

How to Use the Lake-Sumter EMS On-Line Job Board

Create a Profile (1st time visitor to the job board):

1. Find a posted position on the job board and click the job title. The system advances to the resume submittal page. Click the **Submit Your Application** button.
2. Enter your email address and a postal code (unless prompted to enter different information).
3. The system logs you into the system and advances to the Resume Form page.
4. Complete each field (required fields are marked by a red asterisk).
5. Create or copy and paste a resume into the resume text box.
6. Create or copy and paste any additional comments or a cover letter in the comments text box.
7. Under Primary Position, the system lists in red font the position to which you are applying. Ensure this is the correct position.
8. If you are interested in other positions, select additional jobs to apply to, if desired. Click with the mouse on each job to select it. To deselect a job listed in the job cart, hold down the **Ctrl** key and then click with the mouse on the job title.
9. Under the section titled **Email Me New Jobs**, select area(s) of interest. Enter keywords if desired and select a search method. Select how often you want to be notified of new postings (daily or weekly). The system automatically sends email notifications when new jobs are posted on the job board that match your keyword and/or areas of interest. If area(s) of interest are selected, the system will include all jobs in the selected area; if keyword(s) are entered, the system will include all jobs that contain the keyword(s) in the job title or description.
10. If you do not want to receive email notifications of new postings, select the radio button next to **I do not want to want to receive job notifications via email**.
11. Click the **Submit Form** button when you have completed all of the fields on the Resume Form.
12. Each position may include an Assessment ((questionnaire), the system displays the Assessment options. Click the **Begin Assessment** button to take the quiz now.
13. Click the **Submit Assessment Test** button when you have completed the quiz. The system displays a confirmation message.

Please Note: If you apply to more than one position by selecting jobs and the additional jobs have assessments, you will not be given the opportunity to take assessments for the additional jobs. Assessments can only be taken for the primary position. To take assessments for each job, you must apply individually to each job instead of selecting jobs from the job cart.

How to Use the Lake-Sumter EMS On-Line Job Board

Update Profile (as a returning visitor/candidate):

1. Go to the job board website. Under the section titled Previous Visitors, enter the same email address and postal code (or other login information) entered the first time you created a profile. Click the **Login** button.
2. Delete old information and then enter new information or make new selections from the dropdown lists.
3. Click the **Submit Form** button to save your changes.

Apply to Additional Positions:

1. Go to the job board website. Find a job and then click the **Submit Your Application** button.
2. Enter the same email address and postal code (or other login information) entered when you created or edited your profile.
3. Update your profile if needed.
4. The system displays in red font the new position (under **Primary Position**) and lists all previous positions to which you have applied. Select additional jobs from the job cart list (if available).
5. Click the **Submit Form** button to submit your application to the new position(s).
(If you know the title of a job, you can also log into the system first, and then select the job from the job cart and apply.)

Receive Password via Email:

If you forget the password they used to create their profile, you can request to have the password sent to you in an email message. The LSEMS HR Recruiter can also edit candidate profiles with new login information if you cannot remember what information they used to create their profiles.

1. Click the link on the job board (Don't remember your password? **Click here.**)
2. Enter your email address and then click the **Submit** button to receive your password via email.