

## AAR Airlift INL Employment Application Process

AAR utilizes a web based employment application process which can be found at [www.AARjobsINLA.com](http://www.AARjobsINLA.com). Each INL/A posted position can be found by clicking on the START button on the APPLY NOW page.

- When you click on the START button a new web page will open and you will be directed to AAR's Taleo recruitment site.
- Begin by signing in. If this is your first visit to the Taleo site you will need to click on the "New User" icon to setup your login information to be used for future access.

**Note:** Please remember your login credentials in case you wish to modify your profile or update your resume.

- Once you have signed in, you can either apply directly to a position or create a general profile. To apply directly to a position, click on the word 'Apply' next to the position you feel you are qualified to perform. From there you will be directed to upload your resume and complete the additional pages of the application, including an electronic signature at the end. Please be sure to hit 'Submit' at the very end of the process so that your application reaches us. You will need to apply for each desired position independently. If you are creating a general profile, click on the "My Jobpage" tab. To the left you will see an area for "Candidate Profile". Select "Access my profile" and follow the instructions for importing/inserting your information. Creating a profile consists of uploading your resume and completing electronic forms with your personal information. By doing so, you can also specify interests or check the box asking to be notified about specific jobs, which you will not find as part of the job application.
- To setup job alerts and preferences (Users can choose to be notified by email when a new position matching their profile is posted).

To setup alert preferences:

- 1) Once logged into the system, click "My account options."
- 2) Scroll down and choose to edit under "My Account Editor – Correspondence"
- 3) Check the box for email notifications and click "Save."

Once you have applied, you will receive an automated email stating that your application has been received.

Screened resumes are reviewed by the Hiring Manager. If you are selected for an interview/employment by the Hiring Manager, you will be contacted by telephone or email.

When a final decision is made for the applicant selected for the position, an email will be generated and sent to all of the applicants who applied for the position notifying them a selection has been made. Once all hiring actions for that position have been accomplished the position is removed from the website.

Recruiting for and filling a position takes time. It is important to understand that it is a process with a number of steps that need to be followed before a selection is made. In most cases, until the position is filled, the job opportunity will stay live online, even as candidates are being chosen.

If you are not selected, please monitor the website for new postings that you may wish to apply for.

In the event you need help with your login or applying within the system you can reach the system helpdesk at [aar@taleosupport.com](mailto:aar@taleosupport.com). This address can also be found on the career web page.