State of Tennessee

Department of Finance & Administration | Strategic Technology Solutions

Edison Training Manual

for

How to Apply Guide for External Applicants
Revision: March 2023

Prepared By:
[Edison Recruiting Team]

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REVISIONS

REVISION	DESCRIPTION OF CHANGE	MODULE	EFFECTIVE DATE
V01	Initial Release	[Recruiting Team]	[March 2023]

1. TOPIC

To assist External Applicants in searching and applying for a job. Applicants can also get solutions for frequently asked questions.

1. TN Career Sites

2. Applying for a Job

3. Frequently Asked Questions

4. Need Help?

Please note: This guide has instructional screenshots, please utilize the zoom feature to see a larger screenshot.

1.1 TN Career Sites

The TN Career Sites (https://www.tn.gov/careers.html) is the site utilized for applicants to search jobs, get employment information, utilize an interactive map, and apply for opportunities.

Applicants can apply for jobs on this site by going directly to https://www.tn.gov/careers.html, OR they will be navigated to this site if they are applying through Indeed, LinkedIn, etc.

Once you landed here, and you are ready to apply for a job select ***Apply Here*** then ***External Applicants***:
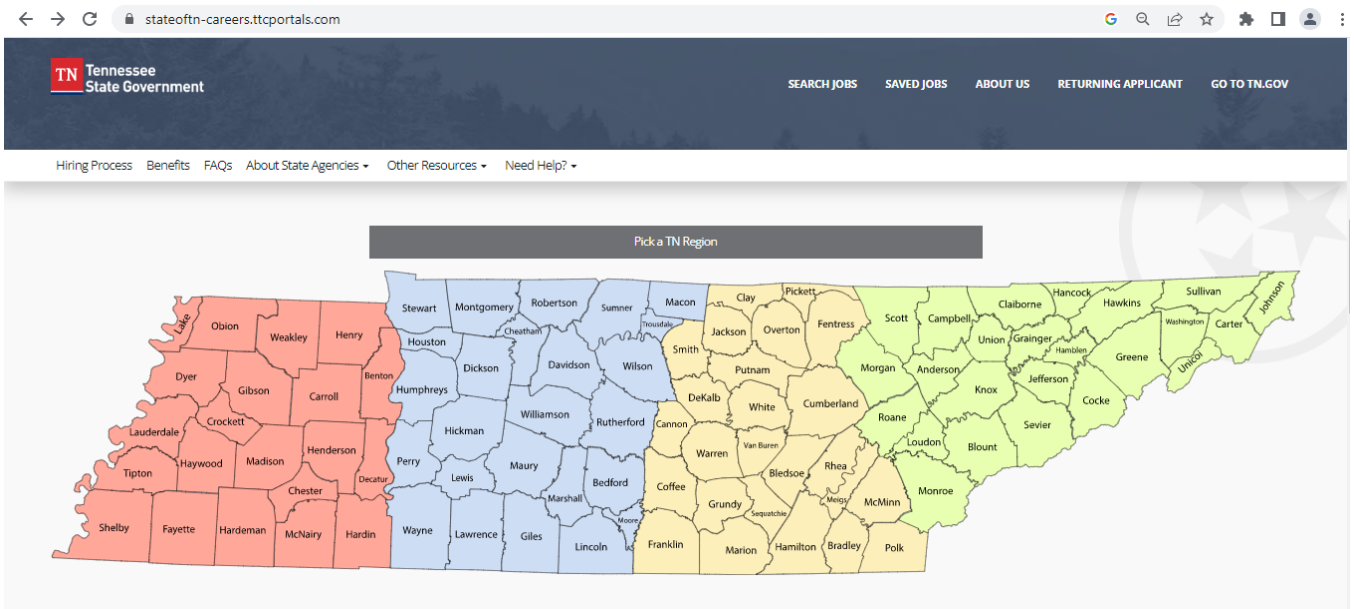
After you will be sent to Search for Jobs by selecting Search Jobs to see a list of all available jobs. Or you can search for jobs by title, keyword, or by job location in the search bar.
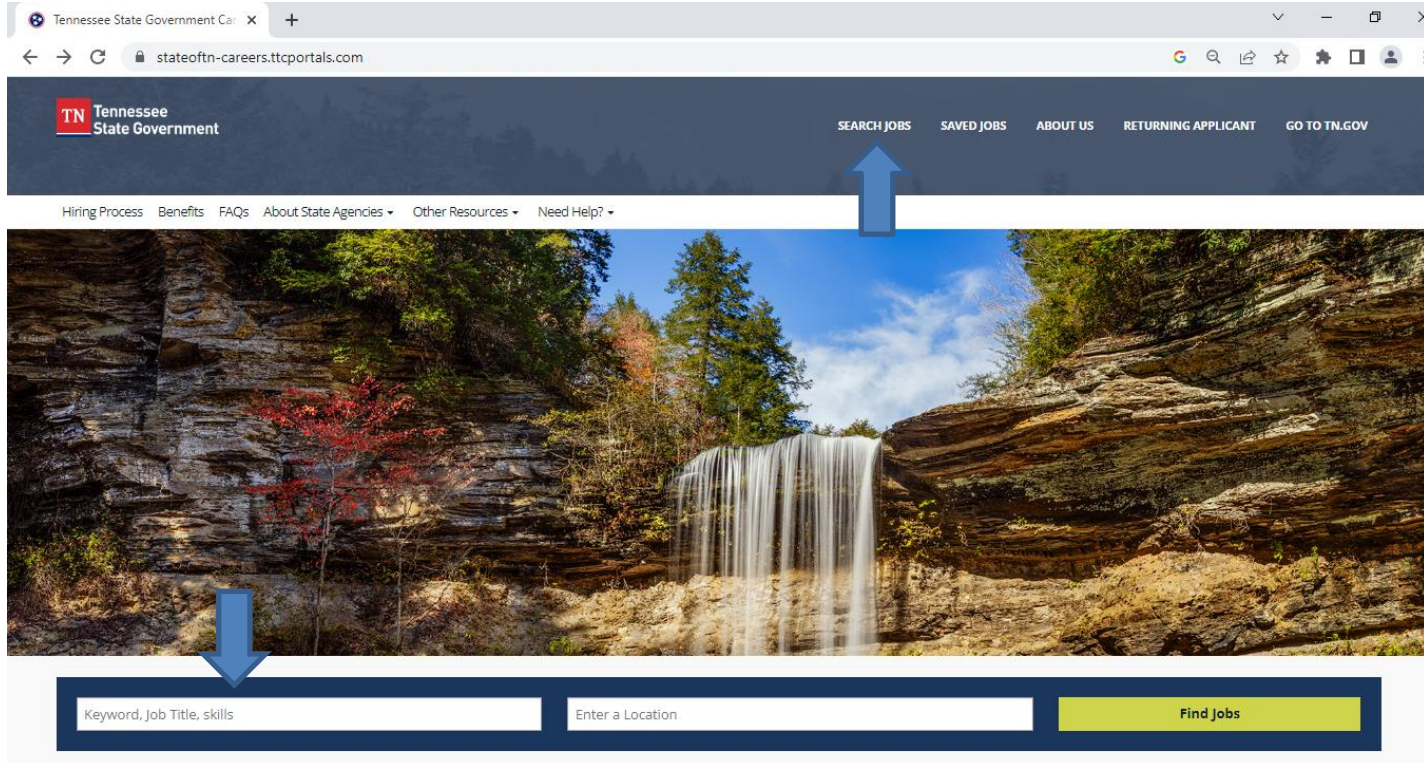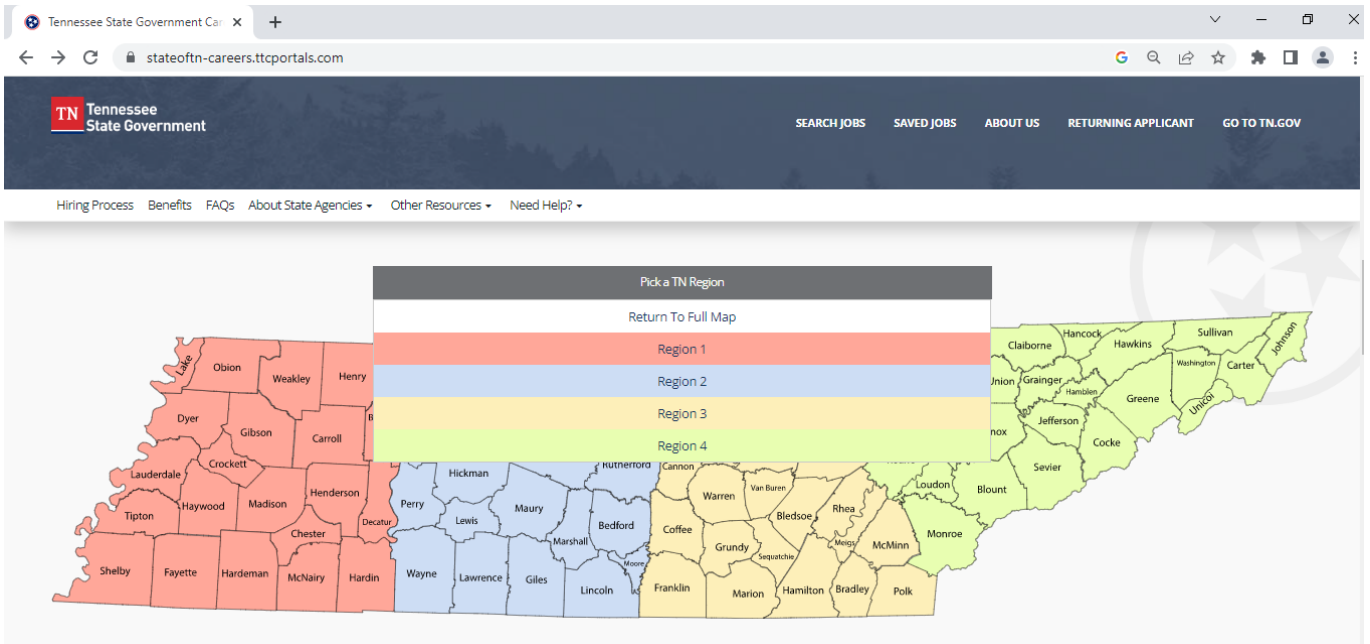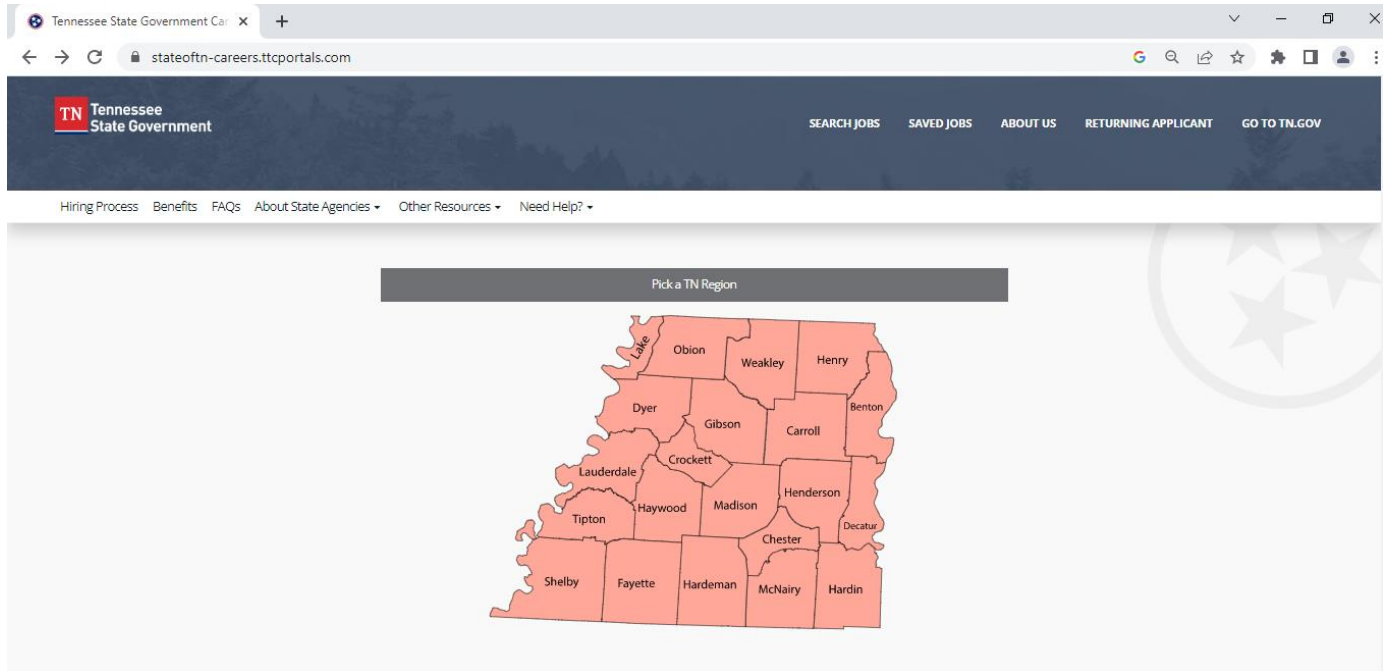
1.1 Interactive Map

Applicants can also scroll down to utilize the Interactive Map to search for jobs in certain Regions, then by counties to only look at jobs within certain locations:
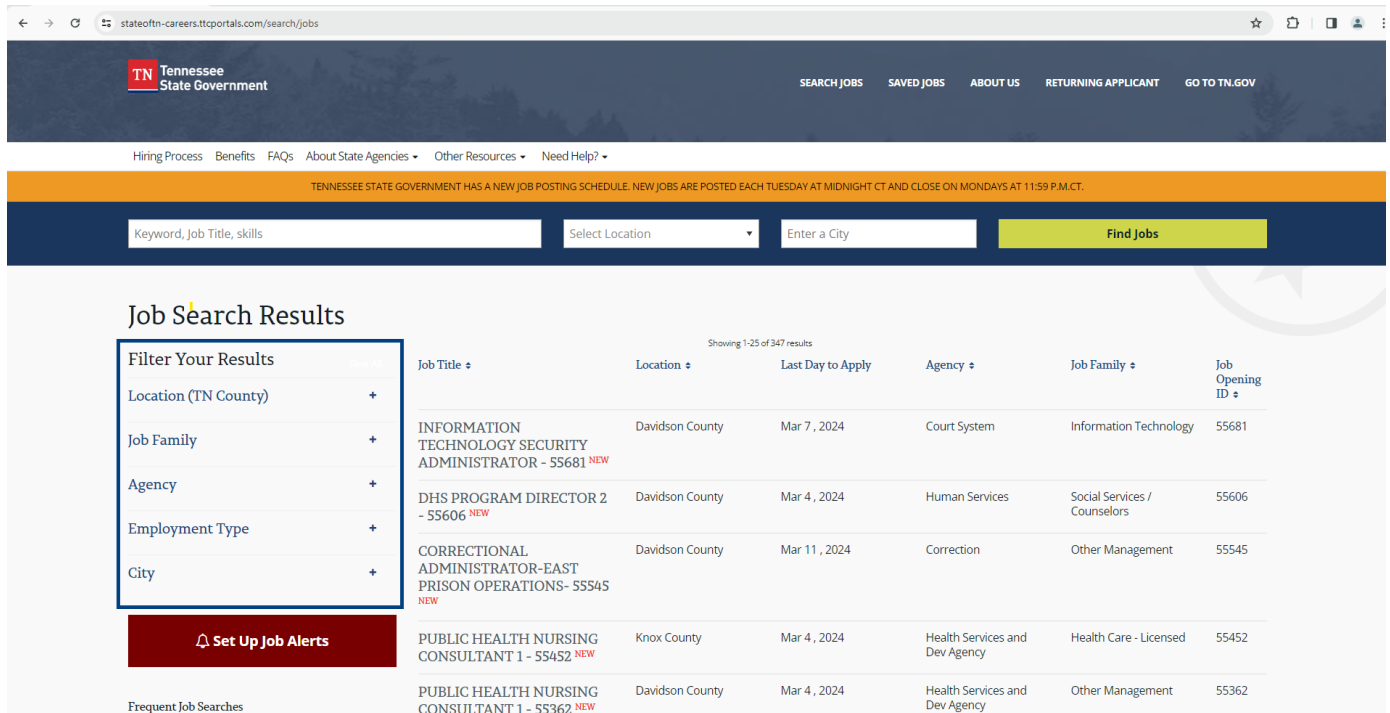

Select Pick a TN Region>then a Region.

Once a Region is selected you can then review and select the county you wish to review jobs in.

In the Search Results you can filter your results further by utilizing the left-hand panel:

You can click on the title of the job you wish to apply for.

You then will be sent to the job posting/description.
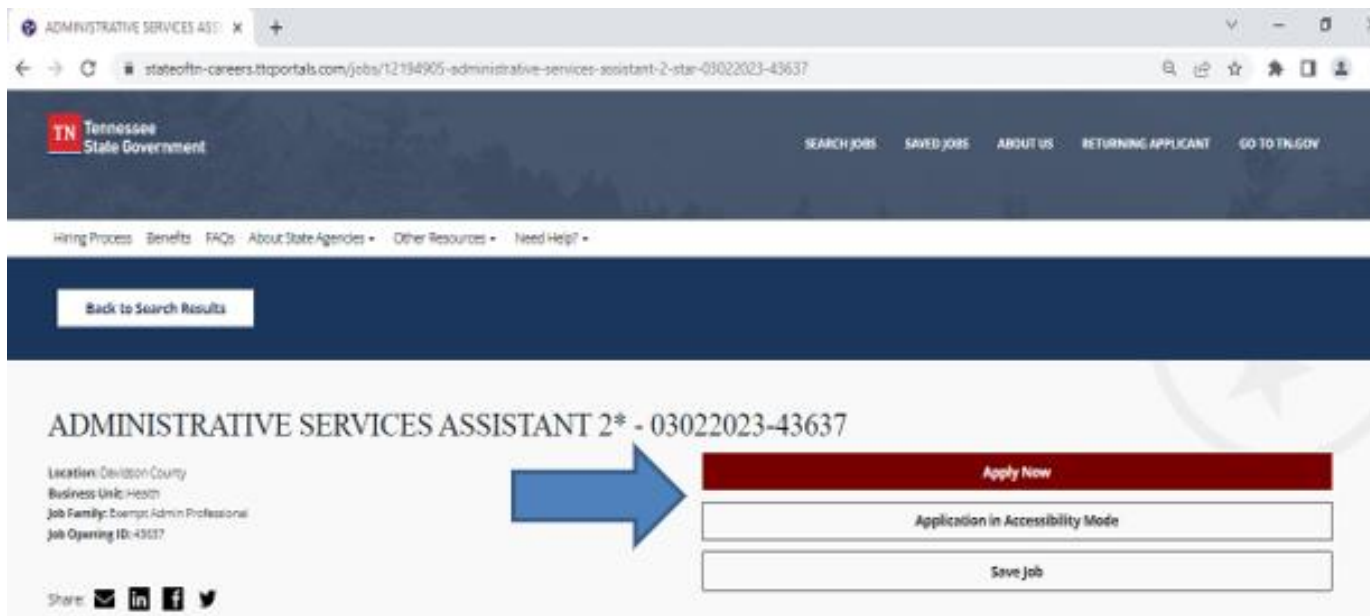
If you scroll down, you can review the certain aspects of the job posting, including but not limited to Minimum Qualifications, Work Activities, Competencies, Tools and Equipment, etc.
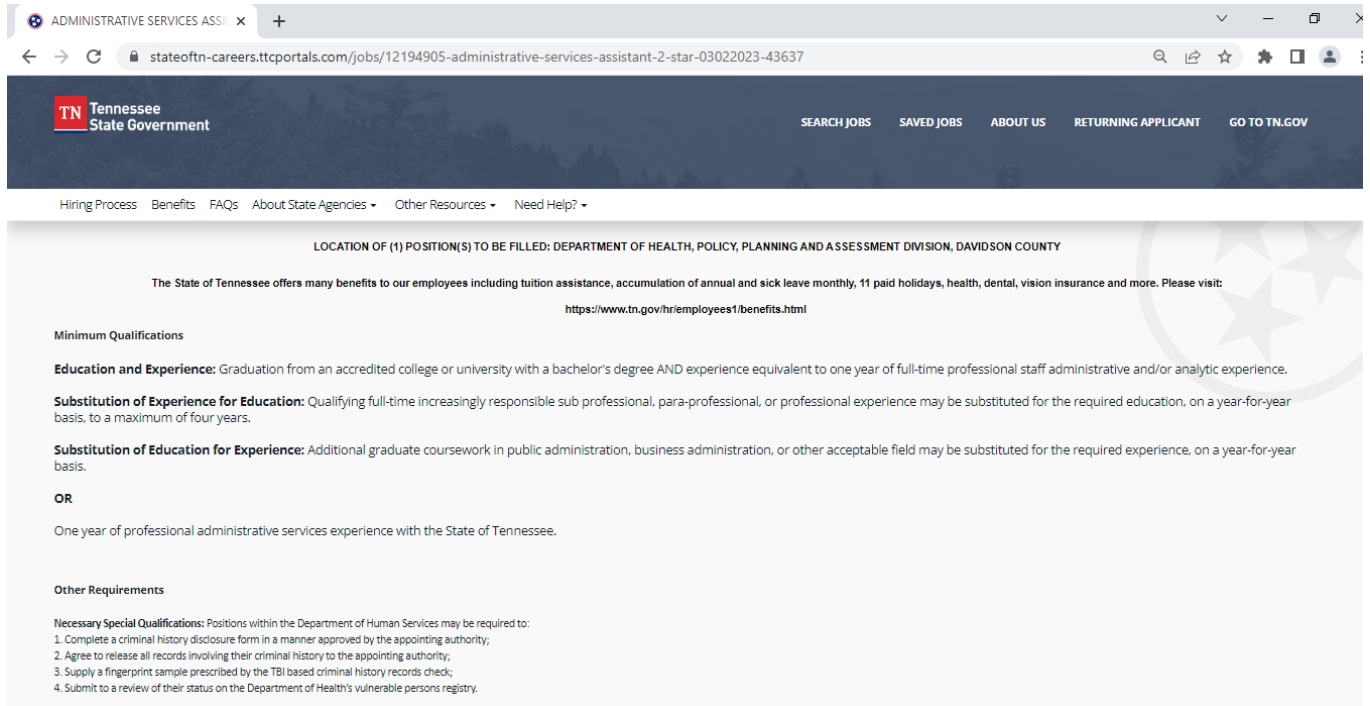
When you are ready, select the Apply Now, or Application in Accessibility Mode to start the application process.

2.1 Applying for a Job

The following section will cover how to navigate through an application. At any time throughout the application process, you may Save a Draft of your application and come back to it.

1.1 When you start to apply for a job, the first step you will see is the _Start_ step. Read thoroughly the Start Step and Terms and Conditions.

1.2 If a job has a Pre-Screening question, then a _Prequalify_ step could be part of the application. Not all jobs have this step, so if you do not see one, please proceed to the next step:
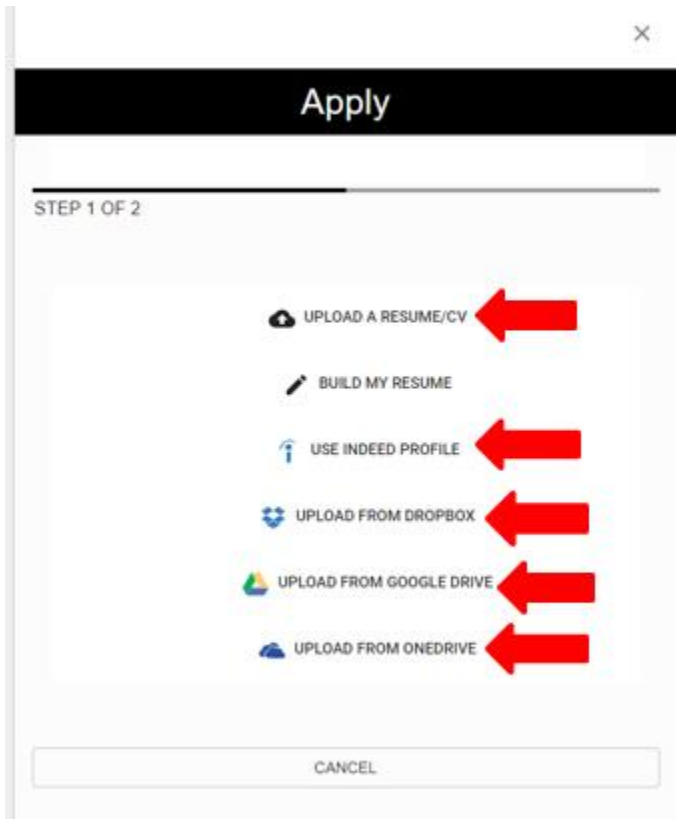

1.3 The _Autofill Resume/Apply Manually_ step allows you to either upload a resume (please reference 1.3.1 section) OR if you do not have a resume (please reference section 1.3.2), you can apply manually.

1.3.1 Uploading a Resume

If you have previously submitted a Resume with a previous job application, you may select **_Use Existing Resume._**

If you decide to upload a Resume, Select **_Attach Resume_** follow these steps to assist you:

1) Select Upload a Resume/CV, or one of the other options like Indeed Profile, Upload from DropBox, Upload from Google Drive, or Upload from OneDrive.

2) Verify Contact Details Loaded in from Resume/CV Upload, Indeed, Dropbox, Google Drive, or

OneDrive.

3) Select Next, then verify the Work History that pre-loaded in.

4) Select Next and Verify the information pre-loaded into Education History. After Verification Press Next.

5) After it processes and submits you will be taken back to continue through the steps of the application.

6) You will then see your Resume listed within the Application. Select Next to Proceed to Work Experience.

1.3.2 Apply Manually

If you do not have a Resume, or you decided to enter your information manually, please follow these steps. If you already uploaded your resume, please skip this section.

1) Select **Attach Resume**

2) Select **Build My Resume**
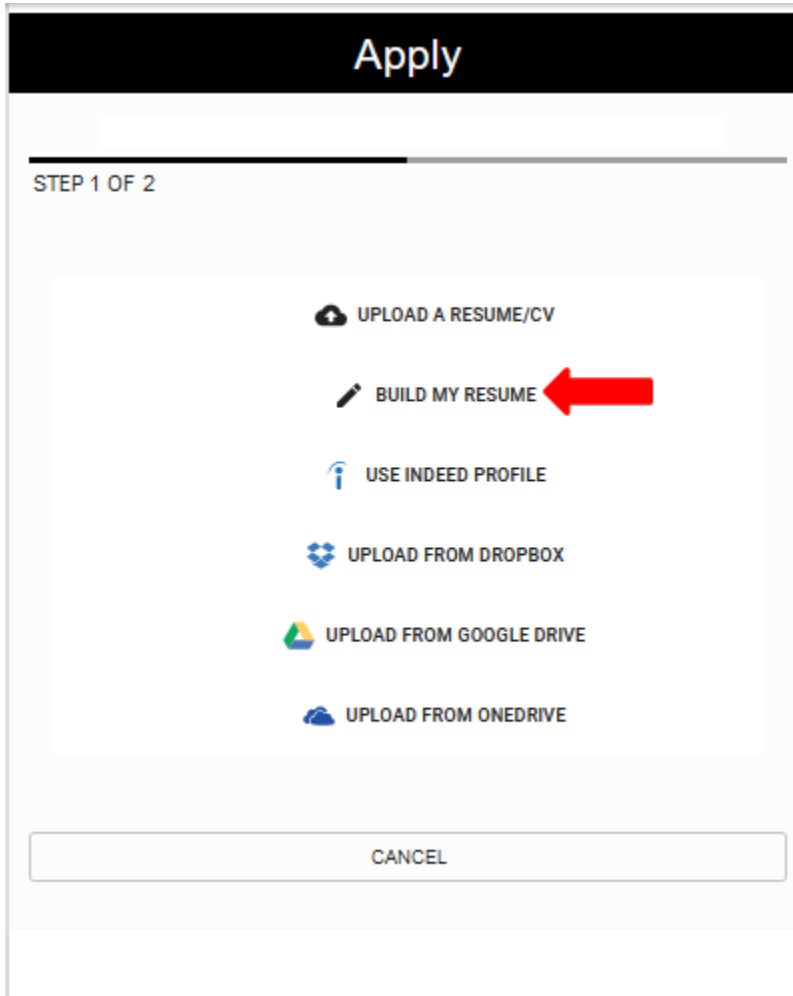
3) You can then enter the required information under Contact Details, Work Details, Education History.

1.4 Work Experience: If you uploaded your Work Experience utilizing the Upload Resume feature or the Build my Resume feature, your work experience will populate here. Otherwise, you may enter your Work Experience Manually by selecting the + button. Then select Next.
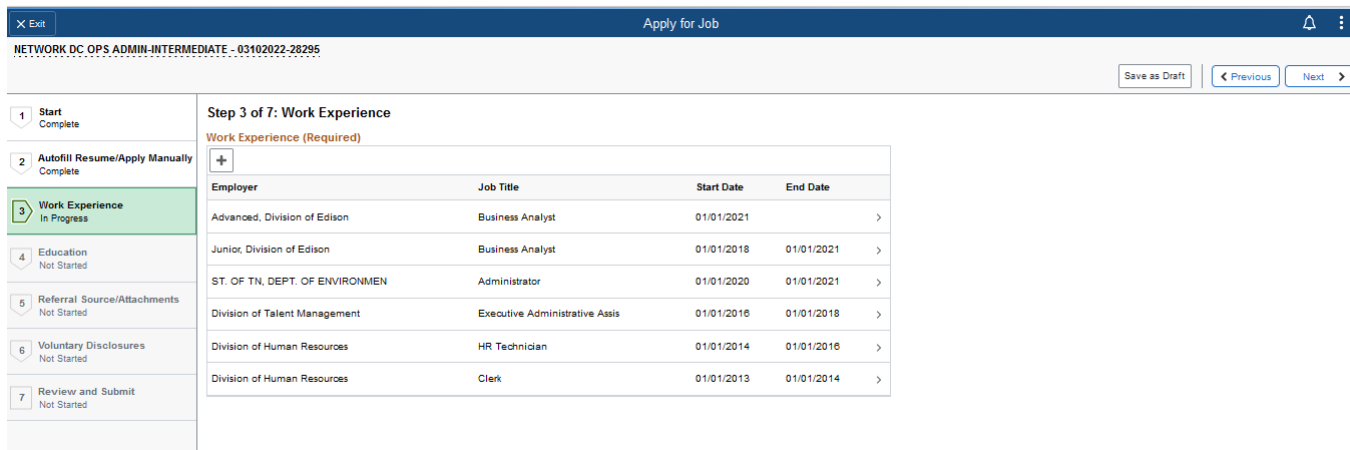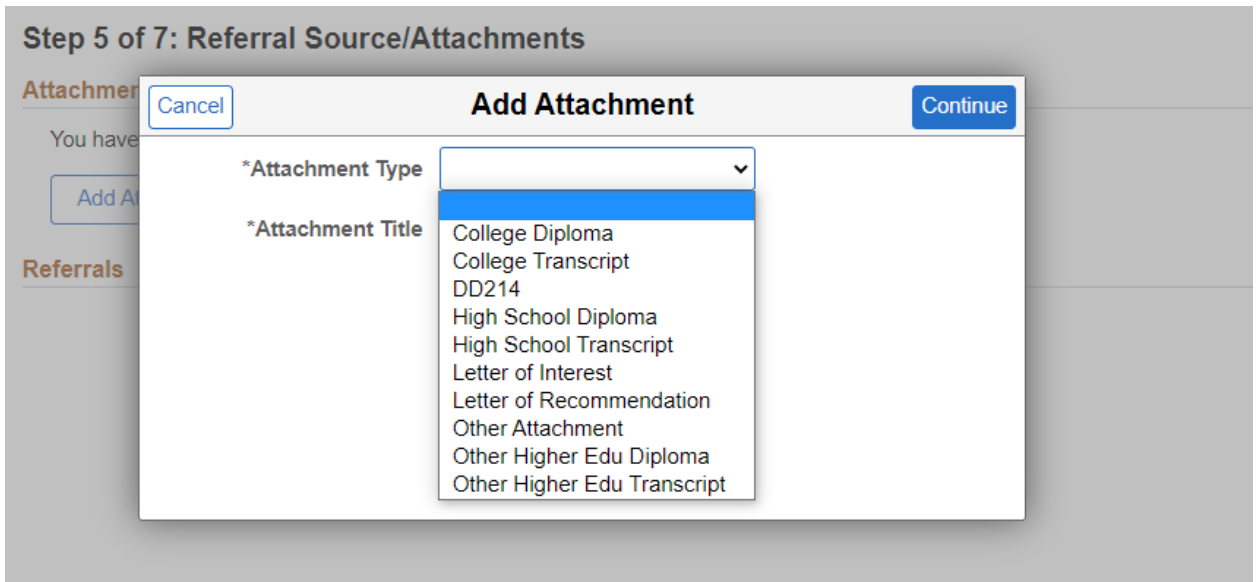
1.5 Education: If you uploaded your Education history utilizing the Upload Resume or the Build my Resume feature, your education history will populate here. Otherwise, you may enter it manually. Then hit Next.

1.6 Referral Source/Attachments: On this step, you may add additional Attachments to your application like a DD214, College Diploma/Transcripts, etc.

The following attachments are allowed to be uploaded .DOC, .DOCX, .ODT, .PDF, .RTF, .TXT. Max file size per attachment 2 MB.

Select Add Attachments>Select Attachment Type>Add Attachment Title>Select Continue.

Step 5 of 7: Referral Source/Attachments

| Cancel | **Add Attachment** | Continue |

*Attachment Type

College Diploma
College Transcript
DD214
High School Diploma
High School Transcript
Letter of Interest
Letter of Recommendation
Other Attachment
Other Higher Edu Diploma
Other Higher Edu Transcript

*Attachment Title

Referrals
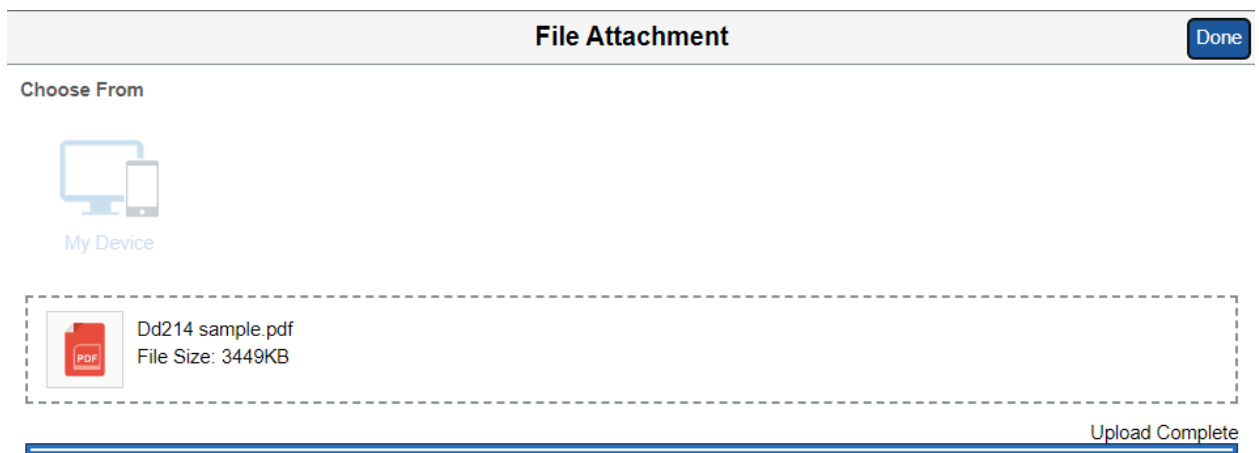
Then choose from My Device to select the file you wish to attach. (Please note, JPEGs cannot be accepted).

File Attachment   ✕
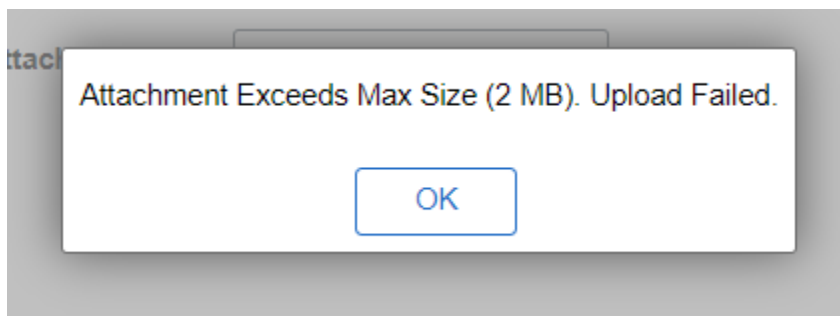
Choose From

My Device
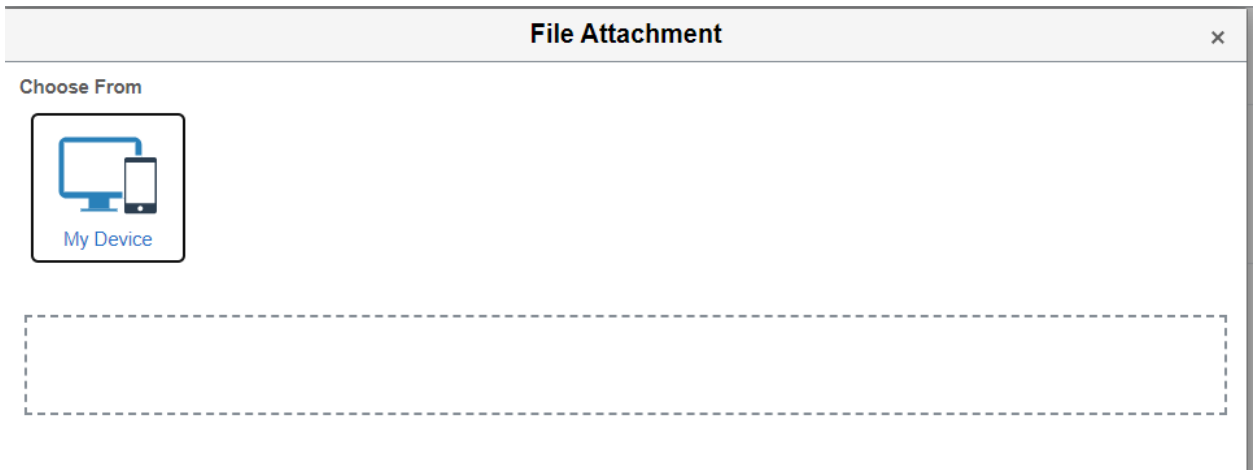
After selecting the desired file, select Upload.
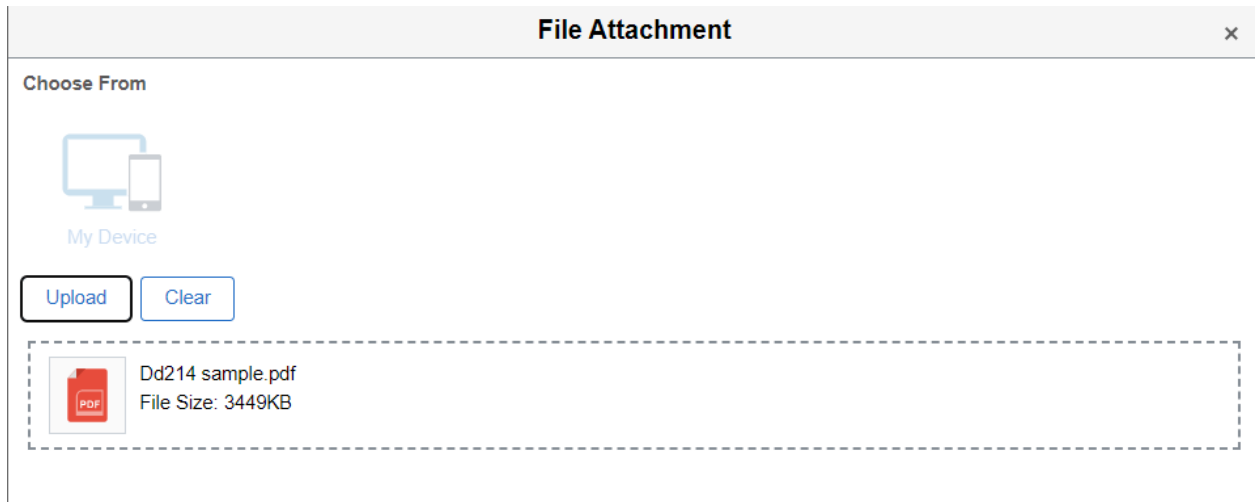
Then select Done.

If the file is too large you may get an error that reads "Attachment Exceeds Max Size (2 MB). Upload Failed". In these instances, you need to make the file size smaller.

You can upload as many attachments as you would like, and they will list under Attachments within your application:

Attachments

Attached File	Attachment Title	Attachment Type	
DD214_word.docx	DD214	DD214	>

Then add your referral source by selecting from the drop-down list and specifying your referral source:

Step 5 of 7: Referral Source/Attachm

Attachments

Attached File	At		Attachm
DD214_word.docx	DD		DD214

The drop-down list shows:
- Advertisement
- Agency
- Billboard
- Client Referral
- College Recommendation
- College Recruiting
- Employee
- Employment Securitry Bureau
- Executive Referral
- Executive Search
- Former Employee
- Job Fair
- Job Site
- Magazine
- Newspaper
- Open House
- Other
- Phone Inquiry
- Posting

Referrals

*How did you learn of the job? [   ]

Specific Referral Source [   ]

Click Next.

1.7 Voluntary Disclosures: Please answer all the questions you see in the Voluntary Disclosures section.

Click Next.

1.8 Review and Submit: This provides you the opportunity to review the information entered into the application prior to Submitting. Once ready, select Submit.

Now you are done!
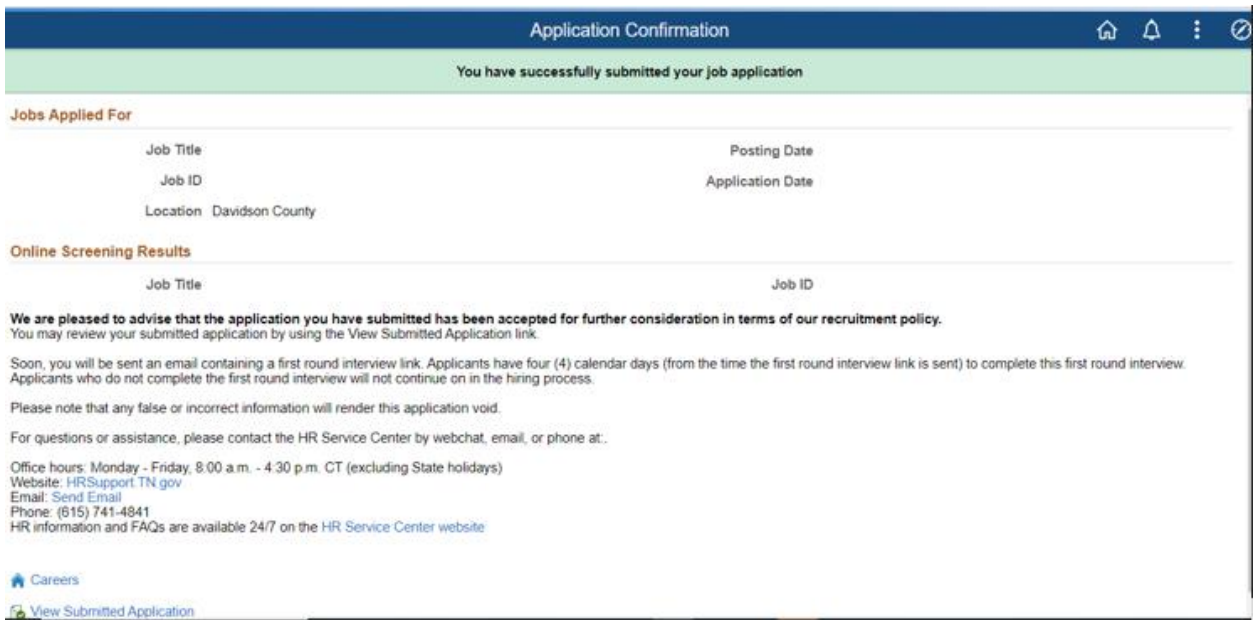
1.9 My Job Applications: If at any time you want to review your past and current applications you can do so by navigating to the My Job Application page. When you are on the Careers Site, hover over Returning Applicant in the top right navigation bar and click on Prospective State of Tennessee Employees.

Then Select Sign In

Then input the email address and password you utilized when creating your account. If you have forgotten your password, please utilize the Forgot Password feature. If you are a new user select Register Now.

Then select My Job Applications.
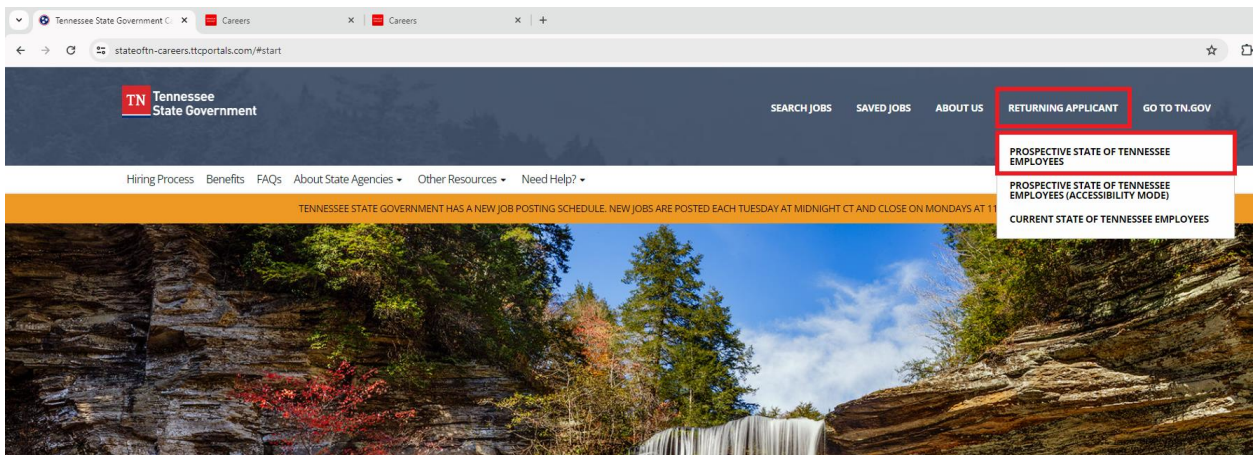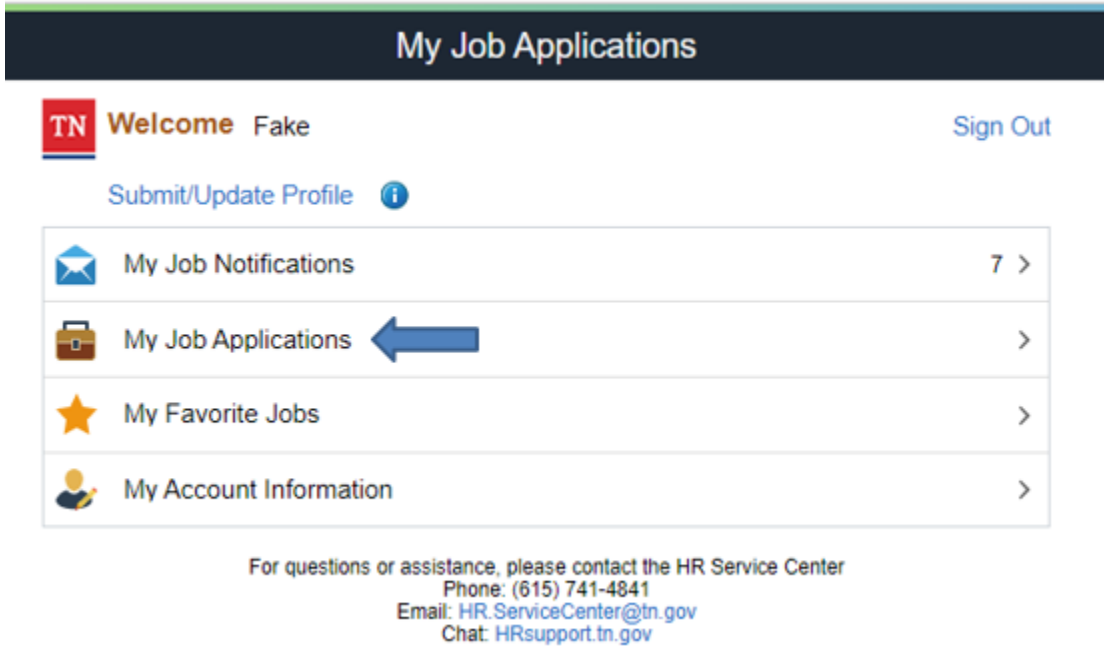
You will then see a list of previous applications. Please note you can withdraw applications that have not been submitted yet. To do this, locate the application you wish to withdraw then select Withdraw. If you already applied and you wish to withdraw your application, please contact the HR Service Center.
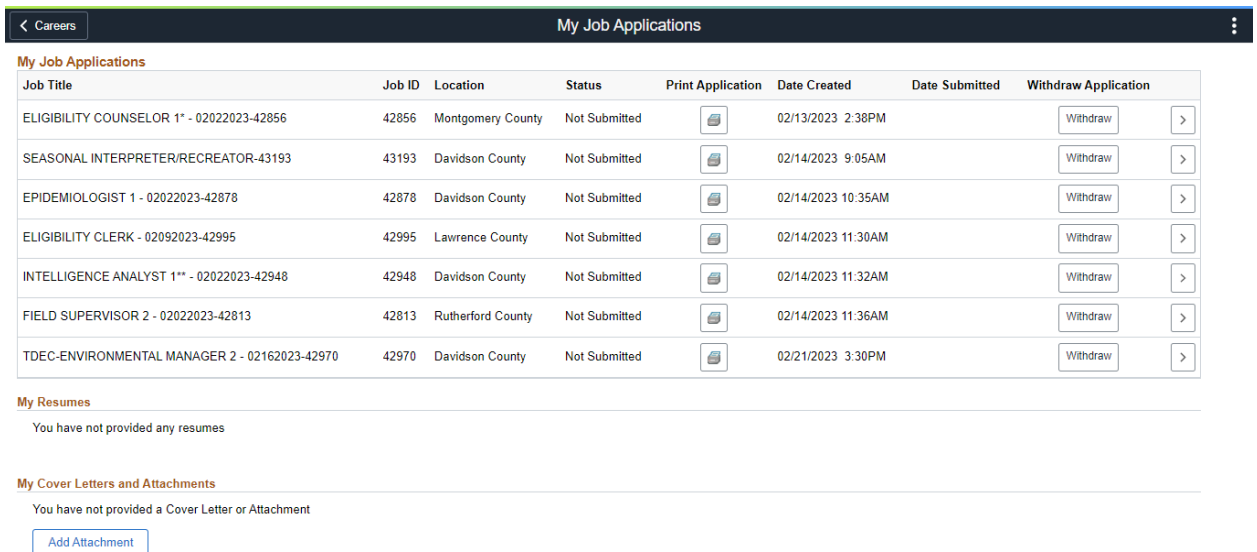
You can also add your attachments here as well.

2.0 My Job Notifications: this section allows you to review the system generated notifications.

2.1 My Correspondence will allow you to see what notifications recruiters may have sent you for submitted applications.

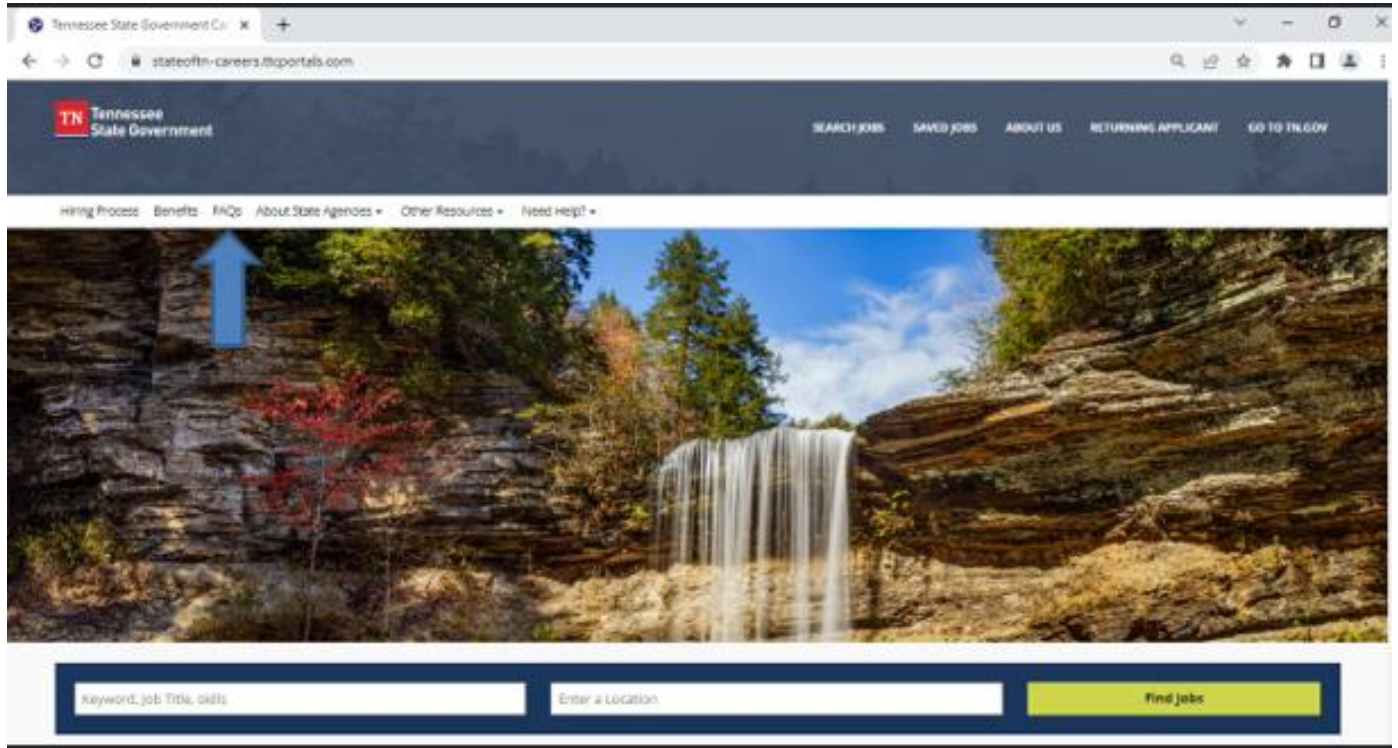## 3.1 Frequently Asked Questions (FAQs)

On the TN Career Sites there is an FAQs section to assist you in the application process.

https://www.tn.gov/careers/faqs.html

1.1.1. Forgot Your Password

After five (5) failed attempts of logging into your applicant account, your account will become locked. You can unlock your account yourself by using the "Forgot Password" feature.

Enter the User Name of the account for which you are resetting the password. NOTE: Your User Name may differ from the email that is on file with your applicant account.

1.1.2. Update Your Contact Information

If at any time you need to update your contact information, you can do so by navigating to the My Job Application page. When you are on the Careers Site, hover over Returning Applicant in the top right navigation bar and click on Prospective State of Tennessee Employees.
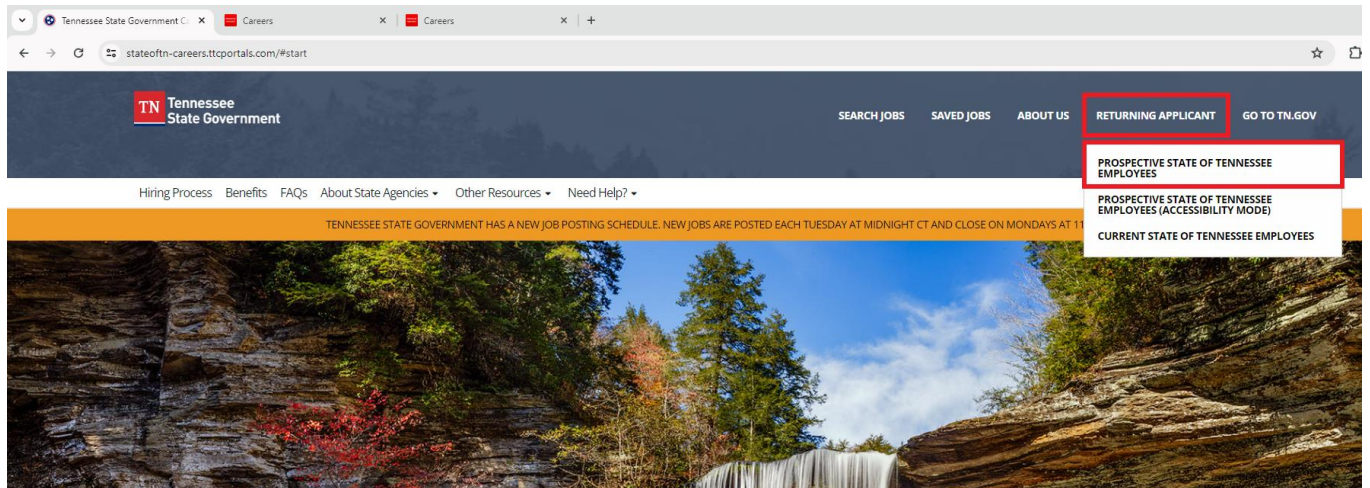
Then Select Sign In

Input the email address and password you utilized when creating your account and click Sign In. If you have forgotten your password, please utilize the Forgot Password feature.
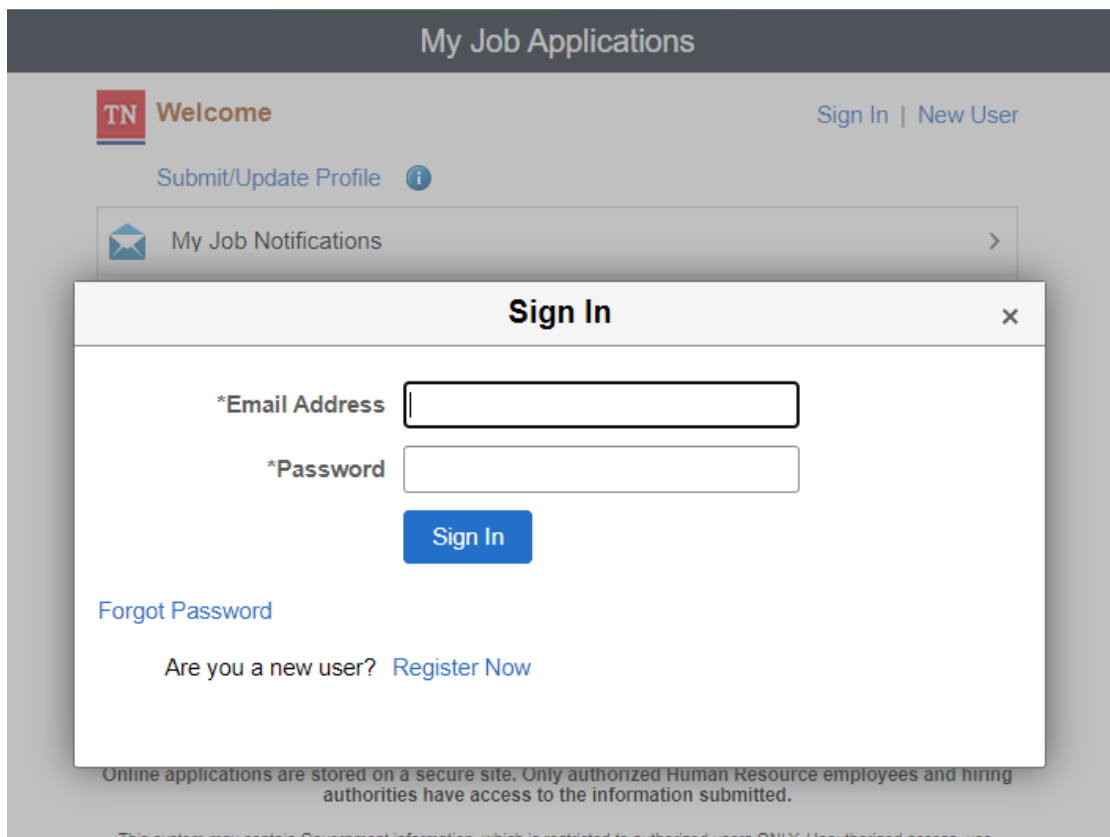
Once you are logged in, select My Account Information.

From the next screen, you can update your name, address, phone number and email.

To change your email address, click on your existing email address at the bottom of the page and update it in the pop-up window. When you are done, click Done.

Email (Required)

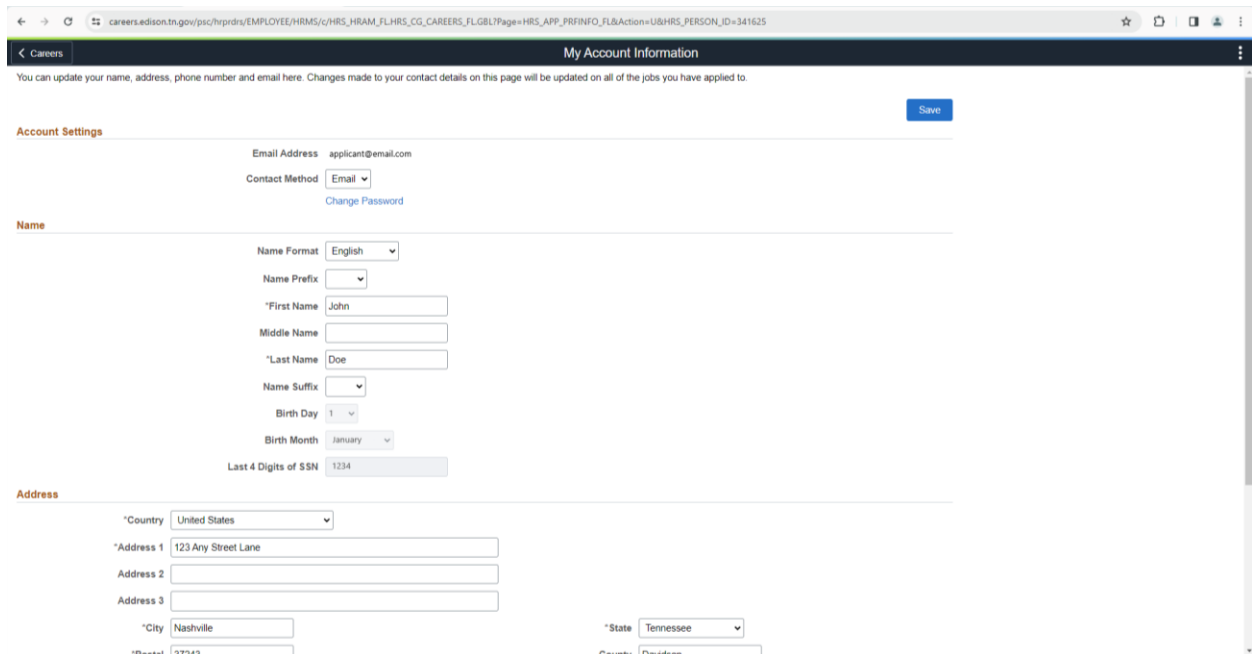| Email	Type	Primary	
applicant@email.com	Home	Yes	>

Phone (Required)

Phone Number	Extension	Type	Primary	
615/555-1212		Home	Yes	>

Cancel	**Edit Email**	Done

*Email Address   applicant@email.com

*Email Type   Home ▾

☑ Primary

To add a new email address, click the + button below Email (Required) and enter the new email address. To make it your primary email address, click the box next to Primary. When you are done, click Done.

Email (Required)

Email	Type	Primary	
applicant@email.com	Home	Yes	>

Phone (Required)

Phone Number	Extension	Type	Primary	
615/555-1212		Home	Yes	>

Cancel	**Add Email**	Done

*Email Address   [   ]

*Email Type   [▾]

☐ Primary

To change your phone number, click on your existing phone number at the bottom of the page and update it in the pop-up window. When you are done, click Done.

Email (Required)

+			
Email		**Type**	**Primary**
applicant@email.com		Home	Yes	>

Phone (Required)

+			
Phone Number	**Extension**	**Type**	**Primary**
615/555-1212		Home	Yes	>

To add a new phone number, click the + button below Phone (Required) and enter the new phone number. To make it your primary phone number, click the box next to Primary. When you are done, click Done.

Email (Required)

+			
Email		**Type**	**Primary**
applicant@email.com		Home	Yes	>

Phone (Required)

+			
Phone Number	**Extension**	**Type**	**Primary**
615/555-1212		Home	Yes	>

To save your changes, click Save.

4. NEED HELP?

If you have reviewed the FAQs page and still need assistance you can select the **Need Help?**

https://www.tn.gov/careers/hr-service-center.html

This page will direct you to the HR Service Center, including contact information for HR, Benefits, Technology, Payroll, etc.