To use the Aerospace Careers website to apply for a job, an applicant needs to perform the following 4 steps. Each of these steps is detailed on the pages that follow.

1. Join (first time only) or login to the Aerospace Talent Community.
2. Search for and identify job openings.
3. Create (first time only) and maintain a Candidate Profile.
4. Submit a job application.

Join the Aerospace Talent Community (first time only)

1. Enter a valid email address. This will serve as your username and will be the means of communication regarding job applications, new postings, etc.
2. Click Join.
3. Complete all fields on the Profile Information screen. (An alternate option is to register with your LinkedIn profile; to do so, click the Register with LinkedIn link and follow the prompts.)
4. After the profile information is complete, click Next.
5. You will see a message that your account has been created. Click Done.
Applying for a Job at Aerospace: Quick Reference Guide

Search for and Identify Job Openings

1. To locate jobs, you can:
   a. Browse Career Opportunities by job category
   b. Search by Location
   c. Enter Keywords and/or Location and then click Search Jobs.

2. After searching for jobs, review the list of job openings.
   a. To sort the list by the values in a column, click its header.
   b. To filter the list, enter criteria in a field and click Filter.
   c. To view the details of a job opening, click its job title.

3. Review the job opening’s description and requirements.
   a. To save a job, click the star at the right of the job title.
   b. To apply for the job, click Apply Now.

4. Select the option to either:
   a. Start Apply With LinkedIn, and then supply your LinkedIn profile information, OR
   b. Apply Now, and then complete the required information

5. The first time that you apply for a job in the Aerospace Applicant Tracking System, you will need to read and agree to a Data Privacy Statement.
   a. Identify your country of residence to access the applicable statement.
   b. Read the statement and click Accept or Decline. Note that you must accept the privacy statement in order to apply for a job using the Aerospace Careers website.
   c. Click Next.
Create a Candidate Profile (first time only)

1. Upload your resume.
   a. Locate the file on your computer and click **Upload**.
   b. Your resume will be read by the system and mapped to fields in the Candidate Profile.
   c. After a resume has been uploaded, you can click **Update** to upload a new copy and revise the information in your Candidate Profile.

2. Scroll through the information in the Candidate Profile:
   a. Review each of the pre-populated fields and revise as needed
   b. Enter additional information in required fields, marked with a red asterisk (*)
   c. The following functions are available to help you edit your Candidate Profile.

3. Once the information in the profile is complete, click **Next** in the lower right corner of the screen.
Submit a Job Application

1. Complete the information in the application. The information requested is dependent on and must be completed for each job for which you apply.

2. Read the terms and conditions for the application and indicate your agreement by:
   a. Checking the box for To the terms and conditions above, “I Agree”
   b. Entering your name in Typed signature for Application.

3. Answer any Questions at the bottom of the form.

4. When the job application is complete, click Apply. Note that you can also save your application and complete it at a later time.

Additional Helpful Features

- The Contact Us link, at the bottom of the Job Search page, opens a list of FAQs and provides a contact email for questions.
- In the upper right corner of each page is the Your Profile link. Use this to review or update your Candidate Profile, access saved jobs, or create a job agent.
- To create a job agent, click Add/Edit Job Agent and enter your search criteria. You will be automatically notified of jobs that meet the entered criteria.