



Taleo Guide

How to Apply for an External Job

Activity / Task	What It Looks Like
<p>1 Visit our Career Opportunities page at www.CNLVJobs.com and click anywhere on the Apply Today banner to be routed to our list of available openings</p>	
<p>2 You can review and apply for any of our available career opportunities by clicking on View all New Jobs</p>	



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<p>3 Click on the desired Job to view the full job description</p>	
<p>4 To apply for the job click on the Apply for Job button</p>	



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<p>5 Please read the City's privacy agreement and click on I Accept to move forward with your application</p>	
<p>6 You will be prompted to Register as a New User.</p>	
<p>7 Complete all required fields and click on Register</p>	



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<p>8 Login with your newly created credentials</p>	
<p>9 Begin the application process, clicking on Save and Continue to navigate through each section of the application</p>	
<p>10 Once your application has been successfully submitted you will receive a confirmation email from CNLVJobs.</p>	



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<p>11 You can come back to the Job Site at any time to access your Profile and Submissions</p>	
<p>12 After accessing the Career Site you will have access to view and update:</p> <p>General Profile</p> <p>My Submissions</p>	



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<p>13 The Tasks Tab will be visible only if Tasks has been assigned</p>	
<p>14 You can go back to review and apply for available career opportunities by clicking on Job Search</p>	