



**TRI-STATE G&T**

A Touchstone Energy® Cooperative



# **iRECRUITMENT EXTERNAL APPLICANT GUIDE**

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## Getting to iRecruitment External Applicant Site

1. Type in the Careers page into your browser:

**<http://www.tristategt.org/careers/index.html>**

2. You will be directed to the external applicant page – click on the link “Search and Apply for Job Openings.”
3. Log into iRecruitment.

**If it is your first time to our career page**, you will need to register by clicking the “Register today” button.

**If you have already registered**, your Email or User ID is the email address you used when you first registered. Please follow the link “forget your password?” if you need assistance resetting your password. **Once you have logged in, skip to page 7, Searching for Jobs.**

The screenshot shows the login interface for the iRecruitment system. It features a blue header with a key icon and the word "Login". Below the header, there are two main sections. The first section is titled "Is this your first time to our Job Site?" and contains a "Register today" button, which is highlighted with a red box. A yellow callout box labeled "For New Applicants" points to this button. Below this section, there is a link "here" and a note: "If you have previously worked for this company, then click here to register with your existing details." The second section is titled "Already registered on our Job Site?" and contains two input fields: "Email or User ID" and "Password", both highlighted with a red box. Below these fields is a "Login" button, which is also highlighted with a red box. A yellow callout box labeled "For Previous Applicants" points to the "Login" button. At the bottom of the form, there is a "TIP" icon and a link "Did you forget your password?".

4. On this page, enter your email, name and create a password. The email and password are very important because this information will be required to login to your Tri-State iRecruitment account in the future. Please click submit to continue to the next page.

The registration form is divided into two sections: "Your Details" and "Your Password".

**Your Details**

- \* Email: A text input field with a red box around it. A yellow callout box points to it with the text: "We will contact you through this email address".
- \* Last Name: A text input field.
- First Name: A text input field.

**Your Password**

- \* Password: A text input field with a red box around it.
- \* Confirm Password: A text input field with a red box around it.

A yellow callout box points to the password fields with the following requirements:

- Must contain at least one letter and one number
- Must be at least 5 characters
- No repeating characters

5. Complete the Registration Questions by clicking the circle next to the answer you choose for each question. Be sure to click the button on question 12 and click finish to continue.

**Instructions: Registration Questions**

Answer the questions on this page . Click Finish Test if you are ready to submit your test.

**Registration Questions**

(Answer all questions in this section)

1. Are you age 18 or older?  
 No  
 Yes
2. Do you have a telephone or are you willing to get one?  
 Yes  
 No
3. Are you currently legally authorized to work in the US on a permanent basis without employer sponsorship? Tri-State does n hiring process to provide proof of identity and employment eligibility verification mandated by the federal government.  
 Yes  
 No
4. Are you willing to work overtime?  
 Yes  
 No
5. Have you been convicted of a felony?  
 No  
 Yes
6. If yes, please explain.
7. Are you willing to authorize a background check?  
 No  
 Yes
8. Are you willing to submit to a drug/alcohol test?

Please read all questions carefully.

6. If you have a resume, click browse to upload it. When finished, click continue.

## Create Account

If you have a resume, you can create your profile and attach your resume to your account. If you do not have a resume, then provide your details and we will create your resume online.

Yes, I have a resume

File Path

Browse...

Please choose a Word or PDF Document

[Click Browse to find your resume.](#)

No, I do not have a resume

If you aren't uploading a resume, click here. You can come back to upload one at a later time.

7. Please fill in all blank boxes with your information. This is the information we will see when we look at your profile to contact you. You can also add up to ten documents by clicking the "Add Another Document" button. This is where you may add resumes, supplemental documents and cover letters. When finished, click Save.

### Basic Details

Please enter your personal information.

\* Last Name

\* First Name

Email Address

### Address

Country

\* Address Line 1

Address Line 2

Address Line 3

\* City

State

\* Zip Code

County

### Search

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the "Go" button.

Search By

### Results

Select	Quick Select	City
<input type="radio"/>		Thornton
<input type="radio"/>		Thornton Township
<input type="radio"/>		Thorntonville

### Phone Numbers

	Phone Number	
Work Fax	<input type="text"/>	<input type="text"/>
Work	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>
Home	<input type="text"/>	<input type="text"/>

### Source Details

\* Referral Source

Source Name

(example: if you saw our ad in a Newspaper, which Newspaper?)

### Documents

File Name	File Type	Upload Date	Description	Delete
<a href="#">John Smith Resume.docx</a>	Resume	14-Nov-2012		

✓ TIP To upload additional documents to your account, choose the Add Another Document button.

8. In order to be considered for a position you must fill out all blank fields under **Employment and/or Military History, Skills and Education**. When you have completed all information, you will be able to click the Next button to continue.

Register: Add Qualifications and Skills

Cancel Back Step 2 of 3 Next

\* Indicates required field

TIP Employment History and Education Qualifications are mandatory. Please do not substitute your resume in lieu of this data entry. Failure to provide the required information may delay consideration.

### Employment/Military History

Details Employer	Start Date	End Date	Job Title	Employer's Full Address (city/state/zip)	Delete
No results found.					
<input type="button" value="Add Employment and/or Military History"/> <span style="margin-left: 100px;">Click here to expand the field.</span>					

### Skills

Please enter your own assessment of the skills which you currently possess.

*Skill	Level	Delete
No results found.		
<input type="button" value="Add Another Skill"/> <span style="margin-left: 100px;">Click here to expand the field.</span>		

### Education Qualifications

Please enter details of the colleges and universities which you have attended as well as the Qualifications received. If you have qualifications which were not obtained at a school or college you may enter those later as Additional Qualifications.

*High School, College or University	*Location	*Degree	Major Subject	Add Degree	Delete
No results found.					
<input type="button" value="Add Another Establishment"/> <span style="margin-left: 100px;">Click here to expand the field.</span>					

TIP If you have more than one qualification from an establishment, please use the 'Add Another Establishment' button.

Cancel Back Step 2 of 3 Next

**Selecting Skills:** Choose a Skill Type Category and check all boxes that apply. There is no limit on the number of skills you select.

### Search

Skill Type

- Business/Management
- BusinessSoftware/Equipment
- Certifications/ Licenses
- Communication
- Compliance
- Education

### Education

<input type="checkbox"/> .6 Credits College Chemistry	<input type="checkbox"/> .Accounting/Finance
<input checked="" type="checkbox"/> .Computer Science	<input checked="" type="checkbox"/> .Diesel/Auto Mechanic
<input type="checkbox"/> .Electrical Engineering Technology	<input checked="" type="checkbox"/> .Electrical and Mechanical
<input type="checkbox"/> .Engineering - Civil/Structure	<input type="checkbox"/> .Engineering - Mechanical
<input checked="" type="checkbox"/> .Engineering - Environmental	<input type="checkbox"/> .High School/GED
<input type="checkbox"/> .Juris Doctorate (JD)	<input type="checkbox"/> .Physical/Biological Science

9. If you would like to receive information about future jobs, specify which keywords match the jobs you are interested in, select job categories, or select amount of travel. When done, click finish and you have now finished your one time registration.

Note: You are required to enter a Minimum Required Salary.

## Register: Enter Preferences



### Want to Find the Right Job?

Enter your work preferences to help us find the right job for you. Let us also know how and when we should send you jobs that match your preferences.

Keywords

Job Category

- Administrative/Clerical
- Engineering
- Executive/Management
- Laborer/Entry Level Power
- Other
- Professional
- Technical/Trades & Crafts

To receive the most relevant emails, select a category.

Amount of Travel

\* Minimum Required Salary

USD

Mandatory Field

(example: 50000.00)

### Email Preferences

Receive emails of Matching Jobs

Receive General emails

How often would you like to receive updates?

Email Format  HTML mail with attachments

Plain text mail

### Accessibility Preferences

I only use the keyboard

I use a screen reader

I use voice recognition software

None

[Home](#) [Jobs](#) [Logout](#)

# Overview of iRecruitment Candidate Home Page

## 1. Overview of General page:

The screenshot shows the 'General' page of the iRecruitment Candidate Home Page. The top navigation bar includes 'Home' and 'Jobs' tabs, with 'General' selected. Below the navigation bar, there are sections for 'Notifications', 'Jobs Applied For', and 'My Interviews'. Each section has a 'Full List' button. A yellow callout box points to the 'Notifications' section, stating: 'This section will list any job or offer notifications that have been sent to you. Click Full List to see all notifications.' Another yellow callout box points to the 'Jobs Applied For' section, stating: 'This section will list all jobs you have applied for. Click Full List to see all previous jobs.' A third yellow callout box points to the 'My Interviews' section, stating: 'This section will list all interviews you have attended. Click Full List to see all previous interviews.'

## 2. Overview of “My Account” page:

The screenshot shows the 'My Account' page of the iRecruitment Candidate Home Page. The top navigation bar includes 'Home' and 'Jobs' tabs, with 'My Account' selected. Below the navigation bar, there are several tabs for account management: 'Personal Information', 'Registration Assessment', 'Qualifications and Skills', 'Preferences', and 'Login Information'. A yellow callout box points to these tabs, stating: 'Click on the tabs below to update your account information. You can update information at anytime.'

## 3. Overview of “Jobs” page:

The screenshot shows the 'Jobs' page of the iRecruitment Candidate Home Page. The top navigation bar includes 'Home' and 'Jobs' tabs, with 'Jobs' selected. Below the navigation bar, there are two main sections: 'Available Jobs' and 'Jobs Applied For'. A yellow callout box points to the 'Available Jobs' section, stating: 'Search all open positions in Available Jobs'. Another yellow callout box points to the 'Jobs Applied For' section, stating: 'See all jobs your have applied for in Jobs Applied For'.



## Searching for Jobs

1. From the Candidate Home Page, select the Jobs tab:



2. Search by keyword, location, date posted or all three options. Then click “Go.”

The screenshot shows the search form with the following fields and options:

- Keywords:** Lineman
- City Location:** Brush, CO, US; Cortez, CO, US; Craig, CO, US; Fort Lupton, CO, US; Las Cruces, NM, US; Meeker, CO, US; Montrose, CO, US; Nucla, CO, US
- Date Posted:** (dropdown menu)
- Buttons:** Go, Clear

3. A list of openings matching the criteria entered will appear.

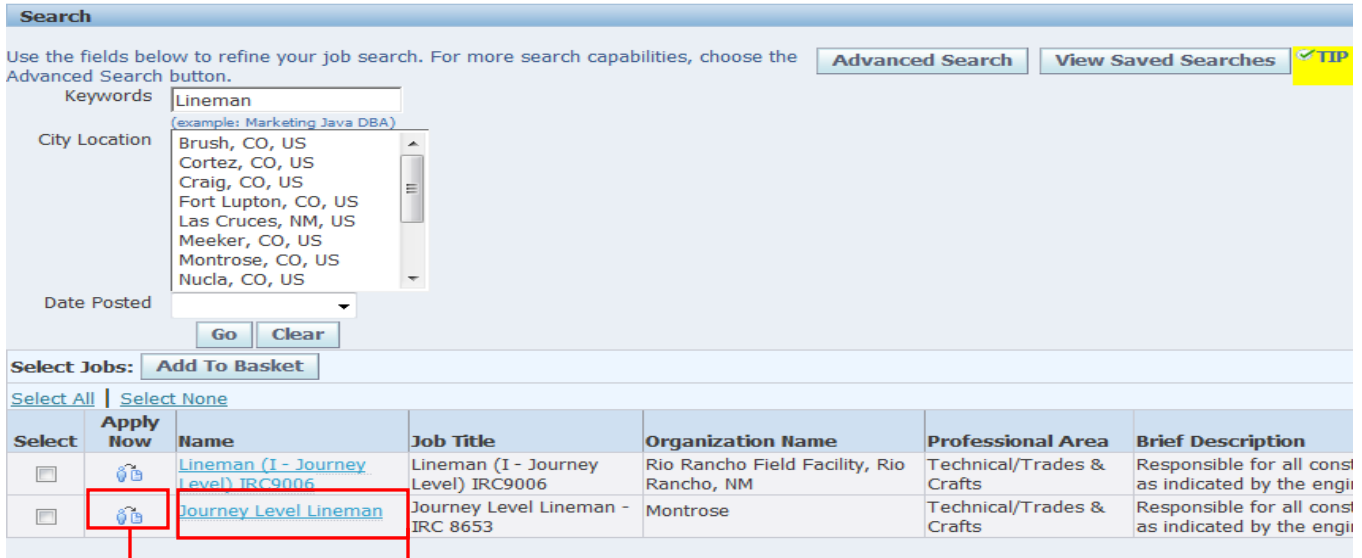
The screenshot shows the search results page with the following search criteria and results:

- Keywords:** Lineman
- City Location:** Brush, CO, US; Cortez, CO, US; Craig, CO, US; Fort Lupton, CO, US; Las Cruces, NM, US; Meeker, CO, US; Montrose, CO, US; Nucla, CO, US
- Date Posted:** (dropdown menu)
- Buttons:** Go, Clear
- Buttons:** Advanced Search, View Saved Searches, TIP
- Select Jobs:** Add To Basket
- Select All | Select None**


Select	Apply Now	Name	Job Title	Organization Name	Professional Area	Brief Description
<input type="checkbox"/>		<a href="#">Lineman (I - Journey Level) IRC9006</a>	Lineman (I - Journey Level) IRC9006	Rio Rancho Field Facility, Rio Rancho, NM	Technical/Trades & Crafts	Responsible for all const as indicated by the engi
<input type="checkbox"/>		<a href="#">Journey Level Lineman</a>	Journey Level Lineman - IRC 8653	Montrose	Technical/Trades & Crafts	Responsible for all const as indicated by the engi

## Applying for Jobs

1. View Job Descriptions by clicking on blue link, Job Name. Once you have identified the opening for which you would like to apply, select Apply Now icon  :



**Search**

Use the fields below to refine your job search. For more search capabilities, choose the [Advanced Search](#) button. [View Saved Searches](#) 

Keywords:



City Location:   
(example: Marketing Java DBA)

City Location dropdown options:  
Brush, CO, US  
Cortez, CO, US  
Craig, CO, US  
Fort Lupton, CO, US  
Las Cruces, NM, US  
Meeker, CO, US  
Montrose, CO, US  
Nucla, CO, US

Date Posted:

Select Jobs:

Select All | Select None

Select	Apply Now	Name	Job Title	Organization Name	Professional Area	Brief Description
<input type="checkbox"/>		<a href="#">Lineman (I - Journey Level) IRC9006</a>	Lineman (I - Journey Level) IRC9006	Rio Rancho Field Facility, Rio Rancho, NM	Technical/Trades & Crafts	Responsible for all const as indicated by the engi
<input type="checkbox"/>		<a href="#">Journey Level Lineman</a>	Journey Level Lineman - IRC 8653	Montrose	Technical/Trades & Crafts	Responsible for all const as indicated by the engi

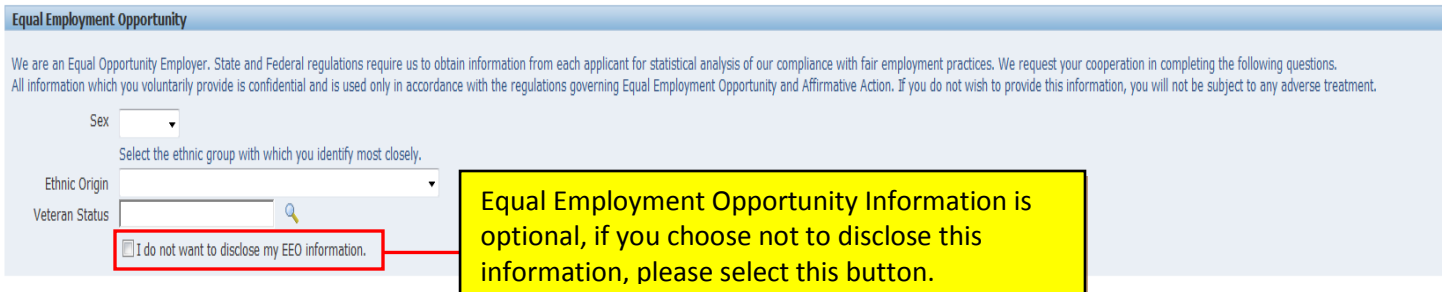
Click here to apply for this position.

Click the blue job name to see the job description.

2. Review or Complete requested information:

NOTE: If you entered all information during registration, review that it is correct. If you didn't complete all information, please do so in order to be considered for this position.

3. Review Equal Employment Opportunity Information and Select Next to continue:



**Equal Employment Opportunity**

We are an Equal Opportunity Employer. State and Federal regulations require us to obtain information from each applicant for statistical analysis of our compliance with fair employment practices. We request your cooperation in completing the following questions. All information which you voluntarily provide is confidential and is used only in accordance with the regulations governing Equal Employment Opportunity and Affirmative Action. If you do not wish to provide this information, you will not be subject to any adverse treatment.

Sex:

Select the ethnic group with which you identify most closely.

Ethnic Origin:

Veteran Status:

I do not want to disclose my EEO information.

Equal Employment Opportunity Information is optional, if you choose not to disclose this information, please select this button.

NOTE: If the position you are applying for requires a CDL you will be prompted to complete an assessment. Once the assessment is completed, continue to next step.

5. A summary of information you have input will appear. Review all information before completing.

Home Jobs

Review Account Enter Application Details Assessment Review

Education, Qualification and Employment Details Application Assessment Job Posting Details

Review Application: Lineman (I - Journey Level) IRC9006

Cancel Back Step 4 of 4: Review Finish

\* By clicking on 'Finish', I certify:  
that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever. I understand that the company may terminate my employment because of falsity of statements, answers or omissions made by me in this application. I also authorize the companies, schools or persons in this application to give any information regarding my employment, character or qualifications. I hereby release said companies from all liability for any damage for issuing this information. I expressly provide my consent to any physician, person, hospital or other institution that has or may hereafter attend or furnish me with the treatment to disclose the company any knowledge or information necessary to judge my ability to do the work required.

\* I understand that nothing contained in this employment application or in the granting of an interview or in any policies or procedures that I might receive, is intended to create an employment contract between Tri-State Generation and Transmission Association, Inc., and my employment may be terminated at will, at any time, with or without cause, the employers' only obligation being to pay salary or wages due and owing at the time of termination. I understand that if I am extended an offer of employment, it may be subject to me succe

Personal Details

After reviewing your information, click Finish to submit your application.

6. The Confirmation message confirms that you have successfully applied for a job opening:

Confirmation  
Thank you for submitting your application.

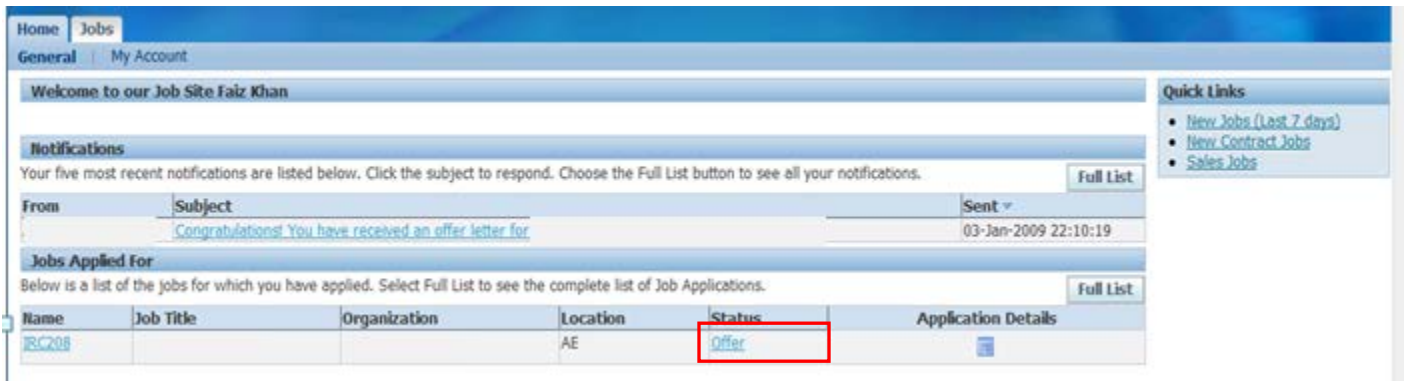
7. An email will be sent to the email address you used to register confirming your application was received for the position applied for.

## Accepting an Offer

**Note: This section is for applicants who receive a job offer. Tri-State will make job offers verbally, followed by the next steps.**

1. If you are extended a job offer from Tri-State, you will receive an email notifying you. Click on the “View Offer” link at the bottom of the email. This will take you to the iRecruitment website to login.

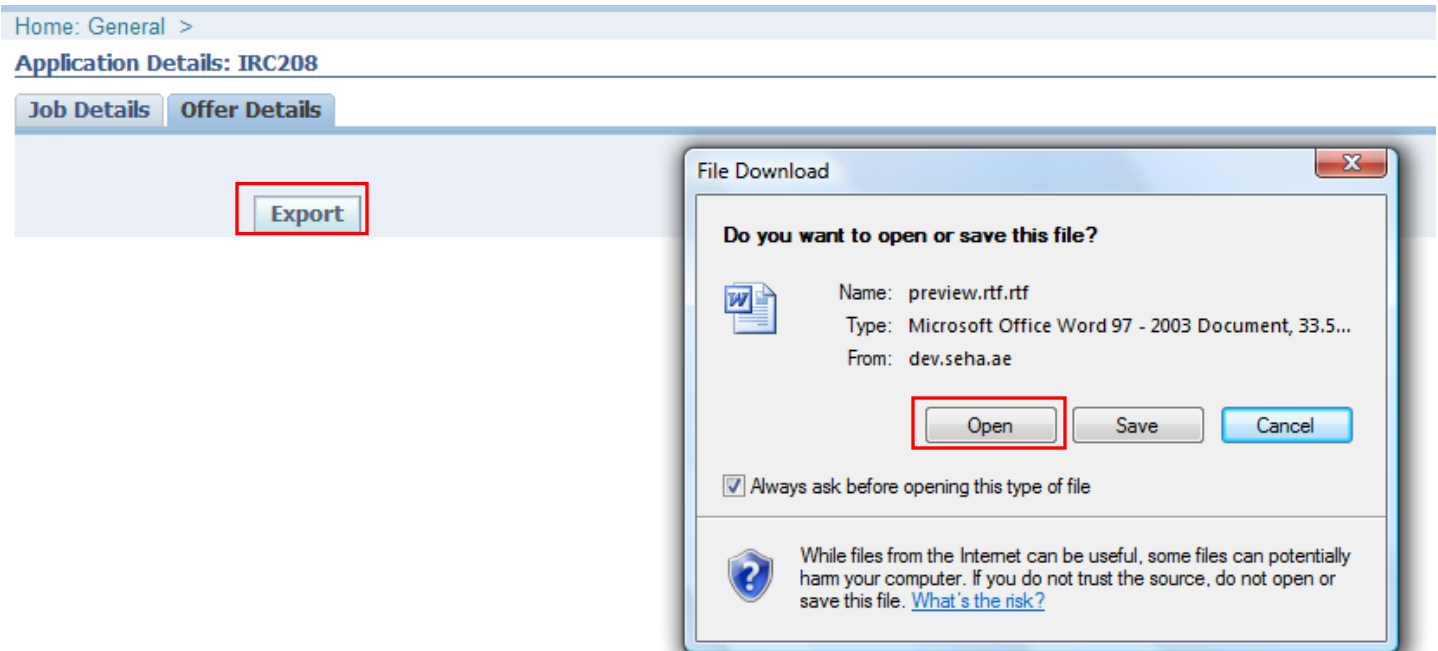
2. Log into your iRecruitment Homepage by providing your email and password as described in previous sections. You will see a job you applied for with the status of Offer. Click on Offer link in order to view the details of offer.



The screenshot shows the iRecruitment website homepage. The user is logged in as Faiz Khan. A notification is displayed: "Congratulations! You have received an offer letter for". Below the notification is a table of jobs applied for. The table has columns: Name, Job Title, Organization, Location, Status, and Application Details. The first row shows a job with ID IRC208, location AE, and a status of "Offer", which is highlighted with a red box.

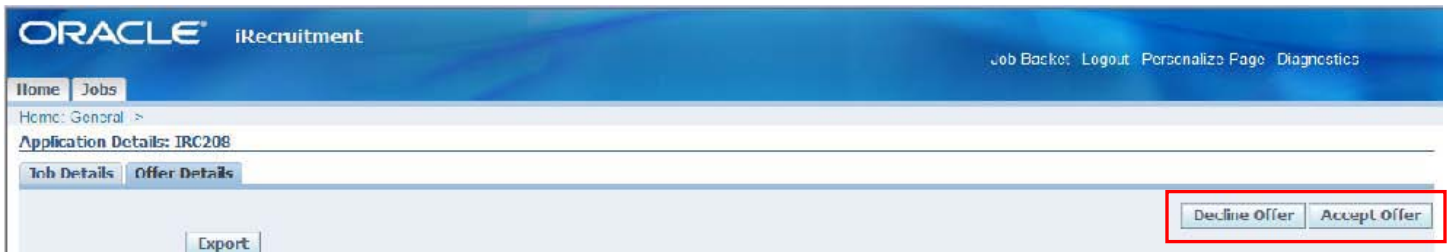
Name	Job Title	Organization	Location	Status	Application Details
IRC208			AE	Offer	

3. Click on Export to get the file download window. Then click Open to view the offer.



The screenshot shows the "Application Details" page for job ID IRC208. The "Offer Details" tab is selected. An "Export" button is highlighted with a red box. A "File Download" dialog box is open, asking "Do you want to open or save this file?". The file is named "preview.rtf.rtf", is a Microsoft Office Word 97 - 2003 Document, and is from "dev.seha.ae". The "Open" button is highlighted with a red box. The dialog also includes a warning about internet files and a "What's the risk?" link.

4. When you return to the Offer Details page, you will see the option to Accept or Decline the offer.



5. If you Accept or Decline, you will be given the option to send a comment to the recruiter. When you have entered a comment, click submit.



**The recruiter will coordinate further details with you after this step.**