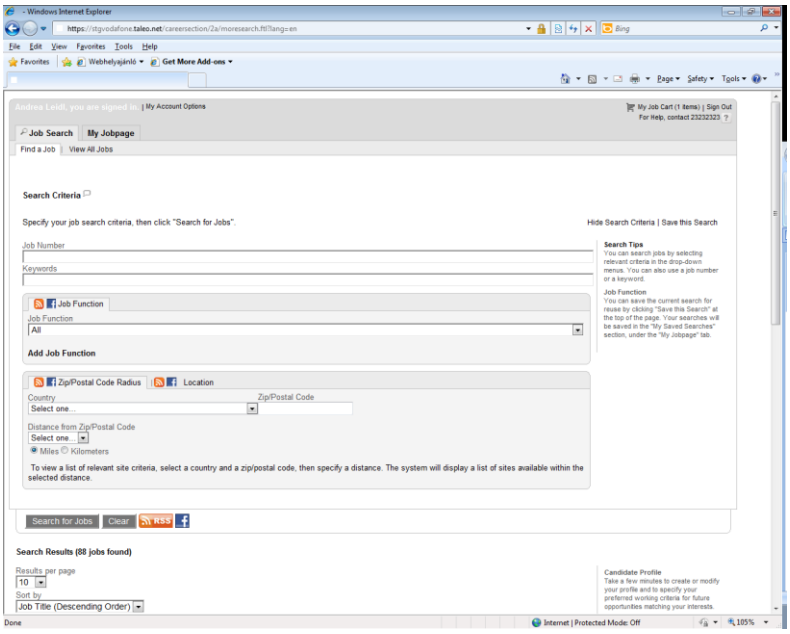
Part C – Career Sections

2. External Candidate – General Profile & Additional Functionality

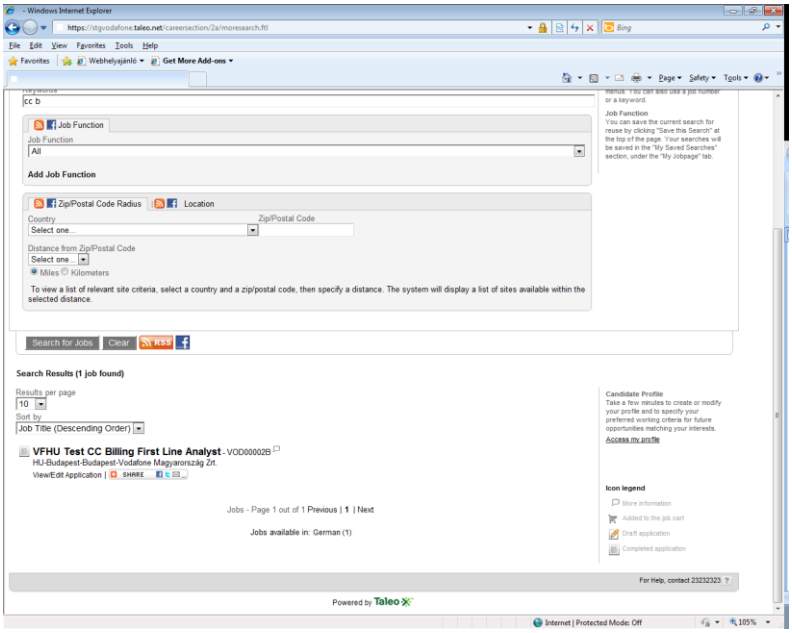
a. Profile modifications

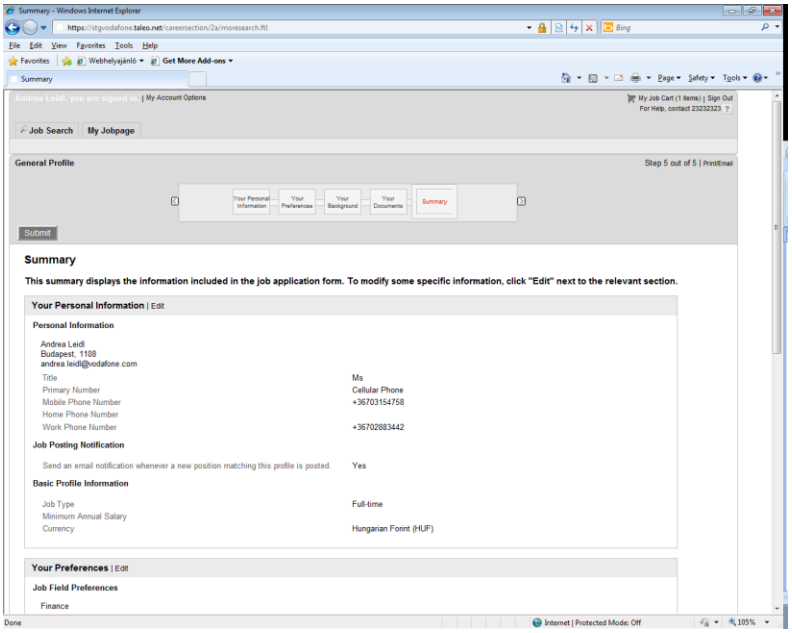


Job Search tab



Candidate Profile (lower right hand side) – Access my profile

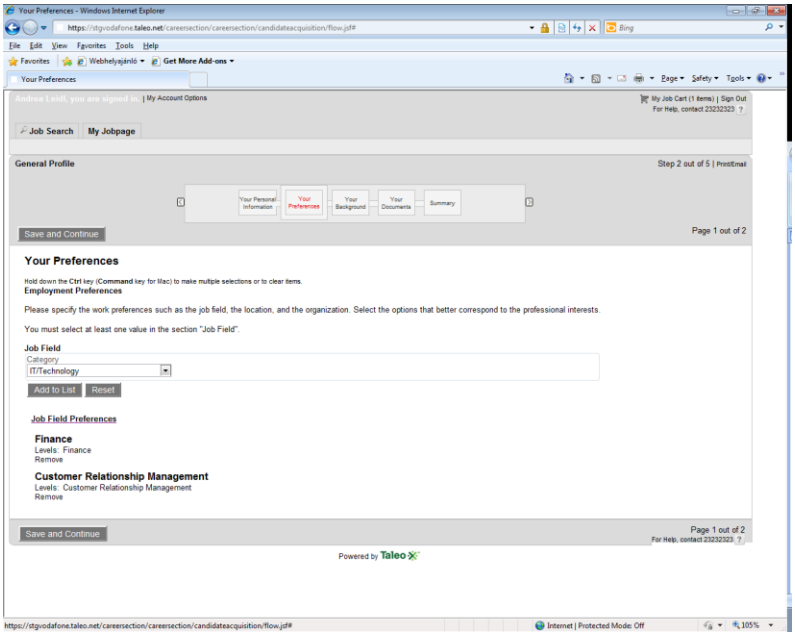




Your preferences

Change as needed

Submit



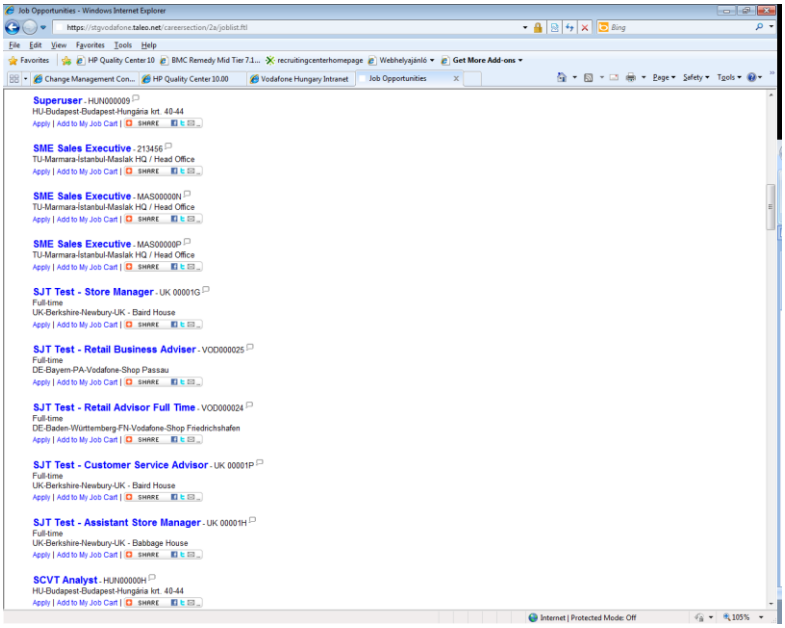
I.e. Add to list: IT/Technology

Save and Continue as many times as needed, Submit

As an external candidate, now you have modified your preferences in your profile.

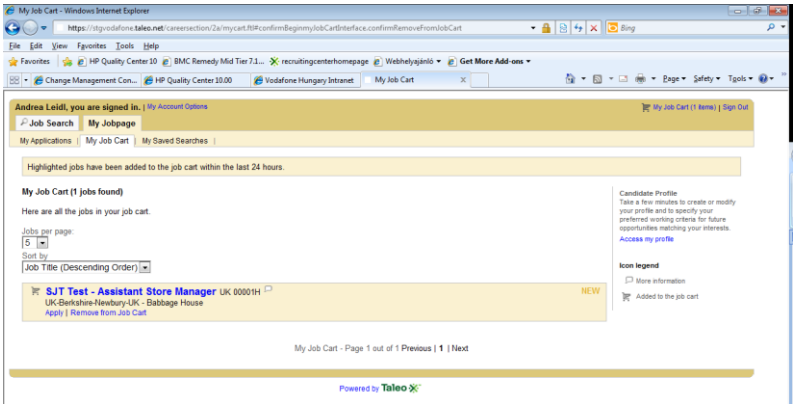
b. Add Job to Job Cart

Select a job



Click Add to My Job Cart

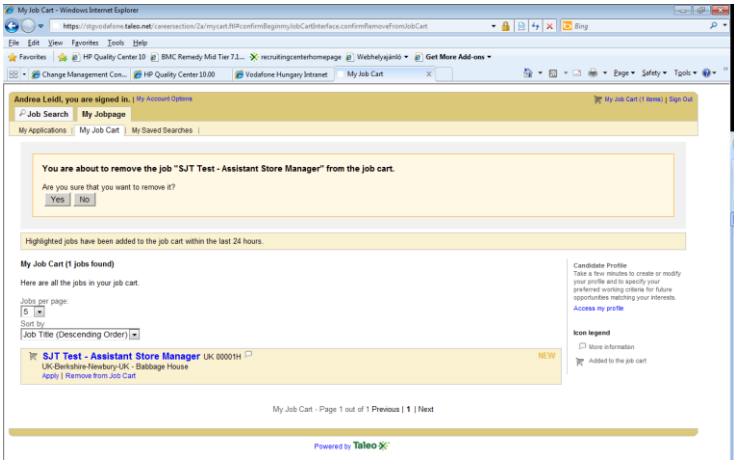
Click My Job Cart (see you have now 1 item) (upper right corner, next to Sign out)



Now the job is added to the job cart.

Remove Job from Job Cart

Click Remove from Job Cart



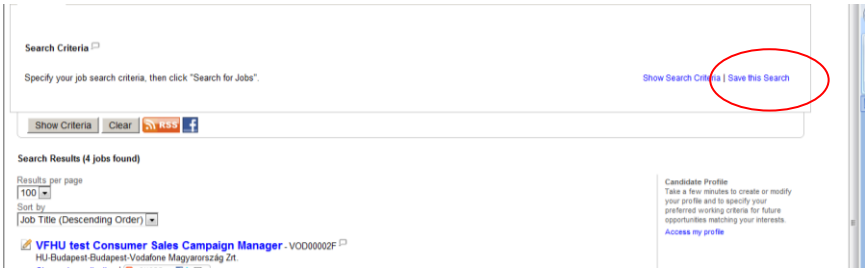
Confirm with Yes.

Now the job is removed from the job cart.

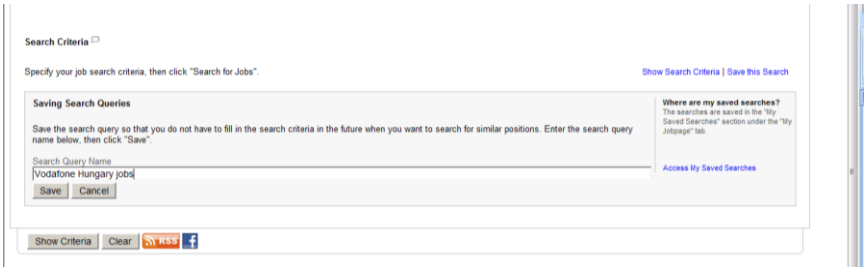
Save job search

Add key word

After you have the list of jobs which contain your key word, click Save this Search (upper right side)



Add a name for the search



Save

Now your search criteria are saved.