

Accessing the Schurz Career Center

1. The Schurz Career Center can be found via our Careers website at: www.schurz.jobs



Searching for a Job

1. Access the Schurz Career Center
2. On the Career Center search page choose the criteria that you want to search by, or leave the default settings to display all available jobs

The screenshot shows the search criteria form with the following fields: Enter Keywords, Company (dropdown), Division (dropdown), Requisition Number, Area of Interest (dropdown), Position Type (dropdown), State (dropdown), and City (dropdown). A red bracket on the right side of the form is labeled 'Insert Search Criteria'.

3. When you are through entering the search criteria, click [Search](#)
4. The Search Results window is displayed showing a list of positions matching your search criteria
5. To view more information about a specific job, from the Search Results page under **Job Title**, click the name of the position

Company	Division	Requisition Number	Job Title	Area of Interest	Position Type	City	State
WSBT Television	Broadcast	WSBT1004	Executive Producer	← and Content	Full Time	Mishawaka	Indiana
WSBT Television	Broadcast	WSBT1027	Digital Sales Specialist	Advertising Sales and New Business Development	Full Time	Mishawaka	Indiana
WSBT Television	Broadcast	WSBT1065	Teleprompter	Production	Part Time	Mishawaka	Indiana
WSBT Television	Broadcast	WSBT1085	PT Master Control Operator	Production	Part Time	Mishawaka	Indiana
WSBT Television	Broadcast	WSBT1103	TV Sales Account Executive	Advertising Sales and New Business Development	Full Time	Mishawaka	Indiana

Applying to a Job

1. Once you find a position that you are interested in and that you meet the qualifications for, you can apply to the job by clicking on the Job Title of the job you want to apply for

2. At the Job Description window click [Apply Now](#)

The screenshot shows the 'Apply Now' button and the 'Registered Users' login form. The login form includes fields for Email Address, Password, How did you hear about us?, and Specifically, what source?. There is also a 'Forgot your password?' link and 'Cancel' and 'Submit' buttons.

3. The Career Center login page is displayed. You must log into the Career Center to apply for a job.

The screenshot shows the 'Create a New User Account' form with fields for Email Address, Password, Confirm Password, How did you hear about us?, and Specifically, what source?. Below the form is a CAPTCHA image with the text 'a 5 u 8' and a 'Please type the characters you see in the image above without spaces (letters are case-sensitive)' instruction. There are 'Cancel' and 'Submit' buttons at the bottom.

Logging In to the Career Center

1. Access the Schurz Career Center
2. On the Career Center Search page, click [Login](#) or apply to a position
3. Log into the Career Center by choosing the appropriate response below:

If you are a registered user:

- In the **Registered Users** section, in the **Email Address** box, enter your email address
- In the **Password** box, enter your password
- In the **How did you hear about us?** box, select the appropriate response from the drop down menu
- In the **Specifically, what source?** box, select the appropriate response from the drop down menu
- Click **Submit**

If you are a registered user but you have forgotten your password:

- Click on the **Forgot your Password?** link in the Registered Users box.
- Enter your e-mail address and complete the CAPTCHA validation step.
- Click **Submit**
- An e-mail will be sent to your e-mail address. Click the link in the e-mail to reset your password.

If you are a new user:

- In the **Create a New User Account** section, in the **Email Address** box, enter your email address
- In the **Password** box, enter a password
- In the **Confirm Password** box, reenter the password
- In the **How did you hear about us?** box, select the appropriate response from the drop down menu
- In the **Specifically, what source?** box, select the appropriate response from the drop down menu
- Enter the CAPTCHA validation characters.
- Click **Submit**
- Select four challenge questions and provide answers.
- Click **Submit**

Logging Out from the Career Center

1. On any Career Center page, click [Logout](#)

Viewing Jobs That You Have Applied to, Pending Tasks, and Completed Tasks

1. Access the Schurz Career Center

2. On any **Career Center** page, click [My Tasks](#)

The screenshot shows the 'My Tasks' page with three sections: 'my Pending Tasks', 'my Submittals', and 'my Completed Tasks'. Each section has a table with columns for Task, Job Title, City, State, and Action.

Task	Job Title	City	State	Action
Education History				Start
References				Start
Certification and Release				Start
Notice and Disclosure				Start
Release Authorization				Start

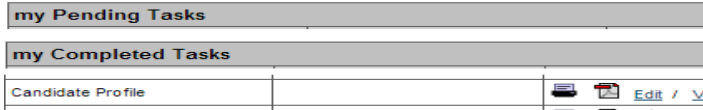
Job Title	City	State
Classified Sales Representative	South Bend	Indiana
Service Technician	Weston	Florida

Task	Job Title	Action
Assessment	Classified Sales Representative	
Candidate Profile		Edit / View
PEC Information		

Editing Your Job Seeker Profile

(will be prompted to complete a profile upon creating account)

- Access the Schurz Career Center
- On the Career Center Home page, navigate to your tasks by clicking on the **My Tasks** button. Locate your profile (under my Pending Tasks or my Completed Tasks) and click **Edit**.



- Complete your Job Seeker profile (**Note:** Fields marked with a * are required)

- Click **Confirm** at the bottom of the page
- On the Job Seeker Profile confirmation screen, review the information and, if correct, click **Submit**



- On the EEO Voluntary Self Disclosure Screen Select the appropriate responses from the drop down menu. You are asked to self-identify for Equal Employment information is used for reporting purposes only.
- Click **Confirm**
- On the EEO Voluntary Self Disclosure confirmation screen, review the information and, if correct, click **Submit** to confirm your entry

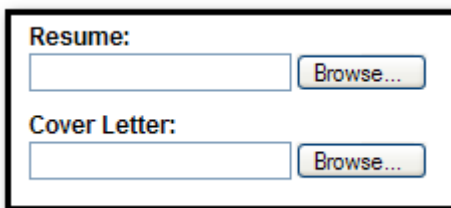


A confirmation message is displayed:

Your Job Seeker profile is saved and submitted to the list of available candidates that is accessible to and can be reviewed by Schurz's recruiting staff.

Attaching a Resumé File, Cover Letter, and Other Materials

- Access the Schurz Career Center
- On the Career Center Home page, navigate to your tasks by clicking on the **My Tasks** button. Locate your profile (under my Pending Tasks or my Completed Tasks) and click **Edit**.
- Attach your resumé and/or cover letter and/or other materials using the **Resume:** and **Cover Letter:** import tool at the bottom of the screen.

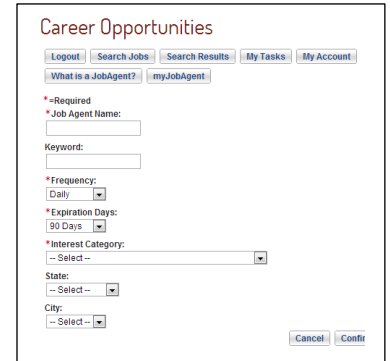


- Click Browse and select the path and file name
- Click **Confirm**
- Click **Submit**

Managing Job Agents

To ensure that you learn about a suitable position as soon as it becomes available, you can create up to three unique job agents, specifying the unique criteria of positions that interest you.

- Access the Schurz Career Center
- On any Career Center page, click **What is a Job Agent**, and click **Create Job Agent Now**
Or
On any Career Center page, click **myJobAgent**, and click **Add Job Agent**
- Complete the fields on the Job Agent page
- When you have completed the job agent information, click **Confirm**
- On the Job Agent confirmation screen, review the information and verify that it is correct
- If your information is correct, click **Submit**



Searching for a Job with a Job Agent

- On any Career Center page, click **myJobAgent**
- Under **Action** in the row of the job agent that you want to use, click **Search Jobs**

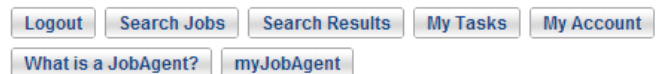
Deleting a Job Agent

- On any Career Center page, click **myJobAgent**
- Under **Action** in the row of the job agent that you want to delete, click **Delete**

Completing Additional Tasks in the Career Center (if requested)

- Access the Schurz Career Center
- On the Career Center Home page, navigate to your tasks by clicking on the **My Tasks** button.
- Complete all tasks listed under my Pending Tasks by Clicking Start next to the applicable tasks.

Career Opportunities



my Pending Tasks		
Task	Job Title	on
Education History		Start
References		Start
Certification and Release		Start
Notice and Disclosure		Start
Release Authorization		Start