

# Applicant Guide



2016

## Table of Contents

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<b>Creating an Applicant Profile .....</b>	<b>2</b>
<b>Using Your LinkedIn Account .....</b>	<b>3</b>
<b>Forgot Password.....</b>	<b>3</b>
<b>Notifications .....</b>	<b>3</b>
<b>Open Positions.....</b>	<b>3</b>
<b>Completing an Application.....</b>	<b>4</b>
<b>Resumes and Other Documents.....</b>	<b>5</b>
<b>Employment History and Education.....</b>	<b>5</b>
<b>Withdrawing Your Application .....</b>	<b>6</b>
<b>Your Applicant Profile.....</b>	<b>6</b>

## Creating an Applicant Profile

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To apply for an open position with the Greater Orlando Aviation Authority (GOAA), you must first create an Applicant Profile.

To create a profile, select the Create a Profile link in the upper right corner of the GOAA Careers site.

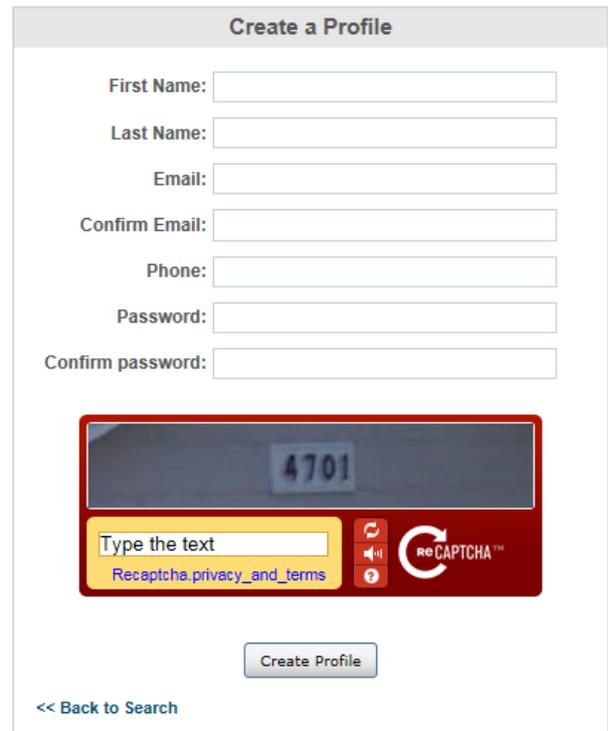


Applicants will be asked to provide the following information as part of their profile:

- First & Last Name (We request all Applicants use their full Legal First and Last Name)
- An email address
- Phone number
- Password

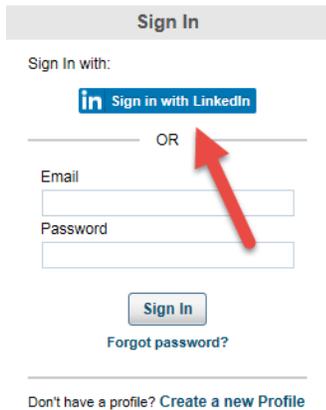
### Password criteria:

- \* Passwords must contain both upper and lower case letters
- \* Passwords must contain alpha and numeric characters
- \* Passwords cannot be the same as the previous 3 passwords
- \* Passwords must be 4 - 20 characters
- \* Passwords cannot have leading or trailing spaces
- \* Passwords cannot be the same as the email address.



## Using Your LinkedIn Account

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Sign In

Sign In with:

[in Sign in with LinkedIn](#)

OR

Email

Password

[Sign In](#)

[Forgot password?](#)

Don't have a profile? [Create a new Profile](#)

Applicants can login and apply for open positions using their LinkedIn account username and password.

If you wish to login using your LinkedIn account, you do not need to create an Applicant Profile. Instead, select Log In in the upper right corner of your screen.

[Create a Profile](#) | [Log In](#)

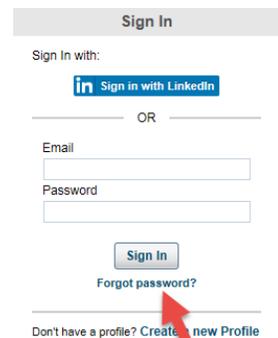
Using LinkedIn to apply for an open position will import the resume information from your LinkedIn account.



## Forgot Password

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If you have forgotten your password, select the Forgot Password? link on the Log In page. A pop-up box will appear with instructions on how to reset your password. You must have access to the email account associated with your Applicant Profile in order to receive the reset password link.



Sign In

Sign In with:

[in Sign in with LinkedIn](#)

OR

Email

Password

[Sign In](#)

[Forgot password?](#)

Don't have a profile? [Create a new Profile](#)

## Notifications

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Email notifications are used to provide you with updates on your application status, interview and work sample invitations, etc. To ensure that these notifications are received, we recommend you add the following email addresses to your safe sender list: [Careers@goaa.org](mailto:Careers@goaa.org) and [Resumes@goaa.org](mailto:Resumes@goaa.org)

Due to the numerous email providers used by Applicants, the GOAA Talent Management Team cannot provide specific instructions on how to add these addresses to a safe sender list. If you need assistance doing so, we recommend you utilize the help option(s) within your email account.

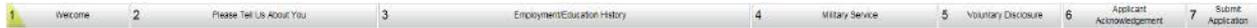
## Open Positions

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The Career Opportunities list displays all positions that are open for application with GOAA. Select the job title to view more information about the opportunity and apply if interested.

## Completing an Application

Once you have started an application for a specific position, the progress bar at the top of your screen will update your progress as you complete each section.



 Select the Back button to navigate to a previously completed section within the application.

Each section within the application will must be completed for you to move to the next section.

 Some sections within the application will require you to select a grey Submit button or a Submit Final Answers button. Selecting these buttons will not submit your application, just the questions you answered within that particular section/page.



 You may select the Save / Return Later button to Save your application and return at a later time to complete. Please Note: All required questions on that page must be completed prior to being about to select the Save / Return Later button.





After you have completed and reviewed your application, you will select the Submit Application button. Please Note: Changes can **NOT** be made after your application has been submitted.

### Submit Application

Consider me for other positions and allow my information to be searchable.



The Employment / Education History section of the application requires that you select the below shown checkbox at the bottom of your screen to move forward.

\*  I understand that selecting next will save my Resume/CV and any previous Resume/CV data will be updated.

If this checkbox is not selected you will receive the following error message.

Resume - Upload and Review

Please fill out and verify the information below. Click 'next' to move on to the next step in the application.

\* Required

\* Confirmation is required to proceed to next step in application

## Resumes and Other Documents

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### Resumes

The following options are available when submitting resumes:

- Use my existing Resume/CV
  - Note: This option is only available if you have uploaded a resume as part of a previous application.
- Use my LinkedIn Profile as my Resume
- Upload a Resume/CV from my computer
- Write or Paste a Resume/CV

(The following file types may be uploaded: DOC, DOXC, PDF, and TXT. The maximum file size is 5MB.)

### Cover Letters

Cover letters are not required, but the following options are available:

- No cover letter
- Upload a cover letter from your computer
- Write or paste a cover letter

### Other Documents

Up to 10 additional documents can be uploaded as needed (file types: DOC, DOXC, PDF, TXT, max file size 5MB). If requested in the position posting, this is where copies of licenses, certifications and other requested documentation should be attached.

**Please Note:** If you are submitting a DD214 for Veterans' Preference, you must email it to [resumes@goaa.org](mailto:resumes@goaa.org). Do not upload your DD214.

## Employment History and Education

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The Work Experience section will be partially populated if you upload your resume. This information should be carefully reviewed. Partial or duplicate entries and information omitted should be modified, added and/or deleted as necessary. This section will also contain additional questions that must be answered for each entry. Select the Edit  icon in the Options column for each row to view and answer the additional required questions.

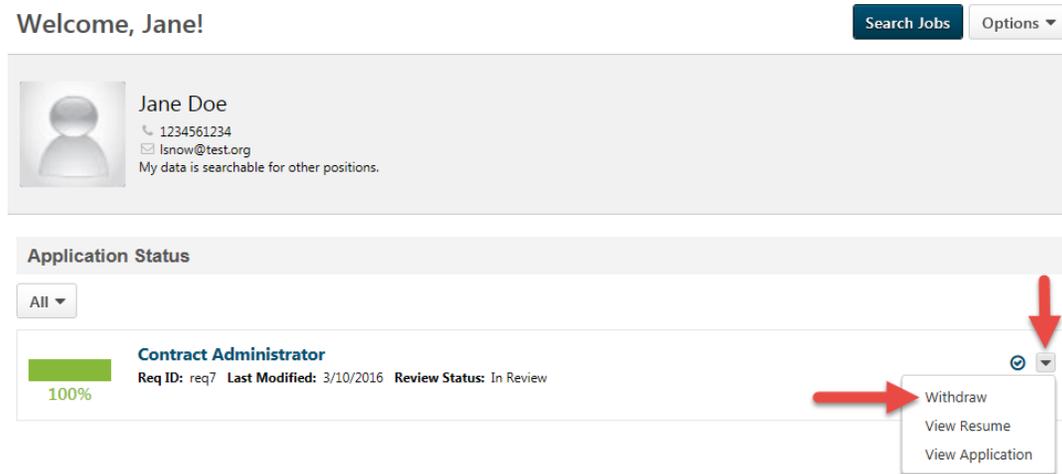
Due to Federal Aviation Administration (FAA) regulations, GOAA is required to document your employment history for the most recent ten (10) years, including all periods of unemployment. Please list present and all positions held during the most recent ten (10) years and explain any gaps in employment. Gaps in employment should be added to the Work Experience section of the application.

Applicants should list all levels of education including high school or equivalent up through the highest level of education received.

## Withdrawing Your Application

You may withdraw your application if you no longer wish to be considered for a position. This can be done by selecting the Withdraw option from your Applicant Profile as indicated in the picture below.

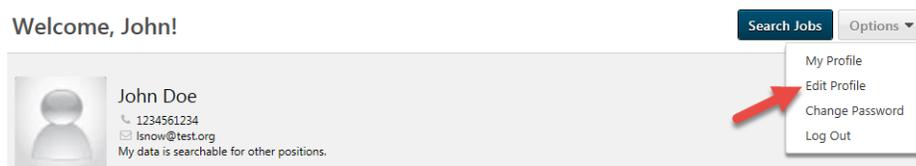
**Note:** You will not be able to re-apply for the position once you withdraw your application.



## Your Applicant Profile

Your Applicant Profile page gives you the ability to view and manage the following:

- Edit your Name, Email and Home Address (using Edit Profile under the Options dropdown menu).



**Note:** GOAA requires Applicants use their Legal First and Last Name when applying for an open position with us. Applicants can only modify their name under the Edit Profile page accessible from the Applicant Profile under the Options dropdown menu. This should be done prior to starting an application.

- View the status of your application.
- Complete tasks that may be required as part of the application process. Examples include:
  - Interview scheduling
  - Reviewing and completing additional forms
  - Reviewing and acknowledging letters