TecherLink User Guide Series

Part V
How to apply for jobs
Step 1: Once you have created your search filters and have begun viewing jobs that are of interested to you, it is time to begin the application process. You start by selecting the job and reading the description and application requirements. Have all required documents ready and uploaded in your Documents tab. If you are not qualified for a certain position, the reason will be explained to you on the right side of the posting (green arrow).

Great tool: Denoted by the purple arrow above, a NACE Salary Survey calculator icon will be displayed on every job posting that specifies salary level. By clicking on this icon, you will be taken to a web page administered by NACE that will calculate a fair salary range for you based on academic and employment history along with job location. This should not be used strictly as a negotiating tool, but rather as a way to educate yourself on possible salary options.
Step 2: Once you find a job that you qualify for and is open for application, you may click on the Apply button (yellow arrow) and a pop-up screen will appear where the required documents may be submitted. Your application will not be accepted without the submission of documents that have been requested by the employer.