PeopleAdmin 7
Online Employment System
Applicant Navigation Guide
University of North Carolina Pembroke
Table of Contents

1. Introduction ................................................. 3
2. Navigation and Security .................................. 4
3. Employment Opportunities ............................... 5
4. Homepage ................................................... 6
5. Viewing and Searching Available Positions .......... 7-9
6. Viewing a Posting .......................................... 10
7. Information to Gather ...................................... 11
8. Applying ...................................................... 11
   a. Applying 1: Login ..................................... 12-15
   b. Applying 2: Personal Information .................. 16
   c. Applying 3: Education History ...................... 17
   d. Applying 4: Employment Work History .......... 18
   e. Applying 5: References .............................. 19
   f. Applying 6: Additional Information ............... 20
   g. Applying 7: Supplemental Questions .............. 21
   h. Applying 8: Documents Needed to Apply .......... 22-24
   i. Applying 9: Finishing Up ............................. 25-28
9. Your Application .......................................... 29
10. Your Documents ........................................... 30
11. Bookmarked Jobs ......................................... 31
12. Account Settings ........................................ 32
13. Demographic Info ........................................ 33-38
14. Help ....................................................... 39
15. Logging Out .............................................. 40
Welcome to **PeopleAdmin 7**, the new and improved **Online Employment System**. This system allows applicants to:

- View Position Openings
- Search Position Openings
- Bookmark Position Openings
- Apply for Employment
- Upload Resumes, Cover Letters, Curriculum Vitae, etc.
- Receive Emails Regarding Submitted Applications
- Track Submitted Applications
Navigation and Security

Please be aware that the new system allows users to use the **forward** and **back** buttons to navigate the site. Applicants also have the ability to save their progress during each step of the application process. This is recommended to prevent having to redo steps due to a computer glitch, power outage, etc.

To protect applicant information, the site is set to **logout after 60 minutes** of inactivity. Please be aware that if an applicant is logged out due to inactivity, the information that they have entered may be lost if they have not saved it properly. Applicants must go to the next step on a different page to reset time.
Employment Opportunities

To find position openings, click on the **Quick Links** dropdown menu. Then click **Employment Opportunities**.
The **Employment Opportunities** homepage allows applicants to **Search Jobs**, **Login**, and **Create an Account**. There is also a **Help** page that answers many questions about the application process.
Viewing and Searching Available Positions

Viewing available positions and searching to narrow down what is available can be accomplished using the Search Jobs link located in the menu to the left side of the screen.

NOTICE: The online applicant tracking system was upgraded as of April 20, 2015. Previous users/applicants will need to create a new account to apply to any new vacancies. We apologize for the inconvenience.

Please visit the previous version of the site to find and to apply for positions posted prior to April 20, 2015.

Online Employment System

Welcome to the Online Employment System (OES) for UNCP Pembroke. Using this system, you can search and apply for EPA faculty, EPA Non-Faculty, SPA Staff, and Temporary positions. You may attach cover letters, resumes/curriculum vitae, as well as other requested documents to your online application and save your application. You may apply for multiple postings and track the status of the positions that you have applied for online.

All information contained within this website can be provided in alternative formats upon request by contacting Disability Support Services.
Viewing and Searching Available Positions Continued

Upon clicking to **Search Jobs**, a screen is loaded showing all the job openings. It also gives different criteria that can be used to narrow down the number of positions shown.

![Screen showing job search results and details](image-url)
Viewing and Searching Available Positions Continued

Position vacancies can be narrowed down using the **Keywords, Posted Within, Position Type, Vacancy Type, Posting Category**, and/or **Department**. More than one category can be used at a time.
Viewing a Posting

Upon finding a position that sounds interesting, an applicant can view the job description and requirements by clicking on the title of the position. This **Position Details** screen also allows an applicant to **Bookmark this Job**, **Print Preview**, and **Apply to this Job**.

### Position Details

<table>
<thead>
<tr>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Division</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
</tr>
<tr>
<td><strong>Vacancy Type</strong></td>
</tr>
<tr>
<td><strong>FTE</strong></td>
</tr>
<tr>
<td><strong>Salary Range</strong></td>
</tr>
<tr>
<td><strong>Hiring Range</strong></td>
</tr>
<tr>
<td><strong>Position #</strong></td>
</tr>
<tr>
<td><strong>FLSA Status</strong></td>
</tr>
<tr>
<td><strong>Months per year</strong></td>
</tr>
<tr>
<td><strong>Primary Purpose of Organization Unit</strong></td>
</tr>
<tr>
<td><strong>Primary Purpose of Position</strong></td>
</tr>
</tbody>
</table>
Information to Gather

Before choosing to apply for a position, be aware that information should be on hand so that accurate data can be entered into the application. Below is a list of information to have on hand:

- Complete Education History (Degree Type, College Name, Location of College, etc.)
- References (Including Contact Information)
- Employment History (Employer’s Name, Manager’s Name, Contact Information, Years Employed, etc.)
- Resume in Microsoft Word or PDF Format (EPA Positions Require)
- Cover Letter in Microsoft Word or PDF Format (EPA Positions Require)
- Other Documents Stated in Position Description

**Note:** The above documents are important to have ready so that the site does not time out.
Applying 1: Login

Currently, there are two ways to start an application. The first is to login using an existing Vitae account. The second is to Apply without Vitae.

How would you like to login?

Apply for jobs with Vitae, the fast-growing community for higher-ed professionals.
Log in or create a Vitae account to use your profile and free dossier to automatically fill in your application at hundreds of institutions.

Vitae A SERVICE OF THE CHRONICLE OF HIGHER EDUCATION

Or

Login without Vitae
Login or Create an Account
Applying 1: Login Continued

If choosing to **Apply for jobs with Vitae**, enter the e-mail and password of the account in the blue box. There is also a **Sign Up** link for starting a **Vitae** account on this page.

**Sign Up:** Start a Vitae account using this link.
Choosing to **Apply without Vitae** will change the screen to show **Login** or **Create a new account now**. Applicants that have applied for a position need to use the **Username** and **Password** they registered. New applicants need to **Create a new account now**.

**Login**: Use if applicant already has an existing account.

**Create a new account now**: Use if there is no existing account.
Choosing to **Create a new account now** will take you to this screen where you choose a **Username** and **Password**. Any line with an asterisk in front of it is required to continue. After filling in the information, click **Create**.

The red asterisk show mandatory fields that **must** be completed.

Click here to continue.
Applying 2: Personal Information

Below is the first of several screens in the application process. The **Personal Information** section will already be populated if an applicant has submitted an application before. Make sure to review all auto-filled content for accuracy. Please be aware that required fields are indicated with an asterisk (*).

Click here **Save changes** and **Next** to continue. Do this after each step.
Applying 3: Education History

Education History allows applicants to enter where and when they attended school, certifications and licenses. Start by entering the most recent information. For further information and schools click the Add Educational Information Entry button. This will bring up another builder form. If the applicant does not need the additional builder, he/she may click on the box by Remove Entry? Then click Save.

Add Educational Information Entry: Click to add more education information.

Remove Entry?: Click on the box and then hit Save to remove extra education fields.
**Applying 4: Employment Work History**

**Employment Work History** is to record the applicant’s work history. Begin with the most recent job, including current employment. Continue to add builder tabs by clicking on **Add Work Experience Entry** until one’s work history is completed. Please be aware that there are two mandatory categories in this section shown with a red asterisk. Note: If too many entries are added, click on the small box by **Remove Entry?** This will remove extra **Work Experience** sections.

---

**Click to Save changes and then Next to go on.**

**Remove Entry?:** Click on the box and then hit **Save** to remove extra education fields.
Applying 5: References

References have three required fields. To add a reference builder, click on Add References Entry button and an additional reference section appears. To remove a section, click in the small box next to Remove Entry?

Click to Save changes and then Next to go on.

Remove Entry?: Click on the box and then hit Save to remove extra education fields.
Applying 6: Additional Information

Additional Information is for highlighting additional skills, licenses, and training. Please be aware that there are two required sections towards the bottom of the page.

Click to Save changes and then Next to go on.
Applying 7: Supplemental Questions

All UNC Pembroke postings will have the **Supplemental Question**, which asks “Where did you hear about this employment opportunity as shown below. To answer, fill in the radio button next to the correct response, click **Save Changes** and **Next** to go on.

Click to **Save changes** and then **Next** to go on.
Applying 8: Documents Needed to Apply

All positions allow applicants to add documents. These documents may include a resume, cover letter, a letter of recommendation, etc. While many positions do not require this step, some do. Please be aware of this and add required information. To add a document, click on: Add Required CV/Resume, Add Required Cover Letter, or one of the Add Optional Other Document entries.

Application for test Posting EPA: Documents needed to Apply

You may be asked to attach any optional or required documents. If you begin applying, but do not finish attaching all of your documents, the documents that you have attached will be held in the system.

Add Required CV/Resume
Add Required Cover Letter
Add Optional Other Document
Add Optional Other Document 2
Add Optional Other Document 3
Add Optional Other Document 4

Click to Save changes and then Next to go on.

Click on the blue title to add a document.

Note the Required. This document must be added if it is stated as required.
A new window will appear allowing applicants to choose a document to upload. Type in the title of the document under **Name**. A **Description** in optional. Then click **Browse**. **Browse** will bring up a window allowing an applicant to locate the document they wish to attach. (Please see allowable file types.) Then click **Add to my Application** to add the document to the current application that is being completed.
Applying 8: Documents Needed to Apply Continued

Below is an example of how an applicant’s screen might look as they are attempting to upload documents.

**Open:** Click once a document is chosen to allow it to be uploaded.
Applying 9: Finishing Up

The applicant will receive a message indicating their application is incomplete if he/she misses a step (see below). Notes will be provided in the red box to assist the applicant. The applicant must then finish the missing sections before they can proceed.
When all steps in the process are completed, the applicant will receive a green check mark as indicated below and a **Certify and Submit** button. He or she may then click to take the next step.

**Certify and Submit**: Click here to certify the application and submit it for the position that is being applied to.
The applicant should read through the below **Certification** information carefully and then click on the small box verifying the information has been read. To complete the application, the applicant is required to type his/her initials in the box and click **Submit this Application**.

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**Certify and submit your application for test Posting EPA**

**Certification**

The University of North Carolina at Pembroke is an Equal Opportunity Employer. The University affirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, religion, sex, national origin, veteran status or disability as provided by University policy. The University complies with all applicable legislation prohibiting age discrimination in employment.

I certify that I have given true, accurate and complete information in my application, any response(s) to supplemental questions, and/or in any information contained in my attached Curriculum Vitae/Resume and other documents, to the best of my knowledge. In the event confirmation or additional information is needed in connection with my application or work history, I authorize educational institutions, associations, registration and licensing boards, former employers and others to furnish whatever detail is available concerning my qualifications and work history to the University of North Carolina at Pembroke. I understand that electronic submission of my application indicates my consent to the University’s verification of any information contained in my application. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information, may be grounds for rejection of my application, disciplinary action or dismissal shall be mandatory if fraudulent disclosures are given to meet position qualifications. (Authority: N.C.G.S. 126-30, N.C.G.S. 14-122.1)

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Make sure to check the box after reading the above statement and then type initials verifying the statement has been read.

**Submit this Application**: Click to submit the application.
Confirmation: Once completed, the applicant will receive a brief message about the successful submission of the job application and a **confirmation code** as demonstrated below.

---

Your job application has been submitted.

You have successfully submitted your job application.

Your confirmation code is **CN000000029**

**Confirmation Code:** This code shows that the application was submitted successfully.

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

At any time, you may view your completed job application [here](#) or continue your job search.
Your Applications

Once an application has been submitted, it will appear under the **Your Applications** link. Under this link, information such as whether an application is complete, the confirmation number, position applied for, status, date of the application and the documents submitted can be viewed. Incomplete applications can be accessed from this screen as well.

![Your Applications](image)

### Your Applications | 6 jobs

#### Applications to Complete | 2 Jobs

<table>
<thead>
<tr>
<th>Job Number</th>
<th>Application Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA00015</td>
<td>Application</td>
</tr>
<tr>
<td>SPA00018</td>
<td>Application</td>
</tr>
</tbody>
</table>

#### Completed Applications | 4 Jobs

<table>
<thead>
<tr>
<th>Confirmation Number</th>
<th>Posting Number</th>
<th>Status</th>
<th>Application Date</th>
<th>Application Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN0000000001</td>
<td>SPA00014</td>
<td>Hired Withdraw Application</td>
<td>February 09, 2015</td>
<td>Application Reference Requests</td>
</tr>
<tr>
<td>CN0000000111</td>
<td>NP00008</td>
<td>In Progress Withdraw Application</td>
<td>February 16, 2015</td>
<td>Application Reference Requests</td>
</tr>
<tr>
<td>CN0000000029</td>
<td>EPA00011</td>
<td>In Progress Withdraw Application</td>
<td>April 02, 2015</td>
<td>Application Reference Requests</td>
</tr>
</tbody>
</table>

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**Note:**
- Incomplete applications can be accessed from the **Your Applications** screen.
- Complete applications can be reviewed for details such as confirmation number, position applied for, status, date of application and the documents submitted.

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**Related Links:**
- **Home**
- **Search Jobs**
- **Bookmarked Jobs**
- **Your Applications**
- **Your Documents**
- **Account Settings**
- **Demographic Info**
- **Logout Jennifer**
- **Help**

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**Footer:**
- **EEO/AA**
- **Employment**
- **Employment Opportunities**
- **Salary Schedule**
- **Staff**
Your Documents

The **Your Documents** tab shows the documents submitted and the dates they were added. Clicking on the blue title will allow an applicant to view what is on the document. Additional documents can be added on this screen for future use, but existing documents cannot be removed.

**Add Document:** Click here to add a document for future use.

**Click on the blue title to view a document.**
Bookmarked Jobs

The Bookmarked Jobs tab shows positions which were bookmarked while exploring available jobs.

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Job Open Date</th>
<th>Job Close Date</th>
<th>Employment Category</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Specialist</td>
<td>SPA</td>
<td>02/05/2015</td>
<td>03/31/2015</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Assistant/Associate Professor</td>
<td>EPA</td>
<td>01/21/2015</td>
<td>06/30/2015</td>
<td>EPA Faculty</td>
</tr>
<tr>
<td>Public Safety Telecommunicator (Temporary)</td>
<td>Temporary Employment</td>
<td>02/12/2015</td>
<td>06/30/2015</td>
<td>Police &amp; Public Safety</td>
</tr>
</tbody>
</table>
Account Settings

Editing **Account Settings** allows an applicant to change their password and update their contact information. Some of this information is used to automatically fill in parts of an application.

**Update**: Click to Edit Account Settings.
**Demographic Info**

**Demographic Info** is used by the Office of Human Resources for reporting purposes and is confidential. All information is voluntary. An applicant can choose to fill out the information in this section and it will automatically transfer to applications. Once this section has been completed, an applicant may want to reconfirm at a later date.

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**Voluntary Self-Identification of Disability**

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Autism
- Cerebral palsy
- Bipolar disorder
- Major depression
- Post-traumatic stress disorder (PTSD)
Demographic Info Continued

Disability Status contains a dropdown menu. Please click the arrow and make a selection. The applicant can type in name and date or they can choose not to indicate their name. It is not mandatory that a yes or no answer be given, but for reporting purposes, the university requests that applicants complete this section.

<table>
<thead>
<tr>
<th>Why are you being asked to complete this form?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.</td>
</tr>
<tr>
<td>If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How do I know if I have a disability?</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.</td>
</tr>
<tr>
<td>Disabilities include, but are not limited to:</td>
</tr>
<tr>
<td>• Blindness</td>
</tr>
<tr>
<td>• Deafness</td>
</tr>
<tr>
<td>• Cancer</td>
</tr>
<tr>
<td>• Diabetes</td>
</tr>
<tr>
<td>• Epilepsy</td>
</tr>
<tr>
<td>• Autism</td>
</tr>
<tr>
<td>• Cerebral palsy</td>
</tr>
<tr>
<td>• HIV/AIDS</td>
</tr>
<tr>
<td>• Schizophrenia</td>
</tr>
<tr>
<td>• Muscular dystrophy</td>
</tr>
<tr>
<td>• Bipolar disorder</td>
</tr>
<tr>
<td>• Major depression</td>
</tr>
<tr>
<td>• Multiple Sclerosis (MS)</td>
</tr>
<tr>
<td>• Missing limbs or partially missing limbs</td>
</tr>
<tr>
<td>• Post-traumatic stress disorder (PTSD)</td>
</tr>
<tr>
<td>• Obsessive compulsive disorder</td>
</tr>
<tr>
<td>• Impairments requiring the use of a wheelchair</td>
</tr>
<tr>
<td>• Intellectual disability (previously called mental retardation)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reasonable Accommodation Notice</th>
<th>Reasonable Accommodation Notice</th>
</tr>
</thead>
</table>
Demographic Info Continued

Upon completion the box will look similar to the one below.

<table>
<thead>
<tr>
<th>Disability Status</th>
<th>Yes, I have a disability (or previously had a disability)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name</td>
<td>Lita</td>
</tr>
<tr>
<td>Today’s Date</td>
<td>04/16/2015</td>
</tr>
</tbody>
</table>

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

1Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of federal contractors, visit the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.
Voluntary Self-Identification of Veteran Status is the second part of the Demographic Info. Please make sure to choose a Veteran Status. For applicants that are not veterans, choose “I am not a Protected Veteran” from the dropdown menu.

The University of North Carolina at Pembroke is committed to equal opportunity and affirmative action in all aspects of employment for qualified protected veterans. We ask that you please complete this form to help us fulfill our commitments to equal opportunity and affirmative action and to meet our obligations as a government contractor under the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4221 (VEVRAA). VEVRAA requires us to take affirmative action to employ protected veterans and to advance these individuals in employment.

These classifications are defined as follows:

- A “disabled veteran” is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs.
  - A person who was discharged or released from active duty because of a service-connected disability.
- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An “armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12195.

Protected veterans may have additional rights under VEVRAA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor’s Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor, we take affirmative action to ensure that applicants are employed and advance in careers on the basis of their abilities without regard to their race, color, religion, national origin, sex, disability, age, or veteran status.

**PLEASE NOTE:** If Veteran’s Preference does not apply, complete Section 2.

Consistent with State Policy, the University seeks to give special consideration to certain veterans whose service was not dishonorable and to their spouses and dependents when otherwise qualified for the classification of the opening sought. The consideration is given in recognition of any veteran with a service-connected disabling injury or of any veteran with wartime service. If you are such a veteran, complete Section 1. If you are the spouse or dependent of a veteran, complete Section 2.

**NOTE:** State Personnel policy defines wartime as follows: Periods of war shall include World War I (4/6/17-11/11/18), World War II (12/7/41-12/31/46), the Korean Conflict (6/25/50-1/31/55), the period of time between January 31, 1955 and the end of the hostilities in Vietnam (5/7/75), Panama Invasion, Persian Gulf War and any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.
Demographic Info Continued

Applicants that do not have Veteran status may skip this step. Veterans are not required to fill in the below information. Please read through the top paragraph before making a decision. Then click to Save Changes.

PLEASE NOTE: If Veteran’s Preference does not apply, continue to next page.

Consistent with State Policy, the University seeks to give special consideration to certain veterans whose service was not dis-honorable and to their spouses and dependents when otherwise qualified for the classification of the opening sought. This consideration is given in recognition of any veteran with a service-connected disabling injury or of any veteran with wartime™ service. If you are such a veteran, complete Section 1. If you are the spouse or dependent of a veteran, complete Section 2.

Note: State Personnel policy defines wartime as follows: "Periods of war shall include World War I (4/6/17-11/11/18), World War II (12/7/41-12/31/46), the Korean Conflict (6/27/50-1-31/55), the period of time between January 31, 1955 and the end of the hostilities in Vietnam (5/7/75), Panama Invasion, Persian Gulf War and any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.

Military Service Experience (Section 1)

| Do you qualify for Veteran’s Preference? |
| Did you receive an honorable discharge? |
| If no, was it dishonorable? |
| Do you have a service-connected disability or did you serve in the policy defined wartime™ period? |
| Active Duty Start |
| Active Duty Concludes |
| Total Length of Service |

Gender and Gender Identity Section

| Legal Gender | Please select |
| Gender Identity | |

Use the space if you would like to state a gender identity in addition to the Legal Gender options listed above.

Race and Ethnicity

| Ethnicity - Are you of Hispanic or Latino origin? |
| Race |
- American Indian or Alaska Native
- Native
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White or Caucasian

(select one or more that apply)

Save changes: Click to save changes.
Once the **Demographic Info** has been completed and the changes saved successfully, applicants will receive a confirmation message as indicated below.

This light green line shows that updates were made successfully to **Demographic Info**.
The **Help** section contains general help information about the application process. This is a good place to go to find answers.
Logging Out

The application has been completed. There are no further positions of interest. The final step is to **Logout**. This is very important, especially on a public computer. Logging out will prevent others from obtaining personal information.