

ERA APPLICATION SUBMISSION CHECKLIST

1. PRIOR TO APPLYING FOR THE POSITION

- Create an online account with ERA.
- Carefully read the vacancy announcement and questions.
- Ensure you meet the qualifications and minimum requirements for the position.

2. PREPARING THE APPLICATION

- Do you meet the education standards?
 - No – You are not qualified for the position.
 - Yes - List all applicable education and indicate you meet the minimum qualifications in the questions.
 - If a position requires completion of high school, you must list your education, indicate that you have the relevant education, and upload the corresponding document(s).
- Do you meet the experience standards?
 - No – You are not qualified for the position.
 - Yes - List all applicable experience and indicate you meet the minimum qualifications in the questions.
 - Add more experience, rather than less
 - Answer the question regarding your years of experience.
- Have you listed all of your language levels and do they meet the minimum requirements?
 - No – You are not qualified for the position.
 - Yes - List all applicable language skills and indicate you meet the minimum qualifications in the questions.
 - Different vacancies will have different levels required. List ALL languages required. If Turkish and English are both required, list both languages and the level at which you speak/read/write. Language may be tested prior to an interview.
- Attach all required documents. Applications with missing documents will not be considered.

3. SUBMISSION

- Review your application completely prior to submission.
 - Consider having a peer review with you, to catch unintentional errors.
- After submitting your application, sign back into the system and review your application to ensure it is complete and correct.
 - REMEMBER, applications can be reviewed and updated in ERA until the close of the vacancy.
 - Changes cannot be made after the close of the vacancy (to include uploading documents).
 - Applications (and supporting documents) are ONLY accepted via ERA.

All experience must be detailed in the online form in order to be validated within the application; attached resumes are not used for qualification purposes.

Incorrect or incomplete applications that do not meet the minimum requirements will not be accepted.