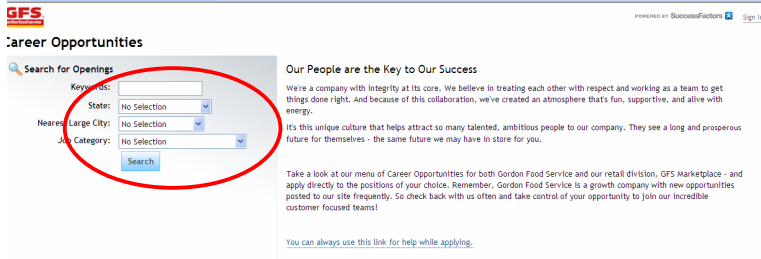




APPLICATION REFERENCE GUIDE

SEARCH FOR JOB OPENINGS

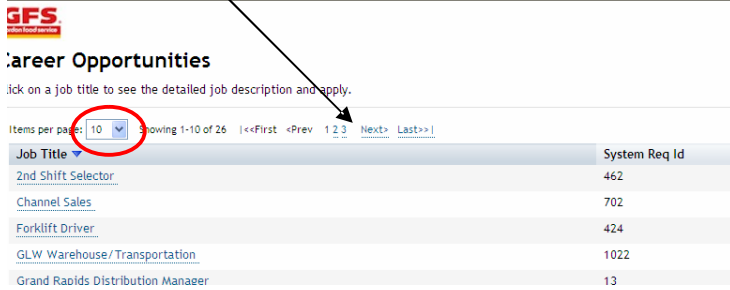
Step 1: Enter a Keyword or click one of the drop-down items in the Search options in order to find specific jobs, or leave all items blank to search for all job openings. Click the **Search** button.



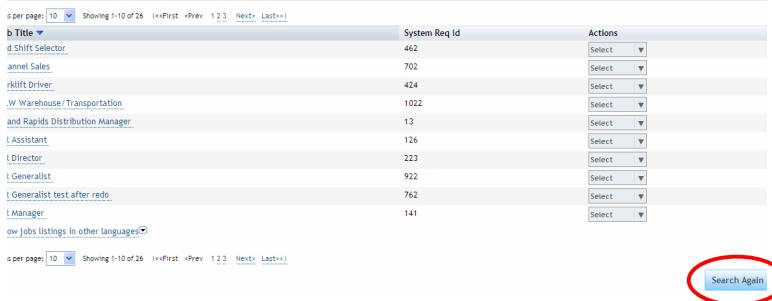
Step 2: A list of job openings meeting your criteria will be displayed.



Step 3: The first 10 opportunities will show. To see more than 10 openings, click the drop-down menu to see more options, or click **Next** to see the next 10 opportunities.



Step 3: Click **Search Again** to find other opportunities or more specific results.

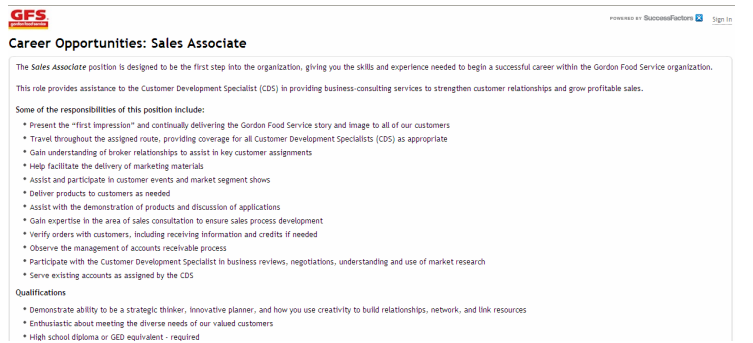


VIEW JOB DESCRIPTIONS

Step 1: Click on the job title.



Step 2: The job description will be displayed.



Step 3: Click the **Return to List** button to view a different job description.

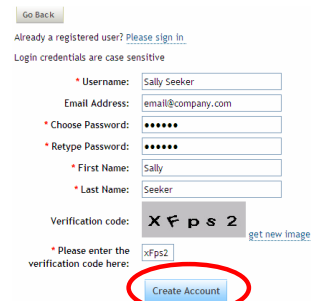
Step 4: To apply for the position, click the **Apply** button.

LOG IN TO GFS CAREERS

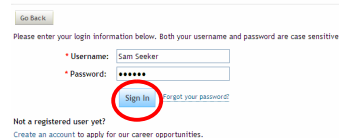
Step 1: All new applicants must register with GFS Careers before applying. Click on the [Create an Account](#) link to register.

Step 2: Complete all of the fields and then click **Create Account**.

User Names – recommend keeping this simple, such as first name and last name or your email address
Passwords - *The password must be at least 8 characters and include both capital and lower case letters and a number or symbol; ie: Howru2day or Winter2009!*



Step 3: Returning applicants will need to sign in.



APPLICATION REFERENCE GUIDE



COMPLETE THE GFS ONLINE APPLICATION

Step 1: Enter your preferred name, email and phone number.

Step 2: Click the links to attach your cover letter and/or resume.

Step 3: Complete all required fields and answer all screening questions. *Fields with an Asterisk (*) indicate a required field*

Step 4: Click **Apply** to move to the next section of the application.

Step 5: THE APPLICATION IS NOT DONE YET! Scroll down to view the additional sections of the application, such as work experience, education, address history, etc. **DO NOT CLICK I'M DONE UNTIL EVERYTHING HAS BEEN COMPLETELY FILLED IN.**

Step 6: Click the **Add** link in each section to add any additional information. A minimum of 3 years address history and employment experience is required (10 years employment history for CDL applications).

Step 7: Type in all the required information (fields with *). Be sure to **Save** often. A message will appear when changes have been made reminding you to save your information.

Step 8: Once your profile and application are completely filled in and all of the information has been saved, click **I'm Done** to finish submitting your application.

MY GFS CAREERS OPTIONS

Click **Job Management** tab and the **Jobs Applied** link to view previously submitted applications.

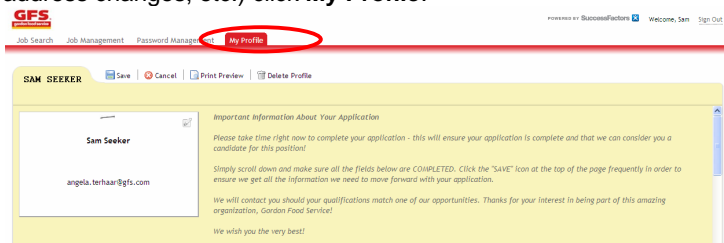
Job Title	Req ID	Date Applied	Status	Status Date	Next Step	Actions
Sales Associate	441	10/29/2009	New Application (ext)	10/29/2009	New Application (next step)	Select
GR Selector/Packer - Angela	1109	11/23/2009	Applied	11/23/2009		Select

To Withdraw an application, click the drop down next to the position and select **Withdraw Application**.

To view Saved Jobs, click the **Saved Jobs** link.

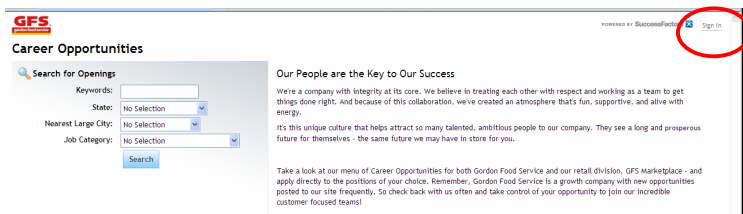
Job Title	Req ID	Division	Department	Location	Actions
FL Selector/Packer - EJ	1067	WBU - Great Lakes West	D0303 - DC - GR CLAY AVENUE	GLNW OPERATIONS	Select
Direct Sales by Terry	1050	ENT - Grand Rapids	A0119 - Administration - Canada	GLNW OPERATIONS	Select
Program Mgr	281	ID - Central States	D4697 - FL Export Delivery	CASS CITY	Select

To update your Profile with new information (employment, education, address changes, etc.) click **My Profile**.



RETURNING APPLICANTS

Sign In again from the Home page by clicking the link in the upper right-hand corner.



If you forgot your password, type in your username and click the [forgot your password?](#) link. The system will send you an email with a new temporary password.

