

APPLYING ONLINE WITH CONWAY CORP

Conway Corp is a leader in our industry and dedicated to providing high quality low-cost services to the city of Conway. We look forward to bringing new applicants onto our team with the same passion for serving our customers.

At Conway Corp, employees will have many opportunities to learn, grow and advance in their careers. To apply for a job with Conway Corp for the first time, you will need to follow two basic steps:

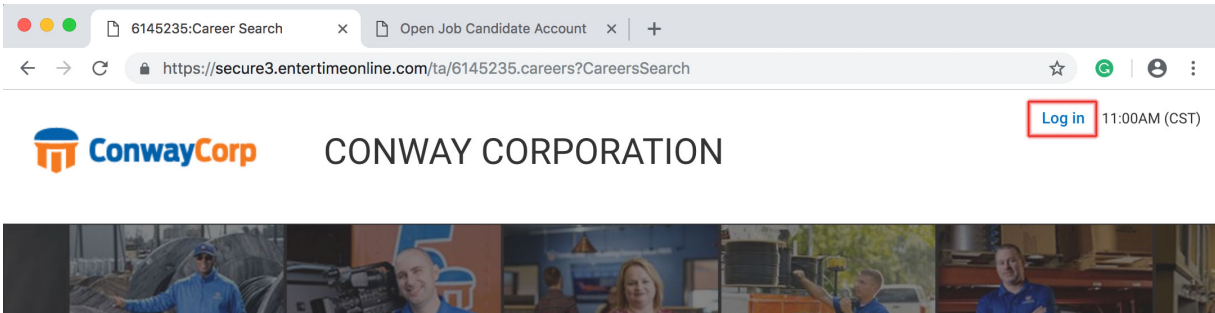
- 1. **Create an Applicant Profile.**
Your account will contain all of the relevant information about your application including your resume and your contact information. You will be able to use this profile for job opportunities available today and in the future.
- 2. **Apply for a Job.**
Use our search to find a career that is currently accepting applications and “APPLY FOR JOB” for that specific position. Remember: your application is not complete if you build a profile and do not apply for a specific job. You can apply for as many jobs as you feel you are qualified.

Continue on through this guide for detailed steps and screenshots.



CREATE AND ACCESS YOUR APPLICANT PROFILE

1. From our Careers page on www.conwaycorp.com, click on the link or blue tab labelled “JOB OPPORTUNITIES.”
2. Within the Career Search page, click on “LOG IN” in the upper right-hand corner of the page.



3. On the next page, click “CREATE NEW ACCOUNT.” If you have previously applied online or created an online profile before, you may skip this step and log in with the email and password you created.
4. Fill out all the fields on the next page and then click “SAVE AND CONTINUE”.

5. You can choose “SKIP TO PROFILE” to start completing your applicant profile or click “UPLOAD RESUME” to upload a copy of your resume. Please note that we have a PREFERRED RESUME FORMAT for reference if you would like to utilize it on our Careers section of conwaycorp.com.
6. Within the applicant profile, you will need to complete each tab listed on the left-hand side of the page in the order they appear before you proceed to the next tab: CONTACT INFORMATION, RESUME, JOB CATEGORIES, etc. You must complete all fields that are marked with a red asterisk.
7. You can save your changes by clicking the “SAVE” button in the upper right-hand corner. After you complete all the information on one tab, click the “SAVE AND CONTINUE” to proceed to the next.
8. In the last tab, you will be asked to digitally sign. Click ADD SIGNATURE to complete the profile.
9. Once your profile is complete, you may return to this profile and edit, change or update your information or your resume’ should you apply for additional job positions in the future.

6145235:Career Search | secure3.entertimeonline.com | CONWAY CORPORATION - My

https://secure3.entertimeonline.com/ta/6145235.careers?rnd=RBA&Ext=jobs&sft=JEONALMMTK#applicant/profile

ConwayCorp MY JOBS PORTAL JD Hit John

My Applicant Profile Find Jobs My Applications

Incomplete 0%

POPULATE FROM LINKEDIN SAVE SAVE & CONTINUE

Last Updated On: Nov 19, 2016 3:41 PM

Contact Information

Resume

Job Categories

Skills

Work Experience

Education

EEO Information

Professional References

My Summary

Contact Information

Please complete and save all sections of the applicant profile. Don't forget to save when you complete X your pages.

Conway Corporation is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin, otherwise qualified individuals with a physical or mental impairment that limits a major life activity, and other categories protected by law, are not factors considered in employment, promotion, compensation or working conditions.

Salutation

First Name * John Middle Name

Last Name * Doe Suffix

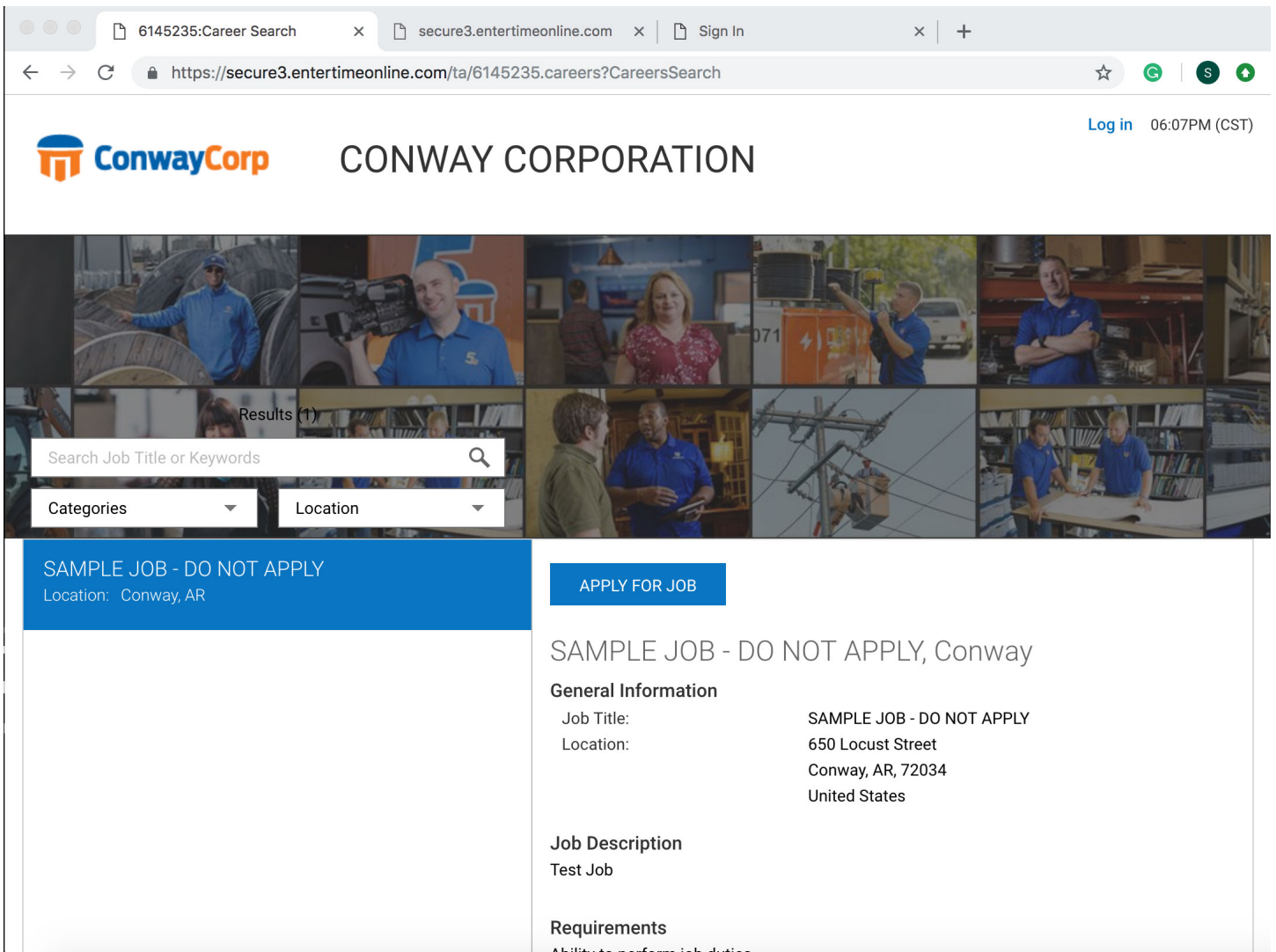
Primary Email * e.scott.hudnall@gmail.com Secondary Email

Work Phone Cell Phone

Check the progress bar in the upper left to make sure you are at 100% completion for applying.

SEE THE JOB OPPORTUNITIES AVAILABLE

10. Once logged in to your profile, you can click on the “FIND JOBS” tab at the top of the page. If you are a returning applicant, click on the link or blue tab labelled “Job Opportunities” from our Careers page on www.conwaycorp.com,
11. All job opportunities will be listed down the left side of the page under the Search Window. You may either click on the job listing you desire or Click on "**Search Job Titles or Keywords**" for specific job categories of titles.



6145235:Career Search x secure3.entertimeonline.com x Sign In x +

https://secure3.entertimeonline.com/ta/6145235.careers?CareersSearch

Log in 06:07PM (CST)

ConwayCorp CONWAY CORPORATION

Results (1)

Search Job Title or Keywords

Categories Location

SAMPLE JOB - DO NOT APPLY
Location: Conway, AR

APPLY FOR JOB

SAMPLE JOB - DO NOT APPLY, Conway

General Information

Job Title: SAMPLE JOB - DO NOT APPLY
Location: 650 Locust Street
Conway, AR, 72034
United States

Job Description
Test Job

Requirements
Ability to perform job duties

APPLY FOR THIS JOB

12. Select the job that is of interest to you and click on the job title to view the job requirements, description and base information. Click blue box labeled "**APPLY FOR JOB**" if you meet qualifications
13. If you are not logged in, you will be asked to log in to your profile. Once logged in to your completed profile (see above), you will need click on "**FINISH & APPLY**" in upper or lower right corner. ***** IMPORTANT: You must do this final step to submit your application. *****
14. Once completed, you will receive a message: "Hooray! Nice! Your application has been submitted for consideration." Click on OK. You will receive an email confirming your application.

The screenshot shows a web browser window with the URL <https://secure3.entertimeonline.com/ta/6145235.careers?rnd=RBA&Ext=jobs&sft=JEONALMMTK#applicant/profile>. The page header includes the ConwayCorp logo, the text "MY JOBS PORTAL", and a user profile "JD" with "Hi! John" below it. The navigation menu has "My Applicant Profile" (selected), "Find Jobs", and "My Applications".

The main content area shows a "Job Listing: SAMPLE JOB - DO NOT APPLY/Conway" with a link to "View Full Details". Below this is an "Incomplete" status with a progress bar at 90% and a "Last Updated On: Nov 19, 2018 6:04 PM" timestamp. A red box highlights a "FINISH & APPLY" button in the top right corner.

On the left, a sidebar lists profile sections: Contact Information, Resume, Job Categories, Skills, Work Experience, Education, EEO Information, Professional References, and My Summary. A blue box labeled "Apply For Job" is at the bottom of this sidebar.

The "Apply For Job" section contains a notification: "Add your cover letter. Don't have a cover letter? No problem, you can add some comments for the hiring manager." Below this, instructions state: "Thank you for completing your profile. To be considered for a position, next you must; Click on 'FINISH AND APPLY' on upper right corner. You will receive a message once your application has been received. You may also verify that your application was submitted successfully by clicking on 'My Account' then 'My Job Applications'." A final note says: "This step will show you all the jobs that you have applied for."

For questions or concerns, contact Human Resources at 501-450-6000.