

How to Apply



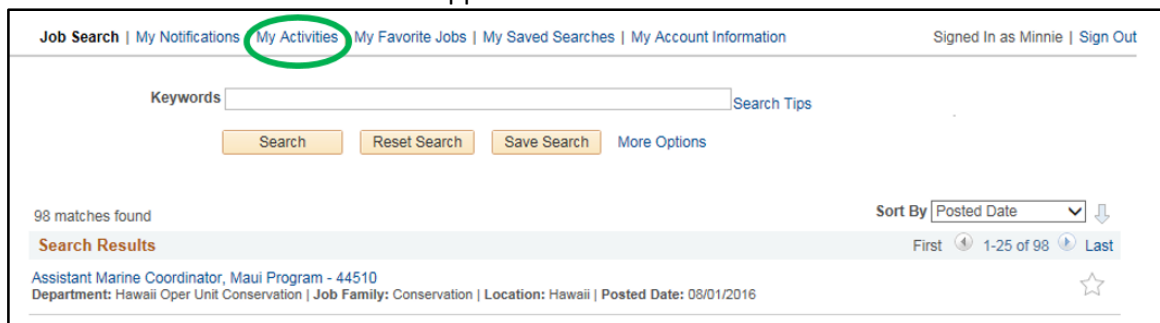
To apply for a position at The Nature Conservancy, follow these steps:

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.

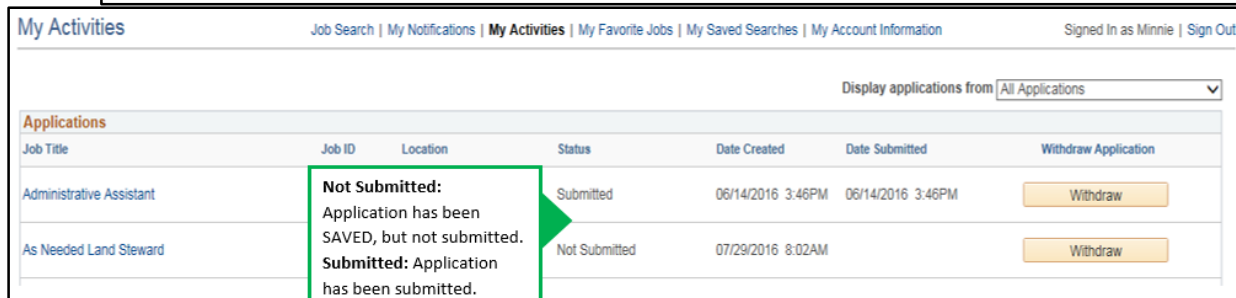
1. Click **Apply Now** when you find a job that interests you.
2. Select the preferred method to **upload your resume**. Uploading a cover letter is a separate function that is optional.
3. Complete the application details. **If you used the resume parser, review/edit information as needed.**
4. Click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



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 top navigation bar with links: Job Search | My Notifications | **My Activities** | My Favorite Jobs | My Saved Searches | My Account Information. The user is signed in as Minnie. Below the navigation is a search bar with a "Keywords" input field and buttons for "Search", "Reset Search", "Save Search", and "More Options". Search results for "Assistant Marine Coordinator, Maui Program - 44510" are displayed, including details like "Department: Hawaii Oper Unit Conservation" and "Location: Hawaii".



The screenshot shows the "My Activities" page with a table of applications. A tooltip is visible over the "Not Submitted" status, explaining that the application has been saved but not submitted, and that a submitted application has been submitted.

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Administrative Assistant			Submitted	06/14/2016 3:46PM	06/14/2016 3:46PM	Withdraw
As Needed Land Steward			Not Submitted	07/29/2016 8:02AM		Withdraw

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**.

Save Search Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Account Information

Select the checkbox and enter an email address if you want the search results for this saved search to be emailed to you

My Saved Search

→ *Name My Search

Notify me when new jobs meet my criteria

→ *Send email notification to x

Save Search

* Required Information

[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. Be sure to reset your saved searches once a year to receive your notifications.

System Requirements

Supported operating systems and their browsers include:

- **Apple iOS (versions 7 – 8)** Safari 7 & 8
- **Android (versions 4.4, 5)** Chrome 4.4 – 5
- **Windows x64** Chrome 35 and Firefox 30 & 24
- **Windows 32** Chrome 35 and Firefox 30 & 24
- **Linux x86** Firefox 30 & 24
- **Mac OS X (Intel) 10.10** Safari 8
- **Mac OS X (Intel) 10.9** Safari 7
- **Mac OS X (Intel) 10.8** Safari 6
- **Mac OS X (Intel) 10.7** Safari 6

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.

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 wasn't able 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 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 and include "accommodation" in the subject line.