



How to Register & Setup Original Profile

If your newer version of Internet Explorer is, experiencing problems with the website [go to page 6](#).

Step 1 – Create Profile

- Click Register

Step 2 – Create User ID & Password

- Enter a valid User Id (your E-mail address) Example: myname@example.com
- Enter a Password - Example: Steev1234
- Create two Secret Security Questions and Answers for your Online Application account.

Step 3 – Create Contact Information

- Required Contact Detail Fields:
 1. First Name
 2. Last Name
 3. Address Line 1
 4. City
 5. State
 6. Zip Code [99999 or 99999-9999]
 7. County
 8. Home Phone [999-999-9999]
 9. Notification Preference [Email or U.S. Mail]
 10. Driver License [State, Number & Expiration Date] or State ID [State ID#]

Click on Continue to move to next page to complete your Work Experience.

Step 4 – Create Work Experience Information

- If you have no Work Experience, check the Box and click on Update to continue.
- If you do have Work Experience complete all required fields.
 1. Employer
 2. Hour per Week [Do Not use symbols like + or -]
 3. Salary in USD [No (0 or 0.00)]
 4. Salary Type [Annually / Hourly / Monthly]
 5. From [Month / Year]
 6. To [Month / Year] If Current Employment [Month = Present]
 7. Street
 8. City
 9. State
 10. Zip Code
 11. Job Title
 12. Duties [maximum 600 characters]
 13. Reason For Leaving [maximum 250 characters]
- Select “Save Employment” to save your entry.
- Select “Cancel” to clear and start over again.

To enter more Work Experience click Add Additional

Click on Continue to move to next page to complete your Educational Details.



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Step 5 – Create Education Details Information

- If you have not attended a College or a University, check the Box and click on Update to continue.
- If you have attended College or a University, complete all required fields.
Required Fields:
 1. Name of College or University attended
 2. City
 3. State
 4. County
 5. Did you Graduate [Yes or No]
 6. Degree received [Associate's / Bachelor's / Master's / PH. D]
 7. Course of study/Major
- Select "Save Education" to save your entry.
- Select "Cancel" to clear and start over again.

To enter more Education Details click Add Additional

Step 6 – Other Relevant Courses & Training

- Required Fields:
 1. Other Relevant Courses & Training
 2. Name and Location of Institute
 3. From [Month / Year]
 4. To [Month / Year]
 5. Length of Course [Number of Months]
- Select "Save Course" to Save your entry
- Select "Cancel" to clear and start over again.

Click on Continue to move to next screen to complete your Certificates, Licenses, and Other Information.

Step 7 – Create Certificates, Licenses, and Other Information

- Required Fields None.
- Select "Save Certification" to Save your entry
- Select "Cancel" to clear and start over again.

Step 8 – Foreign Languages

- Required Fields None.
- Select "Save Foreign Language" to Save your entry
- Select "Cancel" to clear and start over again.

Step 9 – Resume Details

[Upload your resume (txt, doc, docx and pdf formats only)]

1. Select the Browse button.
2. Select your Resume file on your computer.
3. Press the Upload button to save the Resume file in your account.

To complete the Registration select the Submit button.

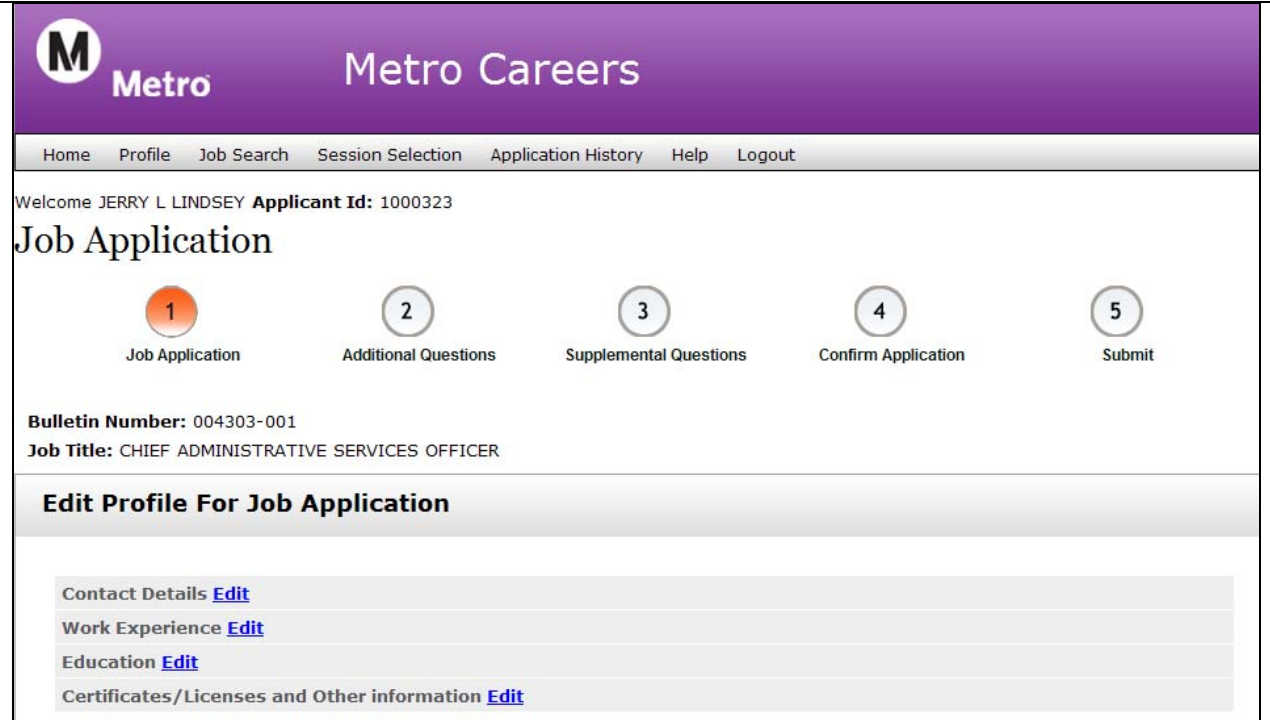
How to complete a Job Application

Step 1 – Login

Step 2 – Select [[Job Search](#)]

Step 3 – Select a [[Job Title](#)] from the Job Listing

Step 4 – Select [[Apply](#)]



The screenshot shows the Metro Careers website interface. At the top is a purple header with the Metro logo and the text "Metro Careers". Below the header is a navigation menu with links for Home, Profile, Job Search, Session Selection, Application History, Help, and Logout. The main content area displays a welcome message for JERRY L LINDSEY with Applicant Id: 1000323. The "Job Application" section features a progress bar with five steps: 1. Job Application (highlighted in orange), 2. Additional Questions, 3. Supplemental Questions, 4. Confirm Application, and 5. Submit. Below the progress bar, the Bulletin Number is 004303-001 and the Job Title is CHIEF ADMINISTRATIVE SERVICES OFFICER. A section titled "Edit Profile For Job Application" contains four links: Contact Details [Edit](#), Work Experience [Edit](#), Education [Edit](#), and Certificates/Licenses and Other information [Edit](#).

Step 5 – Edit Profile For Job Application

1. Contact Detail [[Edit](#)]
 - Verify Contact information
2. Work Experience [[Edit](#)]
 - Verify Work Experience Information
3. Education [[Edit](#)]
 - Verify Education Information
4. Certificates/Licenses and Other Information [[Edit](#)]
 - Verify Certificates/Licenses and Other Information



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Step 6 – Select Go To Additional Questions

- Complete all Additional Questions
- Select [Save & Continue] button to proceed
- Select [Edit Job Application] to return to the previous screen

Step 7 – If this Job Application has, Supplemental Questions

- Complete all Supplemental Questions
 - [Maximum 2000 characters for each question]
- Select [Save & Continue] button to proceed
- Select [Edit Additional Questions] to return to the previous screen

Step 8 – Equal Employment Opportunity

- Complete all Questions
- Select [Save & Continue] button to proceed
- Select [Edit Supplemental Questions] to return to the previous screen

Step 9 – Criminal History

- Complete all Questions
- Select [Save & Continue] button to proceed
- Select [Edit EEO Information] to return to the previous screen



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Step 10 – Confirm Application – (Application Review)

- Verify that each TAB information was saved
 1. Contact Details
 2. Work Experience
 3. Education Details
 4. Certificates/Licenses and Other Information
 5. Additional Questions
 6. Supplemental Questions (If Any)
 7. EEO Information
 8. Criminal History
- Select [Confirm Application] button to proceed
- Select [Edit Criminal History] to return to the previous screen

Once you submit your application by pressing the Accept button, you can only update your Contact Information on your Profile.

Step 11 – Certify and Confirm Application

- Select [Accept] button to [SUBMIT] your Application.
- Select [Decline] button if you do not wish to apply at Metro.
- Select [Edit Job Application] button to make updates to this Job Application on the Application Review screen.

By pressing the Accept button, you have completed the Job Application process.



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Compatibility View:

1. What to do If you have any problems with the website using Internet Explorer 8 or 9:
 - Open the Tools Menu (ALT + T) and select **Compatibility View**.

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