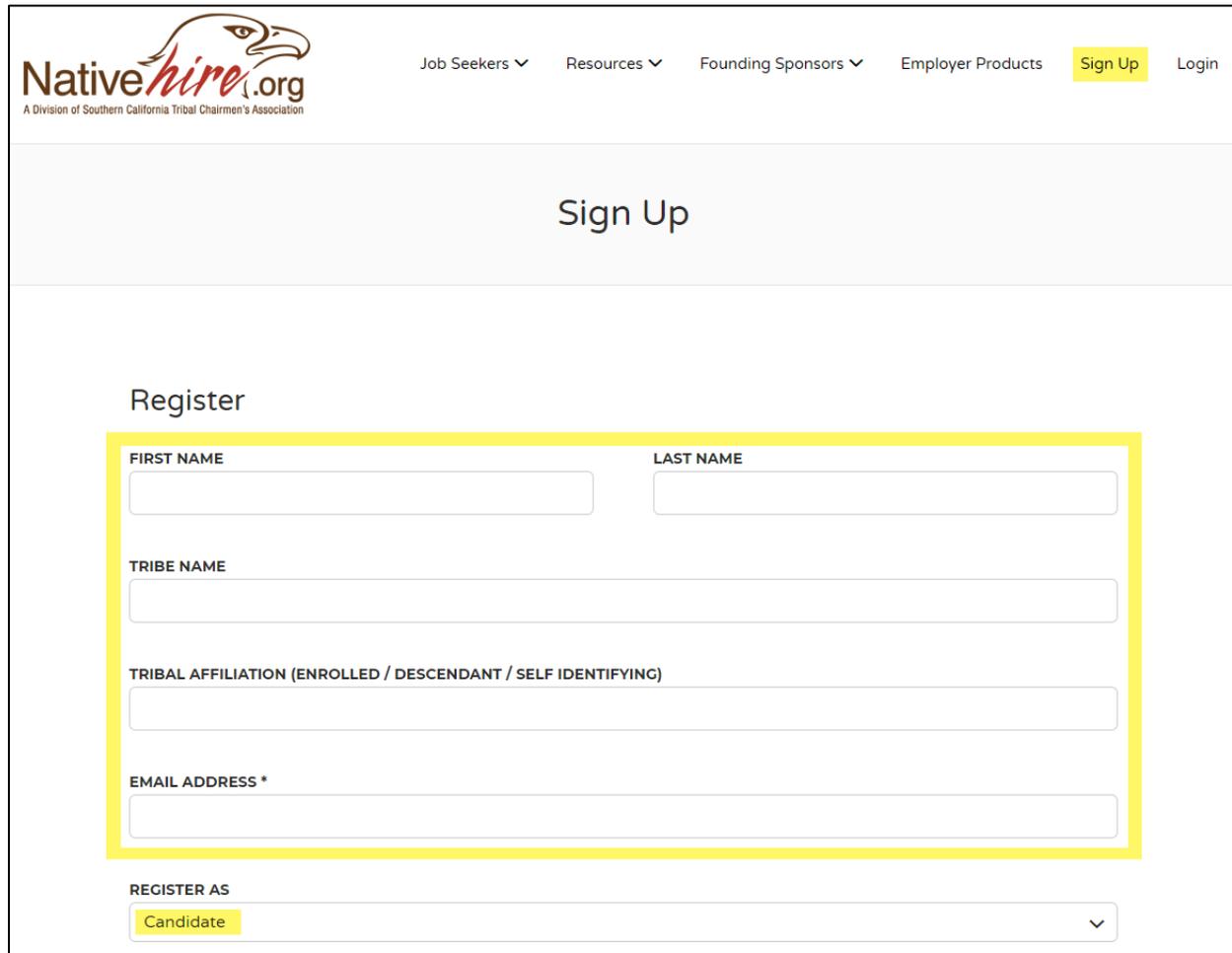


Candidate – How It Works: Post a Resume

1.) Sign up for a “Candidate” Account



The image shows a screenshot of the Native Hire .org website's registration page. The page has a header with the logo on the left and navigation links on the right. The main heading is "Sign Up". Below it is a "Register" section with a form highlighted by a yellow border. The form contains several input fields: "FIRST NAME", "LAST NAME", "TRIBE NAME", "TRIBAL AFFILIATION (ENROLLED / DESCENDANT / SELF IDENTIFYING)", and "EMAIL ADDRESS *". At the bottom of the form is a "REGISTER AS" dropdown menu with "Candidate" selected.

Native Hire .org
A Division of Southern California Tribal Chairmen's Association

Job Seekers ▾ Resources ▾ Founding Sponsors ▾ Employer Products **Sign Up** Login

Sign Up

Register

FIRST NAME	LAST NAME
<input type="text"/>	<input type="text"/>
TRIBE NAME	
<input type="text"/>	
TRIBAL AFFILIATION (ENROLLED / DESCENDANT / SELF IDENTIFYING)	
<input type="text"/>	
EMAIL ADDRESS *	
<input type="text"/>	

REGISTER AS

Candidate ▾

Candidate – How It Works: Post a Resume

2.) A password and verification email will be sent to you

Account

Your account was created successfully and a password has been sent to your email address.

We sent you a verification email. Check and verify your account. [Resend Confirmation Email](#)

USERNAME OR EMAIL ADDRESS *

PASSWORD *

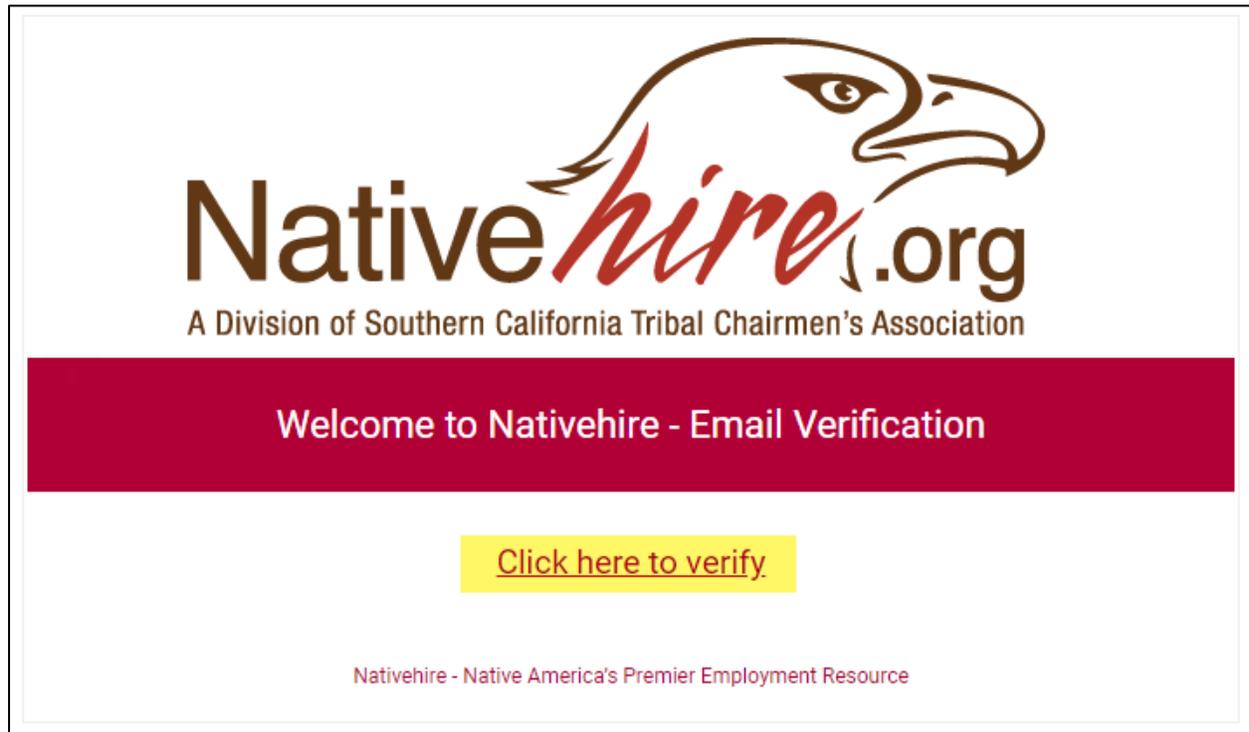
REMEMBER ME

LOG IN

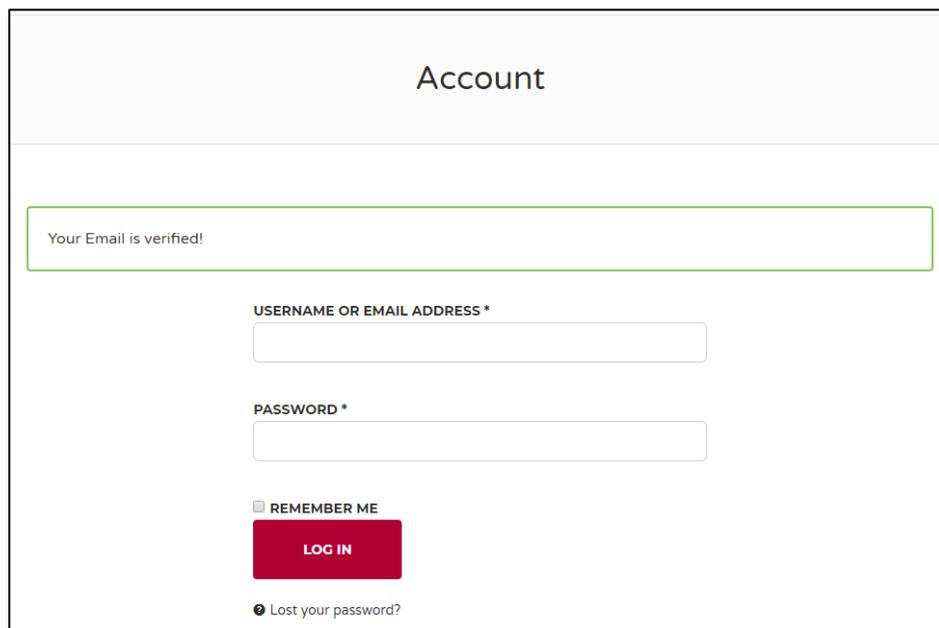
[Lost your password?](#)

Candidate – How It Works: Post a Resume

3.) Open “Account Verification” email and “Click here to verify”

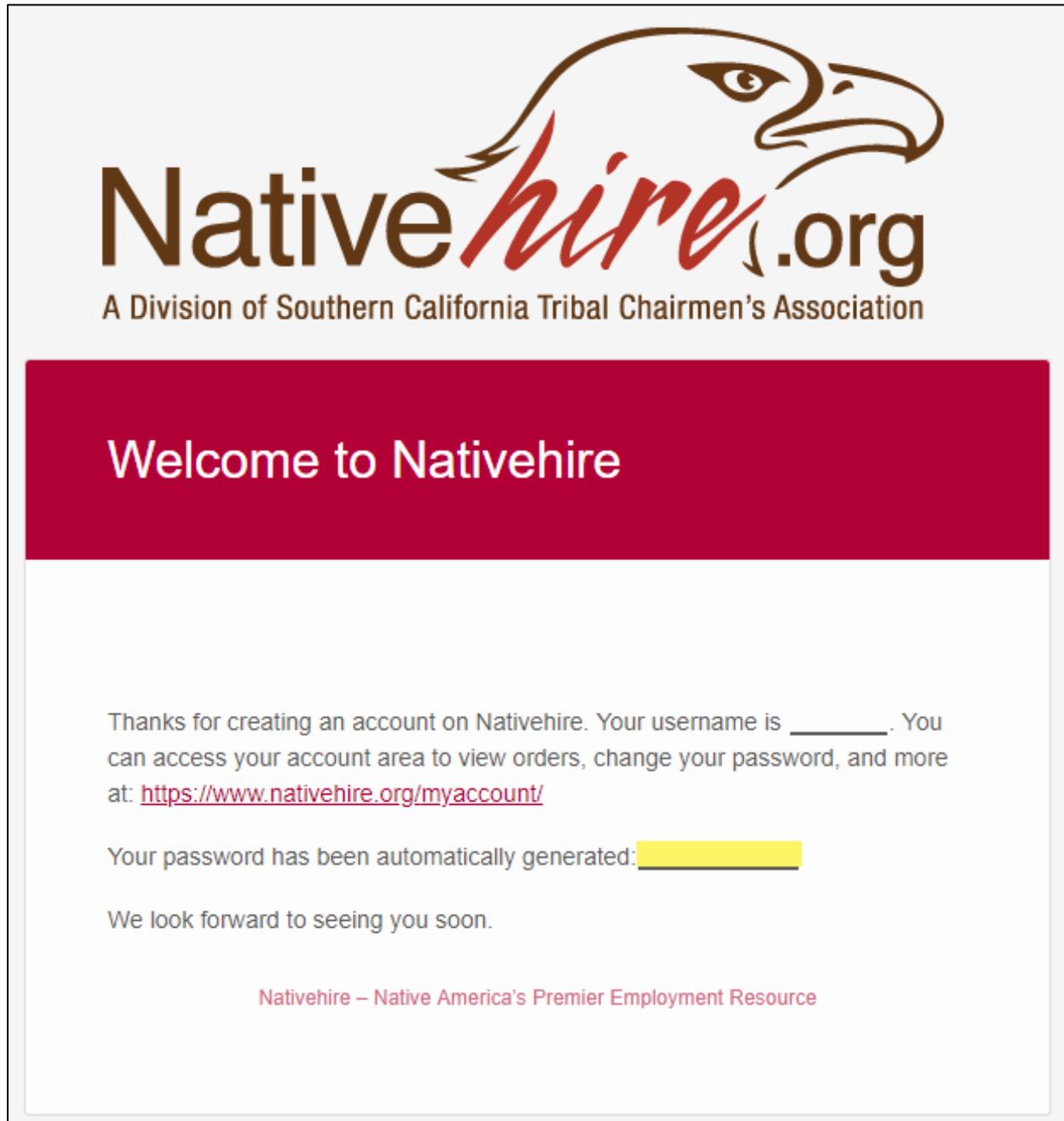


4.) Nativehire Login page will open with notification that your email is verified

The image shows the login page of Nativehire. The page has a light gray header with the word "Account" centered. Below the header, there is a green-bordered box containing the message "Your Email is verified!". Underneath this, there are two input fields: "USERNAME OR EMAIL ADDRESS *" and "PASSWORD *". Below the password field, there is a checkbox labeled "REMEMBER ME". A red "LOG IN" button is positioned below the checkbox. At the bottom, there is a link that says "Lost your password?" with a small circular icon to its left.

Candidate – How It Works: Post a Resume

5.) Open "Your Nativehire account has been created!" email, and copy the auto generated password



Candidate – How It Works: Post a Resume

6.) Login to your new Nativehire account with your copied password

Account

Your Email is verified!

USERNAME OR EMAIL ADDRESS *

PASSWORD *

REMEMBER ME

LOG IN

[Lost your password?](#)

7.) Mouse hover over “My Account” and click on the “My Resume” link



Job Seekers ▾ Resources ▾ Founding Sponsors ▾ Employer Products My Account ▾

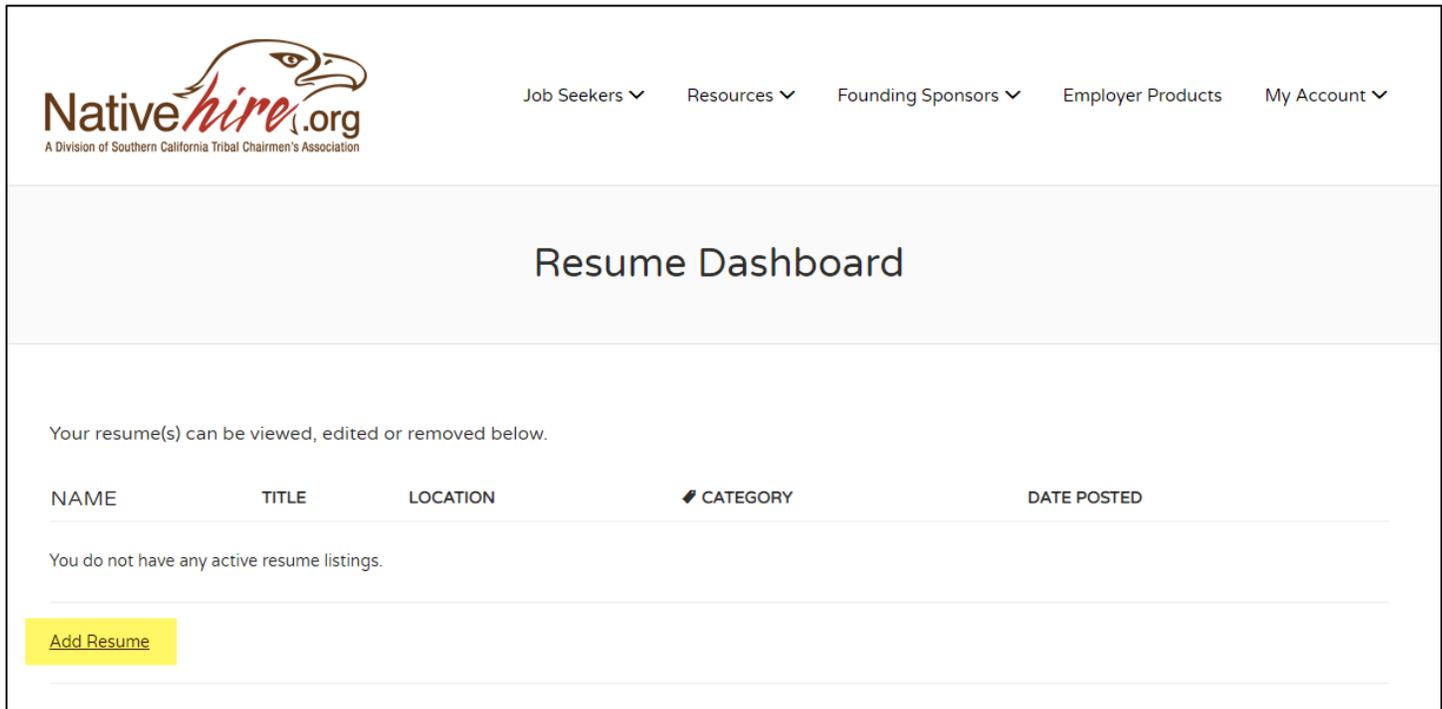
Account

- My Resume**
- Job Alerts
- My Bookmarks
- Help Desk
- Sign Out

[Dashboard](#) Orders Addresses Account details Logout

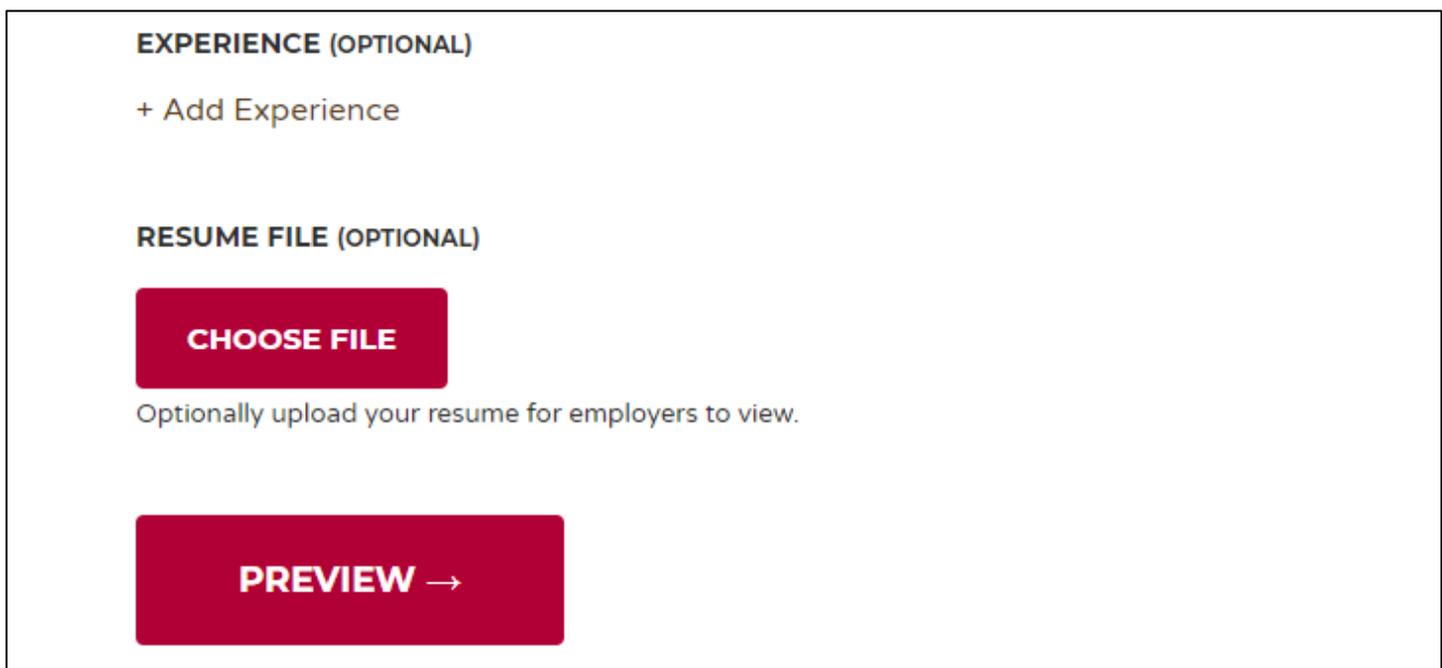
Candidate – How It Works: Post a Resume

8.) Click “Add Resume” link



The screenshot shows the Native Hire website's Resume Dashboard. At the top left is the logo for Native Hire, featuring an eagle head and the text "Native Hire .org" with the tagline "A Division of Southern California Tribal Chairmen's Association". To the right of the logo are navigation links: "Job Seekers", "Resources", "Founding Sponsors", "Employer Products", and "My Account", each with a dropdown arrow. The main heading is "Resume Dashboard". Below this, a message states: "Your resume(s) can be viewed, edited or removed below." A table with five columns is shown: "NAME", "TITLE", "LOCATION", "CATEGORY" (with a document icon), and "DATE POSTED". Below the table, it says "You do not have any active resume listings." At the bottom left, there is a yellow button labeled "Add Resume".

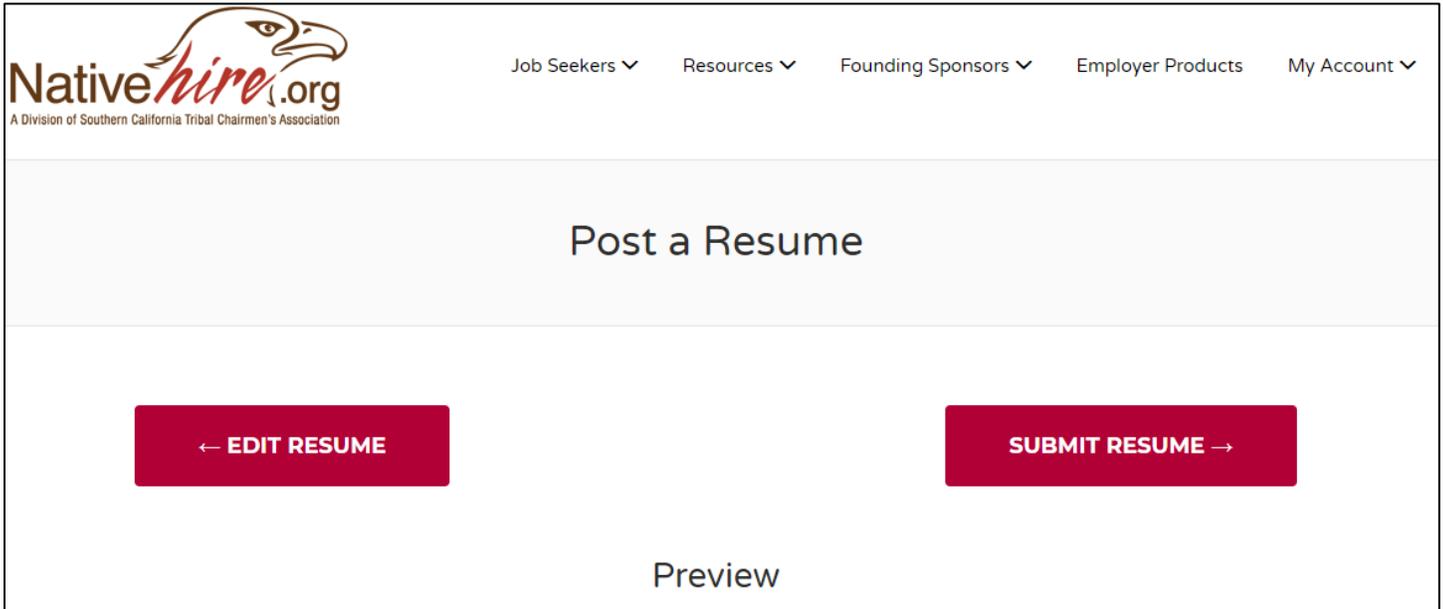
9.) Enter resume information, optionally upload your picture and resume file. Click the “Preview” button when done.



The screenshot shows a form for entering resume information. It has two main sections: "EXPERIENCE (OPTIONAL)" and "RESUME FILE (OPTIONAL)". Under the "EXPERIENCE" section, there is a "+ Add Experience" link. Under the "RESUME FILE" section, there is a red button labeled "CHOOSE FILE". Below this button, it says "Optionally upload your resume for employers to view." At the bottom of the form, there is a large red button labeled "PREVIEW →".

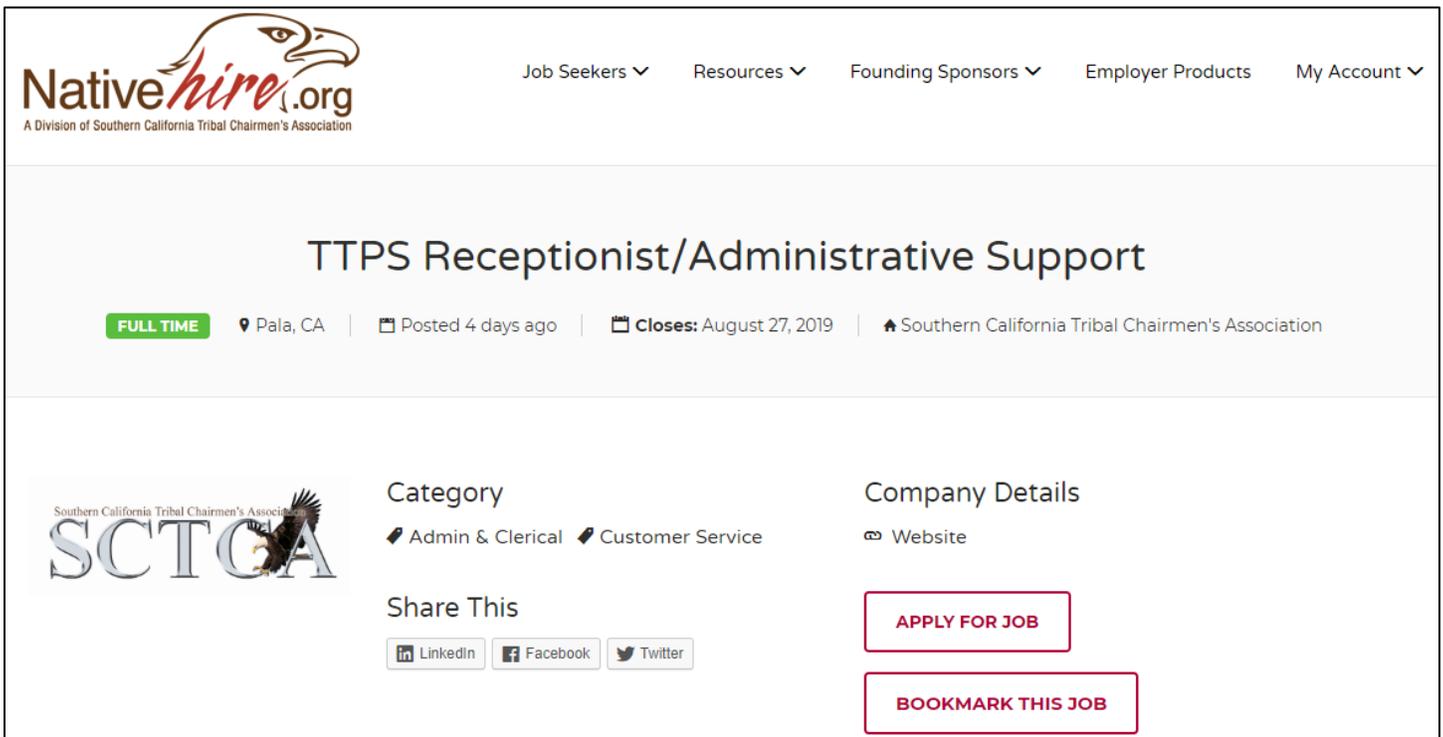
Candidate – How It Works: Post a Resume

10.) Click “Submit Resume” button to save your resume



The screenshot shows the top navigation bar of the Native Hire .org website. The logo is on the left, and navigation links for Job Seekers, Resources, Founding Sponsors, Employer Products, and My Account are on the right. The main heading is 'Post a Resume'. Below it are two red buttons: '← EDIT RESUME' and 'SUBMIT RESUME →'. At the bottom center, the word 'Preview' is displayed.

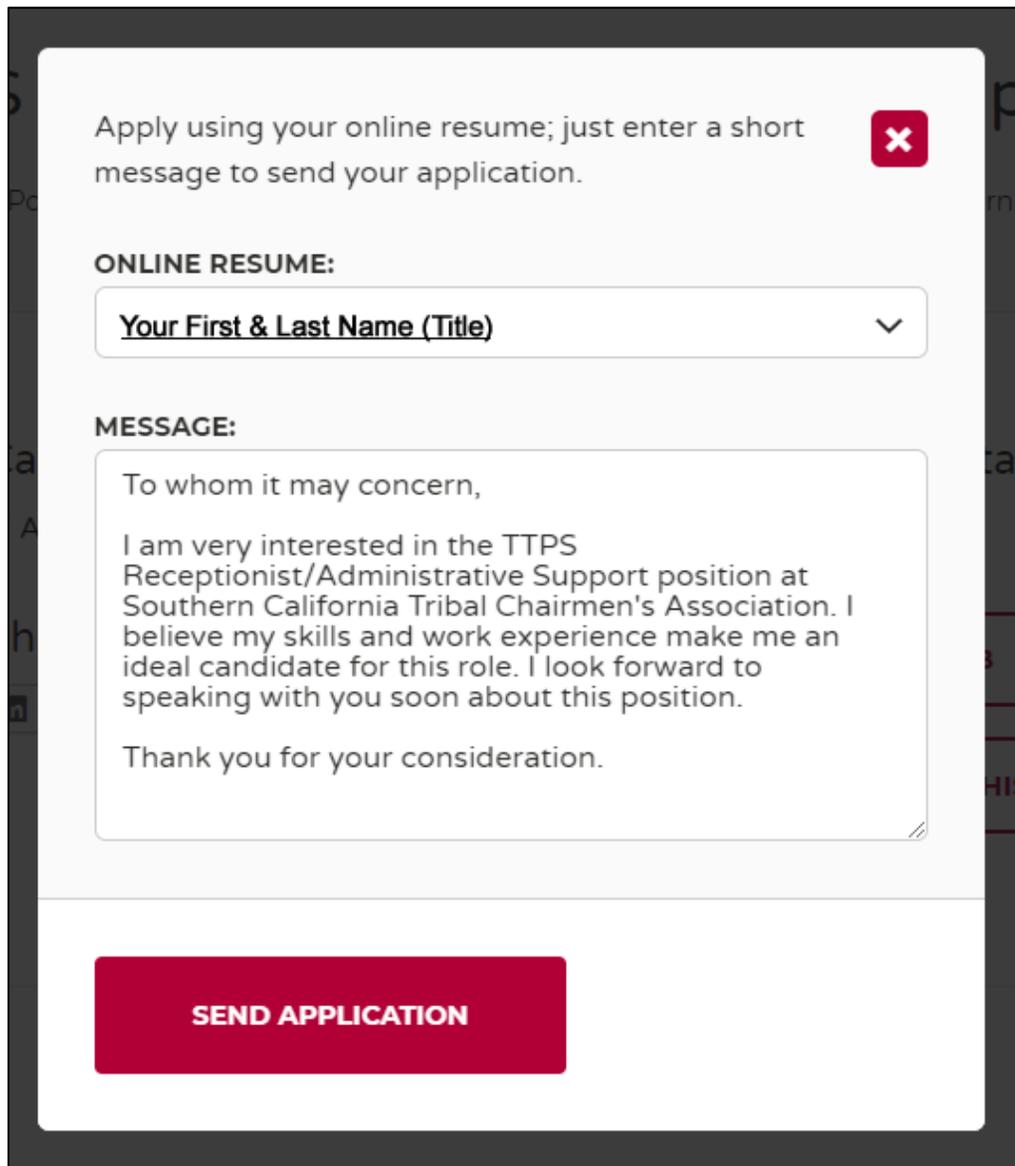
11.) Once you find a job you’re interested in, click the “Apply for Job” button



The screenshot shows a job listing on the Native Hire .org website. The job title is 'TTPS Receptionist/Administrative Support'. Below the title, there are details: 'FULL TIME', location 'Pala, CA', 'Posted 4 days ago', 'Closes: August 27, 2019', and the employer 'Southern California Tribal Chairmen's Association'. The job is categorized under 'Admin & Clerical' and 'Customer Service'. The company details include 'Website'. There are two red buttons: 'APPLY FOR JOB' and 'BOOKMARK THIS JOB'. The 'Share This' section includes links for LinkedIn, Facebook, and Twitter. The SCTCA logo is also visible.

Candidate – How It Works: Post a Resume

12.) Select your online resume and click the “Send Application” button. The employer will receive a notification email that you’ve submitted a resume for the position.



Apply using your online resume; just enter a short message to send your application. 

ONLINE RESUME:

Your First & Last Name (Title) 

MESSAGE:

To whom it may concern,

I am very interested in the TTPS Receptionist/Administrative Support position at Southern California Tribal Chairmen's Association. I believe my skills and work experience make me an ideal candidate for this role. I look forward to speaking with you soon about this position.

Thank you for your consideration.

SEND APPLICATION