

# Frequently Asked Questions

## Do I need a resume to apply for a job?

You do not need a resume to apply for a job with Wilbur-Ellis. You can fill out your contact information, work experience, and education online. Information entered manually (or by uploading your resume) will live in your **My Presence** and used to apply for other job opportunities at Wilbur-Ellis.

## Can I stop the application in process and come back to finish it later?

No, you cannot save your application and come back to it later. However, after you create an account with us, you can use your information in the **My Presence** section to quickly fill out new applications.

## Can I change my application after submitting?

Once you submit your application, you may no longer make changes to it.

## I applied with my LinkedIn profile, but after uploading my resume my application is different?

Our applicant tracking system will update your **Presence** and your in-process application with the most recent information you entered, whether uploaded from your LinkedIn account, a resume or manual entry.

## What is My Presence?

**My Presence** is your candidate record. More than just a traditional online application, your **Presence** gives you the ability to build an in-depth personalized online profile with us that you can use to apply for new positions.

## How many documents can I upload?

You can upload up to 10 documents; max file size is 6MB. Accepted formats are: Microsoft Word formats (.doc and .docx), Adobe PDF (.pdf), and image files (.jpeg and .png).

## Will I receive confirmation that my application was received?

Yes, once you've completed all required parts of your application and submit it, you will see the message "*Thank you! Your application was submitted.*"

## Will I be informed if I am not selected for the position?

Yes, you will receive an email from us notifying you when the position is closed.

## If I don't receive an interview, can I reapply for another position with Wilbur-Ellis?

Yes, you can apply for as many job opportunities that interest you. To view all opportunities you've applied for, go to the **Applications** tab in the **My Presence** section.

## When will I hear back from you regarding my application?

Timing varies based on available positions and locations.

## Can I apply in person at one of your locations?

We do not accept paper applications, but our locations do have a kiosk computer you can use to apply online.

## Can I get notified about future opportunities?

In the search box (upper part of the job board), you can refine your job search based on location, category, and schedule; once you've set your filters, click on the **+Create Job Alert** link in the lower right corner of the search box. You can choose to be notified daily or weekly.

## How do I cancel a Job Alert?

Login to your **Presence**, and click on your name in the upper right corner, choose **Subscriptions**. You can unsubscribe from one or all your alerts as well.

## What do I do if I forgot my password?

From our [job boards](#) page, click on the **Sign In** link in the upper right corner. Select the **Create/Reset your password** link and enter the email address you used to create your account. You'll be sent an email with instructions on resetting your account password.

## What are the recommended Internet Browsers to use?

Internet Explorer (IE) 11+

Chrome 55+

Firefox 51+

Safari 7+

### iPads and i Phones

Operating system 10.0.02+ (Safari browser)

### Android Tablets and Smartphones

Android Operation System 6.0.1+ (Chrome browser)

For other questions, please email recruiting at:

[careers@wilburellis.com](mailto:careers@wilburellis.com)