

Jobs @ PNNL Help Document

<http://jobs.pnl.gov>

MAIN PAGE:



Pacific Northwest National Laboratory
Delivering Breakthrough Science & Technology

Jobs@PNNL

[Advanced Search](#)

Use "Advanced Search" to find jobs by keyword, category, or location. When you're ready to apply you'll be prompted to login/register.

Basic Job Search

Keywords:

Posted:

[Advanced Search](#)

Login

User Name:

Password:

[Login Help](#) [Register Now](#)

Our latest job postings are listed below.

- * Move through the list by clicking the Next and the Previous arrows.
- * Click the column header to sort by that item (i.e. Date).
- * Use the "Advanced Search" link to refine your job list.
- * Check a box and click "Apply Now" to submit your resume.
- * Check a box and click "Save Jobs" to review a job later.

Latest Job Postings - last 30 days

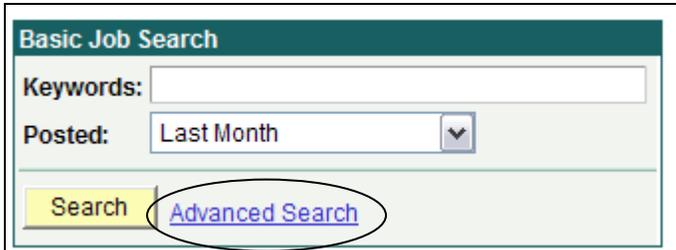
	Opened	Closing	Job Title	Job ID	Job Category	Location
<input type="checkbox"/>	04/27/2006	05/27/2006	Computer Scientist	111180	Computation & Information Sciences (IT)	PNNL Richland Sciences
<input type="checkbox"/>	04/24/2006	05/31/2006	Scientist	111167	Computation & Information Sciences (IT)	PNNL Richland Sciences
<input type="checkbox"/>	04/24/2006	05/31/2006	Technologist	111164	Scientists/Scientific Support	PNNL Richland

[Select All](#) [Deselect All](#)

Browsing Open Jobs

The main search screen allows you to search for positions, see newly posted positions, and log in/register. You do not need to register to browse the open jobs.

Basic Job Search



The screenshot shows a web form titled "Basic Job Search". It contains a "Keywords:" text input field, a "Posted:" dropdown menu currently set to "Last Month", and two buttons at the bottom: a yellow "Search" button and a blue "Advanced Search" link. The "Advanced Search" link is circled in red.

Perform a “quick search” for a position using keywords (i.e. chemical engineer, project management). You can also search for jobs based on when they were posted.

NOTE: If a job has been closed or is not longer open to applicants, it will not show in your search.

To perform a more detailed search using location or job type, click on the ‘Advanced Search’ link.

Advanced Job Search

Advanced Job Search

[Basic Search](#)

Enter Keywords:

Select Locations:

- All Locations
- PNNL Washington DC
- PNNL Cambridge
- PNNL Arlington
- PNNL Richland

To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections

Select Job Categories

- All Job Families
- Administration/ Specialist / Support
- Crafts/Ops/Laborers/ Service Workers
- Finance/Accounting/ Auditing
- HR/Legal/ Communications

To select multiple categories hold down the Ctrl key (Command key for Macs) while clicking selections

Job ID:

Find Jobs Posted Within:

[Basic Search](#)

On the Advanced Search screen, you can search by Job Location, Type, ID#, or posting date.

NOTE: If a job has been closed or is no longer open to applicants, it will not show in your search.

Save Job

You can save jobs for later review by selecting the positions and clicking Save Jobs:

3 Results Found

Search Results

[Select All](#) [Deselect All](#)

First 1-3 of 3 Last

Select	Opened	Posting Title	ID #	Job Category	Location
<input checked="" type="checkbox"/>	04/27/2006	Computer Scientist	111180	Computation & Information Scie	PNNL Richland
<input checked="" type="checkbox"/>	04/25/2006	Computational Scientist	111170	Computation & Information Scie	PNNL Richland
<input type="checkbox"/>	04/24/2006	Scientist	111167	Computation & Information Scie	PNNL Richland

[Select All](#) [Deselect All](#)

Enter keywords(i.e. chemistry, administrative, finance, physics), then click search.

They are now stored in My Saved Jobs:

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Job Searches](#) [My Job Applications](#) [Logout](#)

My Saved Jobs

You have successfully saved your new jobs.

Don't have your resume handy? No time to read right now? You can "Save Jobs" to set a position aside for later review. Just click the check box next to the jobs title and click "Save Jobs". You can apply for the job when you're ready, by selecting the check box, then clicking "Apply Now".

Positions will remain in your saved jobs until the posting's close date.

Saved Jobs				
	Job Title	Job ID	Job Category	Location
<input type="checkbox"/>	Computer Scientist	111180	Computation & Information Sciences (IT)	PNNL Richland
<input type="checkbox"/>	Computational Scientist	111170	Computation & Information Sciences (IT)	PNNL Richland

[Select All](#) [Deselect All](#)

[Return to Previous Page](#) [Find Jobs](#)

Saved Searches

You can save your job search and have it deliver matching results to you the minute a job is posted that matches your search criteria. For example, I've chosen to search for all IT jobs in Richland that have "Java" in the job description:

Job Search

Advanced Job Search
 [Basic Search](#)

Enter Keywords:

Select Locations:

- All Locations
- PNNL Washington DC
- PNNL Cambridge
- PNNL Arlington
- PNNL Richland**

To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections

Select Job Categories

- Crafts/Ops/Laborers/ Service Workers
- Finance/Accounting/ Auditing
- HR/Legal/ Communications
- Computation & Information Sciences (IT)**
- Safety/Health/ Quality

To select multiple categories hold down the Ctrl key (Command key for Macs) while clicking selections

Job ID:

Find Jobs Posted Within:

[Basic Search](#)

To Search Jobs:

Enter keywords (i.e. chemistry, administrative, finance, physics) or make other criteria selections. Click "Search" to return a list of matching jobs.

Set up a "saved search" if you plan to run the same search often, or if you'd like the search agent to deliver job matches to your e-mail address as soon as they're posted.

To set up a saved search: Follow the instructions for "Search Jobs" then click "Save Search"

You will need to name your search. If you want an email to be sent to you when a job matches your search criteria, click "Use as Job Agent" and enter an email address:

Save Search

Save Search

*Name your search:

Use As Job Agent

Send Job Agent notification to:

Save Search
Cancel

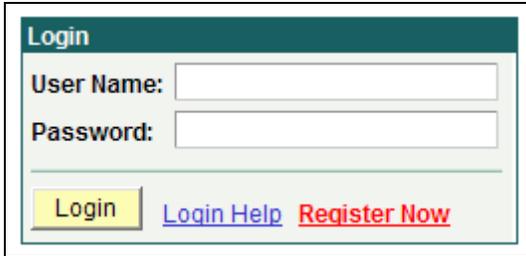
Recent Job Postings

Latest Job Postings - last 30 days						
	Opened	Closing	Job Title	Job ID	Job Category	Location
<input type="checkbox"/>	04/27/2006	05/27/2006	Computer Scientist	111180	Computation & Information Sciences (IT)	PNNL Richland
<input type="checkbox"/>	04/24/2006	05/31/2006	Scientist	111167	Computation & Information Sciences (IT)	PNNL Richland
<input type="checkbox"/>	04/24/2006	05/31/2006	Technologist	111164	Scientists/Scientific Support	PNNL Richland

[Select All](#)
[Deselect All](#)
Save Jobs
Apply Now

You can easily browse the most recent job postings at the bottom of the welcome page. Jobs posted within the last 30 days will be listed in this box. To page through additional jobs, click on the First or Last buttons at the top right.

Ready to Log In or Apply?



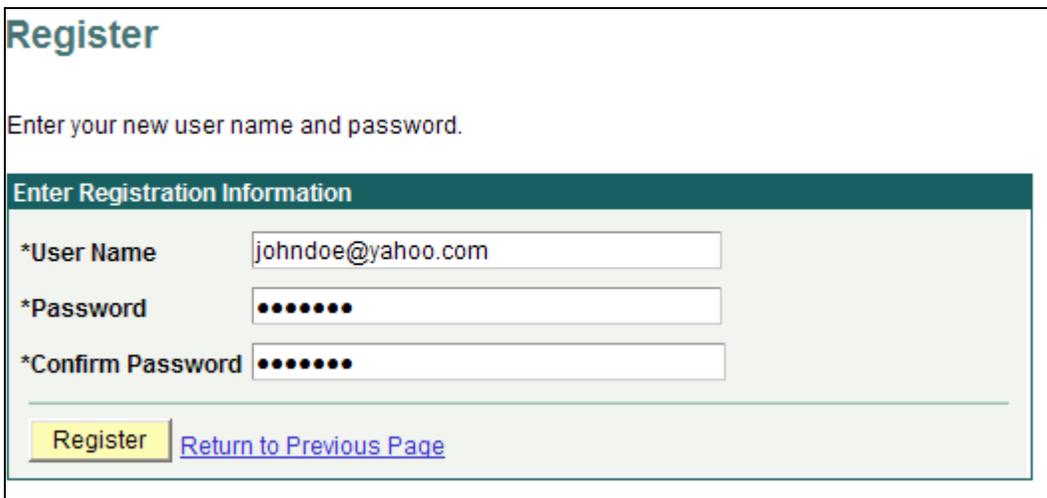
The screenshot shows a login form with a dark green header labeled "Login". Below the header are two input fields: "User Name:" and "Password:". At the bottom of the form, there is a yellow "Login" button, a blue "Login Help" link, and a red "Register Now" link.

Login

Visitors may browse open jobs without registering. You will be asked to register and create a profile when you decide to apply for a job.

Returning applicants may log in to see saved jobs, apply to new jobs, or update their profiles.

Let's walk through the process to register – Click the [Register Now](#) link.



The screenshot shows a registration form with a dark green header labeled "Register". Below the header is the instruction "Enter your new user name and password." The form is titled "Enter Registration Information" and contains three input fields: "*User Name" with the value "johndoe@yahoo.com", "*Password" with seven black dots, and "*Confirm Password" with seven black dots. At the bottom, there is a yellow "Register" button and a blue "Return to Previous Page" link.

Create a user name and password. We recommend that you use your email address as your User Name to make it easy to remember. Then click Register.

I am now logged in as a User, Johndoe@yahoo.com, on the Jobs website. I have not applied for any jobs yet, so I have 0 Applications. I decide to visit My Profile and update it:

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Job Searches](#) [My Job Applications](#) [Logout](#)

Jobs@PNNL
Welcome

[Advanced Search](#)
 Use "Advanced Search" to find jobs by keyword, category, or location. When you're ready to apply you'll be prompted to login/register.

Basic Job Search

Keywords:

Posted: ▼

[Advanced Search](#)

My Career Tools

[0 Applications](#)

[My Profile](#)

Notifications

You do not have any notifications.

Our latest job postings are listed below.

- * Move through the list by clicking the Next and the Previous arrows.
- * Click the column header to sort by that item (i.e. Date).
- * Use the "Advanced Search" link to refine your job list.
- * Check a box and click "Apply Now" to submit your resume.
- * Check a box and click "Save Jobs" to review a job later.

Latest Job Postings - last 30 days

							First ◀ 1-3 of 3 ▶ Last
	Opened	Closing	Job Title	Job ID	Job Category	Location	
<input type="checkbox"/>	04/27/2006	05/27/2006	Computer Scientist	111180	Computation & Information Sciences (IT)	PNNL Richland	
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[Select All](#) [Deselect All](#)

Enter information requested:

My Profile

Please provide your name and other contact details in order to continue with the application. If you update your contact details on this page, they will also be updated on all jobs to which you have applied.

[Return to Previous Page](#)

Member Information

User Name: johndoe@yahoo.com
Password: [Change Password](#)
Preferred Method of contact:

Name

*First Name:
Middle Name:
*Last Name:

Address

Country:
Address 1:
Address 2:
Address 3:
City: State:
Postal:

Email Addresses

*Primary Email Type:

Now that I have a profile, I want to apply for a job. I select the job I'm interested in and click "Apply Now:"

Jobs@PNNL
Welcome John

[Advanced Search](#)
Use "Advanced Search" to find jobs by keyword, category, or location. When you're ready to apply you'll be prompted to login/register.

Basic Job Search

Keywords:

Posted: ▼

[Advanced Search](#)

My Career Tools

[0 Applications](#)

[My Profile](#)

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Latest Job Postings - last 30 days

First ◀ 1-3 of 3 ▶ Last

	Opened	Closing	Job Title	Job ID	Job Category	Location
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<input type="checkbox"/>	04/24/2006	05/31/2006	Scientist	111167	Computation & Information Sciences (IT)	PNNL Richland
<input type="checkbox"/>	04/24/2006	05/31/2006	Technologist	111164	Scientists/Scientific Support	PNNL Richland

[Select All](#) [Deselect All](#)

Choose whether to upload or paste in your resume:

Apply Now

Choose Resume

When Applying:
Please include publication lists, a cover letter, references, or any other information in your resume/CV document.

Resume Options

How would you like to proceed?

Upload a new resume

Copy and paste resume text

[Continue](#) [Return to Previous Page](#)

If you decide to upload, you'll be able to browse and attach your resume document on your computer or from a storage device:

If you decide to copy and paste, you will be taken to this screen.

Note: We recommend uploading your resume, as formatting done in the Enter Resume Text screen may change during resume processing.

[Apply Now](#)

Enter Resume Text

Resume Text

Title:

Resume:

[Return to Previous Page](#)

After attaching your resume, you may be asked questions related to the position. You must answer all questions for your application to be considered. We'll also ask you how you heard about this particular job. Click Submit after answering all the questions.

Education History	
Highest Education Level:	4-Bachelor Degree <input type="button" value="v"/>
(Indicate the highest Degree you have obtained, or will obtain within the next 3 months)	

Skills	
Description	Proficiency
Do you have previous customer service experience?	Yes <input type="button" value="v"/>

Application Questionnaire
Are you able to obtain a Security Clearance?
<input checked="" type="radio"/> Yes

Referral Information	
How did you find out about the job?	Employee Referral <input type="button" value="v"/>
Specifically?	Employee Name <input type="button" value="v"/>
Other Information:	Jane Jones

<input type="button" value="Submit"/> <input type="button" value="Close Application"/> Careers Home

As a Federal Contractor, PNNL is required to collect and report on data regarding the gender and ethnicity of its job applicants. We invite you to provide this optional data, which is kept separate from your application information and is not used to make an employment decision.

Submit Online Application

Self Identification Details

Qualified applicants are considered for and treated during employment without regard to race, color, religion, national origin, citizenship, age, marital status, ancestry, physical or mental disability, medical condition, veteran status or sexual orientation. Solely to help us comply with federal and state Equal Employment Opportunity record keeping, and other legal requirements, we invite you to complete the following information. Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be considered in making any employment decisions.

*Gender:

Ethnic Group:

I decline to provide my self identification details.

[Return to Previous Page](#)

Any jobs to which you've successfully applied (over the last 90 days) will be displayed on the My Job Applications page. You will also receive an email confirming receipt of your application.

[Careers Home](#)
[Job Search](#)
[My Saved Jobs](#)
[My Job Searches](#)
[My Job Applications](#)
[Logout](#)

My Applications

You have successfully submitted your job application.

My Applications

Display applications from:

First Last

Application	Status	Job ID	Job Category	Application Date
 Computer Scientist	Applied	111180	Computation & Information Sciences (IT)	05/22/2006 1:02PM

From the links at the top of the page, you can navigate to other functions:

PNNL

Pacific Northwest National Laboratory

Delivering Breakthrough Science & Technology

[Careers Home](#)
[Job Search](#)
[My Saved Jobs](#)
[My Job Searches](#)
[My Job Applications](#)
[Logout](#)

[Careers Home](#) will take you to the main search page.

[Job Search](#) will take you to the Basic or Advanced Job Search.

[My Saved Jobs](#) will take you to jobs that you've saved for later review.

[My Job Searches](#) will take you to searches that you've set to run automatically for you.

[My Job Applications](#) shows your last 90 days of applications (see top of this page)

[Logout](#) allows you to log out of the system