

Website Features

Welcome to the ORNL Career Center. Using this website will allow you to create your candidate profile, to check on job opportunities regularly, and to apply for position openings. If you need assistance, you may contact ORNLRecruiting@ornl.gov.

Apply Now

You must first pick the appropriate type of option:

- **Browse jobs**
 - No need to register yet just search open positions.
- **Not registered yet? Apply here.**
 - Apply online instantly, create a profile and post/edit your resume and sign up for notifications and e-mail updates.
- **Already registered? Log in here.**
 - **Registered** external candidates or **UT Battelle/ORNL employees** use the username and password assigned to your profile. If UT Battelle/ORNL Employee, use UCAMS user id and password.
 - **Registered** candidates will have an option of updating profile or job search.

Job Search

You may view positions by one of three (3) methods:

- **View all positions.**
 - Select **Start**. You will see all positions posted for ORNL.
- **Use keyword search.**
 - Enter key words or phrases that describe the position that you are seeking. You may use an organizational title or a position title. You may use relevant words from a job description, position summary, or job advertisement. You may use a word or phrase indicative of a particular field of science or a specialty area within service or support roles.
 - You may request a search to return a listing of positions **with all of the words, with at least one of the words, or with the exact word group**.
- **Select category.**
 - Select a science or service area to preview a listing of all jobs associated with that particular functional area. You can qualify your listing by designating position level from entry level to top management/executive.
 - If you want all areas or all position levels, leave system on its default setting which is blank.
 - You may request a search to return positions in which **all search criteria must be filled** or to return all positions in which **at least one search criterion must be filled**.

You also can save your job searches for quick reference.

- **Save a search query.**
 - You may save your job search by selecting **Save Search Query**. You will need to name your search query for future reference.
 - You may select **Delete Search Query** to clear a particular search.

Job Agent

You can create and manage your own job agent. Your job agent will notify you if ORNL posts job openings which may interest you. You must initiate a key word or category search in order to use this feature. After entering your search criteria, you may select **Save as Job Agent**. Our system will send an automatic email to you regarding a job posting which contains the criteria identified by your job agent. You can select daily, weekly, or monthly notification.

Job Application

Employees and external candidates use the same online process to indicate interest in a particular position. Both internal and external candidates search the website for a position of interest and then select a particular position. To express your interest in applying for that position, select **Unregistered, UT Battelle/ORNL employee**, or **Registered External Candidate** as appropriate and follow the instructions.

Job Referral

If you feel that a family member, friend, or colleague is qualified for a position that you have viewed on our job website, you can refer the position to the person for review. Select **Tell a Friend**. You must enter the last name of the person as well as his or her email address. You also must enter your own last name as an identifier for the referral. Your contact will receive an email from our job website with a link to the employment opportunity.

Resume Management

Our system will accept multiple text formats, but we recommend using Microsoft Word or Adobe PDF as file formats for your resume. These file formats are more accessible for our recruiters and hiring managers. You may attach a specific cover letter and a particular reference list targeted toward a particular position once you have applied for that position.

Software Requirements for using this Site

Your Browser should be configured to enable JavaScript

Your Browser should be configured to allow Pop-Ups from *.ornl.gov

You will need a PDF reader. We recommend Adobe Acrobat Reader (<http://www.adobe.com>)

You will need a Flash player to view the pictures on the home page. We recommend Adobe Flash Player (<http://www.adobe.com>)

Recommended browsers for using this site:

Windows platform - Internet Explorer

Mac platform – Mozilla Firefox (<http://www.mozilla.com>)

Linux platform – Mozilla Firefox

Some other combinations may also work, but you should have the latest version of the software installed on whatever platform you are using. Note: Tell a Friend service does not work in the Safari browser.

If you do not know how to turn off your Pop-Up blocker, got to <http://www.google.com> and enter 'pop up blockers turn off' in the search box. This shows you many examples of how to turn off your Pop-Up blocker for many different types of browsers or go directly to <http://carmi.mc.yu.edu/alertfind/PopUpBlockers-1.pdf>

Questions and Comments

Please send any questions or comments to ORNLRecruiting@ornl.gov.