



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

Click the [“Click Here to Register”](#) link on the upper right side of the page.

The screenshot shows the 'Careers' page with a login section and a 'Basic Job Search' section. The login section includes fields for 'User Name' and 'Password', and buttons for 'Login', 'Login Help', and 'Register Now'. The search section includes a 'Keywords' field, a 'Posted' dropdown menu set to 'Last Month', and buttons for 'Search', 'Advanced Search', and 'Search Tips'. A red box highlights the 'click here to Register.' link in the text above the search section.

- o Current TNC employees should apply through PeopleSoft Self Service and are not required to register.
 - o Applicants can do a basic search of jobs without registering, but must register to apply for jobs or set up a job search agent (see next page).
 - o Applicants are asked to create a profile including information such as home address, e-mail, preferred method of contact, etc.
1. Click **Apply Now** when you find a job that interests you.
 2. Select the preferred method to **upload resume and cover letter**. If applying for more than one job, reference the job title when naming your resume and/or cover letter in the system.
 3. **Education History, Work Experience and Application Questionnaire must be completed.** If your school or exact major is not listed, type it in the **Other** field. If you have no prior work experience, enter today’s date as both a start and end date and “not applicable” as both the employer and job title.
 4. Click **Save** to save application to work on later, **Submit** to save and submit for consideration. **Applications that have been submitted can not be revised.**



My Career Tools allows you to manage your profile and view both saved and submitted applications. You can also upload a cover letter or other attachments here.

Click on options in the **My Career Tools** section to manage your account

This screenshot shows the 'My Career Tools' section of the website. It includes links for '2 Applications', '0 Cover Letters and Attachments', '1 Saved Resumes', and 'My Profile'. Below these links is a table of job listings with columns for 'Date', 'Job Title', 'Job ID', and 'Location'. A red arrow points from the 'My Career Tools' section to the 'My Career Tools' page shown in the next screenshot.

| Date | Job Title | Job ID | Location |
|------------|-----------------------------------|--------|----------------|
| 09/05/2008 | Director, Freshwater Conservation | 10413 | Maine |
| 09/04/2008 | Director of Science | 10420 | North Carolina |
| 09/04/2008 | Assistant Land Steward, Job | 10416 | Ohio |
| 09/04/2008 | Fl/Cornucopia Grant Study | 10424 | Brady |
| 09/03/2008 | Project Director, Analysis | 10400 | DC Metro Area |

Not Applied status means your application has been **SAVED** but not submitted
Applied status means your application has been **SUBMITTED**
** These are the only two statuses you will see.*

This screenshot shows the 'My Career Tools' page for user Bart Simpson. It displays a table of applications with columns for 'Application', 'Status', and 'Application Date'. The 'Status' column shows 'Applied' and 'Not Applied'.

| Application | Status | Application Date |
|-------------------------|-------------|-------------------|
| Make Gifts Manager | Applied | 09/11/2008 4:32PM |
| Gift Planning Associate | Not Applied | 09/12/2008 2:08PM |

Below the applications table, there is a 'Resumes' section with columns for 'Resume Title', 'Attached File', and 'Created'. It shows a resume titled 'TNC_Cover_Relations_Mgr.doc' with file 'CP3Resume2.doc' created on 09/11/2008 4:33PM.

- Once application is submitted, “You have successfully submitted your job application.” appears and an e-mail verification is sent to the address entered in your profile. This is the only system generated email you will receive. You will not get a separate e-mail when uploading documents to My Career Tools; these documents are attached to your profile.
- All other emails are initiated at the discretion of the recruiter.

Searching for Jobs

The latest job postings only display positions posted within the last two weeks. To locate a position not visible on the home screen, use the keyword or advanced search function (change to “Posted Anytime” to broaden your search). 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. Click **Job Search** link at top of page.
2. Ensure that you are in the Advanced Job Search screen, if not, click **Advanced Search**.
3. Enter **Keywords** for your search (e.g.; words that may be in job title - Manager, Senior, etc.).
4. Select specifics for search (e.g.; location, job families, type, etc).

The screenshot shows the 'Advanced Job Search' interface for The Nature Conservancy. At the top left is the organization's logo. Below it, the text 'Job Search' is displayed. The main section is titled 'Advanced Job Search' and contains several search criteria fields:

- Search** (button), **Clear** (button), **Save Search** (button), **Basic Search** (link), **Search Tips** (link)
- Enter Keywords:** (text input field)
- Select Locations:** (dropdown menu with options: All Locations, AUSTRALIA, Alabama, Alaska, All International)
- Select Job Families:** (dropdown menu with options: All Job Families, Advancement Services, Conservation, Executive, External Affairs/Govt Relation)
- Full/Part Time:** (dropdown menu)
- Regular/Temporary:** (dropdown menu)
- Job Opening ID:** (text input field)
- Find Jobs Posted Within:** (dropdown menu with 'Anytime' selected)
- Display Results Sorted By:** (dropdown menu)

5. Click **Save Search**.
6. **Name Your Search:** Check **Use as Job Search Agent** box.
7. **Send Job Agent notification to:** Enter e-mail address. Jobs meeting search criteria will be sent to you as soon as they are posted.
8. Click **Save Search**.