Applying for an ERT Position

SEARCHING FOR JOBS

1. Access the ERT careers website at www.ertcorp.com and select *Careers* from the links along the top bar of the ERT home page.

2. This link will take you to the ERT careers search engine and log in page.

3. You can choose to search all jobs (To view a list of all our Current Available Positions click here), search by city and state, and/or key words. Once you have tailored your search, click the *Search* button to display results.

4. Click on the title of the opening to review the posting details.

CREATING AN APPLICANT PROFILE

1. Once you have located the position you would like to apply to, select *Apply for this Position* at the bottom left of the job posting.

2. If you have not already created an account, you will need to select *Fill out an online form* to interactively build your profile. If you have previously created an account, please do not create a new account, rather login using the instructions in the next section, "Logging into an existing profile".

3. Fill out the form to create your profile. Make a note of your Login ID and password for future use.

LOGGING INTO AN EXISTING PROFILE

1. Access the ERT careers website at www.ertcorp.com and select *Careers* from the links along the top bar of the ERT home page.

2. This link will take you to the ERT careers search engine and log in page.

3. Scroll down to the section titled *Previous Applicants* and login using the user ID and password you previously created. If you no longer recall your password, use the *If you do not remember your password click here* link, enter the email you registered with, and an email will be sent to this address for you to reset your password.

REVIEWING/UPDATING YOUR PROFILE

1. Once you have logged in, you can access your profile by selecting the *Edit Application* link to review and/or make changes to your resume and contact information prior to applying.

2. From here you can update your information or upload a new resume. Once you are finished making your changes, click *Submit* at the bottom to save your changes.

3. To review the jobs you have previously applied to, select the *View Status* link.

4. To search for new job opportunities, select the *Search Openings* link and select the *Add to My Jobs* button to apply.

APPLYING TO A JOB

1. Review all job qualifications for the position. Before you proceed, make sure your resume reflects minimum qualifications and any preferred skills you have experience with.

2. Once you have selected the position you wish to apply to, click the *Apply for this Position* button (or the *Add to My Jobs* button if you are a returning applicant).

3. You will now be asked to complete the online application information, including uploading your current resume. Complete all information down to the "STOP HERE" notice. Select the *Submit* button at the bottom of the page. Your application has now been submitted.

4. You will receive an email reply stating your application has been received. You can modify or update your profile by logging in following the instructions above for "Logging into an existing profile" and "Reviewing/updating your profile."