

Common Applicant Mistakes

- **Submitting an incomplete application**
 - Applications consist of required documents (e.g. resume) and questionnaire responses and the submission of both constitutes a complete application.
- **Responses to the questionnaire are unsupported in the resume**
 - Applicants are able to preview the questionnaire in the job announcement before starting the application process in order to update the resume and reflect responses to the questionnaire.
- **Attaching the incorrect resume to an application**
 - Applicants must ensure they attach the correct resume to the application in order to support their qualifications.
- **Selecting “No” for the certification of accuracy question**
 - Applicants who accidentally select no for the certification of accuracy question are not considered for the position.
- **Submitting multiple resumes**
 - Applicants who submit several resumes may wish to indicate which resume should be reviewed by communicating with the Human Resource Specialist identified on the job announcement.

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