

How to Apply for a Job: Step-by-Step Instructions

Thank you for your interest in our company. Please review these instructions before submitting an online application. Refer to our [Frequently Asked Questions](#) for more information.

Quick Tips

- Do not use your browser's "Back" and "Forward" buttons to navigate between screens. Click the *Previous* or *Next* links found toward the top and bottom of each page in the Career portal.
- If you receive an error message, or if you need additional assistance with your online application, read through our *Frequently Asked Questions* for troubleshooting tips.
- You cannot change your application once it has been submitted. If you need to modify your application or resume, submit a new online application; hiring managers typically review the most recent submission. You can always click the link *Save for Later* to save a draft application.
- When you submit an application, you will receive an email confirmation. If you are selected for an interview, the hiring team will contact you.

To apply:

- Go to **www.BC.com**. Select *Careers*, then click *Career Opportunities*.
 - **For external candidates:** Select the Boise Cascade Careers Portal link and sign in.
 - If you do not have a username or password: Click the *New User* link in the upper right portion of the screen. Use your email address (if you have one) as your username, and enter a self-selected password. If you agree to the terms, click *Agree* and then click *Register*.

Note: to register with our Careers portal, you will need to enter an email address. If you do not have an email address, you can still register. First create a unique username, and in the email address field, enter something in an email format like: "noemail@noemail.com." Then be sure you indicate your preferred contact method is by phone.
 - If you are registered and forgot your user name or password: Choose *Forgot User Name* or *Forgot Password* to retrieve this information.
 - **For internal candidates:** Click the Internal Careers Portal and sign in. Use your network User Name and Password to log in. This is the same information you use to log into ePay.
- All open positions are listed on the Web site. Use the "Keywords" search to find open positions in your area of expertise, or you can filter positions by clicking the links under the filter column on the left sidebar.

If there are no current openings that interest you, refer to our [Frequently Asked Questions](#) for information about setting up a job notification alert.

- To apply for a specific position, click on the job title begin the application.

Step 1: Read through the Prequalification Notice and Agreements and, if you agree to the terms, check the box and click *Next*.

Step 2: Answer these prescreening questions to determine whether you are eligible to apply for the job. The prescreening questions may also fall under the Qualifications section.

Step 3: You will be prompted to apply using a resume. Your resume should be saved as a Word document (.doc or .docx) or an unlocked (searchable) PDF before you upload it. If you are using Microsoft Works, save your file with a .doc extension. Do not attach a scanned image of your hard-copy resume.

- If you have a resume: Click *Apply Using a Resume* to upload your resume. Click the *Browse* button and find the document on your computer. Then, click *Upload*. Confirm your name and email address, and click continue. The application system will rename file to your first and last name. You can edit the text in the “Resume Title” box to change your file name.
- If you apply without using a resume: Click on *Apply Without A Resume* then click *Continue*. You will need to submit work history details later in the application process.
- Refer to our [Frequently Asked Questions](#) if you experience difficulty uploading your resume.

Step 4: The Employment Preferences section is entirely optional. You can complete this portion or click “Next” to skip to the Qualifications section.

Step 5: Enter all relevant information regarding your qualifications. If you applied using a resume, most of this information should be prepopulated. If there is missing information that the application system could not pull from your resume, you’ll see a red warning icon. Click the Edit (pencil icon) on the row you need to correct, and complete the missing information, indicated by fields highlighted in red.

If you applied without using a resume, you will need to add your qualifications in this step.

Go through the “Education” and “Accomplishments” portions of the Qualifications section to add pertinent information about your skills or special training. In this section, you may also have prescreening questions to determine whether you are qualified to apply for the position.

Step 5: In this section, tell us how you found the job. Choose from the dropdown list of common answers. If the referral source is not listed, select other, and then cite the specific referral source in the text box below. Then click *Next*.

Step 6: Boise Cascade is an equal opportunity employer. This section invites you to complete Self-Identification Details. You can choose to release information about your gender, ethnic group, or your disabled or veteran status, or you can decline to provide this information.

Step 7: This step allows you to review any of your application details before you submit. Click the pencil icon to edit any section. Once you are satisfied with your application, click *Submit*.

- Congratulations! You will see a message that says: “You have successfully submitted your job application.” You will also receive an auto-generated confirmation email at the email address you provided.