

Job Postings and Applications - EXTERNAL

Contents

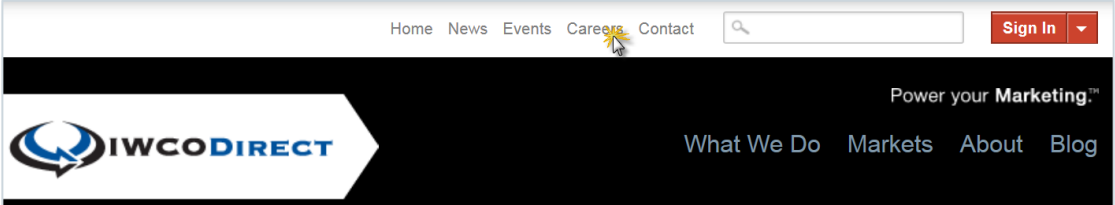
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Overview

External job applicants use this procedure to access the IWCO Direct job postings portal and to apply for open positions.

Procedure

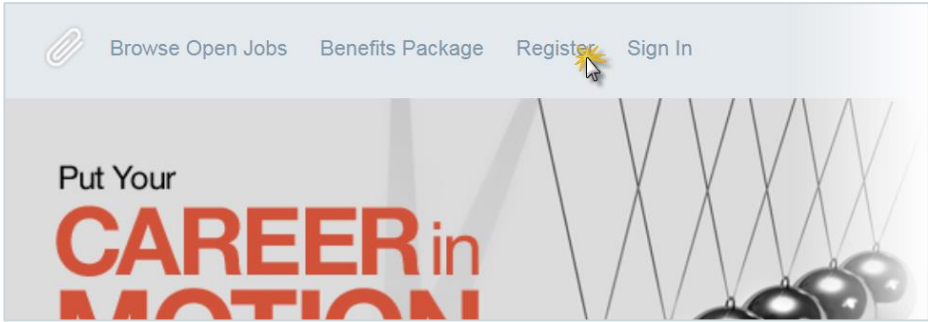
Create an Account

Step	Action
1	Go to the IWCO Direct home page.
2	<p>Along the top of the page, click Careers.</p>  <p>The Careers page opens.</p>



Step **Action**

3 Click **Register**.




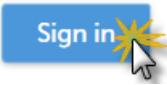
4 Enter the required information.

A screenshot of the 'Register' form. The form title is 'Register' with a link 'Already have an account? Sign In'. Below the title is the instruction 'Create an account to apply or save for later'. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Password', 'Confirm Password', and 'Primary Phone Number'. A green 'Register' button is at the bottom. A red border highlights the entire form area.


Note: Ensure your password meets the criteria:

A screenshot of a tooltip that appears over the password field. The tooltip title is 'Password must:' and it contains a list of requirements: 'Contain 8 characters or more', 'Contain at least one lowercase character', 'Contain at least one uppercase character', 'Contain at least one number', 'Contain at least one symbol (like !@#%&^)', 'Not contain multiple identical consecutive characters', 'Not contain your first or last name', 'Not contain the part of your email address before the @ symbol.', 'Not contain common dictionary words.', and 'Not be longer than 50 characters'. The tooltip has a red border.

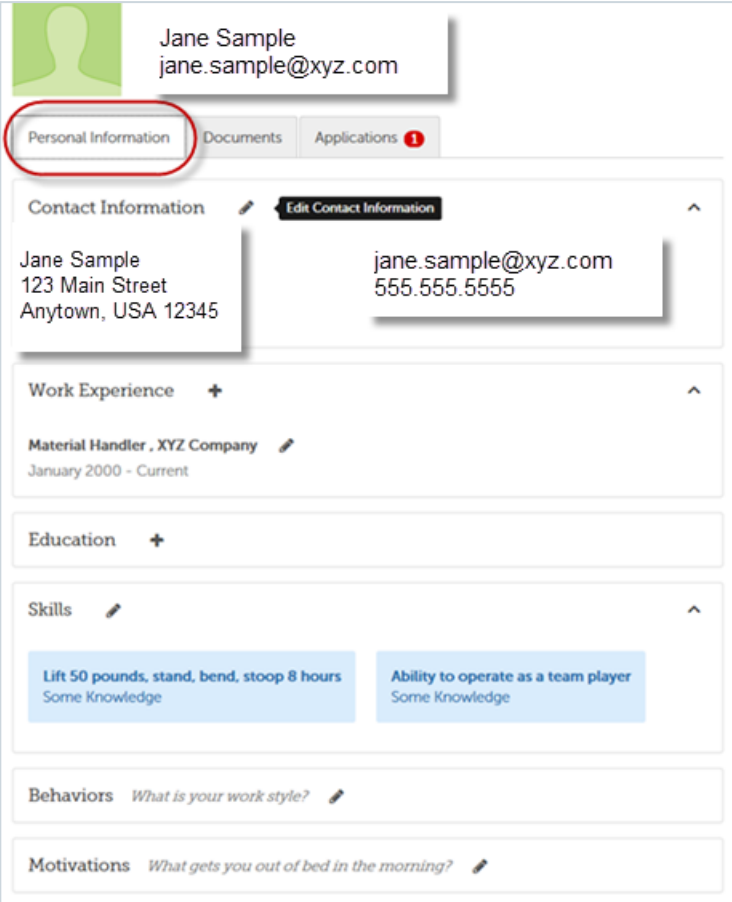
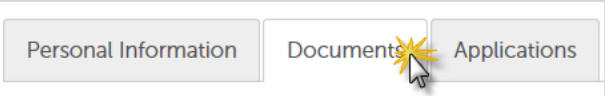
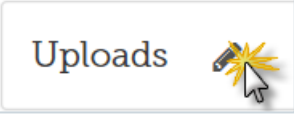
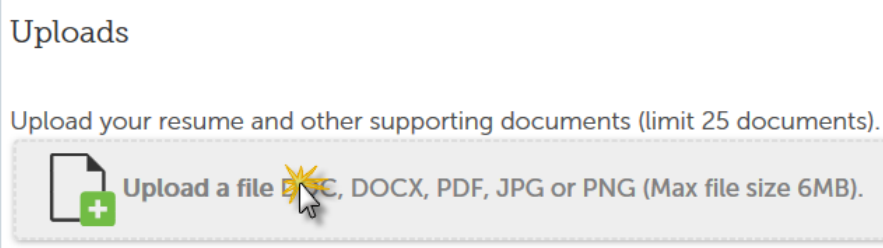


Step	Action
5	<p>Click Register.</p>  <p>The sign in page opens.</p>
6	<p>Enter your email and password.</p> <div data-bbox="282 474 797 888" style="border: 1px solid #ccc; padding: 10px;"> <p>Please sign in.</p> <p>Email</p> <input type="text"/> <p>Password</p> <input type="password"/> <p>Sign in Forgot your password?</p> <hr/> <p><i>Don't have an account? Register</i></p> </div>
7	<p>Click Sign in.</p>  <p>The job portal opens.</p> <p>Note: To log in after you have an account, repeat steps 1-2 and click Sign In.</p>

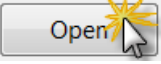

Update Your Profile

Step	Action
1	<p>To access your profile at any time within the job portal, click My Presence.</p> 


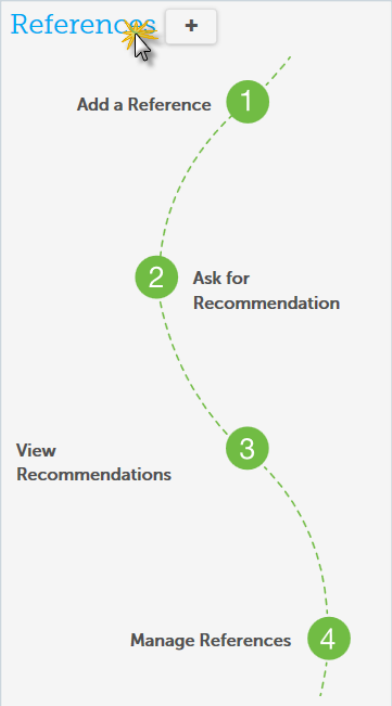


Step	Action
2	<p>To update your Personal Information, select the edit (pencil) icon by each section.</p> 
3	<p>To upload your resume and/or other supporting documents:</p> <ol style="list-style-type: none"> Click Documents.  <ol style="list-style-type: none"> Click the pencil icon.  <ol style="list-style-type: none"> Click Upload a File. 



Step	Action
4	Select the file you wish to upload and click Open . 
5	Click Save . 

Manage References

Step	Action
1	To access your profile, click My Presence . 
2	To add a reference, click References . 



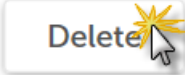


Step	Action						
3	<p data-bbox="280 237 971 268">Enter the requested information and click Add Reference.</p> <div data-bbox="289 279 1398 1142" style="border: 1px solid #ccc; padding: 10px;"> <div data-bbox="313 310 1377 359"> <h3>Add Reference ✕</h3> </div> <div data-bbox="313 428 1377 541"> <table border="0"> <tr> <td style="width: 50%; vertical-align: top;"> <p>* First Name</p> <input type="text" value="Sam"/> </td> <td style="width: 50%; vertical-align: top;"> <p>* Last Name</p> <input type="text" value="Spencer"/> </td> </tr> </table> </div> <div data-bbox="313 573 1377 686"> <table border="0"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Job Title</p> <input type="text"/> </td> <td style="width: 50%; vertical-align: top;"> <p>Company</p> <input type="text"/> </td> </tr> </table> </div> <div data-bbox="313 718 1377 831"> <table border="0"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Email</p> <input type="text" value="Sam.Spencer@xyz.com"/> </td> <td style="width: 50%; vertical-align: top;"> <p>Phone</p> <input type="text"/> </td> </tr> </table> </div> <div data-bbox="313 863 683 945"> <p>Relationship</p> <p><input type="radio"/> Professional <input type="radio"/> Personal</p> </div> <div data-bbox="321 1041 743 1123" style="margin-top: 10px;"> <p> <input type="button" value="Add Reference"/> <input type="button" value="Cancel"/> </p> </div> </div> <p data-bbox="280 1157 516 1188">A dialog box opens.</p>	<p>* First Name</p> <input type="text" value="Sam"/>	<p>* Last Name</p> <input type="text" value="Spencer"/>	<p>Job Title</p> <input type="text"/>	<p>Company</p> <input type="text"/>	<p>Email</p> <input type="text" value="Sam.Spencer@xyz.com"/>	<p>Phone</p> <input type="text"/>
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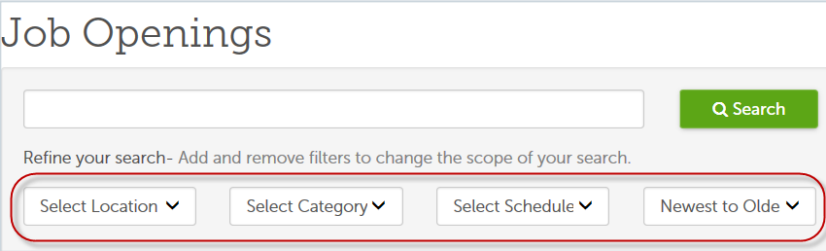


Step	Action
4	<p>To ask the reference for a recommendation:</p> <ol style="list-style-type: none"> Enter his/her email address. Use the message that auto-populates or add additional information. Click Send. <p>The reference receives an email notification.</p> <div data-bbox="289 415 1284 1108" style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right; margin-bottom: 0;">✕</p> <h3 style="margin: 0;">Ask test for a Recommendation?</h3> <hr/> <p>* Email</p> <div style="border: 1px solid #ccc; height: 25px; margin-bottom: 10px;"></div> <p>* Message</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Lindsay Link has requested that you provide a brief recommendation for an opportunity at our company.</p> </div> <p>199 characters left</p> <div style="display: flex; justify-content: space-between; align-items: center;"> Send Maybe later... </div> </div> <p>Note: To ask for a recommendation at another time, click Maybe later...</p>
5	<p>To view the recommendation, click References.</p> <p>The recommendation appears.</p> <div data-bbox="289 1247 976 1696" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <h3 style="margin: 0;">References +</h3> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="background-color: #8bc34a; width: 40px; height: 40px; border-radius: 50%; margin-right: 10px;"></div> <div> <p style="margin: 0;">Sam Spencer</p> </div> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px; background-color: white;"> <p>🗨️ Recommendation pending. Send them a reminder. 🗨️</p> </div> </div>



Step	Action
6	<p>To edit a reference's information, click the pencil icon by his/her name.</p>  <p>The Edit Reference dialog box displays.</p>
7	<p>Make your changes and click Save.</p> 
8	<p>To delete the reference, click Delete.</p> 

View Open Positions

Step	Action
1	<p>Click Find Opportunities.</p>  <p>The Job Openings page opens, displaying recently added positions.</p>
2	<p>Filter by specific criteria, including location, category, schedule, and newest to oldest. As you select criteria, jobs populate which match the criteria.</p>  <p>Note: If no jobs match the criteria, an error message displays.</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p>There were no opportunities matching your criteria. Try removing some filters or searching on different keywords to broaden your results.</p> </div>

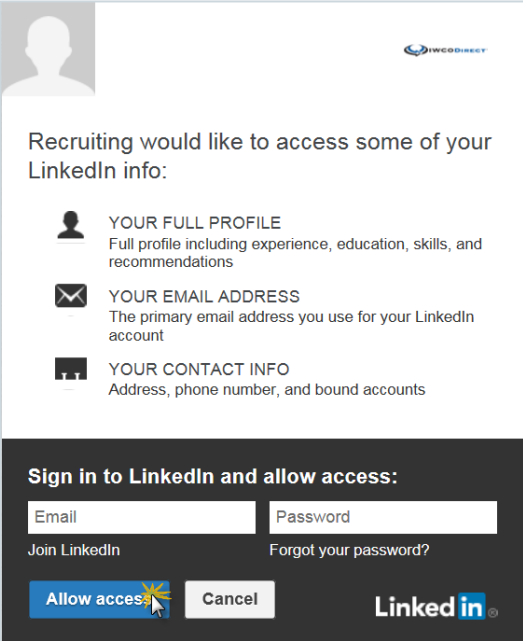
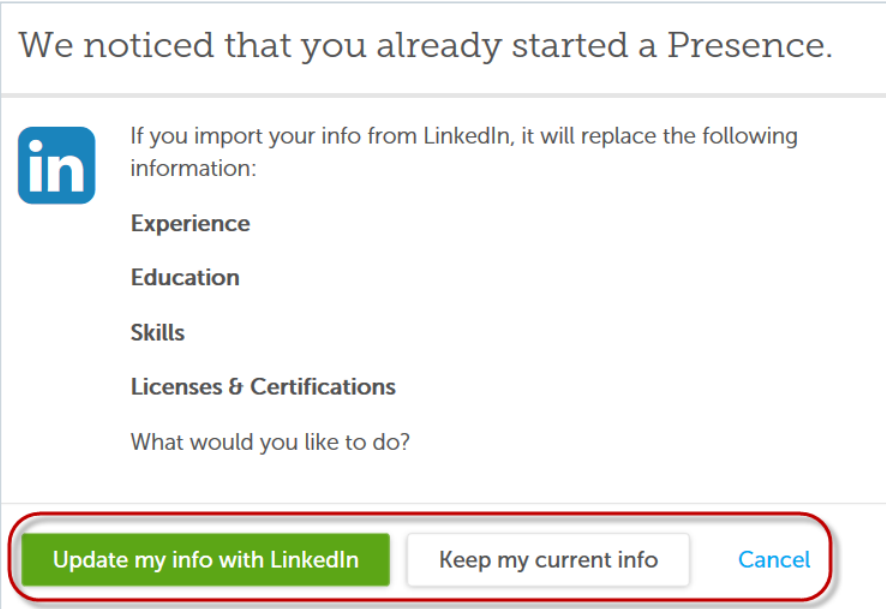


Step	Action
3	<p>To search by keyword(s):</p> <ol style="list-style-type: none"> Enter the keyword(s) (e.g., machine operator, Hamburg, part time, etc.). Click Search. <p>A list of jobs matching the keyword(s) displays.</p> <div data-bbox="289 386 1279 541"> </div> <p>Note: If no jobs match the criteria, an error message displays.</p> <div data-bbox="289 594 1382 701" style="background-color: #f8d7da; padding: 5px;"> <p>There were no opportunities matching your criteria. Try removing some filters or searching on different keywords to broaden your results.</p> </div>
4	<p>To review full job details, click on the desired position.</p> <div data-bbox="289 762 1346 1094"> </div>

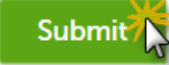


Apply for a Position

Step	Action
1	<p>If you would like to apply using your LinkedIn account, click Apply with LinkedIn.</p> <div data-bbox="289 1304 662 1367"> </div>



Step	Action
2	<p>On the page that displays:</p> <ol style="list-style-type: none"> Enter your LinkedIn email and password. Click Allow Access.  <p>The screenshot shows a LinkedIn access request dialog. At the top, it says 'Recruiting would like to access some of your LinkedIn info:'. Below this, there are three items listed: 'YOUR FULL PROFILE' (Full profile including experience, education, skills, and recommendations), 'YOUR EMAIL ADDRESS' (The primary email address you use for your LinkedIn account), and 'YOUR CONTACT INFO' (Address, phone number, and bound accounts). At the bottom, there is a dark grey box with the text 'Sign in to LinkedIn and allow access:'. This box contains two input fields for 'Email' and 'Password', a 'Join LinkedIn' link, and a 'Forgot your password?' link. At the bottom of this box are two buttons: 'Allow access' (highlighted with a mouse cursor) and 'Cancel'. The LinkedIn logo is also visible in the bottom right corner of the dialog.</p>
3	<p>The message below appears.</p> <ol style="list-style-type: none"> If you want to use your LinkedIn information, click Update my info with LinkedIn. If you do not want to use your LinkedIn information, click Keep my current info. To stop the application process, click Cancel.  <p>The screenshot shows a message box with the heading 'We noticed that you already started a Presence.' Below the heading, there is a LinkedIn logo and the text 'If you import your info from LinkedIn, it will replace the following information:'. This is followed by a list of categories: 'Experience', 'Education', 'Skills', and 'Licenses & Certifications'. Below the list is the question 'What would you like to do?'. At the bottom of the message box, there are three buttons: 'Update my info with LinkedIn' (highlighted with a red rounded rectangle), 'Keep my current info', and 'Cancel'.</p>
4	<p>Fill in all required/applicable information, and upload a resume if you have not already.</p>



Step	Action
5	<p>Click Submit.</p>  <p>You will receive a message confirming your application.</p>
6	<p>To apply within the portal, click Apply now.</p> 
7	<p>On the page that displays:</p> <ol style="list-style-type: none"> Upload your resume, if available, to expedite the application process. Fill in any information which does not auto-populate from your resume. Click Submit.  <p>Note: After hitting Submit, you will be directed to a confirmation page.</p> <div data-bbox="289 772 1187 1062" style="border: 1px solid #ccc; padding: 10px;"> <p>You applied for Warehouse Material Handler (B Shift: 6pm - 6am)</p> <p>Thank you! Your application was submitted.</p> <p>Improve your chances.</p> <p>Filling out your presence in more detail helps you stand out and find more opportunities at our company. You may also want to add personal or professional references.</p> </div>

