



## Candidate Help

### Frequently Asked Questions (FAQs)

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### Job Search

#### What is a basic search?

The Basic Search feature allows you to search the jobs database for a particular job category and/or location. You can also search by entering specific job number(s) or keyword(s).

If you select a country using the "**Location**" field, another drop-down box will appear which allows you to refine your search by selecting one specific city within that country.

You can include multiple job categories and locations in your search by selecting the "**Add**" options located under the applicable drop-down menus.

If your search uses the "**Keyword**" or "**Job Number**" field, you can use a comma (,) to separate multiple entries.

Click "**Search for Jobs**" to display the job list matching your criteria. The resulting list will indicate:

- whether the job is active or inactive (i.e., not accepting submissions)
- if you already added the job to your job cart, and
- if you already applied for the job (draft submission or completed submission)

**Tip:** To better view your job list results, you can select "**Hide Search Criteria**". Alternatively, you can select "**Show Search Criteria**" to view the criteria you selected for your current search.

Click "**Clear**" to reset all the fields and perform another search.

#### What is an advanced search?

In addition to the Basic Search criteria (Job Category, Location, Job Number, Keyword), the Advanced Search feature allows you to search the jobs database using criteria, such as Posting Date, Job Type, or Full/Part Time Schedules.

You can make multiple selections in the Schedule and Job Type sections by clicking each applicable box. To deselect an item, click the box again.

Click "**Search for Jobs**" to display the job list matching your criteria. The resulting list will indicate:

- whether the job is active or inactive (i.e., not accepting submissions)
- if you already added the job to your job cart, and
- if you already applied for the job (draft submission or completed submission)

**Tip:** To better view your job list results, you can select "**Hide Search Criteria**". Alternatively, you can select "**Show Search Criteria**" to view the criteria you selected for your current search.

Click "**Clear**" to reset all the fields and perform another search.

Also see "**Can I save my searches for reuse at a later date?**"

## How do I search and apply for a job?

Begin by clicking on the "**Job Search**" tab. Select your search method (basic or advanced) and specify your search criteria, then click "**Search for Jobs**".

Review the list of jobs created from your search criteria. Select a job opening, read the description and determine if you have the qualifications and interest in that job. If so, click "**Apply Online**".

Next, you need to login to your candidate profile. If you are a new candidate, you will need to register and create a candidate profile.

**Important:** If you upload your resume/C.V. (in English) the **first time** you apply, the system will automatically extract the relevant information from this document and populate part of the online application. You will then be able to verify the extracted content and make appropriate changes. This special feature is only available the first time you apply, and if your resume/C.V. is in English.

Use the tool instructions to create or modify your profile. Complete all eight steps (nine steps in the U.S.). Returning candidates can quickly move through the steps using "**Save and Continue**".

If you don't have time to complete all the steps, you have the option to save your profile or application as a "**draft**" and come back to complete it later. Be sure to click "**Save as Draft**" (located under the Application Progress Bar and at the bottom of the page). If you select "**Quit**" you will lose all the information you entered since you last time you saved it as a draft.

Upon completing the application, the tool displays a message thanking you for applying to Intel. You will also receive an e-mail confirming receipt of your application.

## Can I save my searches for reuse at a later date?

You can save the search criteria settings you specified for reuse at a later date by clicking "**Save this Search**" at the top of the Job Search page. Your searches will be saved in the "**My Saved Searches**" section, under the "**My Jobpage**" tab.

You can save a maximum of five searches at a time. Once this number is reached, you must delete a saved search to be able to save a new one.

## How do I search for a specific job number?

To locate a specific job opening, enter the job number in the "**Job Number**" field and click "**Search for Jobs**".

## Why can't I locate a specific job number?

Intel uses several job boards and recruiting events to post and market available positions. Most venues direct candidates to the [Jobs at Intel](#) web site to complete the application process. When we close a position and remove it from the company job posting list, the job description may continue to appear briefly on the job board. When this occurs, please direct your job search to other available opportunities.

## YOUR CANDIDATE PROFILE

### How do I create my candidate profile?

Click "**Access my profile**" located under the Candidate Profile section on the Job Search or My Jobpage tabs. After registering, you can submit your candidate information in two ways.

- Click "**I do not want to upload a resume/C.V.**"; this allows you to create a resume/C.V. using our online builder.
- Click "**I want to upload a resume/C.V.**"; this allows you to attach your resume/C.V. (must be in English). The system will automatically extract relevant information from your document and populate part of the online application. **Note:** This feature is **only available the first time** you apply or create your profile.

Select the method you prefer, then click "**Save and Continue**".

If you uploaded your resume/C.V., you should validate the extracted content and make appropriate changes as you move through all eight steps of the application process (nine steps in the U.S.).

The **Application Progress Bar** near the top of the page conveniently provides you with a visual representation of where you are in the process for a particular job and will help you navigate through the steps as quickly as possible.

You are required to move forward (by clicking "**Save and Continue**" on each page) in the defined order the first time through the process, but you can then move backwards for edits at any time. Once you have completed all the steps, you can jump directly to any page for edits as needed.

If you don't have time to complete all the steps, you have the option to save your profile as a "**draft**" and come back to complete it later. Be sure to click "**Save as Draft**" (located under the Application Progress Bar and at the bottom of the page). If you select "**Quit**" you will lose all the information you entered since you last time you saved it as a draft.

The last step is your Summary page. It will display all of the information you entered so you can review it, and if desired, edit it before submitting your application or profile. If you want to edit a particular section (e.g., the Education section), click the "**edit**" link next to the section header. This action will take you directly to the page where you entered your educational information. When you have finished editing the information, click "**Save and Continue**"; you will also have the option to view and print the data in a "**printer friendly**" format.

Once you are satisfied that your information is accurate and complete, you **must** click the "**Submit**" button. By clicking "**Submit**", your information will be successfully submitted for consideration, and the tool will display a message thanking you for your application. You will also receive an e-mail confirming receipt of your information.

### How can I obtain my user name?

Click "**Forget your user name?**" on the Login page. On the next page, enter your email address\* (use the account that you listed when you first applied or created your profile), then click "**Validate**".

\*If you never provided your email address, leave the field empty and click "**Validate**". You will be asked to provide some personal information. Fill in the fields, then click "**Validate**" to verify if the information you provided matches a unique candidate record.

The system will retrieve your user name along with options to either return to the login page or to use the "forgot password" feature if you also need to obtain your password.

### How can I obtain my password?

Click "**Forget your password?**" on the Login page. On the next page, enter the user name and email address you entered when setting up your candidate profile. Click "**OK**".

You will receive an e-mail containing instructions on how to change your password.

### How important are the attachments I submit?

When a position opens, Staffing defines the search criteria to identify potential candidates. The search checks each candidate profile, including any attached documents, for matches, so your attachments can help match you to an open position.

To build your complete candidate profile, you can attach up to five documents (up to 500 KB each), including such items as your transcripts, letters of recommendation, certifications or awards. One of the documents can be your resume/C.V. in the local language.

### What is the importance of specifying my preferences?

When a position opens, Staffing defines the search criteria to identify potential candidates. The search checks each candidate's work preferences so it is important to specify the job category(s) and location(s) that best match your professional interests.

On the preferences page select a function from the Job Category section, then click **"Add to List"**. Repeat this process to continue adding preference entries. Click **"Remove"** to delete a preference. To clear all job category preferences, click **"Reset"**.

Follow the same steps to specify your location preferences.

### Why does Intel ask prescreen questions?

You will be asked several prescreening questions to better match your skills and experience to open positions.

If you are applying for a specific job, the questions asked will be relevant to that position. Otherwise, the questions will be more general in nature.

### Should I include all my experience or just the information for a specific position?

We want to match your talents and skills to multiple job openings, so be sure to include all your work experience, education and volunteer activities.

To provide a more complete candidate profile, you can also attach up to five documents (up to 500 KB each), including such items as your transcripts, letters of recommendation, certifications or awards. One of the documents can also be your resume/curriculum vitae (C.V.) in the local language.

When a position opens, Staffing defines the search criteria to identify potential candidates. Besides checking the data in each candidate profile, the tool also checks the attached documents for matches.

### Can I modify my information?

Each time you login to your profile or apply for a job, you have the opportunity to:

- Verify that your personal information, education, experience, and preferences are correct
- Add new information (including attachments) or modify any data that has changed.

To modify your profile, Click **"Access my profile"** located under the Candidate Profile section on the Job Search page or **"My Jobpage"** tab. Enter your User Name and Password.

Make the appropriate modifications. Be sure to click **"Save and Continue"** to store the changes to your profile.

You can update your account options. Click "**My Account Options**" at the top of each page. To set or modify your account information (e.g., personal information, login, etc), click "**Edit**" next to the section you want to update.

## How do I remove my resume/Curriculum Vitae (CV) or candidate profile from Intel's database?

If you want your **resume/CV** removed from our resume database so that you will no longer be considered for open positions, please follow these steps:

- On the [Jobs at Intel](#) web site, login to your candidate profile.
- Select the **Attachments** tab.
- From your list of attachments, select the file you want to remove and click the corresponding delete button.
- The system will ask you to confirm if you want to delete the file; select **Yes**.

If you want your **profile** removed from our resume database, please send an email request to <mailto:resume.removal@intel.com> and we will handle your request in one of two ways\*:

- If you never applied for a specific job or Intel never matched you to an open position, we will completely delete your profile as requested.
- If you applied for a specific job or Intel matched you to an open position where you met the basic qualifications, we must retain your profile for three (3) years and will purge it from the database after that time\*. Until that time, we can specify in the Comment section of your profile that you are no longer interested in being contacted.

*\* Due to legal and government data retention policies and audit requirements, Intel Corporation must retain application and candidate data for specific periods of time in some cases.*

# HIRING PROCESS

## What is the hiring process at Intel?

To be considered for a position, **you must submit your resume electronically** using Intel's web-based tools.

### Preparation

- Register and create your candidate profile
- Upon completion of your profile and clicking "**Submit**", the tool displays a message acknowledging receipt of your profile
- You will also receive an e-mail confirming receipt of your information.

### Application

- Identify and apply for the job(s) that interest you and match your experience and education
- Review and update your candidate profile (as applicable)
- Upon completion of your application and clicking "**Submit**", the tool displays a message acknowledging receipt of your application
- The tool also sends an e-mail confirming the receipt of your application

### Selection

- Any Intel hiring manager or recruiter can view your resume/C.V. and perform searches for specific education, experience, etc.
- If selected, you will receive a phone call from an Intel recruiter who will gather more information about your qualifications

### Interview

- If selected, you will be contacted to make the necessary arrangements for your appointment
- After your interview, the tool sends an e-mail thanking you for participation in our interview process

### Offer

- You will be contacted by our staffing team to discuss the terms of your offer and start date

Note: Candidates who were interviewed, but not selected will be notified the position has been filled.

## Do you accept resumes from job agencies?

Intel does not accept resumes/curriculum vitae (C.V.s) from headhunters or suppliers who have not signed a formal fee agreement. We select our suppliers based on specific hiring needs. Therefore, any resume received from an unapproved supplier is considered unsolicited, and Intel will not be obligated to pay a referral fee.

## Does Intel require an applicant to pay any fees in order to apply for employment or accept employment at Intel?

No, Intel does not charge applicants a fee in order to apply for employment or accept employment.

## Does Intel have an internship, student worker, or apprenticeship program?

Intel does have an internship program focused on undergraduate and graduate level students. Interested persons also may search for [student/intern positions](#).

## What is the minimum age a person a person must be to accept employment with Intel?

Intel complies with all local laws regarding the minimum age to work. Subject to these laws, Intel will not employ anyone under the age of 16 in any position and workers under the age of 18 are not considered for hazardous work.

## HOW TO APPLY

### How do I apply for a position?

Review the list of jobs created from your search criteria. Select an opening, read the description and determine if you have the qualifications and interest in that job, click "**Apply Online**".

Login to your candidate profile:

- If you are a new candidate, you will need to register and create a candidate profile. Using the tool instructions, complete all the steps.
- If you are a returning candidate you can quickly move through the steps using "**Save and Continue**".

*Note: The **Application Progress Bar** near the top of the page conveniently provides you with a visual representation of where you are in the process for a particular job and will help you navigate through the steps as quickly as possible.*

Upon completing the application and clicking "**Submit**", the tool displays a message thanking you for applying to Intel. You will also receive an e-mail confirming receipt of your application.

### My candidate profile is up-to-date and complete, how can I quickly apply for a job?

If you are satisfied with the information in your candidate profile, you can quickly move through the application process by simply clicking "**Save and Continue**" (located under the Application Progress Bar, and at the bottom of each page).

Upon completing the application and clicking "**Submit**", the tool displays a message thanking you for applying to Intel. You will also receive an e-mail confirming receipt of your application.

### What can I do if I found a job, but don't have time to apply for it?

Instead of clicking "**Apply Online**", you can click "**Add to My Job Cart**" so you can view or apply to it at a later time.

These jobs will be saved in the "**My Job Cart**" section, under the "**My Jobpage**" tab.

Also see "**Job Submissions**"

### Is there a place to view the jobs that I applied for?

You can view all of the job submissions that you have completed or have saved as drafts from the "**My Submissions**" page, which is located under the "**My Jobpage**" tab.

Jobs listed on this page will show whether the job is active or inactive (i.e., not accepting submissions). If a job is still active, you will also be able to edit it if necessary.

### Is Intel is committed to making the application process and workplace accessible for individuals with disabilities?

Yes. Intel will provide reasonable accommodations, upon request, for an individual applicant to participate in the job application process.

To request an accommodation to the application process, please send an email to [ApplyAssistance@intel.com](mailto:ApplyAssistance@intel.com) and an Intel agent will contact you.

Intel is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.



## RELATED INFORMATION

### I received an email from Intel Recruit Management Center (intelrecruit@outlook.com). Is this email and request for information and payment legitimate?

NO! Beware of fraudulent emails from "Intel Recruit Management Center" (email address: intelrecruit@outlook.com). The email requests people to send their CV or resume for consideration of employment and then purport to offer employment with Intel in the United States without an interview. The email advises individuals that they are responsible for 40 percent of their travel and solicit money for trip expenses. The email further directs individuals to send scanned copies of their passport and photos to Barrister Joseph Grasmick at josephc.grasmick@yahoo.com.

Offers of employment from Intel come from Intel representatives with an intel.com email address only after an interview and conversation with an Intel staffing representative. Intel does **not** require candidates to be personally responsible for any fees in connection with an application for employment. **Do not** send money to any unknown individuals who claim to be an Intel hiring agent or recruiter. Consider contacting your local law enforcement agency if you sent money to these individuals.

### I received an email from intel@FADV.com. Is this email and request for information legitimate?

Yes. Once invited for an interview, U.S. candidates receive an email from our background investigation supplier (First Advantage) to prepare for the next steps in the hiring process. This is just a preliminary data request; U.S. background checks will not begin until after we deliver a formal offer and the candidate accepts. It's important to note that all information submitted is treated confidentially and secured following [Intel's privacy policy](#).

### How do I find out about recruiting events in my area?

Intel participates in various recruiting events throughout the year. Check out Intel's [various calendars](#) to find an event near you.

If you are a student, you can also visit our Student Center site and select your location of interest. In addition, check with your campus career center to find out if Intel has scheduled any recruiting events in your area.

We also offer several [virtual events](#) throughout the year that provide insight to various business groups and the type of projects they are working on.

### How do I send a job description to a friend?

If you view a job opening that you think would be a good fit for one of your friends, you can click "**Send this job to a friend**" located in the right column next to the job description.

Enter your friend's e-mail address, your e-mail address and a brief message if you'd like. The subject line is pre-populated. Click "**Send**" to forward the information to your friend.

## How do I ensure the Intel employee who recommended me for an opening receives credit for my hiring?

When an Intel employee recommends a potential candidate, the system links the two names together. After hiring the candidate and meeting the employment criteria, the system automatically generates the referral award to the Intel employee.

The Intel employee can go into the applicant tool to review the status of all their referrals. This information can be viewed in the "**My Referrals**" section, under the "**My Jobpage**" tab.

## What is it like to work at Intel?

At Intel, we know it's what's inside that counts. That's why we invite you to step into our world, meet our people, and experience it for yourself. Visit [Life at Intel](#) and discover firsthand the benefits of being an Intel employee.

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