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# How to Apply Online

1. Under Home Page Menu of UMC, point to “Careers” and click.
2. Under Careers Menu, point to “All Positions” and click.
3. You may search for a particular job by typing in keywords or point to the right side of the screen and click “View All Jobs” to look up an open position list.
4. Go to different page of the job listing by clicking “next” or “previous” on the top right corner of the screen.
5. To view the job description of the posting, click the job title. To return to the job listing, click the standard button “Back” on the toolbar.
6. To apply for a position, click “Submit your Resume” on the job description screen.
7. Click “Create your Resume Profile!” under First Time User box. Please retain your user name and password for future reference.
8. Please make sure to read the Instructions. Begin to complete the application. *Helpful Hints:*
  - ✓ Use the inner and outer scrollbar to go up and down of the page.
  - ✓ Use **Tab** on the keyboard to advance to the next field.
  - ✓ Fields marked in red are required fields and must be filled out.
  - ✓ If you do not have an e-mail address. Use this generic e-mail address, [Firstname@Lastname.com](mailto:Firstname@Lastname.com)
  - ✓ Form fields with down arrow are with drop down selection box. Please click the arrow to view the options and click to highlight your choice.
  - ✓ Complete your employment history in its entirety beginning with the most recent employer. This will allow us to assess your qualifications in a timely manner and not delay your application process.
  - ✓ The drop down field “What are your areas of expertise?” allows you to choose more than one choice by holding down the Ctrl key while you make your selections.
  - ✓ You may cut and paste your resume to the box for “Your Resume/Additional Information” section but it is not required. Your resume cannot be substituted in lieu of completing the “Employment History” section of the application.
10. Click “Submit” when done.
11. If you miss a required field, it will prompt you in red on top of the page. Go back to complete the missing field and hit “Submit” again.
12. Review your application. You may make changes to it by clicking “Edit Resume Profile.” You may also add your skills profile (not required) by clicking “Create/Update your Skills Profile.”
13. Click “Submit” again after you have made all necessary changes.
14. Click “Submit my Resume for Job!”
15. Complete the Screening Questionnaire in its entirety. If you answer no, please enter NA in the box. Use outer and inner scroll bar to move up and down of the page. Click “Submit” when done.
16. You may either complete the Optional EEO Information or you may skip the screen by clicking the corresponding “Submit” or “Skip” button.
17. When you are done, you should receive a message that “You have successfully submitted your resume to the XXXXXX job. It will prompt you to build/update your skills profile. You may proceed or you may logout.