

## **Saving a Job to Apply at a Later Time**

1	After logging in from the sign-on screen, the most recent job postings appear at the bottom of the <b>Careers</b> home page. Job posting information may be opened and viewed by selecting the <b>Job Title</b> link or by performing an <b>Advanced Search</b> following steps 2 through 8 of the <b>View Job Postings</b> section of this guide
2	After opening and reviewing the job posting's job description, if the position appears interesting, and you feel you have the preferred experience for the position, click the <b>Save Job</b> button. A saved job can be applied for at a later time as long as it is still active on the job bank.
3	Congratulations, you have successfully saved a job!