

Employment Kiosk TIPS

1. If you are going to use an employment kiosk in a store, try to go to the store during **non-peak hours**. This means you should go to the store when it might not be as busy. If possible, go to the store right when it opens in the morning. Avoid weekends, lunchtime hours (11am-1pm) and early evening hours (5-7pm).
2. Plan to work on the kiosk for *at least one hour*.
3. When you enter the store, you might need to **ask** an employee where the employment kiosk is located. In many cases, the kiosks are located near the customer service area (in the front or back of the store).
4. Most online kiosk applications require that you provide an **email address**. Therefore, you should create an email account if you do not already have one. Free email accounts can be set up through Gmail, Yahoo.com, or others.
5. Some kiosk application forms are difficult to complete because of the distracting environment, the online format, and the questions. So, you should ask someone to assist you as you complete the online application at a kiosk. This person might be a family member, teacher, coach, mentor, etc.
6. Have every single item from the **Application Checklist** with you when you complete the application!
7. Bring in an electronic version of your **resume** (USB or other type of jump drive). You may need to upload it once you have completed the application.
8. Nearly all online applications require you to create a username or pin number, and a password. This means you have to create a username and a password that you will remember. **Write it down** and keep it in a safe place!
9. On an online application, many sections are called “required fields” or “mandatory fields.” This means that you must fill in that section, or else the application cannot be submitted. Usually, a required field is indicated with a ***** symbol.
10. When you have finished the application, make sure you hit the button that says something like **SAVE or SUBMIT**. If you exit the system without submitting the application, the company will not receive it and you might have to start all over!
11. After you complete the application, you might have to take an online pre-employment screening assessment.