



## Applying for Job Opportunities at GBSI

### Applying for a Job

#### **How do I get a list of current job opportunities at GBSI?**

Visit the Careers page on our website [www.gbsi.com](http://www.gbsi.com) for an updated list of current job opportunities. On our Careers page, under the 'Job Search' section, click on the link '**Search Opportunities Now.**' You may view ALL positions or apply criteria for a specific search.

#### **How do I apply for a job at GBSI?**

Application materials must be submitted electronically online. From the 'Job Listings' page on GBSI's Careers page, select desired position for which you would like to apply. Read the job description in its entirety and, if you meet the requirements, click the 'Apply for this Job Online' link at the bottom of the page to begin the application process.

**New candidates** will be prompted to create a profile. Please complete all required fields and **upload your résumé and cover letter as one document**, with your résumé first. **Returning candidates** should login to the Careers Center by entering their login and password previously assigned.

#### **Do I need to create a profile to apply for a job?**

Yes, all applicants interested in working for GBSI must create an online profile through our website.

#### **Do I need to create an online profile each time I apply for a job opening?**

No, you only need to create one online profile the **first** time you apply for a position. After which, you can apply for additional jobs using the profile you created. In addition, you may update your profile at any time.

#### **How do I update my personal information/modify my profile?**

Once you are logged in, you will see a link allowing you to edit your personal information, including your résumé and cover letter. Click on the link 'Update Your Profile' to continue.

#### **Can I apply to more than one position?**

Yes, however, you must apply to each position separately.

#### **Why am I receiving a message indicating I've applied to GBSI before and telling me I already have a login and password?**

If you applied to GBSI after May of 2015, your contact information, including e-mail address, may be already on file in our new system. Simply click on the 'Reset Password' link beside the 'Forgot Your Login Name or Password?' message located at the bottom of the 'Job Application' page. You will receive an e-mail with a link, allowing you to reset your password. Please be sure to review your profile information on file and provide any necessary updates.

#### **I can't remember my password or, my e-mail address has changed.**

Click on the 'Reset Password' link beside the 'Forgot Your Login Name or Password?' message located at the bottom of the 'Job Application' page. You will receive an e-mail with a link, allowing you to reset your password. Please be sure to review your profile information on file and provide any necessary updates. If your e-mail address has changed, please e-mail [helpdesk@icims.com](mailto:helpdesk@icims.com) for assistance.

**I received an error message while applying online. What do I do?**

Read the error message entirely and follow the instructions on the page. If you cannot proceed further, e-mail [helpdesk@icims.com](mailto:helpdesk@icims.com) for assistance. Be sure to include as much information as possible regarding this error message.

**What if I don't have an e-mail address:**

An e-mail address is required to apply for a position at GBSI.

**Is the position I applied for still available?**

If a position is still active on our website, we are still accepting applications for that position.

**Job E-Alerts****Is it possible to be notified when new opportunities become available at GBSI?**

Yes! To do so, you can create an E-Alert; follow the instructions below.

**How to set up an E-Alert**

Specify your criteria in the job search options located under the 'Job Listings' section of the Careers Center and follow the instructions there. Please specify, at minimum, a keyword, department or location of interest as your search criteria. You are only required to select one of these options, but you may also select a combination as your search agent criteria. Click 'Search.' The next page will display your search results. You now have the option to save your search and give it a title. Enter a name for the search and click 'Create E-Alert'.

To manage your E-Alert, simply login to the Careers Center and click 'Manage my E-Alerts.' This option also appears under your search results after you've specified a keyword, location, department or job type.

*GBSI is an Equal Opportunity and Affirmative Action Employer committed to providing equal employment opportunity without regard to an individual's race, color, religion, creed, age, sex (including pregnancy), sexual orientation, gender identity, genetics, marital status, national origin, disability, veteran status, political affiliation or belief. This equal opportunity applies to every area of employment at GBSI, including recruitment, hiring, training, transfers, promotions, terminations, compensation, and benefits. We continue to affirm our commitment to an inclusive workplace through Affirmative Action Plans that address employment opportunities for qualified women, minorities, veterans, and individuals with disabilities. We welcome and encourage diversity in our workforce.*

*Our policies prohibit discrimination and harassment based on race, color, religion, creed, age, sex (including pregnancy), sexual orientation, gender identity, genetics, marital status, national origin, disability, veteran status, political affiliation or belief. It is important that employees and applicants trust that they can address a concern of discrimination or harassment without retribution. GBSI will not tolerate retaliation against an individual who reports, opposes, or participates in an investigation of discriminating or harassment that violates GBSI policies.*

*GBSI invites any employee or any applicant for employment to review GBSI's written Affirmative Action program, absent the data metrics required by §60-741.44(k). The AAP is available for inspection upon request during the hours of 8:00am - 4:00pm Monday - Friday in the Human Resources department. Any questions should be directed to GBSI's Human Resources department.*