



candidate online application
reference guide

In June 2016 launched a new online application system. This Reference Guide is for the new system and includes the topics listed below. Click on a topic to jump to that section within this guide.

- [Searching for a Job](#)
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To access a list of RMS FAQs, click this link: <https://media.icims.com/training/candidatefaq/faq.html>

The screenshot shows a search interface with the following elements:

- Keyword or Requisition ID:
- Job Title:
- Store #:
- Location:
- Search button:

Searching for a Job

Search Jobs by using the **Job Search Form** located on the Dollar General Career site.

- **Search Filters:** Search for open positions by keywords, category, and location. (**Note:** Other filters may be available.)
- **Search Button:** Select this button to view your search results.

Tips:

- Typically, the keyword search will search for all of the words you enter, meaning that the keyword search “graphic designer” returns results where the job contains the words “graphic” AND “designer.”
- If available, select **Current Location** for the **Location** field to view jobs near you and select your preferred zip code radius for job results.
- If Current Location is available and has been selected, your browser asks for permission for the site to access your current location. Click **Yes** if you want the site to recognize where you are located and run the search based on your location. The message varies from browser to browser.

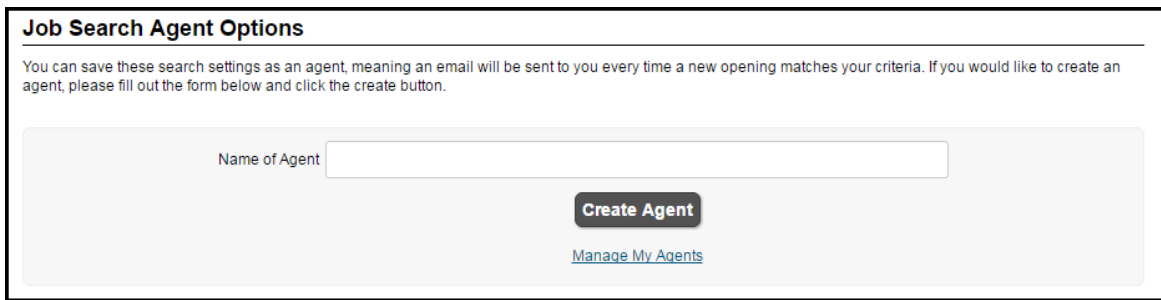
Navigating Job Listings



- A. **Sort Jobs:** Click column headers to sort jobs by characteristics, such as Title or City.
- B. **Page Navigation:** Navigate to a specific page by using the page dropdown or by selecting the appropriate arrow icon (if available) to move forward or backward one page.

Tips:

- After a specific search has been run that turns up no results, you are presented with the option to subscribe for emails when new jobs that match your criteria are created.



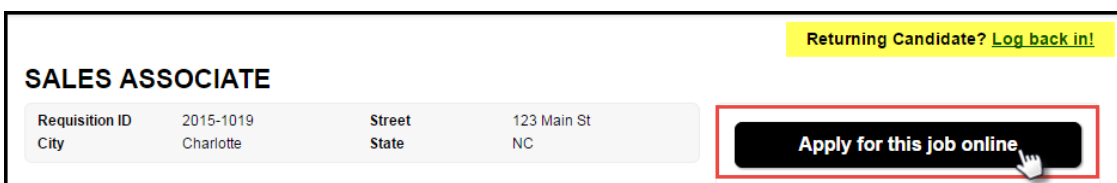
- Candidates searching for jobs on a mobile device can take advantage of the following:
 - Large sections of text are shortened on mobile devices. Select **Read more**, when available, to read all of a section's text.
 - Jobs are easily sorted on a mobile device. Use the **Sort By...** dropdown to sort jobs by ID, Title, Posted Date, etc.
 - A full job description can be accessed on a mobile device by clicking a job panel within search results.

Applying for Positions

1. Click the **Job Title** in order to begin the application process for that position.

Requisition ID ▲	Title	Street	City	State
2010-1000	Sales Associate	427 W BOCKMAN WAY	SPARTA	TN
2015-1019	SALES ASSOCIATE	123 Main St	Charlotte	NC
2015-1023	Assistant Store Manager	123 Main St	Charlotte	NC

2. Select **Apply for this job online**.



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Tip: If you have applied to a job with Dollar General before, apply using your existing profile by clicking [Log back in!](#) and providing your login credentials.

3. Select **Apply Online** to create your profile and start the application process.

SALES ASSOCIATE

Requisition ID	2015-1019	Street
City	Charlotte	State

In order to apply for this job, you must create a profile with us. If you have already created a profile

New Candidates, please create your profile

Apply Online

Or build your profile from an external social account
[\(What is this?\)](#)

Create with Google

Create with LinkedIn

[Go back to the welcome page](#)

4. Select one of the available options to upload a resume (e.g., My Computer, Google Drive, or Dropbox), if applicable. *(Optional)*

Resume

- Provide your resume below to pre-fill your profile. Existing data in the form will be replaced:

(Optional) Please upload your resume (max size: 5 MB)

My Computer

Google Drive

Dropbox

- **Tips:**

- To take full advantage of automatically populating your information, upload your resume prior to completing other fields.
 - ✓ Click the **My Computer** (or **My Device**) button to select a resume from your computer or mobile device. Choose the correct file, and then click **Open** to continue.
 - ✓ Click the **Google Drive** button to select a resume from your existing Google Drive account. Log into your account and click **Accept** to allow the application system to access your account. Finally, select the correct file and click **Select** to continue.
 - ✓ Click the **Dropbox** button to select a resume from your existing Dropbox account. Log into your account and select the correct file, then click **Choose** to continue.

Create a login

* Login

* Password

* Password (Re-enter)

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- Review the information automatically pulled from your resume and complete required login and password information. **NOTE:** Use an email address for your login name.
- Enter contact information and complete any additional sections of the job application to create your Candidate Profile. Certify accuracy of information provided and select **Save and Continue**.
- Answer the required candidate questions. Select **Finish Later** to finish the application at another time, or click **Submit** to finalize your Candidate Profile.

SALES ASSOCIATE

Requisition ID	2015-1019	Street	123 Main St
City	Charlotte	State	NC

1 > **2. Candidate Questions** > 3

Please answer the following questions:

* Required field.

* Are you legally authorized to work for any employer in the US? Yes

* Are you 18 years or older (16 years old in Michigan)? Yes

Finish Later **Submit**

- If applicable, click on the link to the assessment. If the position requires it, you must complete the assessment before you will be considered for employment.

SALES ASSOCIATE

Requisition ID	2015-1019	Street	123 Main St
City	Charlotte	State	NC

1 > 2 > **3. Assessments**

Almost there! The final step in our process requires you to complete an assessment. This will take less than 20 minutes

Click the link above to take the Assessment

Applying with a Social Media Account

Candidates can also apply for jobs with social media accounts through LinkedIn and Google+.

Note: Candidates who apply through social media are not only logging in to their social media account, but also giving the application permission to access basic information from their social media account. Dollar General will not be able to view social media profiles or pull over information other than the fields required to create a Candidate Profile on the career site.

1. Access the desired job, and select **Apply for this job online** to begin the application process.
2. Select the desired social media profile (e.g., **Create with Google+**, or **Create with LinkedIn**).

SALES ASSOCIATE

Requisition ID	2015-1019	Street
City	Charlotte	State

In order to apply for this job, you must create a profile with us. If you have already created a profile

New Candidates, please create your profile

Apply Online

Or build your profile from an external social account ([What is this?](#))

Create with Google

Create with LinkedIn

[Go back to the welcome page](#)

3. Log in to the social media profile via the provided popup.
4. Modify the information that was automatically transferred into the Job Application from the existing social media account, if necessary.
5. Use the resume information from your social media account, which can populate automatically, or upload a new resume from your computer/mobile device, Google Drive, or Dropbox.

Resume

- Provide your resume below to pre-fill your profile. Existing data in the form will be replaced:

(Optional) Please upload your resume (max size: 5 MB)

My Computer

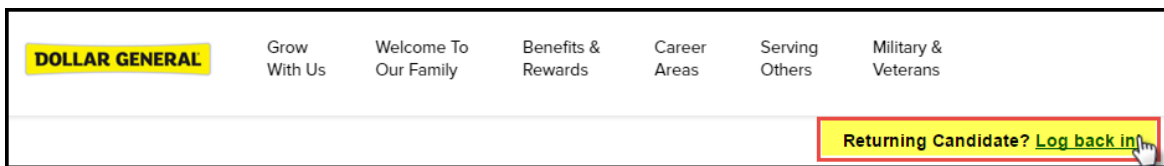
Google Drive

Dropbox

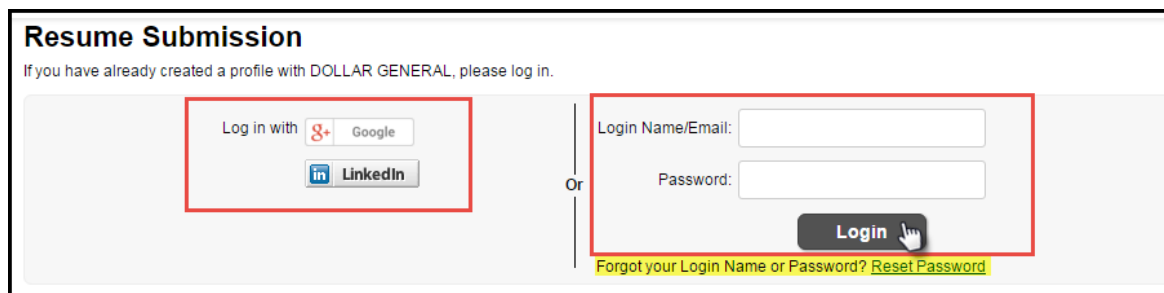
6. Complete remaining steps as outlined in [Applying for Positions](#) section above – see steps 6–8.

Logging in as a Returning User

1. Click **Log back in!** in the upper right side of the company portal.

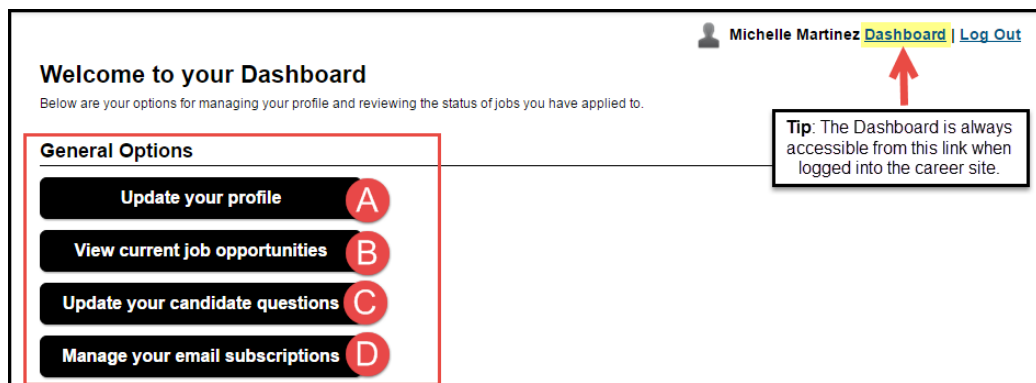


2. Log in using your connected social media account (if applicable) or enter the **Login Name** and **Password** that you used to create your account with this company and select **Login**.



- **Tip:** You may select the **Retrieve Password** link if you have forgotten your login name or password.
3. Use the [Dashboard](#), described in the section below, to update your profile, view current job opportunities, manage email subscriptions, and check on the status of any jobs you have already applied to, etc.

Navigating the Candidate Dashboard



- A. **Update Your Profile:** Update profile information.
- B. **View Current Job Opportunities:** View all current job opportunities with this employer.
- C. **Update your Candidate Questions:** Update candidate questions, as needed.
- D. **Manage Your Email Subscriptions:** Subscribe or unsubscribe from one or all mass communication emails.

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- Email subscriptions allow candidates to receive information relevant to their interests from a company. From your Candidate Dashboard, select **Manage your email subscriptions** to set up/manage subscriptions.
- **Warning:** There is an *unsubscribe from all* mass email option. If you unsubscribe from future mass emails of any kind, you may not receive notifications about future considerations, career opportunities, etc., especially if those emails are sent to multiple individuals at once. For this reason, it is **not** recommended to unsubscribe from all mass emails.

Previous Activity E					
Central Daylight Time					
Requisition ID	Job Title	Application Date	Status	Last Update	Acti F G
2015-1019	SALES ASSOCIATE	4/22/2016	Incomplete Application	4/22/2016	Continue Application Withdraw (To Re-Apply)
2016-2201	ASST STORE MGR	4/18/2016	Application Received	4/18/2016	Withdraw (To Re-Apply)
2016-2199	SALES ASSOCIATE LEAD-FT	4/18/2016	Application Received	4/18/2016	Withdraw (To Re-Apply)
2016-2193	SALES ASSOCIATE LEAD-FT	4/18/2016	Application Received	4/18/2016	Withdraw (To Re-Apply)
2016-2192	ASST STORE MGR	4/18/2016	Manager Not Interested	4/18/2016	

- E. **Previous Activity:** View the status(es) of the submitted application(s).
- F. **Continue Application:** Continue the application from where it was left off.
- G. **Withdraw (To Re-Apply):** Withdraw an application for a specific position.

Note: The candidate dashboard only displays positions within that career portal. Use the Additional Portals menu to view job opportunities in other areas of Dollar General.

Additional Portals
If you do not see all of the jobs that you have applied to on your dashboard, please click one of the links below to be directed to another portal:
Distribution Center Career Portal
Driver Career Portal
District Manager/Regional Director Career Portal
Store Support Center Career Portal

Updating Your Profile

1. Log in by following the steps in the [Logging in as a Returning User](#) section.
2. Select **Update your profile**.
3. Upload a resume or click **Replace** to replace an existing resume, if desired.
4. Enter or update name, address, and any additional information, if desired.
5. Select **Update Profile** to submit your changes.