



How do I . . . ?	Where do I go?	What are the steps?	What are the results?
Access the External Career Page and Sign In	To applicable state page: → <a href="http://www.bcbsil.com/careers">http://www.bcbsil.com/careers</a> <a href="http://www.bcbstx.com/careers">http://www.bcbstx.com/careers</a> <a href="http://www.bcbsok.com/careers">http://www.bcbsok.com/careers</a> <a href="http://www.bcbsnm.com/careers">http://www.bcbsnm.com/careers</a>  Job Search Page → Sign In Page →	<ol style="list-style-type: none"> <li>1. Click <b>Search Jobs Openings</b> for available opportunities in BlueRecruit.</li> <li>2. Click <b>Sign In</b> on the top left corner.</li> <li>3. Enter your E-mail Address and Password.</li> <li>4. Click Submit.</li> </ol>	<p>You are ready to use the External Career Page for BlueRecruit.</p> <p><i>If you do not already have an account, refer to the Create a New Account section below.</i></p>
Create a New Account	Sign In Page → Account Information Page →	<ol style="list-style-type: none"> <li>1. Click <b>Create a New Account</b>.</li> <li>2. Enter all required account information (required fields are blue and bold).</li> <li>3. Click Sign In.</li> </ol>	<p>You have created an active BlueRecruit account.</p>
Update Applicant Information	Job Search Page → Account Information Page →	<ol style="list-style-type: none"> <li>1. Click on <b>Update Applicant Information</b> located at the top of the page under your e-mail address.</li> <li>2. Update fields as necessary (required fields are blue and bold).</li> <li>3. Click Submit.</li> </ol>	<p>Your profile information is updated successfully.</p> <p><i>Note, you must be signed in to update your account information. Please refer to the Access the Internal Career Page and Sign In section above.</i></p>
Search for Available Positions	Job Search Page →	<ol style="list-style-type: none"> <li>1. Select your job search criteria (including location(s), position type(s), functional area(s), date posted). You may also search by Keyword or Job ID.</li> <li>2. Click Search.</li> </ol>	<p>Job postings that meet your search criteria are listed on the Search Results Page.</p>

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<p>* Use the Job Cart to apply to multiple requisitions at the same time</p>	<p>Search Results Page →</p> <p>OR</p> <p>Job Details Page →</p>	<p>1. Select the desired Job Posting(s) by placing a check in the checkbox</p> <p>2. Click the Shopping Cart icon labeled “Add selected jobs to cart”</p> <p>1. Click the “Add to Job Cart” button</p>	<p>A Shopping Cart icon will appear next the posting(s) added to the Job Cart.</p> <p>The “Add to Job Cart” button changes to “Remove from Job Cart”</p>
<p>* Use the Job Search Agents advanced features to receive job alert e-mail(s)</p>	<p>Job Search Page →</p> <p>My Account Page →</p> <p>Add Job Search Agent Page →</p> <p>Search Agent Results Page →</p>	<p>1. Click on View My Account underneath the Job Search Page title.</p> <p>2. Move down the page to the Job Search Agents section and click <b>Add</b>.</p> <p>3. Please search for available job opportunities that meet your criteria. If you wish to select multiple search criteria from a list, hold down the CTRL key while clicking on selections.</p> <p>4. Also able to click Advanced Search, to update additional criteria to include in your Job Search Agent(s).</p> <p>5. Click Search</p> <p>6. List of selected positions shown.</p> <p><b>Let us do the searching for you! Save your search here and we will send you an email periodically when we find jobs that match your search.</b></p> <p>7. Update Bold required fields and click Save</p>	<p>Your Saved Job Search Agent Names appears on your View My Account page and you can Edit, Delete or Add more as needed.</p>

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* Apply for a Position	Search Results Page →	1. Click on your desired Job Posting.	Your application is submitted successfully as noted on the confirmation page.
	Job Details Page →	2. Click Apply Now.	
	Apply Online Page (1 of 6) →	3. Review the pre-populated information from your Candidate Profile and update if necessary.	You should also receive a confirmation e-mail stating that your application has been received.
		4. Confirm if the above address is your mailing address and Preferred Contact Method (required fields).	
		5. Click Next.	
	Apply Online Page (2 of 6) →	6. Complete additional fields (note, these are not required).	
	Apply Online Page (3 of 6) Submit Cover letter and Resume Page →	7. Click Next.	
		8. You may upload an existing cover letter and/or resume using the Browse function or paste/type your cover letter and/or resume by first checking the radio button next to 'Paste or type...'	
	Apply Online Page (4 of 6) Submit Supporting Documents Page →	9. Please note, that a resume is required.	
		10. You may include up to 3 additional documents (note, these are not required).	
	Apply Online Page (5 of 6) Pre-Screen Questionnaire Page →	11. Click Next.	
		12. Answer all pre-screen questions (required fields are blue and bold).	
	Apply Online Page (6 of 6) →	13. Click Next.	
		14. Review all application information.	
		15. Click Submit.	
* View Application Status	Job Search Page →	8. Click on View My Account underneath the Job Search Page title.	Your application status appears along with Position Title, Job ID, and Date Applied.
	My Account Page →	9. Click on <b>View Application Status</b> under the Application Activity heading.	