DOLLAR GENERAL CAREER SITE
CANDIDATE ONLINE APPLICATION REFERENCE GUIDE

In June 2016, Dollar General 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.

Online Application Candidate Quick Reference Guide

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Searching for a Job

Search Jobs by using the **Job Search Form** located on the Dollar General Career site. (https://careers.dollargeneral.com/)

- **Search Filters:** Search for open positions by keywords, category, and location. (**Note**: Other filters may be available.)

- **Search Jobs Button:** Select this button to view your search results.

Tips:

- Typically, the keyword search will search for <u>all</u> the words you enter, meaning that the keyword search "graphic designer" returns results where the job description contains the words "graphic" AND "designer."

- If available, select **Use my Current Location** for the **Location** field to view jobs near you and select your preferred City & State or 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 on **Sort by** to sort jobs by Relevance or Posted.

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 (Job Alerts).

- Job Alerts are automatic emails that include any new jobs matching your search results. You can setup a new alert based on the filters applied in your search results.
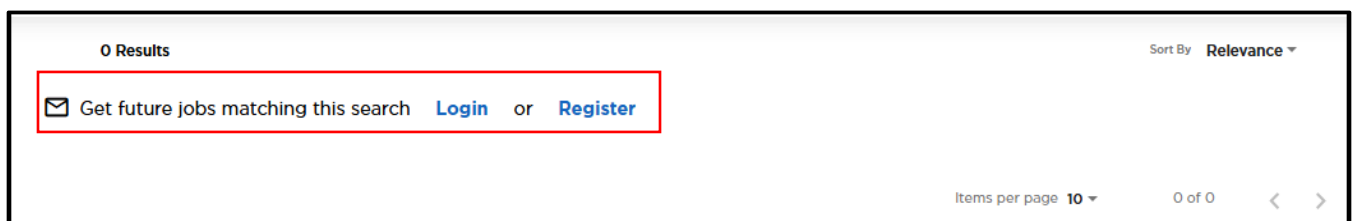
Note: You must create an account or log in to your existing account to set a job alert.

- Candidates searching for jobs on a mobile device can take advantage of the following:

    o Large sections of text are shortened on mobile devices. Select **Read more**, when available, to read all of a section's text.

    o Jobs are easily sorted on a mobile device. Use the **Sort By…** dropdown to sort jobs by ID, Title, Posted Date, etc.

    o A full job description can be accessed on a mobile device by clicking a job panel within search results.

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Applying for Positions

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

2. Select **Apply Now**.

Tip: If you have applied to a job with Dollar General before, apply using your existing profile by clicking on the "Returning Candidates? Log back in!" button at the top of the Dollar General careers page.

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

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

- **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.

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✓ Click the **OneDrive** button to select a resume from your existing OneDrive account. Log into your account and select the correct file, then click **Choose** to continue.

5. Review the information automatically pulled from your resume and complete required login and password information. **NOTE:** Use an email address for your login name.

Create a login

Login (Email Address)*	Password*	Password (Re-enter)*

6. Enter contact information and complete any additional sections of the job application to create your Candidate Profile. Certify accuracy of information provided and select Finish Later to finish the application at another time or click **Save and Continue**.

Certification

Certify accuracy of Information above*

— Make a Selection —

[Finish Later]   [Save and Continue]

7. 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

✓ ———— ② ———— ③ ———— ④

Candidate Questions

Candidate Questions

Please answer the following questions:

* Required field.

Will you now or in the future, require sponsorship for employment Visa status (e.g. H-1B, OPT, etc.)?

No

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

Yes

[Finish Later]   [Submit]

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8. Answer the required Job Specific question(s). Select **Finish Later** to finish the application at another time or click **Submit**.

Note: The Job Specific questions may differ based on the position being applied for and the state in which the application is being made.

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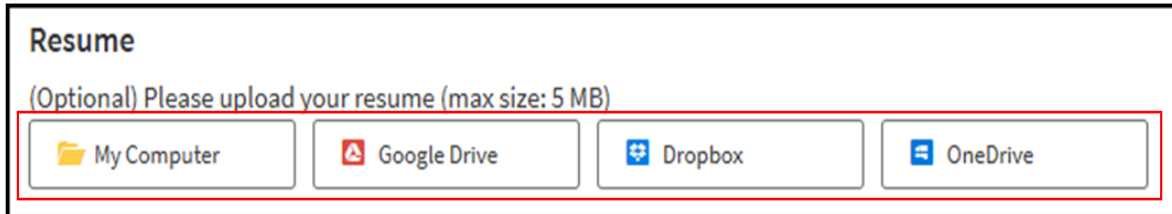## Applying with a Social Media Account

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 Now** to begin the application process.

2. Select the desired social media profile (e.g., **Create with Google+**, or **Create with LinkedIn**).

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.


6. Complete remaining steps as outlined in Applying for Positions section above – see steps 6-8.

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Logging in as a Returning User

1. Click **Returning Candidates? Log back in!** from the Careers Page. From the Welcome page, click on "Returning Candidate? Log back in!" and log in to your account using your email address and password

careers.dollargeneral.com

Have a Conditional Job Offer?   Returning Candidates? Log back in!
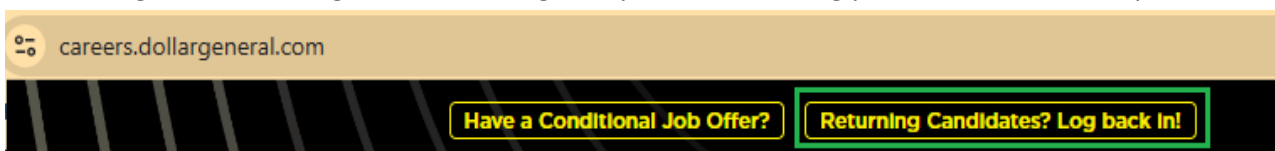
2. Log in using your connected social media account (if applicable) or enter the **Username or email address** and **Password** that you used to create your account with this company and select **Log In**.

iCIMS
Welcome
Log in to Dollar General Retail
Username or email address*
|
Continue
OR
G Continue with Google
in Continue with Linkedin
  Continue with Apple
  Continue with Microsoft
  Continue with Facebook
  Continue with Indeed
  Continue with Corporate Login

iCIMS
Enter Your Password

                                        Edit
Password*   ◎
Reset your password
LOG IN

- **Tip:** You may select the **Reset your 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, update your candidate questions 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 based on resume information.

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.

- 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.

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.

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.