BROOKHAVEN
NATIONAL LABORATORY

Careers at Brookhaven
Help Guide for Applicants

Table of Contents

Brookhaven National Laboratory

Careers at Brookhaven

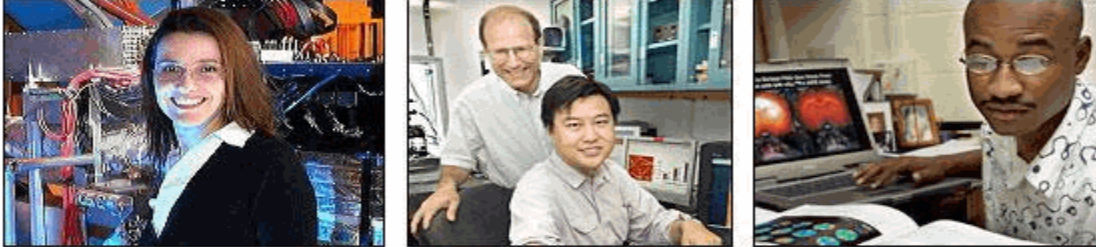***Jobs @ BNL***   **bnl.gov/HR/Careers/**

To search for Job Openings, click on button

The Careers Home Page displays as shown on the next page.

Careers Home Page

Register/Login prompt and the Latest Job Postings are displayed on this page along with the Help Guide and Frequently Asked Questions hyperlinks.

Applicant Home Page (Cont'd)

On the **Careers Home Page**, you will be able to:
- Search the "Latest Job Postings" to find jobs before registering.
- View all jobs by using the outside scroll bar.
- Click on the column headers to sort data (i.e., Date order).
- View all jobs under a specific category (i.e., Administrative) by using the drop down list.
- Click the Checkbox to select job(s) to save and review in "Job Basket" later.
- Click the Checkbox to select job(s) you are ready to apply for by clicking "Apply Now" along with the ability to submit the Resume.
- Have the latest "Job Opening(s)" sent to you via email.

Latest Job Postings

To view the Latest Job Postings – use the outside scroll bar displayed on previous page
     Or
Use the drop down list to narrow search and select a specific job category

The **Job Category "Engineering"** was selected, postings available will display.
Next, click on the Job Title hyperlink to view the job description, as shown on next page.

At the bottom of the page, the following buttons are displayed

Select All or Deselect All
Save Selected Jobs will save your selections to the Job Basket to review later.
Apply for Selected Jobs will enable you to apply for selection(s) and attach your resume.

Latest Job Posting (Cont'd)

Job Title

When you click on the **Job Title** of a specific job, you will be able to view the **Job Description** as shown in the example below

Job Description

Job Title:	RF Project Engineer I P-9
Job ID:	15817
Location:	
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

Email to Friend   Save Job   Apply Now   Return to Previous Page

The Photon Sciences Directorate is seeking an RF Engineer to join the Accelerator Division. This position is with the RF Group which is responsible for the development of RF systems for the National Synchrotron Light Source II Project.

The successful candidate will be responsible for the integration of high speed analog and digital systems with NSLS-II's high power RF systems and will test and commission these systems. Additional responsibilities will include the development of high speed analog/digital RF circuits including fast RF interlocks, creating system schematics and wiring diagrams, overseeing short - run production and the testing and debugging of systems. The candidate should also have experience in the operation of RF test equipment including network analyzers and spectrum analyzers.

Qualifications Required:

Bachelor's degree in electrical engineering or physics, or equivalent capabilities

Ten years experience in design and analysis of complex high speed analog and digital electronics.

Must demonstrate the application of advanced principles and demonstrate expertise with electronics design analysis tools and laboratory measurement techniques.

Must have the ability to read and create complex schematics, design and evaluate circuit boards, test and troubleshoot to the component level.

Work closely with the technical staff in the design, fabrication and integration of analog and digital RF systems.

Experience in the programming of FPGA based signal processing, FPGA based microcontrollers (using Xilinx EDK Software) for use in TCP/IP applications and Programmable Logic Controllers (PLC's)

Latest Job Posting (Cont'd)

Job Title (Cont'd)

Job Description (Cont'd)

Qualifications Preferred:

Advanced degree

At Brookhaven National Laboratory we believe that a comprehensive employee benefits program is an important and meaningful part of the compensation employees receive. Our benefits program includes but is not limited to:

• Medical Plans
• Vacation
• Holidays
• Dental Plans
• Life Insurance
• 401(k) Plan
• Retirement Plan
• On site Child Development Center, Swimming Pool, Weight room Tennis Courts, and many other employee perks and benefits

We invite you to consider Brookhaven National Laboratory for employment. To be considered for this position, apply online at www.bnl.gov and click Jobs, then click Search Job List and apply to job #15817.

ERAP Eligible: $1000.00

Brookhaven National Laboratory is an equal opportunity employer committed to building and maintaining a diverse workforce.

| Email to Friend | Save Job | Apply Now | | Return to Previous Page |

From this page, you can Email to Friend, Save Job for later or Apply Now.

> *Remember: When you are ready to apply or save for later, the system will prompt you to register/login.*

Register to Login

As stated previously, you can view the latest job postings without registering, but you _**must**_ register if you decide to save a job or apply for a position.

Once you are registered and have returned to the Careers at Home Page, you will be able to view saved jobs, apply for other jobs, or update your profile information

To Register – Click on the hyperlink – **"Register Here"**.

Supported Browsers

For a listing of supported browsers click on the folder icon below. For technical browser issues please contact our ITD support center from Monday to Friday 8:30 AM to 5:00 PM at 631 344-5522.

🗀 Click on folder icon to view supported browsers

Create a user name and password. Then click **"Register"**.

Register

Enter your new user name and password.

Enter Registration Information

*User Name	
*Password	
*Confirm Password	

Register Return to Previous Page

Email Notifications on Job Openings

To receive email notifications on specific Job Openings, **click on the link**
Send me email notifications on job openings **located on the Careers Home Page, make your**
selection(s) and click Submit.

You can stop notifications by unselecting.

Send me email alerts for new job openings

- ☐ Administrative
- ☐ Engineering
- ☐ Information Technology
- ☐ Management
- ☐ Miscellaneous
- ☐ Postdoctoral/Scientific Staff
- ☐ Scientific Associate
- ☐ Secretarial/Clerical
- ☐ Technical
- ☐ Union Barganining Unit

Submit   Last update on

My Profile
Return to Careers Home

Job Alert Registration Sequence

The following message will display, if you have not registered.
"You must login with your username and password to receive email notification on job openings".

Email Notifications on Job Openings (Cont'd)

Job Alert Registration Sequence (Cont'd)

If you have registered and have not entered your email address in the Profile section, this message will display, "You have no email address added in your profile". Select My Profile below to add your email address.

When you have logged in, entered your email address in the profile section, and made your selection(s) for job alerts, click on Submit button.   The next message displays, "Election updated", click OK.

Email Notifications on Job Openings (Cont'd)

Job Alert Registration Sequence (Cont'd)

You are returned to the Careers Home Page.

Careers Home Page

Careers Home Page will take you to the main search and information page to view jobs, save jobs, apply for jobs, attach add and delete cover letters, resumes, and view notifications from Human Resources.

Navigation Links and Options

Job Basket – saved jobs stored to review later
My Career Tools:
- Applications – applications of saved jobs you applied for or have not yet completed
- Saved Resumes\Attachments – Resumes and/or Cover letters saved to use at a later date
- My Profile – stores your contact information

Notifications – applicants will be able to view notices from Human Resources
Latest Job Postings – you can select from the listing of all Job Categories displayed
Email Notifications on Job Openings – have job openings sent to you via email
Frequently Asked Questions – questions to help assist you through the process
Help Guide – instructions on how to navigate and use the system
Logout – exit system

Careers Home
Job Basket   **My Career Tools**   **Help Guide**   **Frequently Asked Questions**   **Logout**
Careers Home

Welcome

My Career Tools
0 Accepted/Unaccepted Applications
0 Saved Resumes\Attachments

My Profile

Notifications
You do not have any notifications.

Job Posting Information

Select a job category ⇨ [▼]   Send me email notifications on job openings

Select	Job Category	Job Title	Job ID	Grade	Department
☐	Postdoctoral/Scientific Staff	Postdoctoral Research Associate - Complex Optical Properties of Strongly Correlated Materials (6403)	15842	RA-1	Condensed Mtr. Phys & Mat Sci
☐	Administrative	Assistant Budget Specialist (A4) (LH6377)	15837	A-4	
☐	Engineering	Research Engineer II (P7-P9) (JT5884)	15838	P-7	Nuclear Sci. & Tech. Dept
☐	Postdoctoral/Scientific Staff	Postdoctoral Research Associate - Experimental Nuclear or Particle Physics (5914)	15186	RA-1	STAR
☐	Postdoctoral/Scientific Staff	Postdoctoral Research Associate - PET Radiochemistry (6502)	15840	RA-1	Medical Department
☐	Postdoctoral/Scientific Staff	Postdoctoral Research Associate - Time-resolved Nanoelectrochemistry (4810)	15841	RA-1	Sustainable Energy Tech

Select All   Deselect All
[Save Selected Jobs]   [Apply for Selected Jobs]

Job Basket

You can save job(s) to the **Job Basket** for later review by selecting the positions and clicking **Saved Jobs** button. A notice of success appears when you have saved as shown.

Careers Home
Job Basket   My Career Tools   Help Guide   Frequently Asked Questions   Logout
My Saved Jobs

✓   You have successfully saved your new jobs.

Saved Jobs

	Job Title	Job ID	Location	Status
☐	RF Project Engineer I P-9	15817		010-Open

Select All Deselect All   Apply Now   Delete

Return to Previous Page   Find Jobs

Use the **Delete Button** when you no longer want jobs displayed.

Please Note: When you are ready to review saved job(s), you must login. Go to the Careers Home Page and click on the hyperlink **"Job Basket"**. You have the option to click the checkbox or click on the Job Title hyperlink to review the job description. If you wish to apply for the job, you can click the **"Apply Now"** button and proceed. Go to the **Apply Now** section of the document for further instructions.

Careers Home
Job Basket   My Career Tools   Help Guide   Frequently Asked Questions   Logout
My Saved Jobs

Saved Jobs

	Job Title	Job ID	Location	Status
☐	RF Project Engineer I P-9	15817		010-Open

Select All Deselect All   Apply Now   Delete

Return to Previous Page   Find Jobs

Apply Now

When you have logged in and selected the job you wish to apply for, click **Apply Now,** the Resume option displays as shown below. The following instructions will explain how to apply, upload a new resume/attachment, and how to complete the application process.

Resume Option

Select "Upload a new resume/attachment". Only TXT, DOC, DOCX, PDF, or RFT files are allowed. This example will explain the upload feature.
Note: Cover letter and/or attachment(s) must be uploaded in the same document.

Apply Now

Choose Resume

Resume Options	
How would you like to proceed?	Only TXT, DOC, DOCX, PDF, or RTF files are allowed.
○ **Upload a new resume/attachment**	

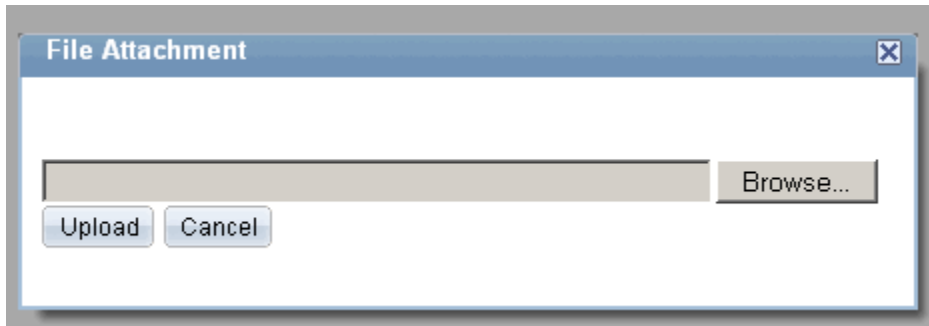Continue   Return to Previous Page   ℹ   WHEN INCLUDING A COVER LETTER AND/OR ATTACHMENT(S) WITH YOUR RESUME, THEY MUST BE UPLOADED IN THE SAME DOCUMENT.

Click "Upload a new resume/attachment".

Then click the Continue button.

Upload a New Resume/Attachment

You will be able to browse and attach your resume/document from the files located on your computer.
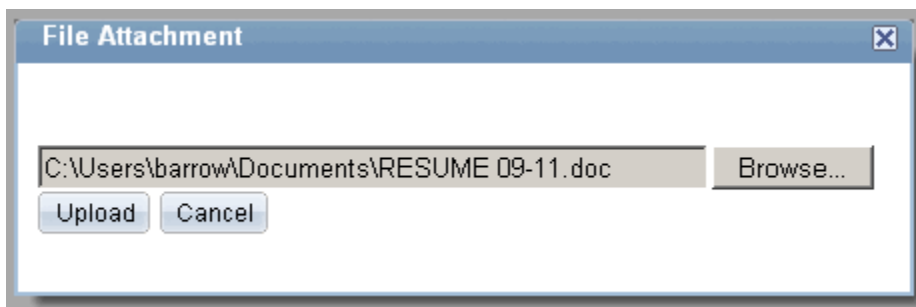

Click **"Browse"** to locate your file.

Once you have selected the file you wish to upload, click **"Open"** from your computer's directory.

The screen appears displaying file that has been uploaded.

Next, click **"Upload"**.

Resume Options (Cont'd)
Upload a New Resume/Attachment (Cont'd)

Next, you will see the screen shown below to "Enter Resume Text" if you wish or you can view your document by clicking on the **<u>View Attachment</u>** hyperlink. Click **Continue** to proceed, or use **Close button** or **Return to Previous Page**.

My Profile

This page will display after the Resume Option has been completed. The **"My Profile"** page is where your name and contact information is entered. Fields with an Asterisk (*) are required.

My Profile (Cont'd)

Email Addresses and Phone

Select Primary Type, enter information and **"Save"**.

Use the Plus sign to add information. Use the **"Remove"** hyperlink to delete information.

After completing, click **"Save"** and Return to Previous Page.

To update your profile, select the My Profile hyperlink from the Careers Home Page or Edit Profile hyperlink can also be used for updates.

Next, **"Complete Application",** page displays.

Complete Application

When **"My Profile"** page has been completed, the **"Complete Application"** page below displays to continue. The example shown is for a **Project Engineer** position, if you wish to view the Job Description, click on the Job Title hyperlink. *Please Note: Your name and address will display from information entered on "My Profile" section. To change, click the Edit Profile link.*

Remove Posting Title - Use the **Trash Can** to remove job(s), no longer needed.
         If you attached a Resume, you can click on the Paper Icon to view it.

Apply Now

Complete Application

Posting Title	
RF Project Engineer I P-9	🗑

RESUME_09-11.doc 📄

ℹ WHEN INCLUDING A COVER LETTER AND/OR ATTACHMENT(S) WITH YOUR RESUME, THEY MUST BE UPLOADED IN THE SAME DOCUMENT.

Joan Test
1005S Anywhere Circle
Upton, NY 11901
Suffolk
Edit Profile

Completing Application (Cont'd)

References

Three (3) references are required for all "Postdoctoral/Scientific Staff applications".

Use this section to tell us what you are looking for in terms of location, working time and type of job.

Enter your references in this section.

References

You have not added any references to your application.

+ Add Reference

Add Reference

Enter reference details. Asterisk (*) fields are required. Go to the next page to see how to complete the reference information.

Add New Application

Add Reference

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Enter Reference Details

*Reference Type: Professional

*Reference Name:

*Title:

Employer:

Telephone: Email ID

Completing Application (Cont'd)

References (Cont'd)

The remainder of the reference screen displays as shown to continue entering address information. Once completed, click the **Save & Add More** button until all three (3) references required have been added. Then use the **Save & Return** button.

Address	
Country:	United States ▼
Address 1:	
Address 2:	
Address 3:	
City:	
State:	▼
Postal:	
County:	

Save & Return   Save & Add More   Cancel   Return to Previous Page

* Required Field

Completing Application (Cont'd)
References (Cont'd)

When your references have been added and saved, the screen will take you back to the "Complete Application" page. The references will appear as shown in the example below.

To **"edit"** a reference, click on the name of the person in the reference column you wish to edit.

To **"delete"** a reference, use the **Trash Can** Icon or if you wish to add another Reference, click on the **Plus sign** - **Add Reference**.

Enter your references in this section.

References			
Reference	Title	Employer	Delete
John Doe	CIO	Information, Inc	🗑
Jane Doe	Asst. Director	Information, Inc.	🗑
John Doe, Jr.	Information Manager	PNNL	🗑

➕ Add Reference

Completing Applications (Cont'd)

Referral Information

Enter and/or select data pertaining to how you found about the position you are applying for.

On this page you can tell us how you found out about the job. If you were referred to the job from another source you can enter details about the referral source.

Referral Information

If you have been referred by an employee, please choose 'Employee' from drop down list below.

How did you learn of the job: [_____ ▼]

Specific Referral Source: [_____]

Are you a former employee: ○ Yes ⊙ No

Employee Referral

If **"Employee"** is selected from "How did you find out about this job?" – enter Referral Name, Email Address and whether the Referral is a member of your family. You will not have to enter a Specific Referral Source. The employee will also be notified by email if this position is part of the Employee Referral Award Program.

Referral Information

If you have been referred by an employee, please choose 'Employee' from drop down list below.

How did you learn of the job: [Employee ▼]

If you have been referred by a Brookhaven employee, you MUST include her/his name and e-mail address to enable potential award eligibility. Please click the magnifying glass to search the email list.

Referral Name: [_____]

Email Address: [_____] 🔍

Member of Your Family: ○ Yes ⊙ No

Are you a former employee: ○ Yes ⊙ No

[Submit]   [Return to My Career Tools]   Careers Home

Once completed, click the Submit button to continue. The Submit Online Application page displays as shown on next page. If you do not wish to submit, use the Return to My Career Tools button or the Careers Home page hyperlink.

Submit Online Application

Self Identification Details

You are required to complete the Self Identification Details and the Terms and Agreements section before you can submit your application.

Terms and Agreements

Note: If you select the **Cancel button**, your application **will not** be saved. You **must agree** to the Terms and Agreements.

If you need to" Return to Previous Page", use the hyperlink.

Once completed, click the **Submit button**

My Applications

Submitting Application

The screen below appears message displaying the following message "Successfully submitted", with the status – "**Application Under Review**".

Submittal Email Notification
You will receive an email notification stating, "Your online job application has been successfully submitted".   If you wish to review you application, click on the job description located in the Application column. There is also display to view a time frame of applications you may have submitted.

Click the Refresh button when needed.

Use the hyperlinks at the top of the page to navigate throughout.

How to upload a new or existing Resume/Attachment once you have applied for a position, "My Careers Tools" page, and logout instructions follows.

Upload a New or Existing Resume/Attachment

A Resume/Attachment is required when applying for a job. The Resume you selected will display with a Paper Icon for you to review. **Note: If you have already applied and have logged on to see if there are any other positions that you may wish to apply**

From the Career's Home Page – select the job and click on the Apply for selected jobs button.

Next, the Resume Option displays

Next, make your selection from the drop down list and click Continue.

Note: When you wish to upload a new resume/attachment, follow the previous instructions in the section "Apply Now – Resume Option".

My Career Tools

The **"My Career Tools"** hyperlink located at the top of the Career Home Page. Your name and address displays. You can use the "**Edit Profile**" hyperlink to update your name and address, view your selection of applications from a certain time frame and status, view resumes, cover letters and attachments saved.

Careers Home
Job Basket   My Career Tools   Help Guide   Frequently Asked Questions   Logout

My Career Tools

Joan Test
1005S Anywhere Circle
Upton, NY 11901
Suffolk
Edit Profile

My Applications

Display applications from: Within Last Week ▼   Refresh

◀◀ First ◀ Previous | Next ▶ Last ▶▶

Applications In Progress

Application	Status	Application Date	Job id
RF Project Engineer I P-9	Application Under Review	08/17/2011 10:16AM	15817

Resume/Cover Letters/Attachments

ℹ WHEN INCLUDING A COVER LETTER AND/OR ATTACHMENT(S) WITH YOUR RESUME, THEY MUST BE UPLOADED IN THE SAME DOCUMENT.

Resumes

Resume Title	Attached File	Created
RESUME_09-11.doc	RESUME_09-11.doc	08/17/2011 11:01AM

Return to Previous Page

Note: Use the hyperlink located for the job description in the Application column to display the Complete Application page to also view or edit information.

Logout

When you have completed the appropriate options, to exit, click the Log Out hyperlink located in the upper right hand corner of the screen.