

✓ Checklist for Patrons Submitting Applications Online

The Adult Services Reference staff is available to aid you in submitting online job applications. You can maximize your computer time by following these guidelines:

Before you even get on a computer:

_____ Write down any information you would need for a resume and to submit on an online application (including: past work dates of employment, addresses, phone numbers, supervisor names, detailed job descriptions, pay scales, education history, certifications and licenses, computer and other skills, reference names and contact information, etc.)



First things to do on the computer:

_____ Create an updated resume in digital format. Save it on a CD or flash drive so it can be uploaded to a web site.

_____ If you do not have an active professional e-mail account, create one and make sure you can access it.



Making online applications:

_____ Decide which companies to which you want to apply.

_____ Go directly to the company's website to apply. If you find the job posting on Craigslist, Snag-a-Job, etc., see if the company is listed/named and go directly to the company's site. Be sure to write down your ID and password plus any security questions and answers for any company account or profile you create so you can access it later.

_____ Be aware that you are restricted to three one-hour computer sessions at the Covington Library. Please ask a staff member to extend your time if completing a job application. You can also make an appointment to have a volunteer assist you with job applications if you have minimal computer experience or register for a Job Search One-on-One Session for professional guidance.

