



# How to Register for iRecruitment

1. Go to the [iRecruitment Home Page](#)

## Registration

2. Under “Login”, click  (it’s on the right side of the screen)
3. Fill out all fields and click

**Note:** The E-mail address you enter will be used as your iRecruitment username when you want to log-in to the system.

4. On the next screen you may either:
  - a. click “Upload your resume here”, and then click  to find your resume
  - b. or, you can click “Continue without uploading your resume”. Note that you can add any documents you wish later on
5. Either way, click  to go to the next screen

## Register: Personal Information

6. For best results, please fill out as much of the personal information as possible on this screen. Be aware that iRecruitment will time out in about 90 minutes and at this point your information will not save. If you are not prepared to enter your information in a quick manner, please just click  (You can enter your information later in the “My Application” section).

**Note:** At the bottom of this page, you may click  to upload any documents you like, including resume and cover letter. Please keep in mind that the hiring manager for every job with whom you have an active application will be able to see all the documents you upload. So you may wish to either put the IRC number in the filename, or keep your documents generic enough to make sense for all the jobs to which you have applied

7. After you have entered your information, click

You will now see a confirmation page. You may click “Job Search” (either the tab or the button) to look for a job.

## For Future Reference

- Click “Jobs Applied For” to see recent jobs to which you have already applied.
- Click “My Application” to update any information you have entered to our site. Hiring managers will see this when they review your application