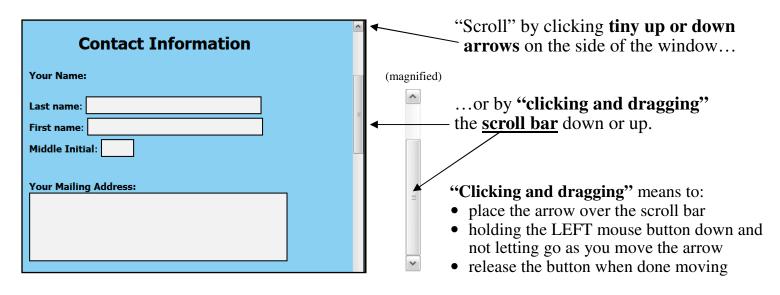
Navigating and Completing Forms

at Employment Websites and Other Places Online

If necessary: Please take a moment to familiarize yourself with the mouse. Practice moving the

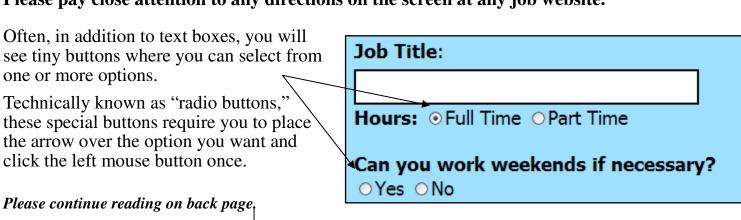
arrow around the screen. You will use only the **LEFT mouse button**. To **press** it is to "**click**" it. You can practice filling out an application on our Job Search Computer. Ask a librarian about that.

The first thing you might notice when filling out an application on the Internet is that not all questions fit on one screen. To see everything, you have to "scroll down" (or "scroll up") – that is, move down and up the page to see and answer all of the questions.



To answer questions: Carefully place the arrow over each box, **click** the mouse button, then *type*.

Please pay close attention to any directions on the screen at any job website.



"Drop Down Menus" and "Checkboxes"

A job application on the Internet can contain a number of "drop down" menus (shown below).

At first, these menus only show one option.

To see other options, click the down arrow.

What is the earliest date you can begin to work?					
Month:	September 🗸	Day:	19 🕶	Year:	2009 🕶
	January			•	
	February				
	March				
	April				
	May				
	June				
	July				
	August				
	September				
	October				
	November				
	December				

If a "drop down" menu has many options, you might have to scroll up and down (using the same techniques described on the previous page) to see all the options.

Some options in a job application form require you to check (place a check mark) in a box.

To do so, simply click once in the box. You can "uncheck" the box by clicking on it again:

Unchecked: ☐ Please check this box Checked: ☐ Please check this box

Some applications are spread across several pages, prompting you to click a button such as

Next or Continue with your application. Review each page *before continuing!*Only some job websites allow you to go back and correct or add to what you have typed.

Other Things to Consider

- Be sure to have an **e-mail account** already set up, as most online applications require you to have one. If you do not have an e-mail account, Reference offers a free instructional flyer.
- If any part of an application is marked as **REQUIRED**, you must complete that section.
- Have your information (work history, education, etc.) ready before beginning any application.
- If you have a **resumé file**, please keep it handy. You might be asked to "upload" (send) the file. See our free Resumés flyer to learn how to create, save, and upload your resumé when necessary.
- When replying to a help wanted ad, take note of the actual **job title** being announced so that you can properly indicate, if asked in the application, which job you are applying for.
- Intend to **complete a job application in one sitting**: most applications online do not allow you to stop and continue at a later time. If using any library computer, please inquire about **time limits**.
- We recommend you wait for our **Job Search Computer** or hour-long Internet computers before attempting to fill out an application online. **Do not use Short Term / Express computers.**
- Use Thrall's *InterJob Search* guide to locate job search websites. Please inquire at Reference.