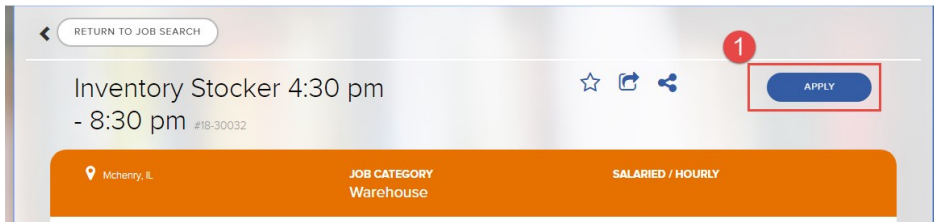


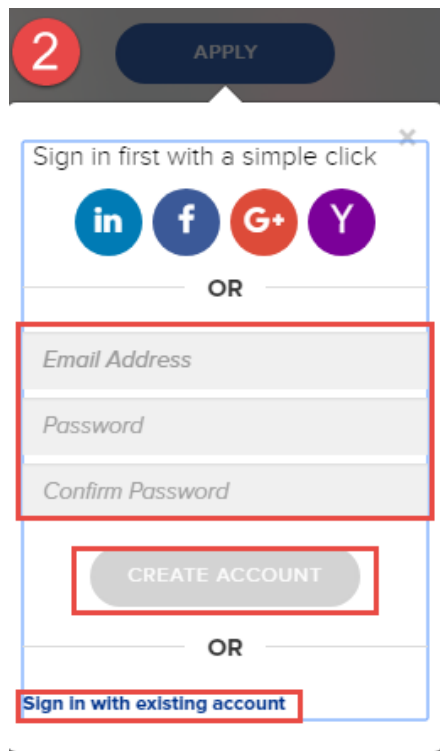
## How To Apply to an Opening

### How To Apply to an Opening

1. Search career site and select posting to apply to:



2. You can either sign in as a returning user to Follett or click Apply



### Applying

3. To apply you need the following information:

- First Name
- Last Name
- Email Address
- Phone Number
- Upload/Copy Paste a Resume
- Answer a few basic questions

**Your application is not submitted until the screen indicates your application is complete.**

A screenshot of a 'Contact Information' form on a mobile app. The form is titled 'Contact Information' and has a progress bar at the top with five steps: 1. Contact Information, 2. Select Source, 3. Documents, 4. Equal Employment Opportunity Information, and 5. Electronic Signature Disclaimer. Step 3 is highlighted with a red circle and the number '3'. The form contains several input fields: 'Email Address', 'Address 1', 'Address 2', 'City', 'State' (with a dropdown menu), 'Country' (with a dropdown menu), 'Middle Name', 'Last Name', 'Phone', and 'Alternate Phone'. A red asterisk indicates required fields. The 'First Name' and 'Last Name' fields are highlighted with red boxes. Below the form, there is a checkbox for 'SMS Messages' and a disclaimer: 'By clicking here, I am agreeing that future text messages relating to Follett Corporation, including company news, job posting and application status updates, and other information, may be sent on behalf of Follett Corporation to the cell phone number I provided above.'

## How To Apply to an Opening

### Applying (continued)

#### 4. Upload/Copy/Paste Resume:

#### 5. Make sure to use the arrow to click through until it tells you application complete

**Need additional help?**

**Email [myHR@follett.com](mailto:myHR@follett.com) or 877-888-7887**