

# How to Apply



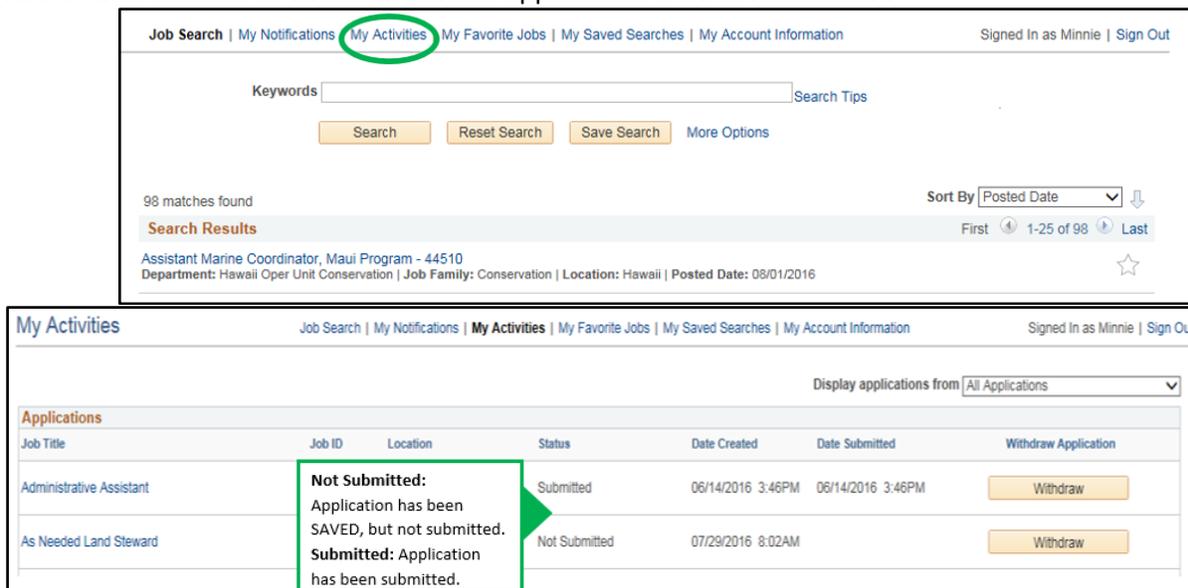
To apply for a position at The Nature Conservancy, follow these steps:

If you haven't applied through our system and don't have a username/password, select "New User" on the upper right side of the page. It's recommended that you clear your internet cache and browser history before accessing our system.

1. Click **Apply Now** when you find a job that interests you.
2. Select the preferred method to **upload your resume**. Uploading a cover letter is a separate function that is optional.
3. Complete the application details. **If you used the resume parser, review/edit information as needed.**
4. Click **Submit** to be considered for position. **Save for later** to continue your application later.



**My Activities** allows you to manage your profile. You can view both saved and submitted applications, upload supplemental documents or withdraw current applications from consideration.



The screenshot shows the 'My Activities' page. At the top, there are navigation links: Job Search, My Notifications, My Activities (highlighted with a green circle), My Favorite Jobs, My Saved Searches, and My Account Information. On the right, it says 'Signed In as Minnie | Sign Out'. Below the navigation is a search bar with 'Keywords' and a 'Search Tips' link. There are buttons for 'Search', 'Reset Search', 'Save Search', and 'More Options'. Below the search bar, it says '98 matches found' and 'Sort By Posted Date'. There are also 'First' and 'Last' navigation buttons. Below this is a search result for 'Assistant Marine Coordinator, Maui Program - 44510' with details like 'Department: Hawaii Oper Unit Conservation | Job Family: Conservation | Location: Hawaii | Posted Date: 08/01/2016'.

The second part of the screenshot shows the 'My Activities' page with a table of applications. The table has columns for Job Title, Job ID, Location, Status, Date Created, Date Submitted, and Withdraw Application. There are two rows of applications. The first row is for 'Administrative Assistant' with status 'Submitted' and a 'Withdraw' button. The second row is for 'As Needed Land Steward' with status 'Not Submitted' and a 'Withdraw' button. A green box highlights the status column for both rows, with a green arrow pointing to the text: 'Not Submitted: Application has been SAVED, but not submitted. Submitted: Application has been submitted.'

Once your application is submitted, "You have successfully submitted your job application" appears and email verification is sent to the address entered in your profile **if you selected e-mail as your preferred method of contact**. This is the only system generated email you will receive.

# Searching for Jobs

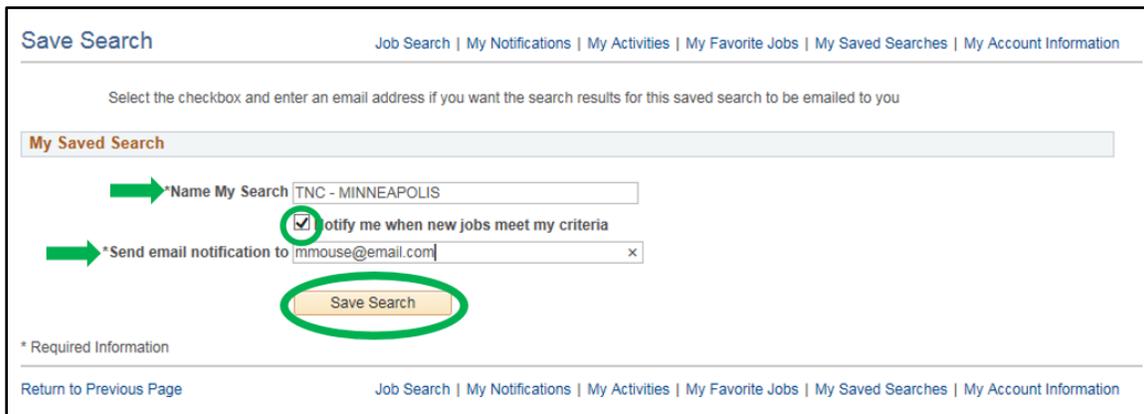
To locate a position not visible on the home screen, use the scroll buttons, keyword or advanced search functions. You can also create a Job Search Agent that will automatically notify you by e-mail when new jobs meeting search criteria are posted.



To create a job search agent, follow these steps:

1. Input searching keywords and click **Save Search** at top of page.

2. Name your search. Check **Notify me when new jobs meet my criteria** box.
3. Enter your email address in the **Send email notification field**.
4. Click **Save Search**.



The screenshot shows a web form titled "Save Search". At the top, there are navigation links: "Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Account Information". Below the title, a instruction reads: "Select the checkbox and enter an email address if you want the search results for this saved search to be emailed to you". The form has a section titled "My Saved Search" with a light blue background. It contains three main fields: 1. "Name My Search" with the text "TNC - MINNEAPOLIS" and a green arrow pointing to it. 2. A checkbox labeled "Notify me when new jobs meet my criteria" which is checked, with a green circle around it. 3. "Send email notification to" with the email address "mmouse@email.com" and a green arrow pointing to it. Below these fields is a "Save Search" button, which is circled in green. At the bottom left, there is a note: "\* Required Information". At the bottom right, there are navigation links: "Return to Previous Page | Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Account Information".



Jobs meeting search criteria will be sent to you as soon as they are posted. Job search agents expire after 365 days.

## System Requirements

Our system supports **Firefox v. 38, 42, 52, & 53**; **Internet Explorer v. 11**; and **Microsoft Edge v. 25.10586 & 39.14986**. Specific operating systems and browsers include:

- **Apple iOS (versions 7 – 8)** Safari 8.02, 9, & 10
- **Mac OS X** Safari 8 & 9
- **Android (versions 5, 6, 7)** Chrome 5, 6, & 7
- **Windows** Chrome 42 & 58

Cookies must be enabled on your browser for the site to operate properly. It's highly recommended to clear your internet cache before accessing the system.

## Frequently Asked Questions

### Can I submit my application via email?

As an equal opportunity employer and federal contractor, all applicants are required to apply for specific positions using our online application system found on [www.nature.org/careers](http://www.nature.org/careers).

**We are unable to accept resumes sent by email.** You will be able to attach your resume when applying for a specific job. You can also set up a job search agent to email you when new jobs of interest are posted. To locate a specific job quickly, type part of the job title in the keyword search.

### The system doesn't recognize my username/password.

Unfortunately, we are unable to reset applicant profiles or passwords. Please try the login help function to have your

password emailed to you. If the system is unable to recognize your username or password or you no longer have the email account you used to create your profile, you'll need to create a new applicant profile and use a valid email address as your username.

### **Deleting an old application/resume and using the 'withdraw' button**

Once you've submitted your application for a position, it becomes part of the official recruiting record that we are required to keep on all applicants and cannot be revised. This includes the resume that is attached to it. You have the option to upload either the current or a new resume every time you apply to a new position. If you want to attach a new resume to a position you already applied to, your best option would be to apply again to the same position, disregarding the "you've already applied" message. Afterwards, please use the 'withdraw' button to remove your older submission from consideration. It is extremely helpful if you include the job title when naming your resume in the system.

### **I was unable to view pop-ups**

If you are unable to open a resume or other attachments, it may be due to your pop-up blocker settings. To temporarily allow pop-ups, hold down the control button, then click the mouse. **Continue to hold down control** until the resume appears, even after letting go of the mouse button (this can take up to ten seconds, depending on your computer speed). Toolbars such as Yahoo and Google may interfere with the operation of the website. If you are experiencing other problems, you may want to try disabling and see if that resolves the issue.

### **I accidentally answered that I was under 18 in the questionnaire. Can I change it?**

This is not something that may be changed, but shouldn't be a concern as recruiters will recognize that based on your resume and application you likely answered the question incorrectly. This won't screen you out.

If you are still concerned about it, you could apply again to the position. You will receive a "You've already applied" message but you may disregard. Recruiters will review the most recently submitted application.

**Please contact [applyhelp@tnc.org](mailto:applyhelp@tnc.org) if your questions weren't answered in this document. If you require accommodation due to a disability, please e-mail your request to [applyhelp@tnc.org](mailto:applyhelp@tnc.org) and include "accommodation" in the subject line.**