

Before you begin the application process, please have a printed or electronic copy of your resume available. The application process includes an online job application and you will be required to list your job history information. During the application process, you will be asked to include an electronic copy of your resume.

- **IMPORTANT: If you need to navigate to previous screens, please be sure to use the buttons provided within the application. Your browser's back button should not be used.**
- The application has a built-in security feature that results in automatic logoff after 20 minutes of inactivity.

## How to apply to an available TechTeam position:

1. Go to [www.techteam.com](http://www.techteam.com)
2. From the TechTeam Global homepage, click the "Careers" link.
3. On the page that follows, click "Apply for a TechTeam Global position".
4. On the next page, click near the US flag.
5. A search screen will appear to allow you to specify job category, location, and other preferences. You may enter data here, or leave all search fields blank to view all available job postings.
6. Click "Search"
7. A list of job postings will appear. You may view the job description by clicking on the job title.
8. Please note: If your search yields no results, you may need to refine your search criteria or leave all search fields blank to produce the desired result.
9. To apply for a job, click on the "Job Basket" box that corresponds with the desired job. After making your selection, click "Apply for Jobs in Basket" to start the application process.
10. You will be prompted to create a User ID and password. Please note this information for future reference. You will need your User ID and password in order to check the status of your application, submit an updated resume or job application, or to apply to other positions.
11. The screens that follow will prompt you for the information required. Please fill in all requested information.
12. Please be sure you complete the job history information and provide at least three professional references.
13. Please be aware that TechTeam does a criminal background check on all new hires. We ask that you disclose all misdemeanor convictions and felony convictions on your employment application.
14. You will receive confirmation when you have completed the application process.

Thank you for your interest in TechTeam Global job opportunities!