

Center for Careers, Life, and Service (CLS) Online Application Tutorial

1. Many CLS experiential opportunities applications (including GRINNELLINK internships, the Externship Program, Summer internship funding, Registration of an internship, Credit-bearing internships, Industry tours, etc.) are posted on the [Grinnell College Human Resources job site](#). To view the opportunities, click “Student Experiential Learning Programs”. Click on the position title to access the posting details of each opportunity.
2. To begin your application, you must create an account. Click “Apply to the Job.”

Home
Search Jobs
Create Account
Login
Help

About Grinnell College
Human Resources
Application FAQs
Benefits & Insurance
Academic Affairs & Dean of the College
Diversity & Inclusion
Center for Careers, Life, and Service
Community Enhancement and Engagement
Campus Safety & Security
Accessibility Services
Jobs available in the Grinnell area

Social Impact in the Windy City Fall 2013 Grinnellink Tour

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the **Apply to this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

[Bookmark this Job](#) | [Email this Listing to a Friend](#) | [Print Preview](#) | [Apply to this Job](#)

Please see Special Instructions for more details.
In order to be considered, you must submit an online application by 11:59 p.m., September 20, 2013. As part of the online application you will be asked to provide the names and email for your 2 faculty/staff references.

Posting Details

Program Title	Social Impact in the Windy City Fall 2013 Grinnellink Tour
Department	Center for Careers, Life, and Service

Program Summary Information

3. On the login page, click “Create a new account.”

Login

Username

Password

[Forgot your username or password?](#)

Don't have an account?

[Create a new account now.](#)

Enter the required information to create your own account. Click “Create.”

Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Login Information

Username	chriscareer
Password	••••••••
Password Confirmation	••••••••
First Name	Chris
Last Name	Career
Email	career@grinnell.edu
Email Confirmation	career@grinnell.edu
Lookup Challenge Question	In what city did you me(▼)
Challenge Question Response	Grinnell

- Now that you are logged into your account, you will be brought back to the posting. Click on “Apply to this Job” to begin the application. Once you have your account created, the system will keep your information and previous applications. So if you are applying for two CLS programs, you won’t have to enter in all your information again.

Your account has been created

Social Impact in the Windy City Fall 2013 Grinnellink Tour

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the **Apply to this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

[Bookmark this Job](#) | [Email this Listing to a Friend](#) | [Print Preview](#) | [Apply to this Job](#)

Please see Special Instructions for more details.

In order to be considered, you must submit an online application by 11:59 p.m., September 20, 2013. As part of the online application you will be asked to provide the names and email for your 2 faculty/staff references.

- Complete the Personal Data section with your information and click “NEXT.” You can always click “Save Changes” to come back to your application at a later time. You don’t have to complete this application all in one setting.

New application started.

Application for Social Impact in the Windy City Fall 2013 Grinnellink Tour: Personal Data

Save changes Next >> Personal Data Go

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Next** button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking **GO** button every 60 minutes in order to avoid losing your data.

Required fields are indicated with an asterisk (*).

Personal Data

*	First Name	Chris
*	Last Name	Career
*	P-Card #	1234567 <small>7 digits</small>
*	Class Year	2016 <small>20XX</small>

- Next, you will be asked to upload additional documents for your application (often it’s your resume, unofficial transcript, a cover letter, a proposed budget form, etc). You will need to save each of these documents in a PDF format **BEFORE** you upload them to ensure the integrity of its formatting. Click on each link to do so. You will be asked to “Browse” for the document. Once the correct document is uploaded, click Submit.

Application for Social Impact in the Windy City Fall 2013 Grinnellink Tour: Documents needed to Apply

<< Prev Save changes Next >> Documents needed to Apply Go

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 Resume](#)
[Add Required Unofficial transcript \(obtained from PioneerWeb\)](#)

<< Prev Save changes Next >> Documents needed to Apply Go

[Return to your Application for Social Impact in the Windy City Fall 2013 Grinnellink Tour](#)

Upload Resume

To upload your document(s), provide a name and description of the document. To choose a file to upload, click the **Browse** button and select the file from your computer. If you wish to write your document, click the **Write a Document** link. To attach a previously uploaded document, click on the **Select Previously Added Document** link.


The following types of documents can be attached: doc, docx, pdf, rtf, rtx, txt, tiff, tif, jpeg, jpe, jpg, png, xls, xlsx. If your document is not one of these file types, please convert it to pdf format prior to attaching.

When you are ready to submit your document(s), click the **Submit** button.

Alternatives: [Write Resume](#) | [Use Previously Uploaded Resume](#)

Name:
Resume 09-20-13 11:44:1

Description:

File to Upload:
 

7. Follow the same steps to browse, upload, and submit the rest of your documents. Please note that you can't upload a blank document or place holder for a required document so you can submit your application. If you are missing a required document, you are ineligible to apply for that specific program or funding.

[Return to your Application for Social Impact in the Windy City Fall 2013 Grinnellink Tour](#)

Upload Unofficial transcript (obtained from PioneerWeb)

To upload your document(s), provide a name and description of the document. To choose a file to upload, click the **Browse** button and select the file from your computer. If you wish to write your document, click the **Write a Document** link. To attach a previously uploaded document, click on the **Select Previously Added Document** link.


The following types of documents can be attached: doc, docx, pdf, rtf, rtx, txt, tiff, tif, jpeg, jpe, jpg, png, xls, xlsx. If your document is not one of these file types, please convert it to pdf format prior to attaching.

When you are ready to submit your document(s), click the **Submit** button.

Alternatives: [Write Unofficial transcript \(obtained from PioneerWeb\)](#) | [Use Previously Uploaded Unofficial transcript \(obtained from PioneerWeb\)](#)

Name:
Unofficial transcript (obtain

Description:

File to Upload:
 


8. When all documents are uploaded and successfully converted into PDF documents, click on "View" for each of your documents to ensure that your document is viewable and looks correct. After you have verified that all your documents are correct, click "Next."

Application for Social Impact in the Windy City Fall 2013 Grinnellink Tour: Documents needed to Apply

<< Prev Next >> Documents needed to A

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.

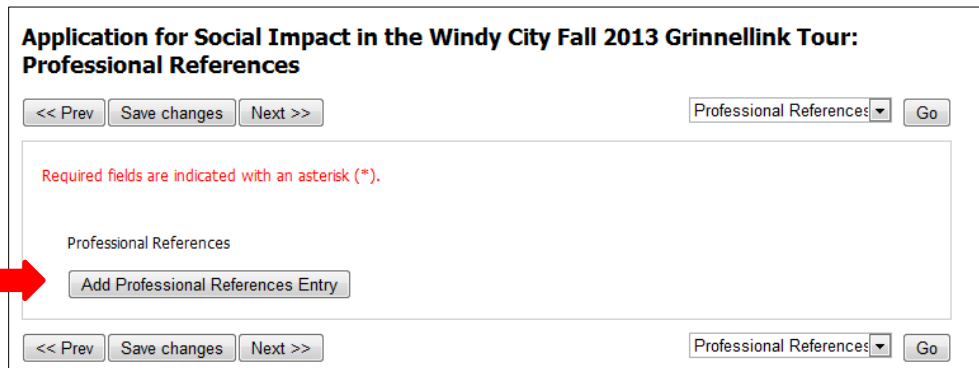
Document Type	Filename	Status	(Actions)
Required Resume	Resume 09-20-13 11:44:14	PDF complete	View Replace Resume
Required Unofficial transcript (obtained from PioneerWeb)	Unofficial transcript (obtained from PioneerWeb) 09-20-13 11:47:43	PDF conversion in process	Replace Unofficial transcript (obtained from PioneerWeb)

<< Prev Next >>  Documents needed to A

9. Next, if your application requires you to submit contact information for two professional references (Externship Program, Internship Funding), you will be taken to the Professional References section. You need to ask your references prior to listing them as references to ensure their willingness to provide a strong recommendation for you. Once you have submitted your online application and have received the confirmation number, your references will receive an email with instructions regarding how to upload their completed recommendation form on your behalf.

***Please Note: If your application does not require professional references (GRINNELLINK internships, credit-bearing internships, registration of an internship), this section will not be accessible in your application.*

Click the “Add Professional References Entry” button.



**Application for Social Impact in the Windy City Fall 2013 Grinnellink Tour:
Professional References**

<< Prev Save changes Next >> Professional References Go

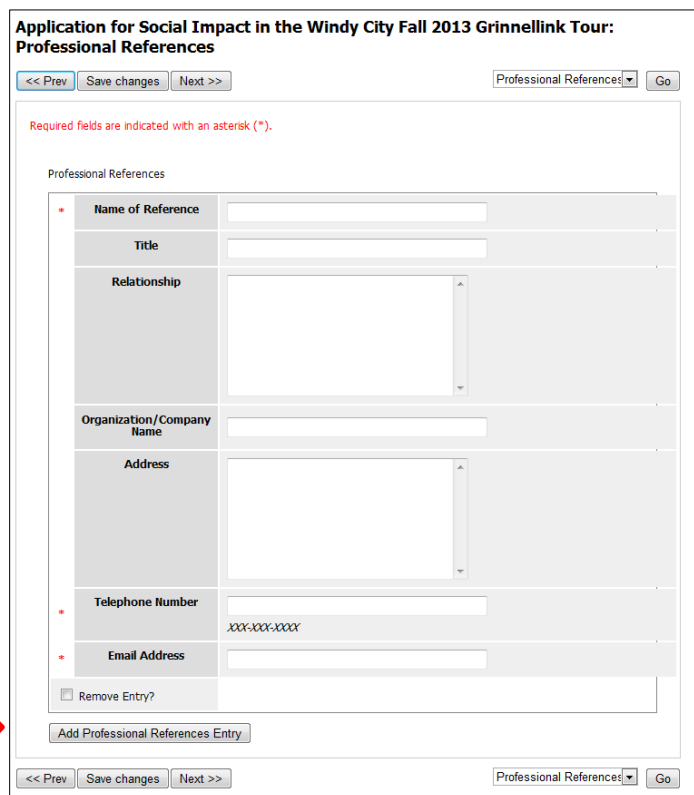
Required fields are indicated with an asterisk (*).

Professional References

Add Professional References Entry

<< Prev Save changes Next >> Professional References Go

10. Complete the fields with the red asterisk and click the “Add Professional References Entry” button. This will bring up your second entry. Complete this information and click “Next.”



**Application for Social Impact in the Windy City Fall 2013 Grinnellink Tour:
Professional References**

<< Prev Save changes Next >> Professional References Go

Required fields are indicated with an asterisk (*).

Professional References

* Name of Reference	<input type="text"/>
Title	<input type="text"/>
Relationship	<input type="text"/>
Organization/Company Name	<input type="text"/>
Address	<input type="text"/>
* Telephone Number	<input type="text"/> xxx-xxx-xxxx
* Email Address	<input type="text"/>

Remove Entry?

Add Professional References Entry

<< Prev Save changes Next >> Professional References Go

11. Next, you are asked to submit Emergency Contact Information. You need to complete only the fields with the red asterisk. Please follow the formatting as indicated below each box. Then click "Next."

Application for Social Impact in the Windy City Fall 2013 Grinnellink Tour: Emergency Contact Information

<< Prev Save changes Next >> Emergency Contact Info Go

Required fields are indicated with an asterisk (*).

Emergency Contact Information

*	First Name	Susie	This field is required.
*	Last Name	Career	This field is required.
*	Relationship	Mother	This field is required.
*	Address	786 Main Street	This field is required.
*	City	Chicago	This field is required.
*	State or Country	IL	This field is required. <small>Two letter abbreviation for state (e.g. IA instead of Iowa)</small>
	Zip		
*	Home Phone	765-897-5463	This field is required. <small>xxx-xxx-xxxx</small>
	Work Phone		<small>xxx-xxx-xxxx</small>
	Cell Phone		<small>xxx-xxx-xxxx</small>

<< Prev Save changes Next >> Emergency Contact Info Go

12. Next, you are asked to answer "Other Information" questions. Answer these questions and click "Next."

Application for Social Impact in the Windy City Fall 2013 Grinnellink Tour: Other Information

<< Prev Save changes Next >> Other Information Go

Required fields are indicated with an asterisk (*).

Other Information

*	Do you have any physical or mental condition(s) that might affect your ability to successfully complete this experience?		This field is required.
*	I am a US Citizen or Permanent Resident.		This field is required.

Background Check Authorization

I consent to the Center for Careers, Life, and Service to conduct a reference/background check with the Grinnell College Office of Student Affairs as part of this application process. I understand that information from this report may be used as part of the final selection process.

*	I consent to the statement above.		This field is required.
---	-----------------------------------	--	-------------------------

<< Prev Save changes Next >> Other Information Go

13. You will be asked to complete supplemental questions as well, often including multiple choice questions and/or short answer questions that often swerve as essay responses. It is recommended with essay questions that you compose your answer in a word processing document and cut and paste it into your online application. Complete these as appropriate and click "Next."

**Application for Social Impact in the Windy City Fall 2013 Grinnellink Tour:
Supplemental Questions**

<< Prev Save changes Next >> Supplemental Question: Go

Required fields are indicated with an asterisk (*).

* 1. I am prepared to pay \$50.00 by October 11, 2013.

Yes
 No
 No Answer

* 2. I have read and will comply with the terms of the Waiver, Release, and Indemnification Agreement for Grinnell College-Sponsored Student Travel available at: <http://www.grinnell.edu/offices/cdo/students/2013-grinnellink-tour>.

Yes
 No
 No Answer

* 3. In 350 – 500 words, explain how this trip will help you to achieve your professional goals. Please write in the first person and include the answers to these questions: a) What are your career goals (these may be given in list form)? b) How will participation in this trip help you to achieve your goals? c) Explain your steps/ activities to this point to reach your goals? d) What is the rest of your achievement plan?

<< Prev Save changes Next >> Supplemental Question: Go

14. When you reach the end of the application, review all of your information for accuracy and completion. If any of them sections are not complete or have problems, the section title will be in **RED**. Click on the section title to be taken back to that section to fix the problem. Once all section titles are **GREEN** and you are satisfied with the application, click "Certify and Submit."



Application for Social Impact in the Windy City Fall 2013 Grinnellink Tour [edit this application](#) | [print version](#)

Certify and Submit

✔ **Personal Data**

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Next** button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking **GO** button every 60 minutes in order to avoid losing your data.

Personal Data

First Name	Chris
Last Name	Career
P-Card #	1234567
Class Year	2016
CUM GPA	3.6
Campus Box	123
Cell Phone	641-269-0000
Campus Extension	
Grinnell Email	career@grinnell.edu

15. You will be asked to enter your initials to verify your identity. If there are last minute changes to make, click “Return to Application.” Otherwise, click “Submit this Application.”

Certify and submit your application for Social Impact in the Windy City Fall 2013 Grinnellink Tour


Certification

BY ELECTRONICALLY ADDING MY NAME BELOW, I hereby submit my application and all supporting materials to the Center for Careers, Life, and Service (CLS) for review by the applicable selection committee.

I certify that the information I provided is true and correct.

Please enter your initials to verify your identity.

[Submit this Application](#) or [Return to Application](#)



16. After you click “Submit this Application”, you will be asked to complete a voluntary demographics survey.

Your job application has been submitted.

Thank you for submitting your application.

As part of our commitment to equal employment opportunity efforts, our institution conducts a survey of all job applicants. Submission of this information is entirely voluntary, and its contents are confidential to Human Resources. We do, however, appreciate your assistance and ask that you complete the following section.

Required fields are indicated with an asterisk (*).

Voluntary Demographic Information

Gender	<input type="text" value="Please select"/>
Hispanic/Latino	<input type="text" value="Please select"/> <small>A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.</small> Click for Definitions.
What is your race? Please select all that apply.	<input type="checkbox"/> Not Disclosed <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White Click for Definitions.
Veteran Status	<input type="checkbox"/> Not Disclosed <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Other Veteran <input type="checkbox"/> N/A
If Other Veteran,	<input type="text"/>

Congratulations! You have successfully submitted your online application. Keep your Confirmation Code for future reference. You will receive a confirmation email as well to verify submission of your application.

You have successfully submitted your job application.

Your confirmation code is

CN000009672

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

If your application required recommendation forms be submitted by your two references (faculty member or previous work/internship supervisor), an email request will be automatically sent to your references once you submit your

application based on the email addresses you provided in your application. This email will provide the recommendation form itself as well as details about how to submit a recommendation form on your behalf. The recommendation forms cannot be uploaded by you into your online application. Your application will not be considered complete unless your recommendation forms have been submitted by your references. After you submit your portion of the online application, you can track the status of your recommendation forms in your account under "Your Applications". You have the ability to send an email reminder to your references as well. Once you have received e-mails indicating that both of your references have submitted their recommendation form, your application will be considered complete.

If you have any questions or problems with this online application process, please contact the CLS well in advance of the application deadline. Either call 641-269-4940 or email career@grinnell.edu.