



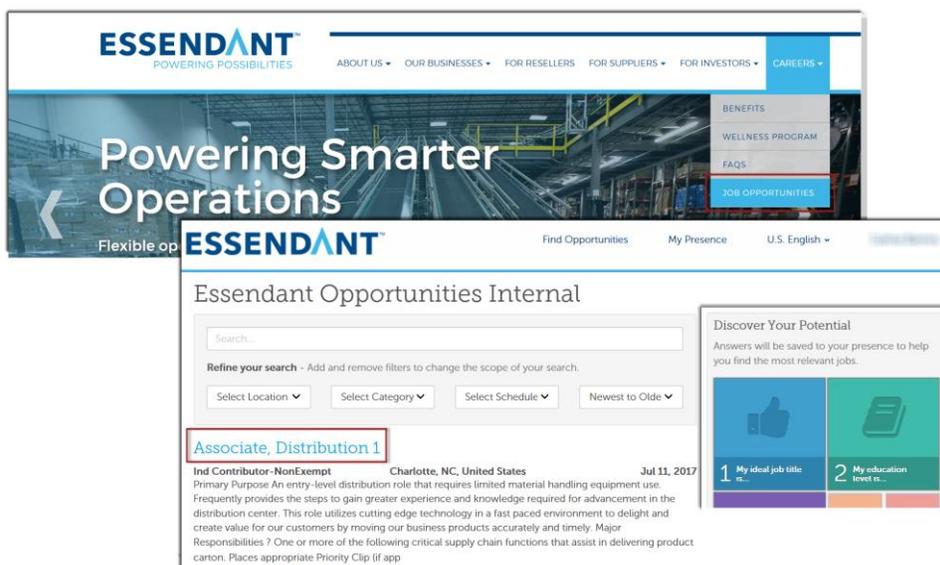
Thank you for your interest in Essendant!

At Essendant we offer a lot of exciting opportunities and hope you take the time to search and apply to become a member of our growing team. Please refer to this step-by-step guide to walk you through the application process.

Search for Job Opportunities

External Applicants

1. From the **Essendant Website** (www.essendant.com); click the **Careers** menu and select **Job Opportunities**.



Internal Applicants

1. Navigate to HRIS; click the Myself Menu, under the **My Company** section - select **View Opportunities**.
2. On the Essendant Opportunities page; browse through the list of open positions or use the search filter to narrow down the options. (*i.e. location, category, date posted, etc.*)
3. To view the opportunity details; click on the **job title** link.



SEARCH VIA MOBILE! Use the same steps above and search for Essendant Opportunities on your Mobile device!

Ready to apply? See the next page for instructions on how to set-up your profile and apply for an opportunity

Apply for an Opportunity

1. From the Essendant Opportunities homepage; locate the opportunity and click the job title link.
2. Click the **Apply with LinkedIn** or **Apply Now** button.



For existing or new External Applicants; sign in or register:

1. Complete the required registration information and click the **Register** button.
2. Upon completion of registration; sign-in with your newly created account using the email address and password created during registration.

Register

By registering you agree to our Consent Policy

Consent Policy

By creating a presence with us, you certify that all i your knowledge.

Yes, I agree No, cancel

Sign In

Already have an account?

Sign In

3. Complete each section of the application: (** annotates sections that contain required fields*)

- Contact Information*
- Behaviors
- Documents
- Work Experience
- Motivations
- Availability
- Education
- Licenses & Certifications
- Questions*
- Skills
- Links

NOTE: Some of these fields may pre-populate based on information from your My Presence profile.

4. Use the **pencil icon** or the **plus icon** to add or edit sections of your application.
5. **Upload a resume** or choose from previously uploaded resumes on your My Presence profile.
6. Answer all application questions.
7. Once all sections have been completed, click the **Submit button** to submit your application.

You will receive a confirmation message, confirming that your application has been submitted.

Thank you! Your application was submitted.

Improve your chances.

Filling out [your presence](#) in more detail helps you stand out and find more opportunities at our company. You may also want to add personal or professional [references](#).



APPLY VIA MOBILE! Use the same steps above and apply for Essendant Opportunities on your Mobile device!

Have you created your Presence? Tell us more about you by creating your Presence; see the next page for instructions on how to create your presence.

Create a Presence

1. From the **Essendant Opportunities** homepage; click **My Presence**.
2. Navigate and complete the various tabs:

Personal Information Tab

1. Use the **pencil icon**  or the **plus icon**  to add or edit sections of your presence.
 - Contact Information
 - Work Experience
 - Education
 - Skills
 - Behaviors
 - Motivations
 - Licenses and Certifications
 - Links

Documents Tab

1. To edit already uploaded documents, click the **Pencil icon** .
2. To add new documents (ie. Resume), click the **Upload** button.



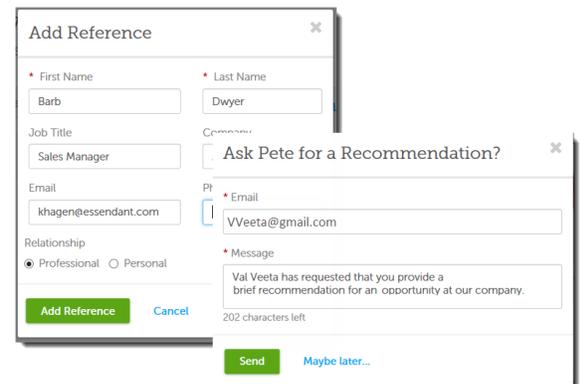
3. Click the **Save** button.

Applications Tab

This page is a **view only** listing of all applications you submitted.

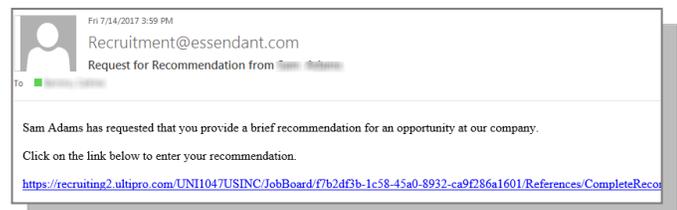
References Section

1. Click the **plus icon**  to add a reference. Complete all required and applicable fields and click the **Add Reference** button.
2. A message will pop-up with the option to solicit a recommendation. If you would like to ask for a recommendation, edit the message and click the **Send** button. If not, click **Maybe later...**



An email will be sent to the recipient with the request for a recommendation.

Once the recipient submits the recommendation, you will see it listed in your My Presence profile.



CREATE YOUR PRESENCE VIA MOBILE! Use the same steps above and create your presence from your Mobile device!