



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 Careers page.

**Careers**

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

<b>Basic Job Search</b> Keywords: <input type="text"/> Posted: <input type="text" value="Last Month"/> <input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a>	<b>Login</b> User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> <a href="#">Login Help</a> <a href="#">Register Now</a>
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- **Current TNC employees should apply through PeopleSoft Self Service and are not required to register.**
  - 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).
  - 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 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.
  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

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2 Applications  
 0 Cover Letters and Attachments  
 1 Saved Resumes  
 No Profile

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, 27th State	10416	Ohio
09/04/2008	Fl/C Coordinator, Great Smoky	10424	Brant
08/03/2008	Programs Content Analyst, 8/20/08	10400	DC Metro Area

**Not Applied:** application has been **SAVED** but not submitted  
**Applied:** application has been **SUBMITTED**

**My Career Tools**

Bart Simpson  
 1 Singlehof Way  
 Springfield, IL 65555  
[Edit Profile](#)

Application	Status	Application Date
<a href="#">Maine GSA Manager</a>	Applied	09/11/2008 4:32PM
<a href="#">Ohio Planning Associate</a>	Not Applied	09/12/2008 2:08PM

Filename	Attached File	Created
<a href="#">TNC_Director_Relations_Mar.doc</a>	CP3Resume2.doc	09/11/2008 4:33PM

[Add Attachment](#)

You can attach a cover letter, writing samples, etc. here.

- 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 **if you selected e-mail as your preferred method of contact**. 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.

## 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, Science, etc.).
4. Select specifics for search (e.g.; location, job families, type, etc). Remember to change “Find Jobs Posted Within” dropdown to **Anytime** to see all jobs.

The screenshot shows the 'Advanced Job Search' interface. At the top, there are buttons for 'Search', 'Clear', and 'Save Search', along with links for 'Basic Search' and 'Search Tips'. Below these are several search criteria sections: 'Enter Keywords:' with a text input field; 'Select Locations:' with a dropdown menu showing 'All Locations', 'AUSTRALIA', 'Alabama', 'Alaska', and 'All International'; 'Select Job Families:' with a dropdown menu showing 'All Job Families', 'Advancement Services', 'Conservation', 'Executive', and 'External Affairs/Govt Relation'; 'Full/Part Time:' and 'Regular/Temporary:' with dropdown menus; and 'Find Jobs Posted Within:' with a dropdown menu set to 'Anytime'. A red circle highlights the 'Find Jobs Posted Within' dropdown.

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**.

# System Requirements and Troubleshooting

## Hardware and Software Requirements:

The hardware minimum is a 133 MHz processor with 32 MB of RAM. Supported operating systems and their browsers include:

- **Windows XP** Firefox 1.0, Mozilla 1.7, Internet Explorer 6 & 7, Netscape 7.2
- **Mac OS X** Firefox 1.0 & 2.0, Mozilla 1.7, Netscape 7.2, Safari 1.2 & 2.0.4
- **Mac OS 9** Netscape 7.2

If you are not using one of the supported platforms or browsers, you will need to upgrade your browser before applying for position on our website.

**Cookies must be enabled on your browser for the site to operate properly.** To configure privacy settings to allow cookies, from the Internet Explorer browser toolbar:

1. Select Tools.
2. Select Internet Options.
3. In the Internet Options window, select the Privacy tab.
4. Select the Advanced button.
5. In the Advanced Settings window, select Override automatic cookie handling, the Accept radio buttons under First-party Cookies and Third-party Cookies, and Always allows session cookies. Then click the OK button.
6. **If you are using a different browser, look for similar instructions from the browser's vendor.**

## **If the site isn't loading properly or you can't log in:**

You may need to clear out your browser CACHE. For Internet Explorer (IE), delete your Temporary Internet Files by going to "Tools" then "Internet Options". For Netscape, clear out the CACHE by going to "Edit" then "Preferences" and then "Advanced". After clearing your CACHE, you will need to close the browser and start over.

## **If you are unable to view pop-ups:**

If you are unable to open a resume or other attachment in PeopleSoft, 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.

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.

**If you continue to experience problems not addressed, please contact your internet service provider.**