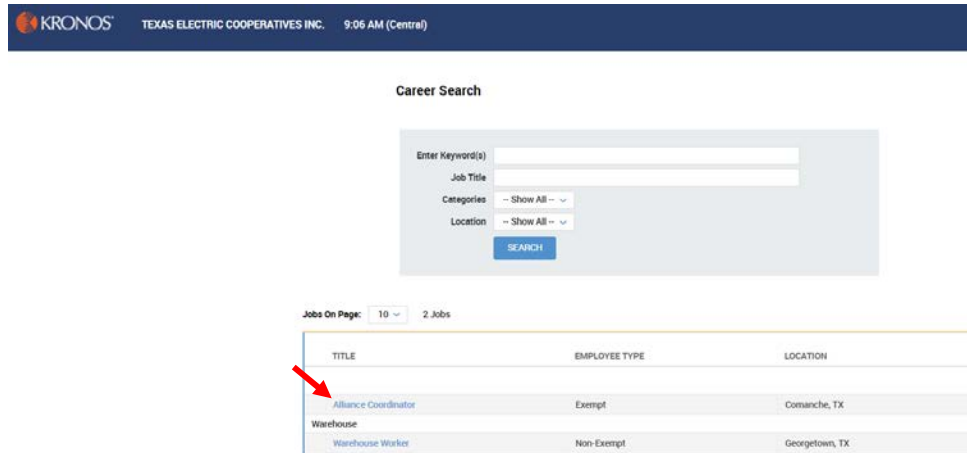


# Texas Electric Cooperatives – Online Application Process

To apply for an open position with Texas Electric Cooperatives, applicants will need to go to our Kronos applicant tracking site and complete the online application: <https://secure3.entertimeonline.com/ta/6149070.jobs?ShowAllOpenings>. Only **open** positions will be posted.



You will need to click on the blue link for the job in which you want to apply. Clicking on the blue link will bring up the job overview, including the job description. To apply, click on the **Apply For This Job** button.

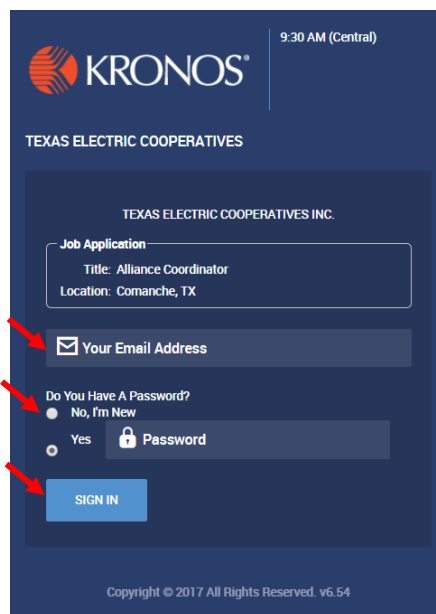
## Alliance Coordinator



### General Information

|                      |  |
|----------------------|--|
| <b>Location</b>      | 201 W. Wrights Avenue<br>Comanche, TX 76442<br>United States |
| <b>Employee Type</b> | Exempt   |
| <b>Travel</b>        | 25%  |
| <b>Manage Others</b> | No   |

If you have never applied using our Online Application, when you click on the **Apply For This Job** link, you will be prompted to setup login credentials. Enter your email address, click on “No, I’m New” and **Sign In**. If you have previously applied, enter your email address and password.



You will need to enter your information to setup your profile. Instructions indicate if you upload a resume, the system will use the information from your resume to create your profile. However, if no resume is uploaded, you must click the **Create Profile** button.

KRONOS® 9:24 AM (Central)

TEXAS ELECTRIC COOPERATIVES

lhahn.phr@gmail.com

Re-Enter Email Address \*

First Name \*

Last Name \*

Password \*

Re-Enter Password \*

Postal/Zip Code \*

You can use a resume to fill out your application faster and it will be added automatically as an attachment. If you upload your resume, it will also automatically create your profile. If no resume is uploaded, then you must click the Create Profile button.

UPLOAD RESUME

CREATE PROFILE DOWNLOAD PREFERRED RESUME FORMAT

In this instance, the employee chose to upload a resume. Parsed resumes need to be reviewed – Kronos makes a note of this. To review, you will need to go through every tab by clicking **Save & Continue** until you get to the *Apply for Job* tab. Instructions for each tab are written in red on each tab.

Contact Information Tab:

KRONOS® Texas Electric Cooperatives 9:32 AM (Central) Sally Sample

START My Account Find Jobs

BACK Home My Account My Applicant Profile My Profile POPULATE FROM LINKEDIN SAVE SAVE & CONTINUE

Success (2) Hide All

Document (RESUME\_-\_LHAHN.pdf) uploaded.  
Resume parsing was successful. Please verify the accuracy of the populated fields.

CONTACT INFORMATION RESUME WORK EXPERIENCE EDUCATION EEO INFORMATION PROFESSIONAL REFERENCES MY SUMMARY APPLY FOR JOB

Instructions: Please enter Contact Information below - address is required. Once complete, click "Save & Continue" in the upper right hand corner to move to the next tab.

Salutation

First Name Sally Middle

Last Name Sample Suffix

Primary Email lhahn.phr@gmail.com

Resume Tab: Candidates should enter their desired salary and available start date, but are not required.

Work Experience: Candidates will need to verify the information parsed from the resume is correct, or enter data if no resume.

Education Tab: Candidates will need to verify the information parsed from the resume is correct, or enter data if no resume.

EEO Information Tab: The information from this tab will populate over the Employee Profile if the candidate is hired. If the candidate leaves this information blank, the Human Resources has the ability to add this information on the Employee Profile on their behalf.

START My Account Find Jobs

POPULATE FROM LINKEDIN SAVE **SAVE & CONTINUE**

Success (1) Hide All

Saved.

CONTACT INFORMATION RESUME WORK EXPERIENCE EDUCATION **EEO INFORMATION** PROFESSIONAL REFERENCES MY SUMMARY APPLY FOR JOB

Texas Electric Cooperatives, Inc. is an equal opportunity employer and will consider all applicants for all positions equally without regard to race, sex, age, color, religion, national origin, disability, veteran status or any other legally protected class. This application will be given every consideration, but its receipt does not imply that the applicant will be interviewed or employed.

Once complete, click "Save & Continue" in the upper right hand corner to move to the next tab.

Gender: F  
 Ethnicity: White (not Hispanic or Latino)  
 Citizenship: U.S. Citizen  
 FT Student: No  
 Are You A Protected Veteran: No

Professional References: This tab is marked as optional.

POPULATE FROM LINKEDIN SAVE **SAVE & CONTINUE**

Success (1) Hide All

Saved.

CONTACT INFORMATION RESUME WORK EXPERIENCE EDUCATION EEO INFORMATION **PROFESSIONAL REFERENCES** MY SUMMARY APPLY FOR JOB

Instructions: This section is Optional. If completed, please list at least two Professional References that can be contacted. Once complete, click "Save & Continue" in the upper right hand corner to move to the next tab.

REFERENCE #1  
 Company: [Text Field]  
 Contact Person: [Text Field] Relationship To Contact: [Text Field]  
 Email: [Text Field] Phone #: [Text Field]  
 Years Known: 0 May we contact this reference? [Dropdown]  
 PICK FROM GOOGLE

REFERENCE #2  
 Company: [Text Field]  
 Contact Person: [Text Field] Relationship To Contact: [Text Field]  
 Email: [Text Field] Phone #: [Text Field]  
 Years Known: 0 May we contact this reference? [Dropdown]  
 PICK FROM GOOGLE

My Summary: On this tab, candidates can scroll down and ensure all their data and information is accurate before moving to the Apply for Job tab.

POPULATE FROM LINKEDIN SAVE **SAVE & CONTINUE**

Success (1) Hide All

Saved.

CONTACT INFORMATION RESUME WORK EXPERIENCE EDUCATION EEO INFORMATION PROFESSIONAL REFERENCES **MY SUMMARY** APPLY FOR JOB

Instructions: Please review your application and ensure all fields have been completed. Once complete, click "Save & Continue" in the upper right hand corner to move to the next tab to complete the application process.

Contact Information  
 Name: Sally Sample  
 Primary Email: lhahn.phr@gmail.com  
 Home Phone: +1 512 635 1703

Address: TX United States

Resume  
 Additional Information  
 Eligible for Work in the USA: Yes  
 Required Salary: \$50,000.00 / Year  
 Available Start Date: 01/15/2018

Apply for Job: Candidates have one last chance to review the information before clicking **Apply For This Job**.

Home > My Account > My Applicant Profile > My Profile

POPULATE FROM LINKEDIN SAVE SAVE & CONTINUE **APPLY FOR THIS JOB**

Success (1) Hide All

Saved.

CONTACT INFORMATION RESUME WORK EXPERIENCE EDUCATION EEO INFORMATION PROFESSIONAL REFERENCES MY SUMMARY **APPLY FOR JOB**

**Instructions: Please review the information and click on "Apply for this Job" to submit your application.**

**APPLY FOR THIS JOB**

**General Information**

**Location** 201 W. Wrights Avenue  
Comanche, TX 76442  
United States

**Employee Type** Exempt

**Travel** 25%

**Manage Others** No

**Contact Information**

**Name** Luci Hahn

**Phone** 512.763.3331

**Email** lhahn@texas-ec.org

After clicking on **Apply For This Job**, a box will appear should you want to add a cover letter or any additional comments. You can leave this box blank if you choose, but make sure to click **Apply For This Job** for your application to be submitted.

**Apply For Job: Alliance Coordinator**

**COVER LETTER OR ANY ADDITIONAL COMMENTS**

Please hire me|

**APPLY FOR THIS JOB** **CANCEL**

**NOTE:** Some positions will have questions that need to be answered and completed as part of the application process. A pop-up will appear with these questions – please answer these in order to submit your application.

You will know you have successfully submitted this application when you see the following:

Home > My Account > My Applicant Profile > My Profile

Success (1) Hide All

✓ Your job application for 'Alliance Coordinator' was submitted for review. You can apply for more jobs by clicking on 'Find Jobs->Search For Jobs' menu.

If Texas Electric Cooperatives is interested in meeting with you, you will receive email updates and follow-up phone calls.