APPLYING FOR JOBS AT CENTURYLINK: HINTS AND TIPS

Career site login page
To log in, enter your **log in e-mail address** or **Username** and **Password** in the Login box on the home page, and click the **Log in** button.

If you forgot your password, click the **Forgot your password?** link and enter either the e-mail address you registered with or your username. A password recovery e-mail will then be sent to that address. If you did not enter a contact e-mail address for your profile, you can answer the security question you selected, and you can reset your password in that screen.

If you do not have an account, you can create one by clicking the link to create a new account. Information on creating a new account is detailed in the next section.

? Help

Welcome to CenturyLink Careers!

Feel free to use one of the options below or, create your own log-in and password information within the gray box to the right. If you've already created a log-in, please type your user name and password in the fields below the gray box.

Search openings
View current job opportunities, or search on specific criteria to find jobs that match your interests.

Submit resume
You may use this feature to enter your resume without submitting to a specific job, HOWEVER, if you are interested in a specific job you must apply.

Log in to access your profile and jobseeker tools. First time visitors, click here to create a new account.

E-mail address [   ]
Password [   ]

Forgot your password?   [Log in]

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Create login
When you create your account, you will be able to create a profile, store your resume/CV on the site, and access features, which include a job cart and your saved searches stored in the search agent manager. To create an account, enter your **Username** or a login **E-mail address**, and then enter (and re-enter) a **Password**. For tips on creating a password, click the **Password security tips** link.

When you are asked to **Select a security question**, select a question from the dropdown, and enter an **Answer to your security question**. When you are finished entering information, click the **Create** button. Once you have created a login, you will be able to navigate around the site to create and edit a profile, etc.

Please note that, if you fail to enter your password correctly three times, you will be locked out of the system. The only way that you will be able to get your password reset is by contacting the Kenexa Helpdesk at 1-888-265-6969, option 2, or helpdesk@kenexa.com.

Home — Create login   **? Help**

Create login

Enter your e-mail address and choose a password which will enable you to log in and access your information in the future. Select a security question and enter your answer. This information will be used to authenticate your identity in case you forget your password.

E-mail address [   ]
Password [   ]   **Password security tips**
Re-enter password [   ]
Select a security question [What is the name of your first school? ▼]
Answer to your security question [   ]

Password guidelines
- Your password must be a minimum of 6 and a maximum of 25 characters.
- Your password may not be the same as your login e-mail address.
- Your password will be case-sensitive.

If you do not have an e-mail address, you can choose one from Yahoo Mail or Hotmail to sign up for a free account.

[Create] [Cancel]

Home page

From the home page, you will be able to do the following:

Welcome, Candidate First Name & Last Name!

Search openings
View all current job opportunities, or search on specific criteria to find jobs that match your interests.

Job submission status
Check the status of your job submission.

Submit resume
You may use this feature to enter your resume without submitting to a specific job, HOWEVER, if you are interested in a specific job you must apply.

Edit your profile
Update your login, contact information, education, and work experience.

Resume/CV manager
Upload, edit, or delete up to five versions of your resume and cover letter.

Search agent manager
Create, update, or delete saved searches.

Job cart
View or submit your resume to jobs you previously saved.

Saved drafts
Did you save a draft to complete for later? From here you may complete any drafts that you have saved.

Log out

As you navigate through this site, a progress bar displays at the top of the screen to show you where you are in the application or submission process. You can jump to any step in the process you have already completed by clicking the appropriate link in the progress bar.

Search openings

The Search openings page allows you to search on specific criteria to find jobs that match your interests and qualifications. You can access the Search openings page from the **Search openings** link on the Home page.

Search openings

Use the search criteria below to identify the Career Opportunity you are looking for and click Search. To select or deselect multiple items in a list, hold down the CTRL key on your keyboard while you click.

Keyword	[ ] Tips
	This field supports Boolean operators like AND, OR and AND NOT.
Title	[ ]
Business Unit	All / Business Mkts Group / CEO/COO / Corp Communications
Posting Location	All / AL / AL, Brewton / AL, MONTGOMERY
Position Classification	All / Management / Occupational
Date posted	⦿ All posting dates
	◯ Include all jobs updated after 01 ▾ 01 ▾ 2011 ▾

[Search] [Clear]

To search for current job openings, enter your search criteria. The more specific your criteria, the fewer jobs will be returned, so you should use broader criteria first and narrow your search only if too many results are displayed.

You may also search on **Keywords.** For help with keyword searching, click the **Tips** link. The keywords field supports Boolean searching, which means you can use AND, OR, and AND NOT when searching. To select or deselect multiple items in a list, hold down the CTRL key while you click.

Using the **job match** field at the bottom of the search screen, you can run a conceptual search. Simply paste your resume/CV, cover letter, or ideal job description into the Job match box, click the **Search** button below the job match box, and the career site will return jobs that are well suited to you. You can click on the example links to see an example cover letter or resume/CV that might be used in a Job match search.

Job Match:

You can search for jobs that match your unique skills and competencies by entering text, such as your ideal job description, cover letter or resume in the job match search area. You may view examples below. (This field also accepts Boolean operators.)

Example 1: Free Text   Example 2: Resume/CV Text

[   ]

[Search]

Click the **Search** button to find jobs that match your criteria, or click **Clear** to start over. Please note that there are two different **Search** buttons when Job match functionality is present. If you use the top Search button, any job match text that was entered is ignored. If you use the bottom Search button (below Job match text box), the Job match criteria is used.

Search results
The Search results page shows you all the jobs that matched your search criteria. If there are too few or too many jobs, or if you would like to change your search criteria, click the **Refine search** link.

To sort your results by a particular detail, click the hyperlinked item in the first column.

To view detailed information about a job, click its hyperlink.

To view detailed information for more than one job, select the checkboxes next to the jobs you want to view, and then click the **View job(s)** button.

In the search results screen, if you want to submit to one or more jobs, select the checkboxes next to the jobs you want to submit to, and then click the **Apply to job(s)** button. You can only submit yourself for ten jobs at a time. Please note that to Apply to jobs, you may be required to log in, so a Login prompt may appear when you first click the button.

If two or more jobs are selected and at least one of them has a Gateway Questionnaire, then the Selected jobs page displays after clicking Apply to job(s) button.

Search results Your search criteria: N/A | Refine search

To sort this list by any of the columns, please click on the column heading.

Results 1-15 of 15
Page 1

[View job(s)] [Apply to Job(s)] [Send to friend] [Create search agent] [Save to cart]

Clear checked

	Req ID	Title	Posting Location	Business Unit	Position Classification	Date updated
☐	2265BR	Engineer II	ND, Grand Forks	Network Services	Management	05/19/2011
☐	2266BR	Engineer II	SD, Rapid City	Network Services	Management	05/19/2011
☐	2256BR	Engineer III	CO, Littleton	Network Services	Management	05/19/2011
☐	2268BR	Supervisor, Area Plant	OR, Eugene	Local Network Svcs	Management	05/19/2011
☐	2267BR	Network Technician	MN, Detroit Lakes	Regional Mkts Group	Occupational	05/19/2011

You can send jobs to your friends from this field, too. Select the checkboxes next to the jobs you want to e-mail to your friend, and then click the **Send to friend** button. Enter details about yourself and your friend to send the message by clicking the **Send e-mail** button.

If you would like to save this search and/or receive regular e-mail messages with the search's results, click the **Create search agent** button. Creating the search agent allows you to either repeat your search at a later date (for example, if you search using the same criteria every day, you can save the search as an agent so you will not have to enter the criteria every time you return to the site), or to have the results of your search e-mailed to you on a regular basis. In the Create search agent popup, enter the **Search name**, select the **Frequency** with which you want search results mailed to you, and confirm the **E-mail address** where you want the results sent. You can later edit or delete your agents from the Search agent manager, which displays all of your search agents. Please note that to create a search agent, you may be required to log in, so a Log in prompt may appear when you first click the Create search agent button.

Create search agent
? Help

Please select the following options for your search. If desired, we will notify you when a new position opens meeting your search criteria.

Search criteria

Search name [   ]

Name this search so that you will recognize it when you want to use it in the future.

Frequency [None   ▼]

How often do you want to receive search results for this search via e-mail?

E-mail address [   ]

Search agents automatically expire 90 days after their creation or renewal date. You can renew active search agents on the **Search agent manager** page.

[Save] [Cancel]

If you would like to save one or more of these jobs so you can view or submit or apply to them at a later date, select the checkboxes next to the jobs you want to save, and then click **Save to cart**. The job(s) will be stored in your job cart, which you can access at any time to view or submit directly to the jobs you stored there. Each job will be saved until it expires (when the posting is removed from the site because the job is no longer available), at which point it will be deleted from your cart automatically. Please note that to save a job to your job cart, you may be required to log in.

Job details
The Job details page is accessed by clicking on the hyperlinked job, or by selecting a job's checkbox and clicking the **View job(s)** button. The Job details page displays specific information about a job, and also allows you to easily submit or apply to the job.

Clicking the **Apply to job(s)** button will begin the submission or application process to your selected job.

If you are viewing multiple jobs, use the **Next job** and **Previous job** links to move from job to job.

When you are viewing a job, you will see a **View similar jobs** button. Clicking that button runs a conceptual search, which finds jobs that may have a lot in common with the original job.

Add new resume/CV
Please note that if you are submitting your resume/CV and/or a cover letter in conjunction with a Gateway Questionnaire, the resume/CV submission may just be one step in the process.

You will be offered the following ways to enter your resume/CV:

- Select a resume/CV that you had already entered or uploaded to this career site.
- Upload your (existing) resume/CV from your computer.
- Enter your resume/CV by copying and pasting the text of it into the site.
- If you don't have a resume/CV, you can create a profile containing your contact information, education, and experience.
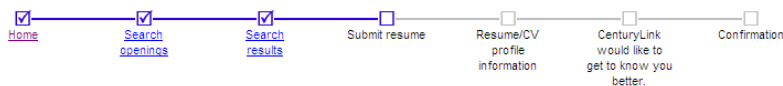
Submit resume

If you have an existing resume, you can select it, upload it or paste it into a textbox. If you don't already have a resume, you can build one. If you have an existing cover letter, you can select it, or paste it into a textbox. If you don't already have a cover letter, you can type one into the textbox.

[Continue] [Cancel]

Resume/CV

Choose one of the methods below to submit your resume.

◉ Use a resume/CV from my profile
○ Upload my resume from my computer
○ Enter my resume by typing or copying it in

Select the resume/CV you'd like to use:
[My resume/CV ▼] [Preview]

Cover letter

Enter or paste the text of your cover letter in the text box below.

[   ]

Name this cover letter: [My cover letter]

[Continue] [Cancel]

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Use a resume/CV that you have already uploaded to this site:

1. Click the radio button to use a resume/CV from your profile.
2. Select the resume/CV that you want to use from the dropdown list.
3. If you want to, click the **Preview** button to confirm that this is the correct resume/CV.
4. You must select your most recent Work experience and most recent Education before you can save your updated resume/CV even if you are not otherwise changing the information for each of these categories.
5. Enter a **Name** and **Cover letter**, if you have one.
6. Click the **Continue** button.

Please note that this option will only appear if you already have at least one resume/CV saved to your profile on this career site.

Upload your resume from your computer:

1. Click the radio button to **Upload your resume/CV from your computer**.
2. Click the **Browse** button to find the file on your hard drive or floppy disk.
3. Select the resume/CV, and then click **Open**.
4. Alternately, you may type the complete file path (starting with the drive, such as C:\folder\yourfile.doc).
5. Underneath the **File to upload** box, **Name** this resume/CV with a unique name to help you recognize it later.
6. Enter a **Cover letter**, if you have one.
7. Click the **Continue** button.
8. The screen will refresh to show you a how your uploaded resume/CV looks. You must click **Continue** in order to continue your submission or application process.

Please note that resumes/CVs cannot be any larger than 1,000KB. The total maximum capacity for resumes/CVs to be uploaded is 5,000KB (five resumes/CVs at 1,000KB each).

Enter your resume by typing or copying and pasting the text of it into the site:

1. Click the radio button to **Enter your resume/CV by typing or copying it in**.
2. Open your resume/CV in your word processing program.
3. In the word processing program, highlight the text of your resume/CV.
4. With your entire resume/CV selected, choose **Copy** from the **Edit** menu of your program, or click CTRL and C.
5. Return to the career site, and click your mouse in the empty box where it says to enter the text of your resume or CV.
6. Press the CTRL and V keys. This should paste the text of your resume/CV into the textbox. If you want help with how to best format your resume, click the **Resume tips** help link.
7. Alternately, you can type your resume/CV into the textbox, if this is easier.
8. Underneath the textbox, **Name** this resume/CV with a unique name so you will recognize it later.
9. Enter a **Cover letter**, if you have one.
10. Click the **Continue** button.

Click here to create a profile:

1. Click the hyperlinked **Click here to create a profile** text.
2. The Resume/CV profile information page displays.
3. Enter all of your **Contact information**, **Work experience**, and **Education**, as appropriate. You must select the "most recent" entry for work experience and education, even if you enter only one example. If you are updating a Resume/CV profile submitted previously, please select the most recent work experience and education even if you have entered only one example.

4. Click the **Continue** button.

Note: this option will only appear if you do not already have a resume/CV saved in the system. This option is also not available if you are submitting your resume/CV in conjunction with a Gateway Questionnaire.

You will be offered both of the following ways to enter your cover letter:

1. Select a cover letter that you have already entered and saved for this career site.
2. Enter your cover letter by copying and pasting the text of it into the site.

Select a cover letter from my profile:

1. Click the radio button to use a cover letter from your profile.
2. Select the cover letter you want to use from the dropdown list.
3. Click the **Preview** button to confirm that this is the correct cover letter.
4. Click the **Continue** button.

Enter your cover letter by typing or copying and pasting the text of it into the site:

1. Click the radio button to **Enter or paste the text of your cover letter**.
2. Open your cover letter in your word processing program.
3. In the word processing program, highlight the text of your cover letter.
4. With your entire cover letter selected, choose **Copy** from the Edit menu of your program, or click CTRL-C.
5. Return to the career site, and click your mouse in the empty box where it says to **Enter the text of your cover letter**.
6. Press the CTRL and V keys. This should paste the text of your cover letter into the text box.
7. Alternately, you can type your cover letter into the text box.
8. Underneath the text box, you should **Name** this cover letter with a unique name to help you recognize it later.
9. Click the **Continue** button.

Auto-extraction
Auto-extraction will extract your contact information, education and work experience into the proper fields from your resume/CV. The language of your submission will be identified based on the first half of the resume/CV text

submitted.

Some suggestions for making the process more reliable include:

For the Contact information:

- Put your contact information at the top of the resume/CV.
- Put your name on a line by itself at the top.
- List your address, phone number, and other information for contacting you below your name.
- Put all other personal information below the contact information.
- For your mailing address, use a standard postal address format for your country.

For Experience and Education, label the sections of the resume/CV to make it easier for the extraction wizard to identify the information.

Edit your Resume/CV profile information

The Resume/CV profile information page allows you to enter all relevant Contact information, Work experience and Education (degrees). Please note that this page may display with your information already entered in some or all of the fields. If information exists in the fields, please verify it.

You can easily add, change, or update your profile information at any time once you are logged in. Click **Edit your profile** on the main page, and edit any fields you want to change. Then, click **Save** to record your changes.

To permanently delete your profile, you can click the **Delete profile** button. You will see a confirmation screen notifying you that your personal information will be removed from the site.

To edit or delete your profile:

1. In the first tab, edit your contact information. Required fields are denoted with an asterisk. In this tab you can also change your Login information by updating your login e-mail address or username in the proper

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field. You can change your password by clicking the **Change password** link, and change your security question by clicking the **Change security question** link.

2. To edit your work experience, click the **Work experience** tab. In that tab, for each job edit your position or job title, the name of the organization, your responsibilities there, your skills, and the years when the job began and ended. Select the radio button for your "most recent" work experience even if you have only one experience listed.
3. When you have edited the information for a job, click the **Add** button.
4. Repeat the process for up to five total jobs, entering the most recent experience first.
5. Select the **Edit** link then click the **Update** button to modify existing Work experience. Click the **Delete** link to remove an existing Work experience.
6. To add and edit your educational experiences, click the **Education** tab. For each degree, enter the school or educational institution's name, your major or area of study, the degree obtained, your GPA, and the year you obtained your degree or will obtain your degree. Select the radio button for your "most recent" education even if you have only one educational experience listed.
7. When you have added the information for a degree, click the **Add** button. Repeat the process for up to three degrees in total, entering the most recent degrees first.
8. You can select the **Edit** link, and then click the **Update** button to modify an existing Education experience. Click the **Delete** link to remove an existing Education degree.
9. You can view any attachments you have previously submitted by clicking on the **Attachments** tab. You cannot upload files from the screen, only view them or delete them by clicking the **Delete** button.
10. Click the **Save** button to save your updated profile information.

Questions and additional information
The Questions and Additional information pages will appear when the organization you are submitting or applying to has additional questions for you. Some questions may be general and required for the organization's hiring process, while others may be specific to the job(s) you selected to submit or apply to. Required questions are denoted with an asterisk. When you have answered the questions on a page, click the **Continue** or **Submit** button to continue or complete the submission or application process.

If the **Save as draft** button appears, clicking it saves your information as a draft to be completed at a later time.

Saved drafts
If you previously began submitting to or applying for a job and chose to save a draft, then you can retrieve the saved information and application by clicking the **Saved drafts** link from the home page.

When you click the **Saved drafts** link, you will be returned to the point in your application process from where you left off.

When you save a submission or application as a draft, the Saved drafts confirmation page that displays after you click the **Save as draft** button has a link or button to **View saved drafts**.

Resume/CV manager
If you have saved a profile, you will be able to access the Resume/CV manager by clicking that link on the Home page. In the Resume/CV Manager, you can view all of the resumes/CVs and cover letters you have stored on the site.

To view a resume/CV or cover letter, click its name or the corresponding View icon (binoculars). When you are done viewing the resume/CV, click the **Continue** button.

You can have up to five resumes/CVs and five cover letters. To add a new resume/CV, click the **Add new resume/CV** button. To add a new cover letter, click the **Add new cover letter** button.

To view a resume/CV or cover letter's history -- information about which jobs it has been submitted to -- click the **View submissions** link in the **History** column.

If you pasted in your resume/CV, you will be able to edit your resume/CV's text. To replace the text with new text:

1. Click in the box, hold the CTRL key and press A to select all of the text.
2. Press the delete key to clear the resume/CV.
3. Highlight your resume/CV in the word processing program you are using and select **Copy** from the Edit menu of your program.
4. Click your mouse in the box on the site, and hold the CTRL key and press V to paste in your new text.
5. Change the resume/CV name, if you want to.
6. Click **Save** to store your changes.

To edit a cover letter, click the pencil icon next to that cover letter's name.

- You can edit your cover letter's text:
    1. In the textbox, make the necessary edits by typing them directly into the textbox.
    2. Change the resume/CV name, if you want to.
    3. Click **Save** to store your changes.
- You can replace the cover letter with a brand new one:
    1. Click in the box, and hold CTRL and press A to select all the text.
    2. Press the delete key to clear the old cover letter.
    3. Highlight your new cover letter in the word-processing program you are using and select **Copy** from the Edit menu of your program.
    4. Click your mouse in the box on the site, and hold the CTRL key and press V to paste in your new text.
    5. Change the cover letter's name, if you want to.
    6. Click **Save** to store your changes.

To set a resume/CV or cover letter as the default, click the circle next to that resume/CV or cover letter in the **Default** column.

To delete a resume/CV or cover letter, click the delete icon, a trash can, in the corresponding **Delete** column.

Changes or updates to your resume/CV in the Resume/CV manager will not be entered into the applicant database unless they are to be the **Default designated resume/CV**. Otherwise, the changes will only be entered into the applicant database when you submit this resume/CV to the organization. Changes or updates to your cover letter in the Resume/CV manager will not be entered into the applicant database until you submit it with a resume/CV to the organization.

Search agent manager
You can use the Search agent manager to view all of your current search agents. Search agents are searches you have saved so that you can run them again and/or receive the search results via e-mail.

To create a new search agent, click **Search agent manager** link on the Home page and then click the **Create search agent** button. You may also go to **Search openings**, search for jobs using the criteria you want, and then click the **Create search agent** button. In the Create search agent screen, enter a name for the search, select its frequency, and confirm your e-mail address so you can be notified of the results.

To see the current results of a search agent, select **Search agent manager** in the Home page and click the **Run** link next to the agent's name. Results are returned to you in the Search results screen.

To edit the criteria for a search agent, click the pencil icon next to the search agent's name. You will be prompted to change any or all of the search agent's information. Click **Save** to store your changes.

To change the frequency by which the results of a search agent are e-mailed to you, select a new frequency from the dropdown list under **E-mail frequency**.

To change the e-mail address the search agent's e-mail messages are being sent to, click the pencil icon next to the search agent's name. You can then change any or all of the search agent's information, including the e-mail

address that the messages are sent to. Click **Save** to store your changes.

If you want to stop receiving search agent e-mail messages, change the frequency to **None**, or delete the search agent by selecting its checkbox and clicking the **Delete selected search agents** button.

To delete a single search agent, click the trash can icon next to the search agent's name. To delete more than one search agent, select the checkbox next to each search agent's name, and then click the **Delete selected search agents** button. Deleting a search agent permanently removes it from the system; it cannot be retrieved. However, you can easily search again with the same criteria and save that new search as a new search agent.

Job cart
The job cart displays all the jobs you have stored to view or submit to at a later date. Jobs remain in your job cart until they expire (which happens when the posting is removed from the site when the job is no longer available), at which point they will be deleted from your cart automatically.

To store jobs in your job cart, go to **Search openings** from the Home page. Search for jobs using the criteria you want, select the jobs you like, and then click the **Save to cart** button. Please note that this can also be done from the Job details page, which is accessible directly from Featured jobs on the Home page, and from the Search results page.

To view details for any job in your job cart, click the **Job title**. You can then click the **Submit to job(s)** or **Apply to job(s)** button to submit to that job.

To submit to multiple jobs in your job cart at the same time, select the checkbox next to each job's name, and then click the **Submit to selected job(s)** or **Apply to job(s)** button.

To delete a single job from your job cart, click the trash can icon next to the job's name. To delete more than one job from your job cart, select the checkbox next to each job title, and then click the **Delete selected job(s)** button. Deleting a job from the job cart permanently removes it from your list. However, you can easily search again to find that job and add it back to your job cart.

Privacy policy
You must agree to the organization's Privacy policy to continue with your submission. If you do not accept the Privacy policy but still wish to submit your information, please contact the organization to work out a non-web submission.

Creating a free e-mail account
If you need an e-mail address to use with the job search agent or elsewhere, there are plenty of free e-mail account providers. You can do a web search for "free e-mail" to find many providers.