

From the “Become an Employee” page:

1. Click the **Go** button.



2. A **Welcome** page will display. From here, you can:
 - a. Create a profile/log in
 - b. **View** jobs listed in the **Featured Jobs** or **Multiple Locations/Virtual Jobs** area.
 - c. **Search** for a job

Featured Jobs

- Bank Counsel - (req720 | Bloomington, IL)
- Bilingual, Spanish Claim Associate-Express - (req769 | Tempe, AZ)
- CCC Sales Rep - (req787 | Tempe)
- CCC Sales Rep - (req780 | Bloomington, IL)
- CCC Service Rep - (req555 | Bloomington, IL)
- CCC Service Rep - 3RD SHIFT OVERTIME ONLY (Full Time) - (req791 | Tempe, AZ)
- Claim Associate-Auto ILR - (req432 | Tempe, AZ)
- Claim Associate-Auto ILR and Express - (req551 | Richardson, TX)
- Claim Associate-Express - (req470 | Tempe, AZ)
- Claim Associate-Express - Bilingual Spanish - (req528 | Richardson, TX)

(26 Results) 1 2 3 »

Multiple Locations/Virtual Jobs

- Agency Field Specialist - (req529 | Cape Girardeau, MO More)
- Agency Field Specialist - (req533 | Durham, NC More)
- Bank Technical Analyst - (req545 | Bloomington, IL More)
- Executive Secretary - (req629 | Vienna, VA More)
- Intern - Strategic Resources - (req408 | Bloomington, IL More)
- Recruiter- Limited Tenure Employment - (req620 | Bloomington, IL More)
- Research Statistician - (req702 | Bloomington, IL More)
- Statistician - (req79 | Bloomington, IL More)
- Statistician - (req144 | Bloomington, IL More)
- Statistician - (req335 | Bloomington, IL More)

(70 Results)

Search Jobs

If you don't find what you're looking for today, use the **Connect With Us!** option to upload your resume to be considered for future openings.

To search by location, choose "Multiple Locations" and your preferred state from the dropdown options. This will ensure that all jobs which can be performed in your location populate in your search results. Many of our jobs are posted in multiple locations or can be done from any location (virtual jobs). In your results, click on "More" next to the job title to see all locations for that job opening.

Keyword or ReqID Employment Type Location for Job Search **Search**

Tips for Searching

3. Clicking on the **job title** of a position will display the job ad with additional details about the open position:

HRBO Technical Analyst - copy

Recruitment ID: 8515
 Job Title: HRBO Technical Analyst - copy
 Number of Openings: 1
 Job Category: Professional/Technical
 Employment Type: Regular Full-Time
 Staff: First
 Weekends: Not Required
 Location: Bloomington, IL

Duties and Responsibilities:

- Builds new and/or modifies existing application/database to meet project requirements including design, coding, testing, implementing and formal acceptance of business solutions for HR and business partners
- Provides system software support and problem resolution for applications and maintains quality data through technical research and problem resolution
- Researches and applies new technology trends as related to HR needs and Enterprise Data Strategy needs
- Creates customized ad hoc and scheduled reports by extracting, interpreting and testing HR data through SAS, SQL, and JCL code
- Designs, codes, tests, debugs, documents, maintains, and supports applications and databases with assistance
- Communicates all aspects of data management with all levels of management

Application Options:

- Apply Now
- Or apply with these other sources
- Apply with LinkedIn
- Terms of Use

Refer Job: [input]
 Add to Saved Jobs
 Back

4. From here, you have three options:
 - a. Apply Now
 - b. Refer the job to someone else
 - c. Save the job to your profile for later

5. If you choose “Apply Now” and you have not yet created a profile, you will be prompted to do so first:

Applicant Profile

Sign In

Sign In with:

[Sign in with LinkedIn](#)

OR

Email: [input]
 Password: [input]

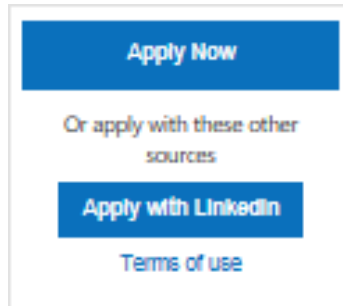
[Sign In](#)

[Forgot password?](#)

Don't have a profile? [Create a new Profile](#)

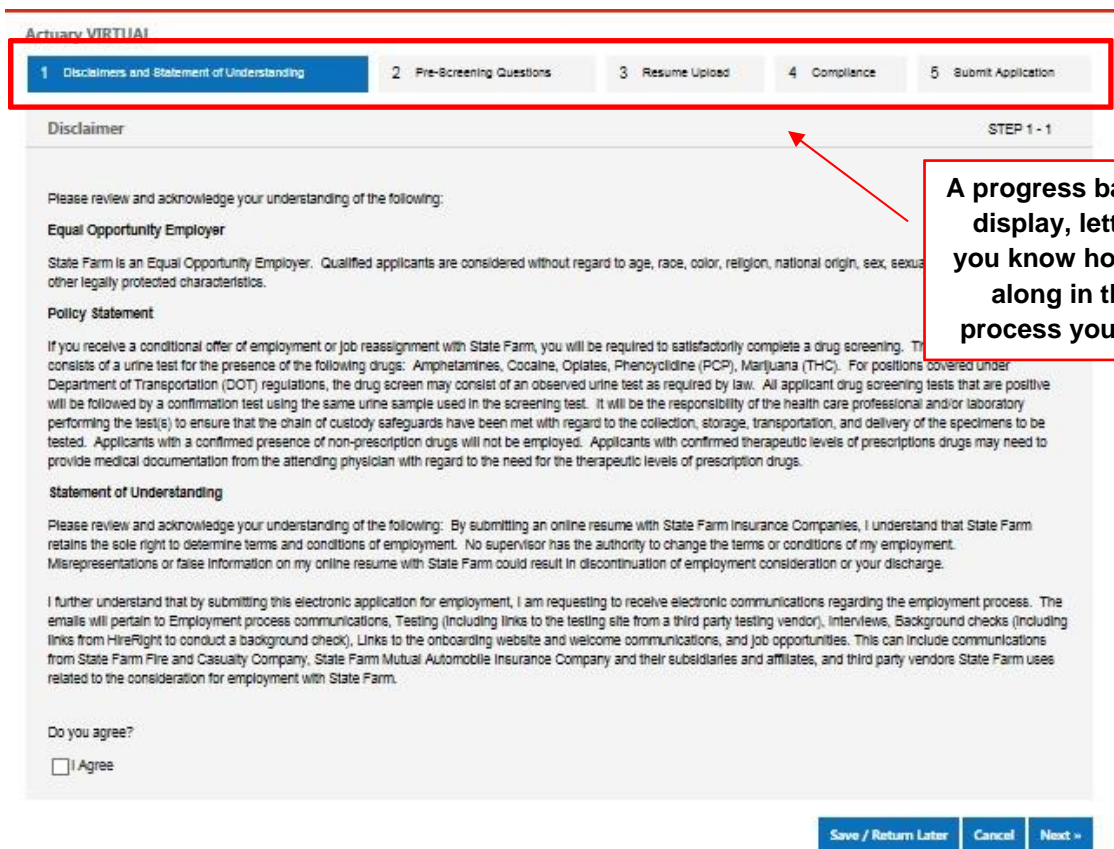
[<< Back to Search](#)

6. If you choose “Apply Now” and you have already created a profile, you will be prompted to sign in using your email and password. You will then have two options:
 - a. Click the **Apply Now** button
 - b. Click the **Apply with LinkedIn** to use your existing LinkedIn profile for your application (information from your LinkedIn profile will be imported into the application).



Once you are signed in, the first page of the application will display.

Section 1 of the Application



Actual: VIRTUAL

1 Disclaimers and Statement of Understanding 2 Pre-Screening Questions 3 Resume Upload 4 Compliance 5 Submit Application

Disclaimer STEP 1 - 1

Please review and acknowledge your understanding of the following:

Equal Opportunity Employer

State Farm is an Equal Opportunity Employer. Qualified applicants are considered without regard to age, race, color, religion, national origin, sex, sexual orientation, gender identity, or other legally protected characteristics.

Policy Statement

If you receive a conditional offer of employment or job reassignment with State Farm, you will be required to satisfactorily complete a drug screening. The screening consists of a urine test for the presence of the following drugs: Amphetamines, Cocaine, Opiates, Phencyclidine (PCP), Marijuana (THC). For positions covered under Department of Transportation (DOT) regulations, the drug screen may consist of an observed urine test as required by law. All applicant drug screening tests that are positive will be followed by a confirmation test using the same urine sample used in the screening test. It will be the responsibility of the health care professional and/or laboratory performing the test(s) to ensure that the chain of custody safeguards have been met with regard to the collection, storage, transportation, and delivery of the specimens to be tested. Applicants with a confirmed presence of non-prescription drugs will not be employed. Applicants with confirmed therapeutic levels of prescription drugs may need to provide medical documentation from the attending physician with regard to the need for the therapeutic levels of prescription drugs.

Statement of Understanding

Please review and acknowledge your understanding of the following: By submitting an online resume with State Farm Insurance Companies, I understand that State Farm retains the sole right to determine terms and conditions of employment. No supervisor has the authority to change the terms or conditions of my employment. Misrepresentations or false information on my online resume with State Farm could result in discontinuation of employment consideration or your discharge.

I further understand that by submitting this electronic application for employment, I am requesting to receive electronic communications regarding the employment process. The emails will pertain to Employment process communications, Testing (Including links to the testing site from a third party testing vendor), Interviews, Background checks (Including links from HireRight to conduct a background check), Links to the onboarding website and welcome communications, and Job opportunities. This can include communications from State Farm Fire and Casualty Company, State Farm Mutual Automobile Insurance Company and their subsidiaries and affiliates, and third party vendors State Farm uses related to the consideration for employment with State Farm.

Do you agree?

I Agree

Save / Return Later Cancel Next >

A progress bar will display, letting you know how far along in the process you are.

7. You must **review** and **acknowledge** information on this page and click the **I Agree** checkbox to proceed.
8. Options on this page include the following choices:
 - a. Click the **Next** button to continue with the application process.
 - b. Click the **Save/Return Later** button at any point to return and complete at a later date.
 - c. Click on the **Cancel** button to cancel the application process. You will be asked if you want to save the application to return later, or delete the application. If "Delete Application" is chosen, no information for this application will be saved.

Statement of Understanding

Please review and acknowledge your understanding of the following: By submitting an online resume with State Farm Insurance Companies, I understand that State Farm retains the sole right to determine terms and conditions of employment. No supervisor has the authority to change the terms or conditions of my employment. Misrepresentations or false information on my online resume with State Farm could result in discontinuation of employment consideration or your discharge.

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Do you agree?

I Agree

You must check the box indicating agreement in order to move off this page.

Save / Return Later
Cancel
Next »

Section 2 of the Application

The second page of the application will require you to complete some **General Questions** specific to the position.

Actuary VIRTUAL

1 Disclaimers and Statement of Understanding
2 General Questions
3 Resume Upload
4 Compliance
5 Submit Application

STEP 1 - 1

Pre-Screening Questions

Are you legally authorized to work in the United States?

Yes
 No

Will you now or in the future require State Farm to file a petition or application for an employment-based Visa status on your behalf to begin or continue employment with State Farm Insurance Companies?

Yes
 No

Federal Law prohibits State Farm from employing persons who have been convicted of any criminal offense involving dishonesty, breach of trust, or money laundering or who have agreed to enter into a pretrial diversion or similar program in connection with a

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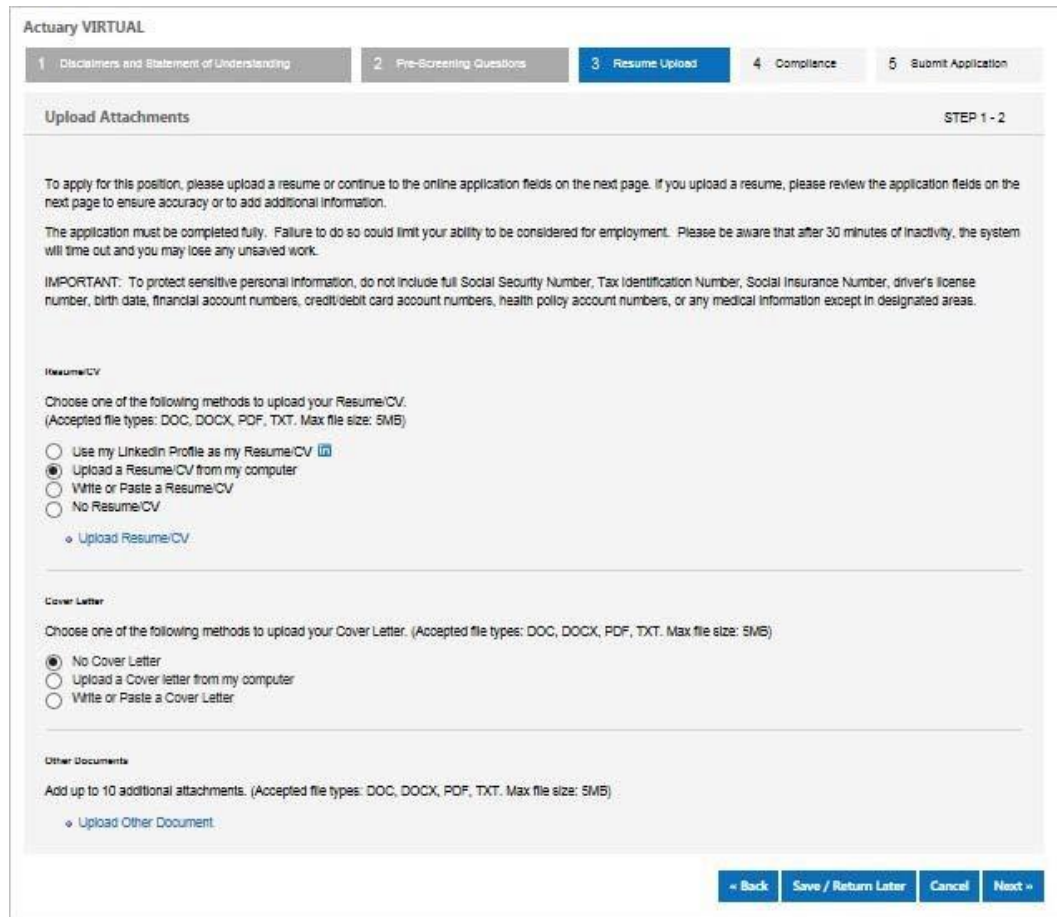
© Copyright, State Farm Mutual Automobile Insurance Company 2017.

07/3/2018

9. Clicking the **Submit** button at the bottom of this page adds your responses to the application.

Section 3 of the Application

The third page will allow you to **use their LinkedIn profile to apply, upload a resume, upload a cover letter or other attachments** (not required), or choose to **apply without a resume**. If you choose not to upload a resume or use your LinkedIn profile, you will have the option to write in or paste in a resume, or simply complete the application fields (which will appear on the next page). If you have applied before and have already uploaded a resume, you'll have the option to use that existing resume/CV:



Actuary VIRTUAL

1 Disclaimers and Statement of Understanding 2 Pre-Screening Questions **3 Resume Upload** 4 Compliance 5 Submit Application

Upload Attachments STEP 1 - 2

To apply for this position, please upload a resume or continue to the online application fields on the next page. If you upload a resume, please review the application fields on the next page to ensure accuracy or to add additional information.

The application must be completed fully. Failure to do so could limit your ability to be considered for employment. Please be aware that after 30 minutes of inactivity, the system will time out and you may lose any unsaved work.

IMPORTANT: To protect sensitive personal information, do not include full Social Security Number, Tax Identification Number, Social Insurance Number, driver's license number, birth date, financial account numbers, credit/debit card account numbers, health policy account numbers, or any medical information except in designated areas.

Resume/CV

Choose one of the following methods to upload your Resume/CV. (Accepted file types: DOC, DOCX, PDF, TXT. Max file size: 5MB)

Use my LinkedIn Profile as my Resume/CV [\[i\]](#)
 Upload a Resume/CV from my computer
 Write or Paste a Resume/CV
 No Resume/CV

Upload Resume/CV

Cover Letter

Choose one of the following methods to upload your Cover Letter. (Accepted file types: DOC, DOCX, PDF, TXT. Max file size: 5MB)

No Cover Letter
 Upload a Cover letter from my computer
 Write or Paste a Cover Letter

Other Documents

Add up to 10 additional attachments. (Accepted file types: DOC, DOCX, PDF, TXT. Max file size: 5MB)

Upload Other Document

You will also have the option to upload or write/paste in a cover letter or other documents from here.

10. Click the **Next** button to review, edit, delete, or add to the resume information that has imported into the External Work History, Education, and Licenses and Certificates fields. Use the icons under the Options column to edit or delete information:

External Work History

[Add New](#) [Delete All](#)

Job Title	Employer	Begin Date/End Date	Options
Accounting Clerk	GHI COMPANY	2/1/2006 - 4/1/2009	
Staff Accountant	DEF COMPANY	6/1/2009 - 3/1/2010	
Senior Accountant	DEF COMPANY	3/1/2010	
	DEF COMPANY	6/1/2009	

Education

[Add New](#) [Delete All](#)

Degree Level	Field of Study	School	School Location	Graduation Date/Targeted Graduation Date	Options
N/A	N/A	N/A	N/A	5/1/2011	
N/A	Accounting	N/A	N/A	1/1/2009	
Bachelors Degree	Accounting	N/A	Maryland	12/1/2012	

Licenses and Certificates

[Add New](#) [Delete All](#)

License/Certificate	Date Received	Expiration Date	State	Options

Once this information has been reviewed/edited, you will be **required** to click the confirmation checkbox at the bottom of the page in order to continue or move off this page. The statement is telling you that if you had a previous resume in the system and have uploaded another, the new one will replace the previous version.

I understand that selecting next will save my Resume/CV and any previous Resume/CV data will be updated.

« Back
Save / Return Later
Cancel
Next »

*If you want to go **Back** to make any additional updates to your resume information, you will need to click the **Confirmation** checkbox first, then click the **Back** button.*

11. Click the **Next** button to go to the next section of the application.

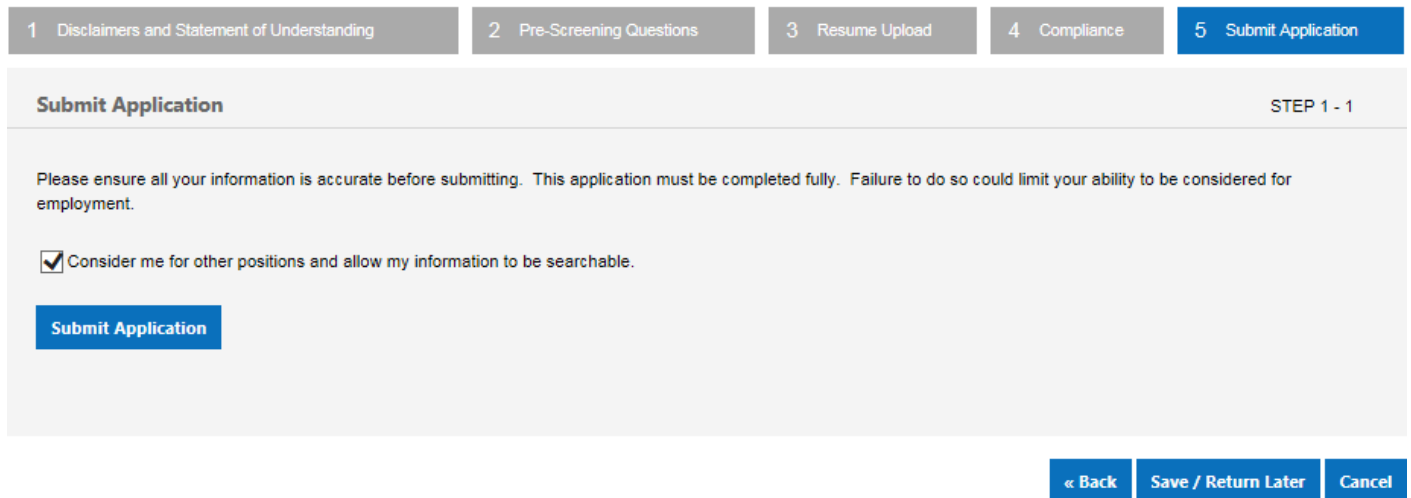
Section 4 of the Application

Responding to the **EEO** questions is voluntary, and responses are not required to continue. You may choose a response, choose “decline to specify” from the dropdown options, or simply click “Next” at the bottom of the page.

12. On the next page, the **Consider me for other positions and allow my information to be searchable** box is checked by default. Leaving it checked allows your information to be found in a candidate search. If you do not wish to be considered for other positions or found in a search, you may uncheck the box. However, leaving it checked makes it easier for recruiters to find you by name and/or skills and experience.

13. The final step in the application is to click the **Submit Application** button.

Claims Support Spec



The screenshot shows a progress bar with five steps: 1 Disclaimers and Statement of Understanding, 2 Pre-Screening Questions, 3 Resume Upload, 4 Compliance, and 5 Submit Application. The 'Submit Application' step is highlighted in blue. Below the progress bar, the page title is 'Submit Application' and the step indicator is 'STEP 1 - 1'. A warning message reads: 'Please ensure all your information is accurate before submitting. This application must be completed fully. Failure to do so could limit your ability to be considered for employment.' Below this, there is a checked checkbox with the text 'Consider me for other positions and allow my information to be searchable.' At the bottom left is a blue 'Submit Application' button. At the bottom right are three buttons: '« Back', 'Save / Return Later', and 'Cancel'.

If you need to step away and come back to the application at another time, click the **Save/Return Later** button, and any progress/updates you have made to this point will be saved. You will see the opening listed on your applicant profile page with the option to “Continue” as long as the position remains open. **Please note that if you step away for more than 60 minutes and have not had activity in the system, you may lose information entered.**

Your Applicant Profile page

14. Once your application is submitted, you will be returned to your **Applicant Profile** page. Your **profile page** allows you to **view** the status of any of your applications along with the percentage completed. The drop down box under the Application Status section allows you to filter this view to see **all applications**, those **in progress**, or only those you have **completed**:

From this section, you can use the dropdown options to withdraw your application, view your application, or view your resume.

15. Any **employment tasks** that have been assigned to you will appear in the **My Tasks** section of your profile, including scheduled interviews, job offers, forms needing attention, etc. Tasks can also be filtered to show All, Pending, or Completed:

To view more information about the task, click the appropriate button to the right of the task (**Launch** or **View Details**).

16. The **Search Jobs** button (in the upper right hand corner) will take you back to the **Job Search** page. The **Options** button allows you to **edit** or **view** your profile, **change your password**, or **log out**. Editing your profile will allow you to change contact information or make a change to the option to make your profile searchable:

City

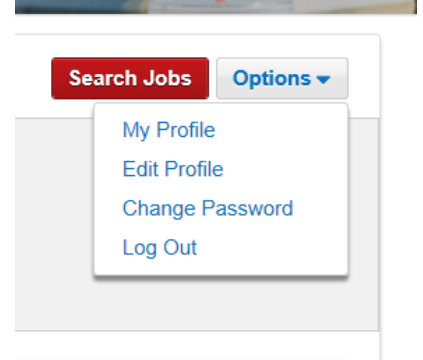
State/ Province

Zip/ Postal Code

Country *

Language *

Consider me for other positions and allow my information to be searchable.



Thank you for your interest in employment with State Farm!

For assistance with technical difficulties, use the [Technical Difficulties Reporting Form](#). A representative will contact you within one business day to provide additional help.