New York City School Construction Authority
Summer Internship Program
Online Application Guide

The New York City School Construction Authority uses GovernmentJobs.com for the application and hiring process for its high school Summer Internship Program ("SIP"). This guide describes how to complete the online application. In this process, you will complete an application that contains the same sections of information found in a resume (education, work, etc.) and then answer a series of questions about your qualifications. You may attach a traditional resume to your application; however, your application must be completed. Blank applications that state "see attached resume" and incomplete applications will not be considered. To compete successfully you must fill out all the fields in the application. The "import a resume" function in GovernmentJobs.com (or the cut-and-paste capability on your PC) will help you complete the application fields quickly; there is no need to start from scratch if you have an existing resume.

Please read through all instruction first before beginning:
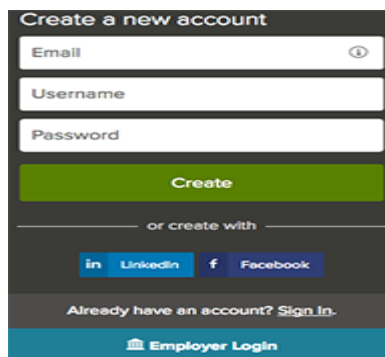
What do I need to get started?

1. Access to a computer with a web browser and internet connection.
2. A valid email address.
3. Students must have their completed application (online application, current resume (strongly preferred), complete official transcript and recommendation) submitted to SIP by email to SCAINTERNSHIPS@nycsca.org) by March 9, 2018.

The process consists of the following steps:

1. Creating an Account
2. Applying for a Job
3. Checking Application Status

==Section 1: Create an Account:==

1. Log-in to the SCA website at **www.nycsca.org.** Click **Careers- Internship Program - Summer Internship Program Page-Applicant Log In –Job Detail Page- Click Apply.** Click **Application Guide** for instructions on how to complete and submit the online application.
2. On the main page in the upper right hand corner click **Sign In** then Click **Create an Account**. Enter your email, preferred user name and password. Usernames may contain letters, numbers and underscore characters. Password must be at least 8 characters in length and contain upper and lower case letters, at least one number and one special character, e.g., an exclamation mark. Once you're done Click **Create.** Click **Summer Intern 2018** then Click the **Apply** button located in the upper right hand corner of the Job Opportunity page for which you are interested.
3. Returning users should Click Sign In and Click the **Apply** button. The system will prompt them to log into their account or to create a new one.
4. Follow the application instructions to ensure all required information and materials are submitted correctly. Applications for employment will not be considered if they are incomplete.

- Keep a record of your username and password. You will need this information to log in and check the status of your application.
- As you supply correct information for each field, a checkmark will appear on the right which indicates that the value is correct.
- When you are signed in, your email address will appear on the right in the top menu bar:
- The pulldown menu under your username lets you quickly access common options:
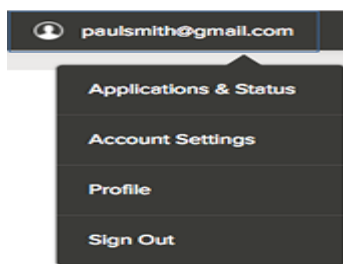
These include:

- **Applications and Status** – use to review your job application.
- **Accounts Settings** – use to edit your contact information, or change your password.
- **Profile** – use to update basic information that you use to apply for jobs, such as work experience.

Section 2: Apply for a Job:

1. After signing in, the next screen that displays is the resume import page which reduces the amount of time to set up your profile, particularly your work history and education. You have one of two options: 1) upload from a resume document, or 2) transfer from LinkedIn**.** Whether you have a resume or not, you must manually enter your work history in the work section.
2. Next, complete a series of steps as noted below. Fill in all sections of the application. Your progress and current step in the process is shown on the left side of the screen. In the example below, the information step is in progress as indicated by the shaded area:
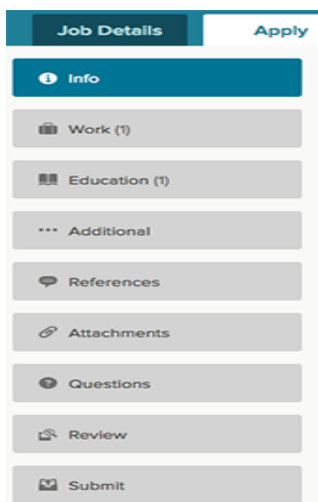

- For each step, the buttons on the bottom allow you to save or discard your work in each section. Please be sure to save all of your entries before you move onto the next section. You may log in and out of the system as many times as necessary in order to complete the application.

- The Cancel button discards any changes you have made since the last save.
- For some entries, the Remove link is present. It deletes the current entry after a confirmation. Once deleted, the data cannot be recovered.
- The last time that the entry was saved is also displayed at the top.

3. Complete the **General Information section** and click save.
4. Complete the **Personal Information section** and click save.
5. Complete the **Preferences section** and click save.
6. Complete the **Work History section** and click save.
7. Complete the **Educational section** and click save.
8. Complete the **Additional Information section** including certificates and licenses, skills and languages, typing data entry speeds, and any other supplemental information and click save.
9. Complete the **Attachments section**. The supported file formats are indicated on the application.
10. Click **Choose attachment type** and select **Resume** from the pulldown.
11. Click **Choose attachment type** and select **Transcript** from the pull down. From this page use the upload page, or, drag and drop the file as a PDF document into the box.
12. **The References section need not be filled out.**
13. **Answer the required agency wide and supplemental questions. Your answers to these questions are automatically submitted with your application.**
14. **Review your entries** and then click **Proceed to Certify and Submit**.
15. If there is an error, it is shown in the progress bar and also in the section. Use the edit icon to open this item and correct any errors.
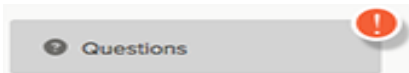
16. On the Certify and Submit page, **click on Accept and Submit.**
17. A confirmation page will display after submitting your application.

<mark>Section 3: Check Application Status:</mark>

1. Your username indicates the number of in-progress applications, for example:
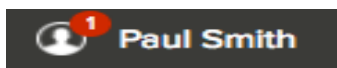
2. Click on the **Job Title and History** button for more information about your application.
3. Click the **Incomplete button** to see all applications that you started, but did not complete. You can use Remove if you want to delete an application without completing it.
4. You will receive a confirmation email from the Summer Internship Program informing you that your application has been accepted. If you do not receive this email, please notify SIP at SCAINTERNSHIPS@nycsca.org.

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