



## Applying for a Job (External Candidate)

Cornell Cooperative Extension is excited that you are considering an opportunity with our organization. We strive to ensure that all applicants are provided with the necessary resources to best position themselves for success in the hiring process. The purpose of the guide below is to offer guidance on how to navigate through the application process as well as to answer some common questions that you may have.

We wish you the best of luck in your career aspirations and hope that you find success at Cornell Cooperative Extension.

### Creating a Candidate Account

The Candidate Account will allow you to apply for jobs, see all submitted applications and your status for those jobs, and view similar jobs to ones you have already applied for.

To create a **Candidate Account**:

- 1) Go to the Cornell Cooperative Extension External Career Site at <https://cornell.wd1.myworkdayjobs.com/CCECareerPage>
- 2) Click Sign In then Create Account.
- 3) Add your preferred e-mail address.
- 4) Enter and verify your password.

A screenshot of a web form titled 'Create Account'. The form has a white background and a thin border. It contains three input fields: 'Email Address', 'Password', and 'Verify New Password'. Each field has a small icon on the left (a person for email, a key for password, and a key for verification). Below the fields is a prominent orange button labeled 'Create Account'. At the bottom of the form, there are two links: 'Sign In' and 'Forgot Password?'. The form is displayed within a browser window frame.

When applying for your first position you will enter your personal information such as name, address, phone number, experience and degree. This information will be saved by the system and will pre-populate when you apply to other jobs after your account and information is entered the first time **as long as** you are signed into your account prior to applying.

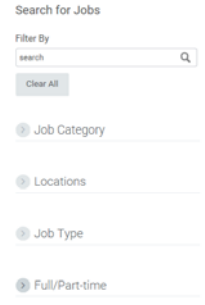
*Note: You will still need to attach any documentation you want to include for **\*EACH\*** specific posting, as well as complete Questionnaires and the Self-Identification questions. This information is not saved or transferred to new applications.*

*Note: If you experience issues with the system please try using an alternate browser. There may be issues with using Chrome vs. Internet Explorer, for example.*



### Applying for a Job

1. Go to the Cornell Cooperative Extension External Career Site at <https://cornell.wd1.myworkdayjobs.com/CCECareerPage>.
2. Log in by clicking **Sign In** at the top right if not already logged into the candidate system.
3. Scroll through the available positions or use the filter options (Job Category, Locations, Job Type, and Full/Part-time) on the left narrow the list to certain specific criteria.
4. Click on the **Job Title** to view the Job Description and Job Details.



Ag Economic Dev/Food System Educator - Lockport, NY

New York State (Other)

Posted 4 Days Ago

Full time

WDR-00007633

Apply Apply with LinkedIn

View Application Applied 2 Days Ago

Successfully manage and coordinate community related objectives of the Creating Healthy Schools and Communities grant program. Work with co-coordinator, Executive Director, and other stakeholders to determine program priorities related to the Creating Healthy Schools and Communities grant requirements. Develop program to meet priorities and identify activities and resources needed to carry out program priorities and goals. Lead, oversee and carry out grant work plans/strategies implementation as well as manage the project budget including preparation and submission of monthly vouchers and budget modifications, as needed.

**Required Minimum Qualifications:**

- Master's degree in urban planning, public health, nutrition, community organizing, sociology, or related discipline plus experience relevant to the role of the position.
- Background in public health, health planning, public policy, urban planning or related area.
- Ability to meet travel requirements associated with this position (including frequent travel to Niagara Falls, Lockport, and Lockport).
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
- Proficiency with windows-based software including use of the internet and Microsoft Office Suite including Outlook, Word, PowerPoint, and Excel.

**Preferred Qualifications:**

- 2 or more years' experience with grant management, evaluation and implementation.
- Knowledge of the geography, demographics and unique needs of county.
- Knowledge of and experience/skills in:

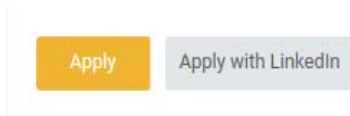
**About Us**

Cornell Cooperative Extension is a collaboration among Cornell University, the United States Department of Agriculture, the State of New York, and the residents of New York State. As provided in New York State County Law Article 5, Section 224, the independent county and regional extension service associations are locally operated under the direction of Cornell University as agent for the State of New York. County and regional extension service association employees are employed by their association to engage in educational work and are not employees of Cornell University. Look for us on the web at <http://cce.cornell.edu/>.

**Similar Jobs**

Youth Development Resource Educator - Plasco, NY | New York State (Other)

5. Click on the **Apply** button to start the application process. Be sure to fill in all of the required fields noted with an asterisk and click the **Next** button to move to the next application screen).



**Note:** If you have a LinkedIn Profile, you can also click the **Apply with LinkedIn** button and your Information and Experience, Education and Skills should be imported into your application.

Please carefully review all your information and update it as needed for your Cornell Cooperative Extension application.



## Cornell University Cooperative Extension

7. Upload your Resume/CV (5MB max). The system will pull information from this upload to pre-populate some fields on the following screens. You will also have an opportunity to attach documents later in the process.

Click NEXT.

8. Enter or verify the information in each of the following sections:

- o *My Information:* Add or update your name, contact information and where you heard about this Cornell Cooperative Extension Jobs.
- o *My Experience:* Add or update related information in each of the following sections: Work Experience; Education; Skills.
- o *Resume/CV:* If you didn't already upload a resume/CV do so now along with any other relevant documents such as cover letter, references, etc. **The job posting should indicate if attaching a resume, cover letter, references, etc. are required.**

Resume/CV

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

A screenshot of a file upload interface. It features a light blue rectangular area with a dashed border. Inside, the text 'Drop files here' is centered at the top. Below it is a small grey circle containing the word 'or'. At the bottom center is a grey button with the text 'Select files'.

Click **Select Files** or use the **Drop Files Here** box to manually move documents into your application. *Note that there is a 5MB max.*

**Attach documents prior to submitting the application to meet the requirements as listed in the job posting!**



*Once the application is submitted you will NOT be able to change your submission or add attachments. Be sure that you have followed all directions and requirements listed in the job posting.*

Click NEXT.

- o *Application Questions:* Read each question carefully and respond to each. Click NEXT.
- o *Voluntary Disclosures:* Voluntarily share your EEO Information – race, gender, veteran status.



## Cornell University Cooperative Extension



*To achieve our goal of diversity and an inclusive workforce and to comply with EEO record keeping, reporting and other legal requirements, we request that you read and voluntarily share your EEO information, including race, gender and veteran status. Completion of these questions is completely voluntary and refusal to complete this information will not subject an applicant or employees to adverse treatment.*

Click NEXT.

- o *Self-Identification:* Voluntarily share any self-identification of disabilities. Click NEXT.
- o *Review:* Carefully review your application, and as needed, click the **Back** button to navigate to the applicable section(s) to make an edit.



*Carefully review the information and be sure to attach documents prior to submitting the application.*

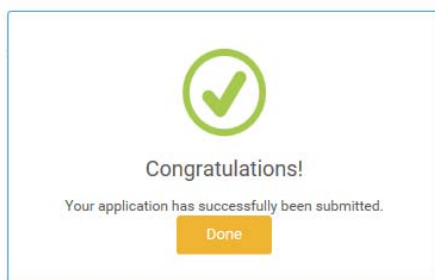
*Some job postings may require cover letter, resume and/or references to be attached. Review the job posting prior to submission to be sure you have met the requirements.*

*Once the application is submitted you will NOT be able to change your submission or add attachments. Be sure that you have followed all directions and requirements listed in the job posting.*

6. Review all of the information that was entered. When you are ready, click **Submit**.



After clicking Submit you have completed the process of applying for this position.





## Cornell University Cooperative Extension

### Reviewing your Applications and Status

You can view your applications and standing within each search by clicking the cloud in the upper right of the screen and clicking My Applications.

The resulting screen will show all the jobs you have applied for and the status of your application within each. Click the title of the position to see the details of the job.

### My Applications

WDR-00007636 Program Coordinator I

Applied Less Than One Day Ago | Status: Under Consideration

### Common Questions Related to the Application Process:

- **What do I do if I need to add or change my application after it has been submitted?** You cannot make changes to your application or attachments once submitted. Please direct questions or changes to the "Contact Name" listed in the job posting.
- **Can I update my experience and provide different attachments for different position(s)?** Yes, each application you supply is unique to the position.
- **Do I need to fill in my experience AND attach my resume? It seems redundant?** It is your choice, however, it is recommended that you supply both. [The job posting should indicate if attaching a resume and/or cover letter would be required. If data is missing, Recruiters, Search Committee Members, Hiring Managers and Interviewers could skim over your application during the screening process.](#)
- **Who can I contact if I am having problems or have questions about my online application?** First please try using an alternate browser. There may be issues with using Chrome vs. Internet Explorer, for example. If issues persist please call Extension Administration Human Resources at 607-255-2117 or contact via email at: [cce.recruitment@cornell.edu](mailto:cce.recruitment@cornell.edu).
- **How can an accommodation be requested to assist with the application process?** If you require an accommodation for a disability to participate in the selection process you are encouraged to contact Cornell Cooperative Extension Administrative Systems at (607) 255-2117 or via email at: [cce.recruitment@cornell.edu](mailto:cce.recruitment@cornell.edu).
- **For internet access** please visit your local library, Department of Labor or contact the Recruitment and Employment Office for assistance.