



Human Resources PROCEDURE MANUAL

AREA: Human Resources
SUBJECT: Internal On-Line Application Instructions
AUTHOR: Employment Team

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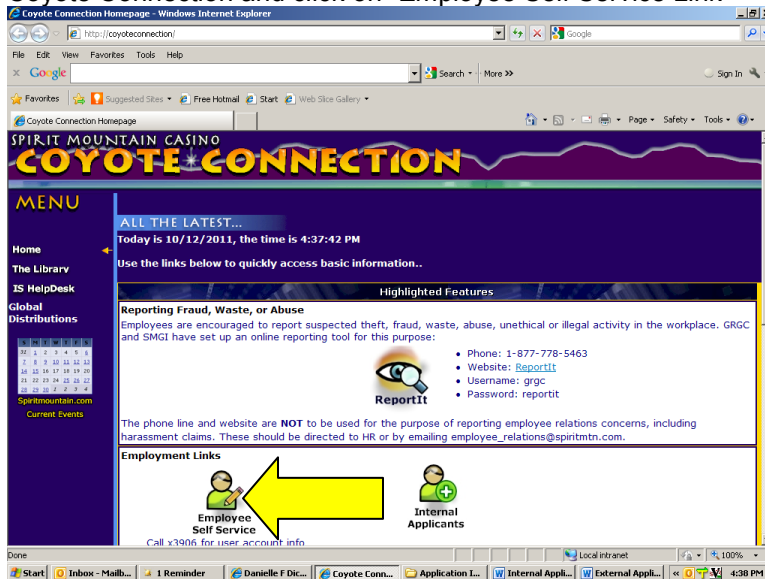
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Internal On-Line Application Instructions

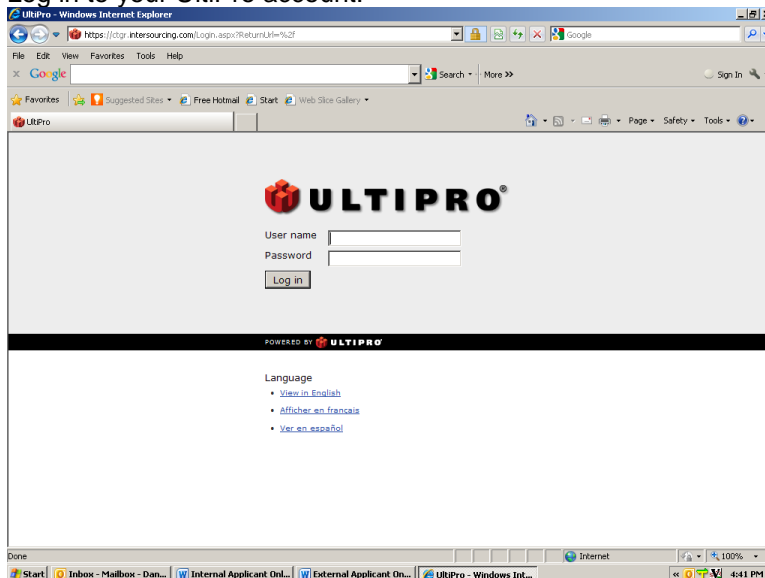
Logging in On-site

1. From a kiosk located in Human Resources or in Uniforms go to the Coyote Connection and click on "Employee Self Service Link"



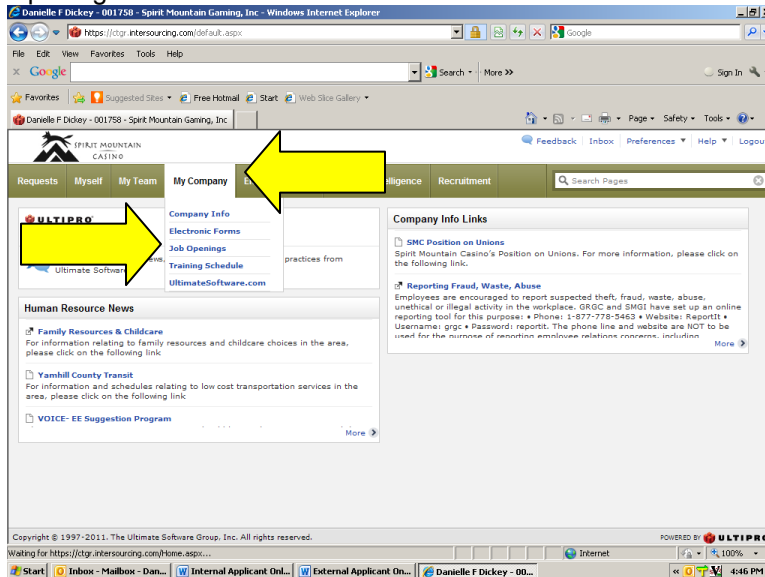
Remember: All applicants **must** have an email address prior to going on-line to submit their application. If the applicant needs to set up an email account see the instructions for "Creating an Email Account with Yahoo".

2. Log in to your UltiPro account.



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3. Drag your pointer over the “My Company” tab and select “Job Openings”.





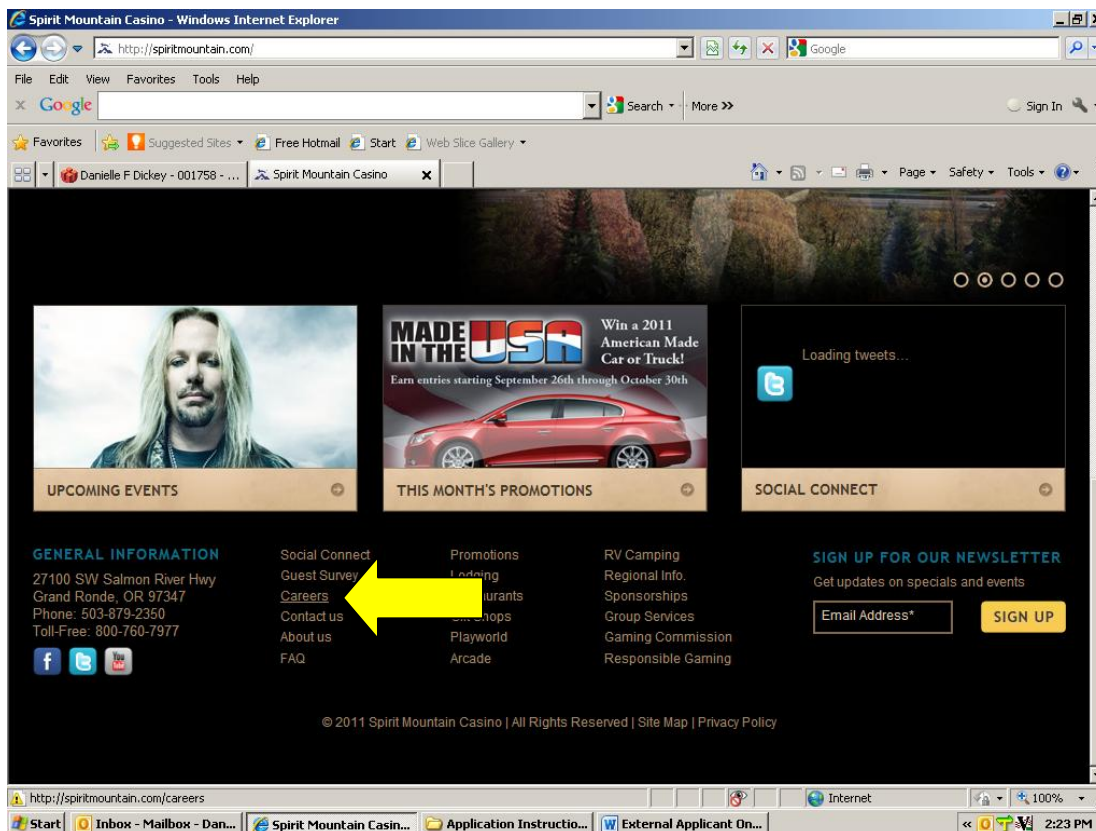
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Logging in From Anywhere:

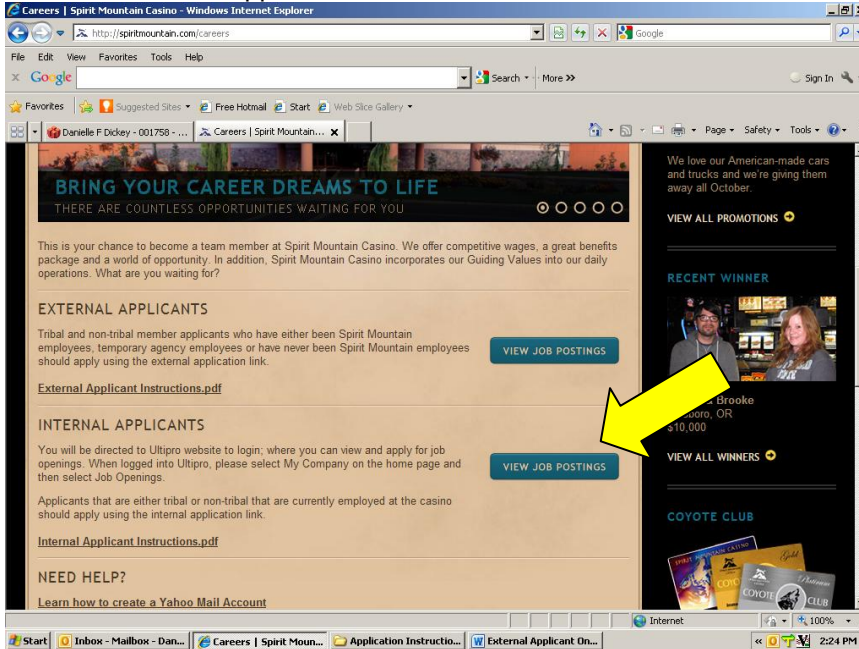
1. Go to our Home Page: <http://www.spiritmountain.com> and click on the "Careers" link at the bottom left.

Remember: All applicants **must** have an email address prior to going on-line to submit their application. If the applicant needs to set up an email account see the instructions for "Creating an Email Account with Yahoo".



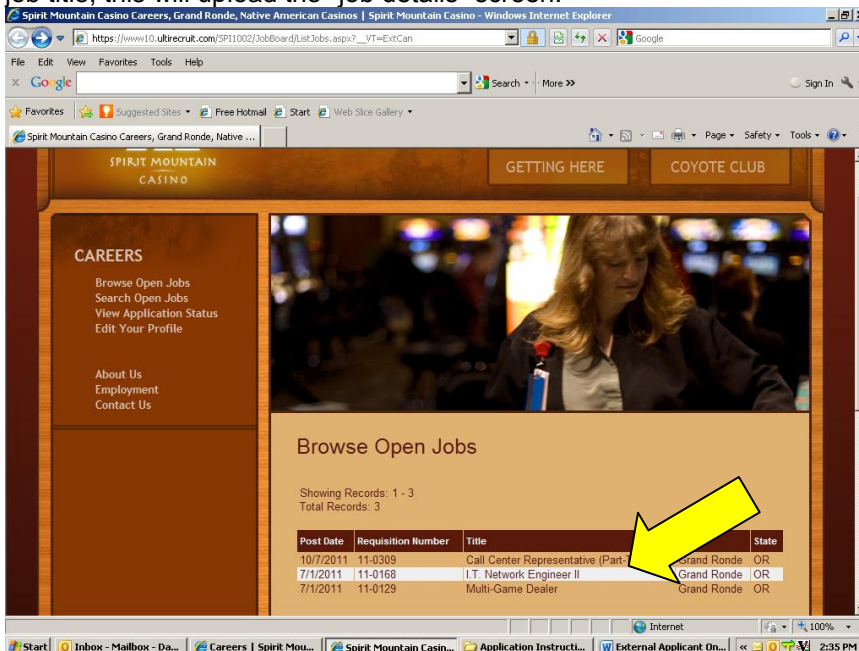
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2. Select the Internal Applicants Button



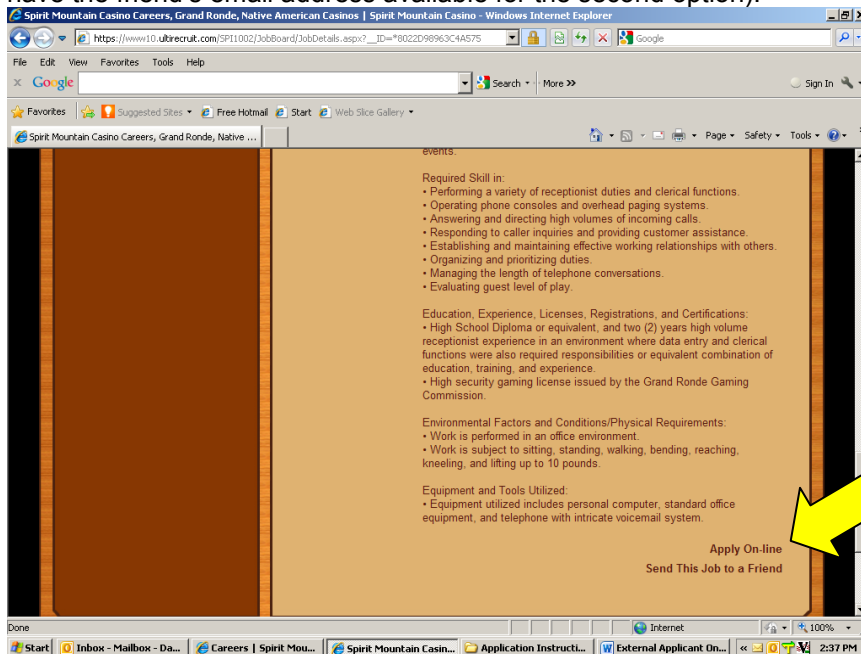
Submitting the Application

- Once you have found a job that you would like to apply for, click on the job title, this will upload the "job details" screen.

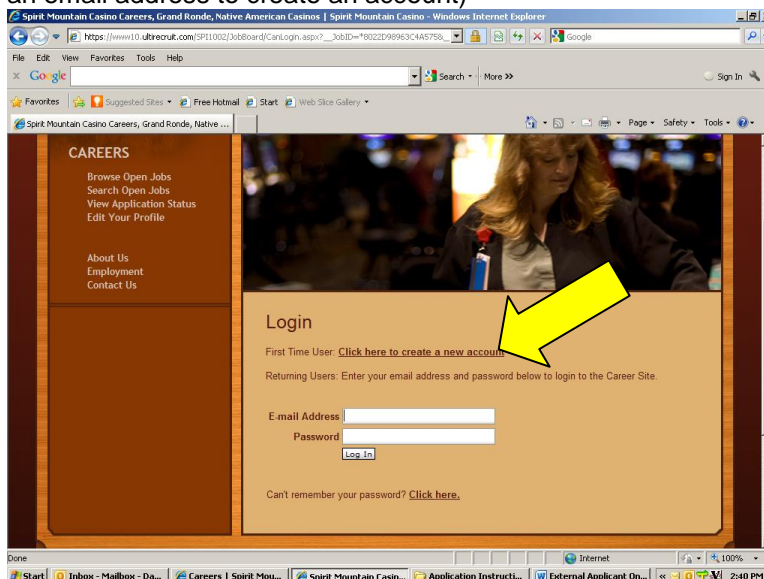


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2. At the bottom of the “job details” screen you will have (2) options. (1) “Apply On-Line” or (2) “Send This Job to a Friend.” (You will need to have the friend’s email address available for the second option).



3. After selecting to “Apply On-Line”, you will be prompted to either login or create a new account. If you have not applied on-line with us before you will need to select “Click here to create a new account.” (You will need an email address to create an account)





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4. When creating a new account all (*) required fields, must be populated, if it truly does not apply to you, mark it "NA", however all applications will be screened and if pertinent information is not completed, the application may not be considered. (Note: the resume section can be noted NA, there will be an opportunity to upload a resume later in this process.)
5. Be sure that the address and phone number information is complete. Home Phone Number is required, and will be verified; if you do not have a home phone number leave a message phone number with an "M" in front of the phone number to note that it is a "message" phone.
6. Email address is required, and applicants will need to create a password. You will be prompted with a secret question in the event you forget your password.
7. At this point you will have the option to upload a resume.
8. Complete the "General Information" and "Education" screens. (Multiple Screens)
9. There are (10) separate sections for "Employment History Status". Detailed information for the prior ten years of work history must be completed for the application to be considered. If there are gaps in employment dates those reasons must be noted. (example: unemployed, student, homemaker, etc.) Submitting a resume will not be considered in lieu of completing the 10 years of work history. This information MUST still be completed.
10. There are (2) sections of skills assessments. The applicant should check all skills that they are proficient in performing.
11. There are (5) sections for license and certification information. If an applicant has more the (5) to list they will want to list the ones of greater importance as they relate to the job(s) they are applying for.
12. Applicants will need to list (3) references. Again this area is an area that must be complete, or the application will be considered incomplete.
13. The authorization screens must be initialed and completed, or the application will be considered incomplete.
14. There may be additional job specific questions that the applicant must complete or the application will be considered incomplete.

Congratulations, you have completed your on-line application!

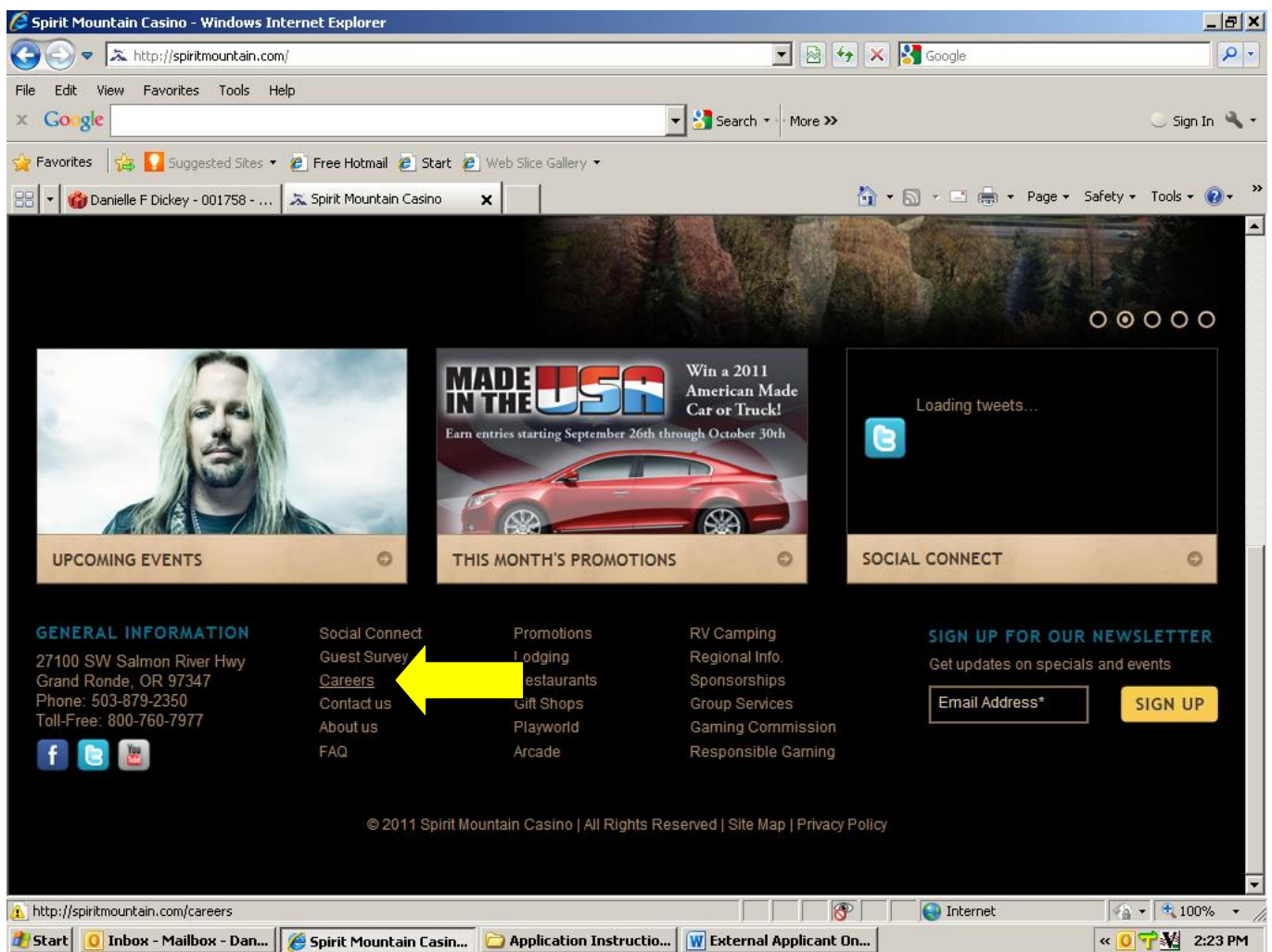


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Edit Your Application

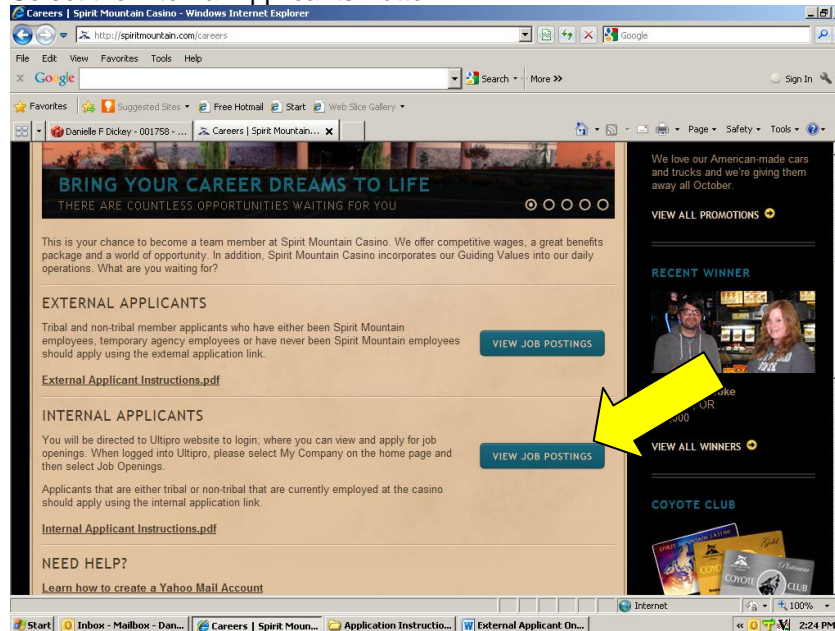
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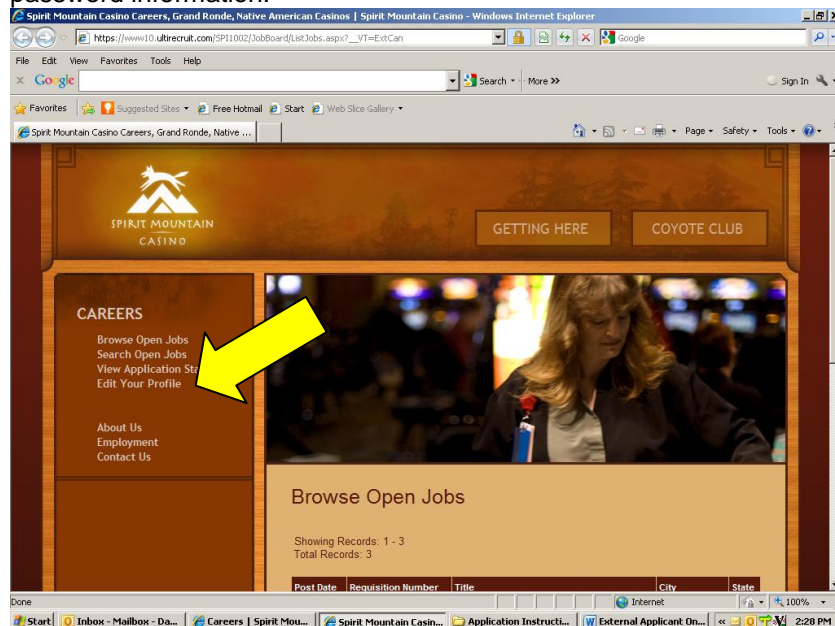
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1. Select the Internal Applicants Button



2. This will display our current job listings, and also bring you to the options screen needed to “Edit Your Profile”. Once you have selected this option it will prompt you for your email address and password information.





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3. After the login information has been entered, it will open up to your application and you can then modify or complete the information. You can move from screen to screen by clicking next. ***Be sure to click next if you have made changes to a screen, or the changes will not be saved.***

Note: If you are completing information based on an email that stated your application was incomplete, be sure to respond to that email notifying them that you have completed the information, so the representative may review your application again.

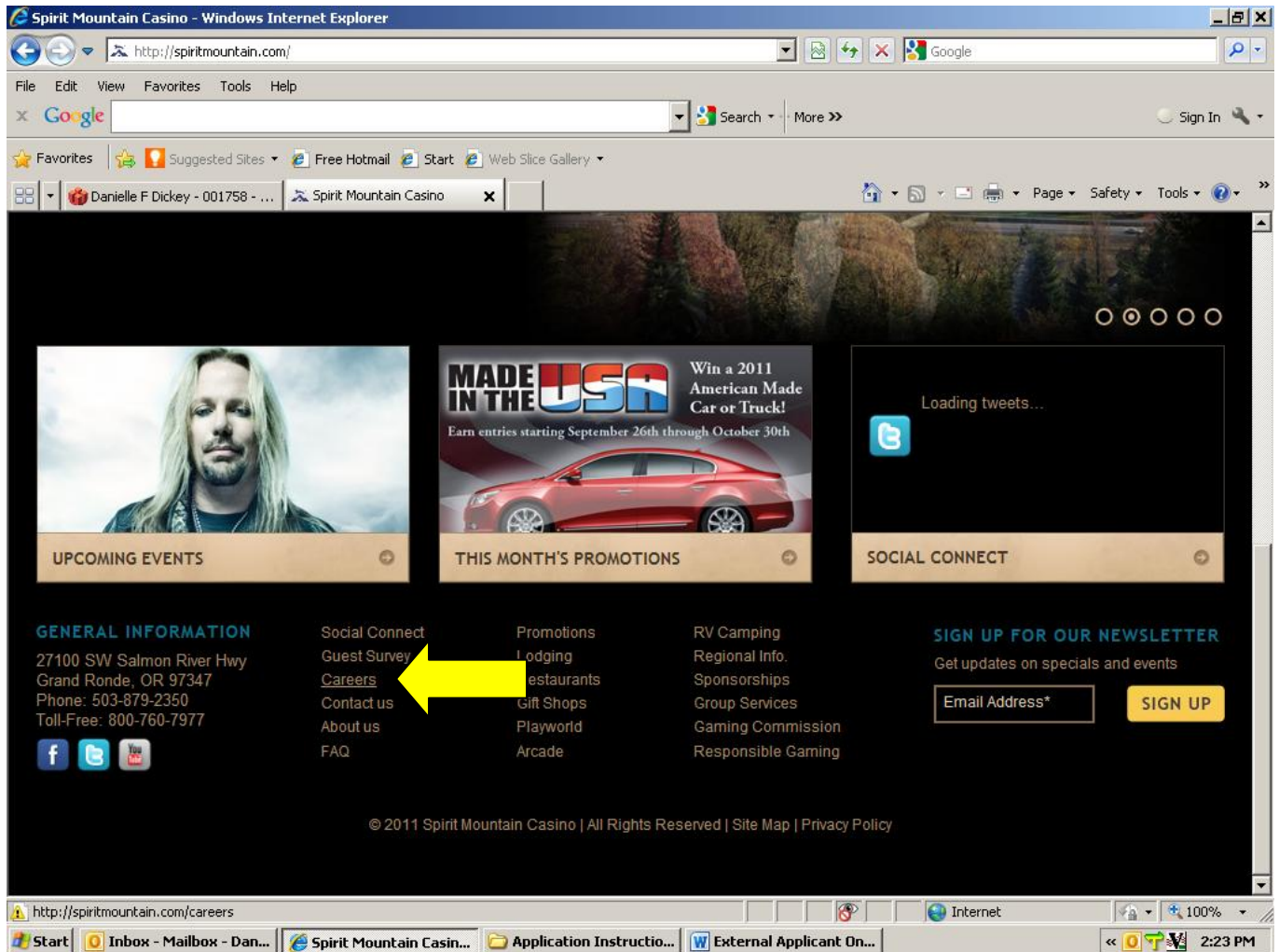


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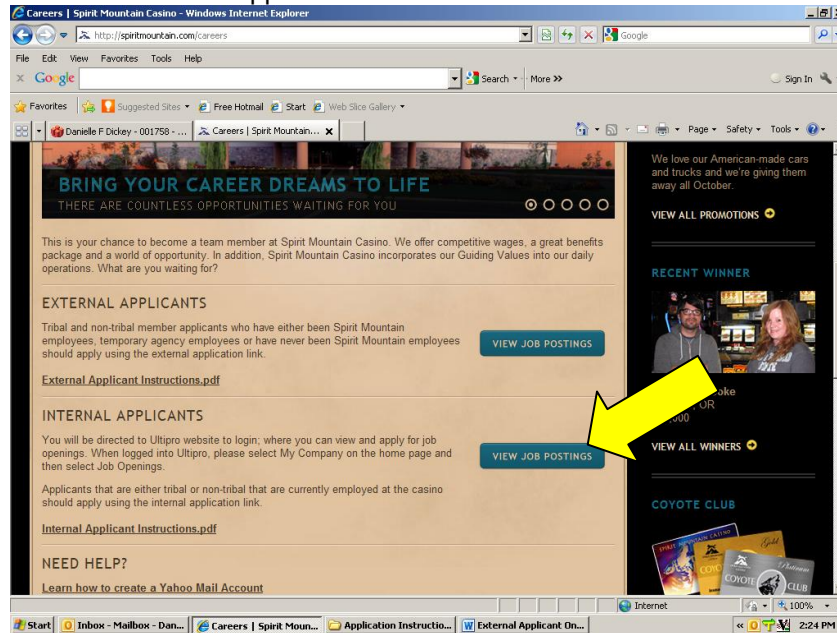
Viewing Your Application Status

Go to our Home Page: <http://www.spiritmountain.com> and click on “Careers” link at the bottom left.

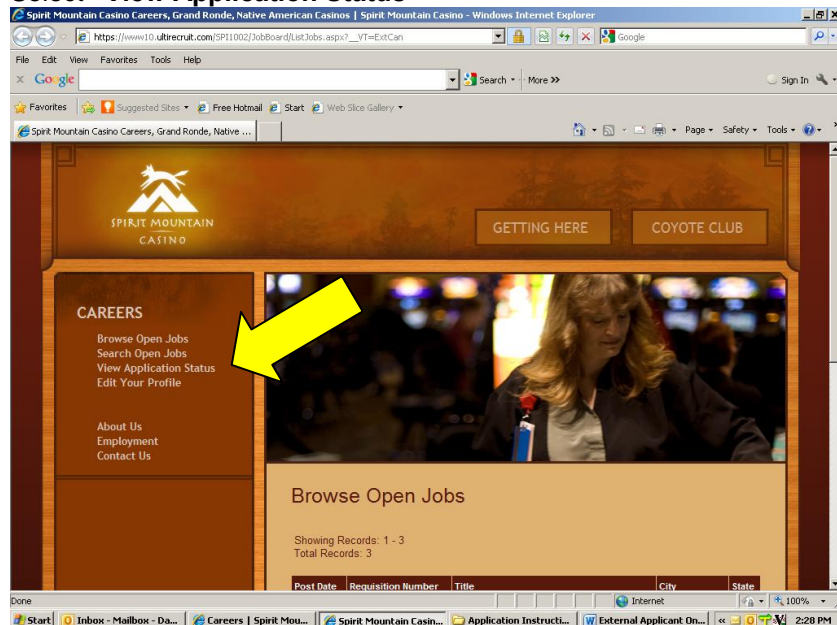


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1. Select the Internal Applicants Button



2. Select "View Application Status"



If you have a status of **"Incomplete Application"** you will want to follow the instructions above to **"Edit Your Application"**. You can check your email for specific information that is needed to be complete.



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Note: Be sure to respond to that email notifying them that you have completed the information, so the representative review your application again.