ONLINE JOB APPLICATION HURDLES

INTRODUCTION

Online job applications are now more common than paper applications. While online applications are easier for employers to review, this can make the application process frustrating for job seekers.

DID YOU KNOW

- **You must have an email address in order to complete an online job application.**
- You must create an online account using your email address on each employer's website.
- Online applications tend to have more questions and sections than paper versions.

TIPS

- To complete an online application, have a list of your education, training, previous employers, places of employment, the dates you were employed, as well as your job duties.
- Find a block of time when you can to complete the application without interruption.
- Some applications use a timeout feature that causes the application session to expire after a length of time, and you can lose all of your information if the webpage times out.
- Before starting the application, check to see if you are allowed to save your progress. Then, if you are pressed for time, you can finish it later by logging back into the online account you created.

NAVIGATION ISSUES

- Many applications have their own back-button. It is a good idea to use this one instead of the browser's back-button when returning to the previous page. Otherwise, the browser's back-button may send you to the beginning of the application, and erase everything you've done so far!
- You may also be required to enter your information completely or in a very particular way in order for the application to advance to the next page.
- Double-check each page before moving on to prevent errors.

UPLOADING RESUMES TO APPLICATION SITES

- Many online applications let you upload your resume.
- This feature often reads the resume automatically and completes portions of the application. This is time-saving, but can be prone to spelling and other errors.
- Be sure to double-check your uploaded resume and application to make sure everything is just right.

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