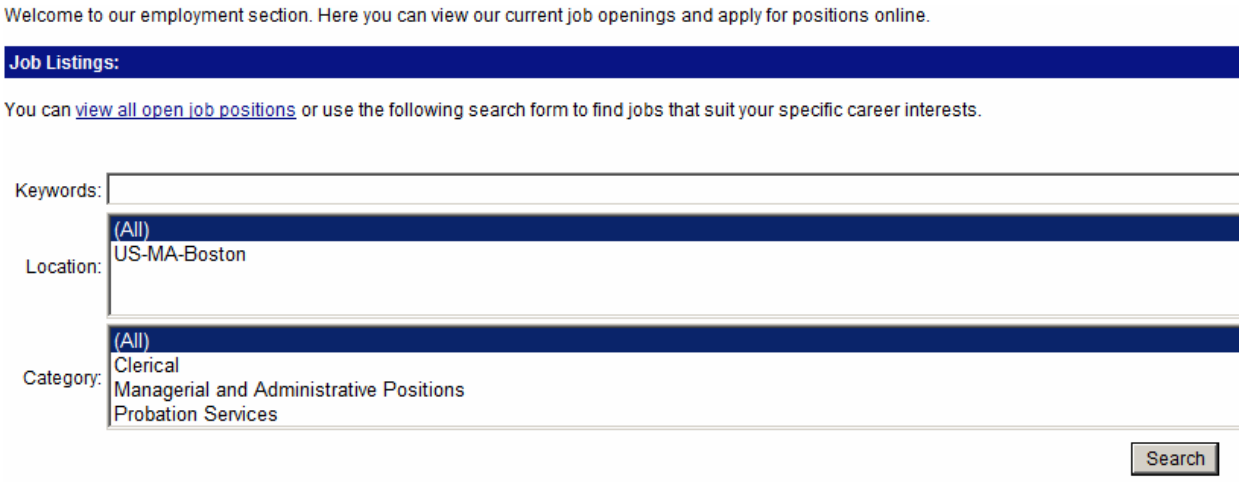
How to Apply to a Trial Court Job Opening

Frequently Asked Questions

- How can I search for a job?
- How can I apply for a specific job?
- How can I log in and out if I already have a Profile?
- Do I need to submit a resume?
- How can I retrieve a forgotten password?
- What should I do after I have applied for a position?
- How can I manage my account information?

How can I search for a job?

1) To view all of our current openings, click "view all open job positions"



2) To narrow your search you can enter Keywords or select a Location and/or a Category to filter you search.

How can I apply for a specific job?

1) Select the title of the job that you wish to apply to.

Title	ID	Job Location	Posting Date	Closing Date
Test Job 1	2010-1000	US-MA-Boston	..	..

2) Click Apply for this job online and follow all subsequent steps on your screen. (Please note that all submissions must be received no later than the end of the business day on the closing date of the posting.)

Options:

- Apply for this job online
- Email this job to a friend

3) New Candidates will be asked to create a user profile by filling out our online form.

New Candidates, please create your profile:

- Fill out an online form to interactively build your profile

or

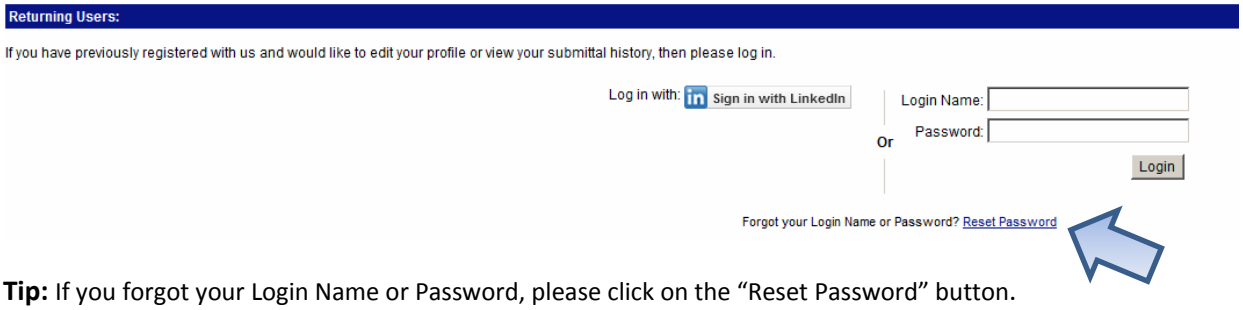
- Build your profile from an external social account (What is this?)

Apply with **LinkedIn**

★ **Tip:** You can also build your user profile by applying through your LinkedIn account.

★*Although submitting your resume is optional, unless specifically requested in the job description, submitting your resume is recommended and will populate many of the required profile fields.*

4) If you have already created a profile with us, you can login using your login name and password to begin your application.



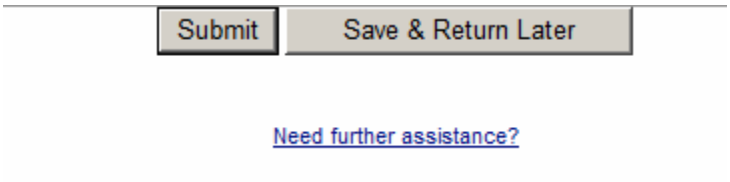
★ **Tip:** If you forgot your Login Name or Password, please click on the "Reset Password" button.

5) After clicking on "Fill out an online form", please complete all required fields (marked by an *).

6) Once you have completed your profile, click on "Submit Profile"

7) You will now be asked to complete the Employment Application. Please complete all required fields (highlighted in yellow). Certain sections are optional, but it is highly recommended that you complete all fields, even if the information is covered on a resume that you have submitted.

8) When you have completed your application, and read and agreed to the applicant pre-employment statement, click on the "Submit" button.



★ **Tip:** You can save your application and complete it at a later date. However, please make sure that you submit the final application prior to the closing date of the position.

9) After submitting your application, you will be asked to complete a series of on-line screening questions, prior to the final submission of your application. Please make sure to complete all required questions and click the "Submit" button. You will receive a notification on the screen if your application has been submitted successfully.

Your application was submitted successfully. Thank you for applying.

You are currently being considered for this job.

What should I do after I have submitted my application?

1) Human Resources will review all applications received and evaluate them based on the Trial Court's needs, the position requirements and the applicant's credentials.

2) We will contact qualified candidates directly to further discuss positions(s) applied for.

3) We will keep other candidates information on file for future openings that may better fit their credentials

★ **Tip:** You can also check the status of jobs that you have applied for by logging in to your existing profile on our career portal. Please view more information below on how to manage your account.

How can I manage my account information?

1. Log into your current profile using your login name and password
2. Click on the account information that you would like to view or amend

General Options:

- Update your profile
- View current job opportunities
- View the status of jobs you have applied to
- You currently have no agents. You can create one by running a search on the Job Listings page.