

FIVE TIPS FOR USING CATS

▪ Tip #1 – Before you Begin

- Search the postings. Write down the requisition number of postings you wish to apply for and note the closing date.
- Give yourself some time. Don't wait until the closing date to begin the application process. If you have questions or run into problems, there will be no one in the office to assist you if it's after hours.
- Go through the Online Employment System Applicant Tutorial, particularly if this is the first time you've used CATS to apply for a position.
- Gather information before beginning your application: details with regard to your educational and employment history and references (e.g., dates, duties, salaries, contact information), and any documents (resume, cover letter, writing samples, etc) that you plan to attach.
- Keep a record of your login and password as you create them so you can re-enter your account.

▪ Tip #2 – The Application

- Applying for a position is a two-part process: (1) completing an application for employment; (2) applying for specific position(s), which includes attaching additional documents such as cover letter and resume.
- Your best bet is to keep the application generic so that you can use it over and over again. After you've created your application with the basics in terms of employment and educational history, you can apply to different jobs, attaching a tailored cover letter and resume specific to position(s) you are applying for.
- If you must edit your application (e.g., typo), do so before you apply for the position. Use the Manage Applications link in the blue column on the left side of the screen.

▪ Tip #3 - Applying for Specific Positions

- After completing your generic application, Search Postings for each position you wish to apply for by using the requisition number(s) as search criteria.
- When you see your position on the Search Results screen, click "VIEW" to see the Position Details and then click "APPLY FOR THIS POSITION"
- Answer the supplemental questions. Scroll down to the bottom of the screen to click the required (your electronic "signature") and then the button that "SUBMITS ANSWERS TO SUPPLEMENTAL QUESTIONS WITH MY APPLICATION" which saves your application to this position.

▪ Tip #4 – Attaching your Documents

- The Attaching Documents screen now appears. Many positions require a cover letter and resume in addition to the application.
- To attach your documents for this specific posting, click "Attach" next to the appropriate document type. You then have two options: (1) upload your document from your computer or (2) paste the text of the document in the Paste box below. Confirm your attachment by clicking "Attach" and "Confirm Attaching Documents." Do the same thing for each applicable document type.
- Note: If you've attached documents to apply for previous jobs, you may see the old attachment when you go to upload; make sure you browse for and upload the updated document you wish to attach.
- When you've finished attaching your documents, click "View" on the far right column for each attachment to make sure you have attached the appropriate document. **This is an important step!**
- Click Finished Attaching Documents. Your application has now been submitted. Write the Confirmation down for future reference.

▪ Tip #5 – Next Steps

- Returning Users – First thing, Login using the link in the blue column on the left side of the screen.
- Applying for Another Position - If you've kept your application generic, you can use it again. Move on to the next position you wish to apply for by searching for the next posting using the requisition number you wrote down earlier (Start with Tip #3)
- Application Status – Allows you to see the status of your applications and review your application to each position on the screen.