

## Online Application Instructions:

RSI encourages all applicants to apply for employment using our online application process. This method ensures that the individuals who do the hiring have immediate access to your information. While completing the paper application is also acceptable, please note that it may take a few days before your application can be electronically entered into our system and made available to the proper personnel. Therefore, the online application method is the preferred choice.

## Online Application Requirements:

- ◆ Use either the latest version of Mozilla Firefox which can be obtained by visiting: <http://www.mozilla.com> OR use Internet Explorer 6 or above.
- ◆ Fill out the first and last name fields, which will alert us to your employment application.
- ◆ Set your screen width to at least 1024 pixels. Instructions for accomplishing this can be found here: <http://data.ipharos.com/ips/settingscreenresolution.html>
- ◆ Ensure you are working on a reliable Internet connection.

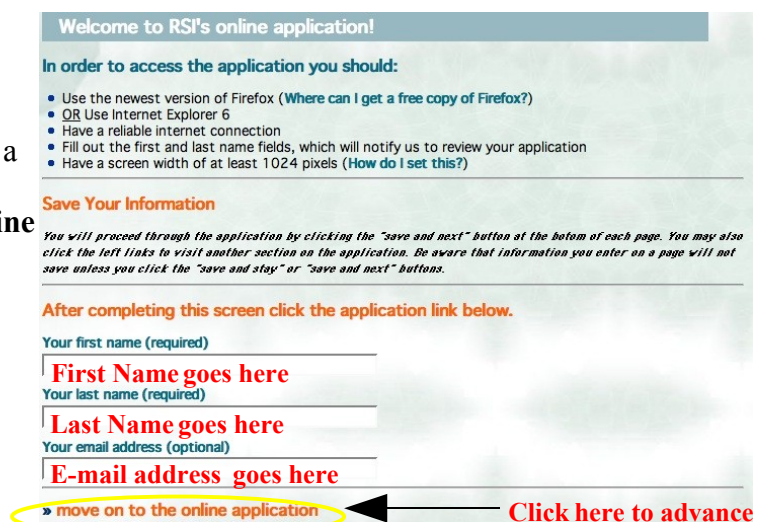
## Additional tips:

- ◆ Do not apply between 5:30pm and 6:30pm (daily), as this time is allotted for database maintenance and frequent network interruptions may be experienced.
- ◆ Please apply online only once. If you experience issues, please contact Mike Lang at (218) 727-2696 extension 128 or e-mail: [mlang@residentialservices.org](mailto:mlang@residentialservices.org)
- ◆ Save your application periodically (**at least** every 45-minutes)
- ◆ Navigation throughout the online application is completed as follows:

**Step 1.** After clicking the **Career Opportunities** link along the left menu, click the **Apply on-line** link.



**Step 2.** Type your **first** and **last** name along with a current **e-mail address** (if available) into the appropriate boxes. Click the **Move on to the online application** link to advance to the next section.



Welcome to RSI's online application!

In order to access the application you should:

- Use the newest version of Firefox ([Where can I get a free copy of Firefox?](#))
- OR Use Internet Explorer 6
- Have a reliable internet connection
- Fill out the first and last name fields, which will notify us to review your application
- Have a screen width of at least 1024 pixels ([How do I set this?](#))

**Save Your Information**

*You will proceed through the application by clicking the "save and next" button at the bottom of each page. You may also click the left links to visit another section on the application. Be aware that information you enter on a page will not save unless you click the "save and stay" or "save and next" buttons.*

After completing this screen click the application link below.

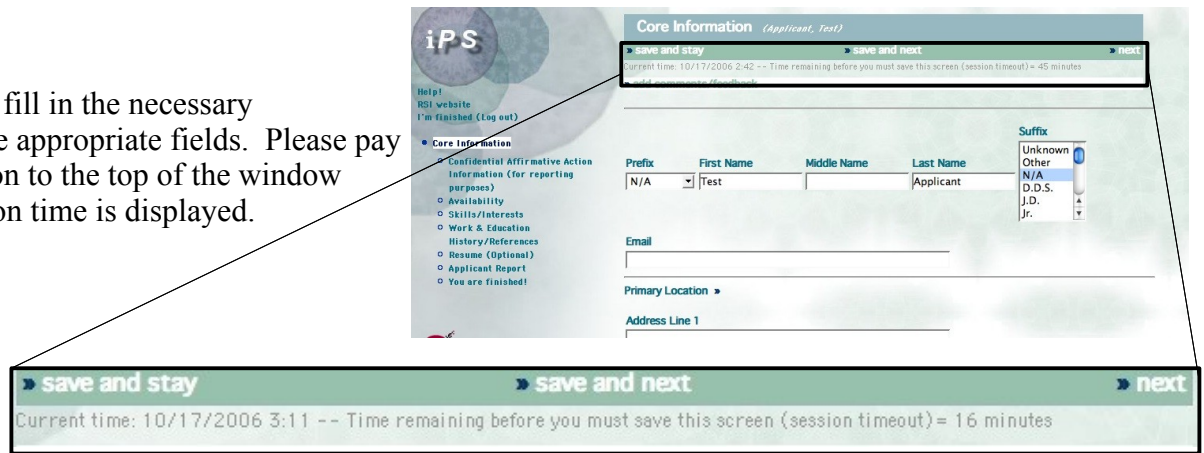
Your first name (required)  
 **First Name goes here**

Your last name (required)  
 **Last Name goes here**

Your email address (optional)  
 **E-mail address goes here**

[» move on to the online application](#) **Click here to advance**

**Step 3.** Begin to fill in the necessary information in the appropriate fields. Please pay particular attention to the top of the window where your session time is displayed.



*Note:* You **must** continue to click either the **save and stay** or **save and next** links within 45-minute intervals to prevent reaching the session timeout limit. If you exceed the 45-minute timeout limit without clicking either of these links, your session will be terminated and you will not be able to complete your application. For additional instructions if this occurs, contact Brandon at the contact info listed above.

**Definitions:**

**Save and stay** – saves your information and resets your session timeout limit.

**Save and next** – saves your information, resets your session timeout limit and advances to the next section.

**Step 4.** Once you have completed the required fields on a particular page of the online application, please click the **save and next** link (located on both the top and bottom of each page) to advance to the next section.

**Step 5.** In the event that you would like to go back to a particular section and edit your information, simply click on the appropriate link along the left column of the page. Remember, after making any changes, you need to click either the **save and stay** or **save and next** links!



**Step 6.** Once you reach the screen indicating **You are finished**, as displayed on the right, you have successfully completed the required sections. To review/edit any of the information you previously entered, please use the left column links as described above in Step 5. If you are finished, you may click the **I'm finished (Log out)** link along the left column.

