

Kennedy Access Resume System User Manual

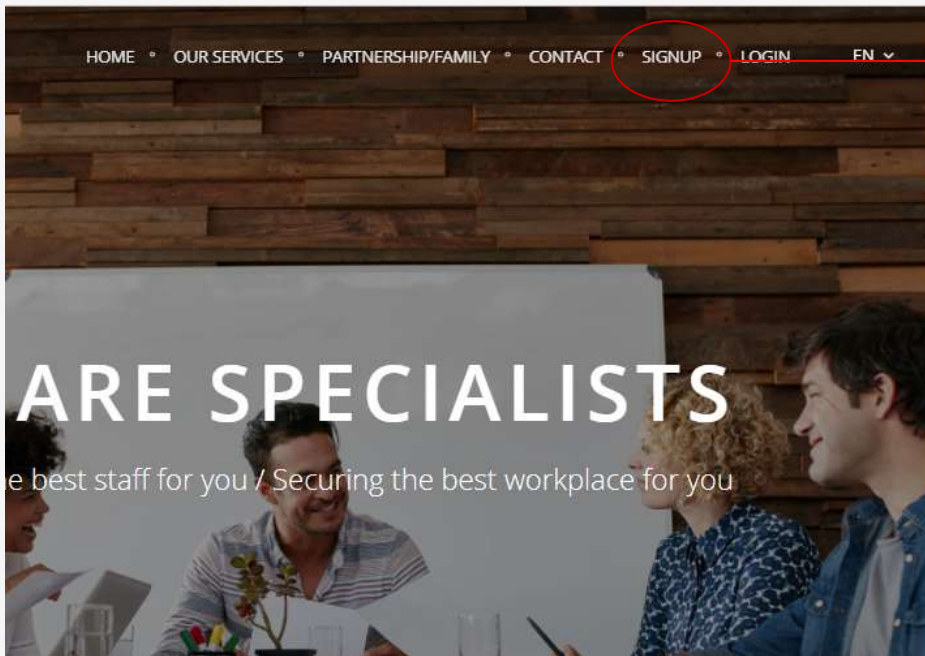
2018.01



KENNEDY
ACCESS

1. Sign-up

1. Kannedyaccess.com

A screenshot of the 'Register a new account' form. The form includes the following fields and elements:

- Header: 'Register a new account' and a link 'Already Signed Up? Click [Sign In](#) to login your account.'
- Form fields: 'Email Address *', 'Password *', and 'Confirm Password *'.
- Form field: 'How did you hear about us? (Email address of the referring person)' which is circled in red.
- Form field: A checkbox labeled 'I accept the [Terms of Service](#) and the [Privacy Policy](#)'.
- Submit button: A green 'Register' button.

All applicants are strongly advised to enter their referral information (recruiting agent's Email) in this box

1. Sign-up

1. [Kennedyaccess.com](http://www.kennedyaccess.com)

All users must sign up to gain access to Kennedy Access Resume System (<http://www.kennedyaccess.com/#!/home/registration>)

They are all asked to

- enter their Email address
- enter Password (more than 7 Characters)
- enter Email address for a referring person (Recruiting Agency or Agent)
- agree to the Terms of Service and the Privacy Policy

Job Applicants will be able to log in, using their own email and password

Employers or their representatives (i.e., HR managers) will be provided with their pre-generated Email accounts and Passwords to follow-up with job applications through KAG's Resume System.

2. Log-In

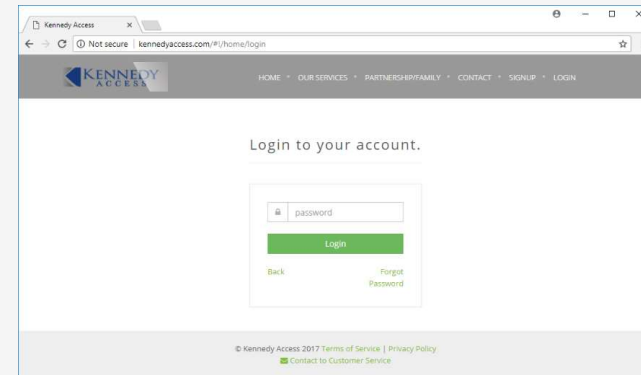
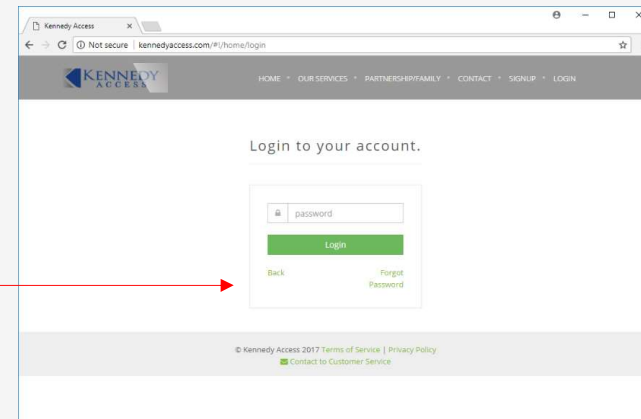
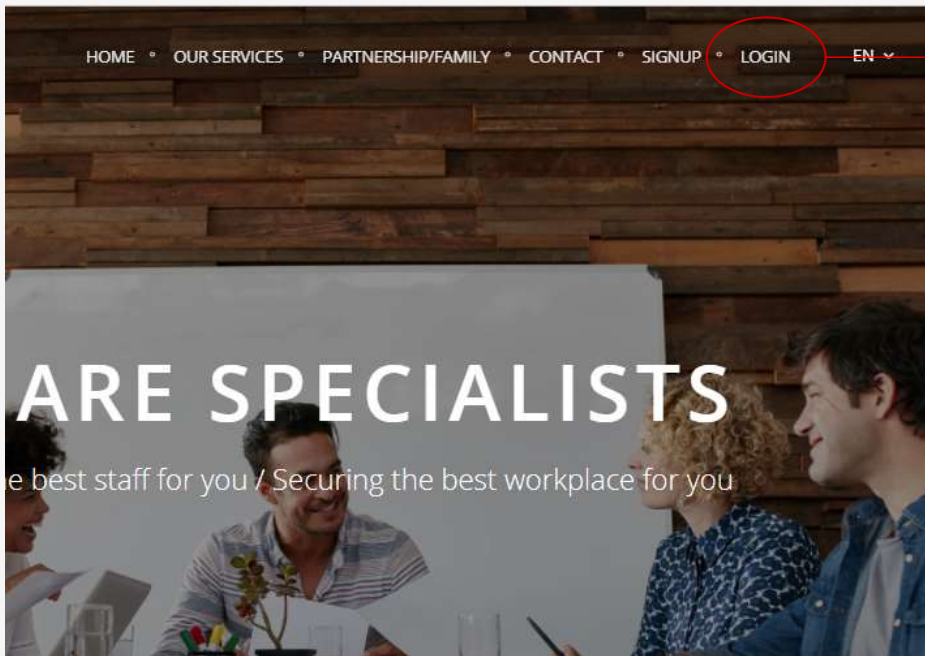
All users must log in to Kennedy Access Resume System

They are all asked to

- enter their Email address
- enter Password

2. Log-in

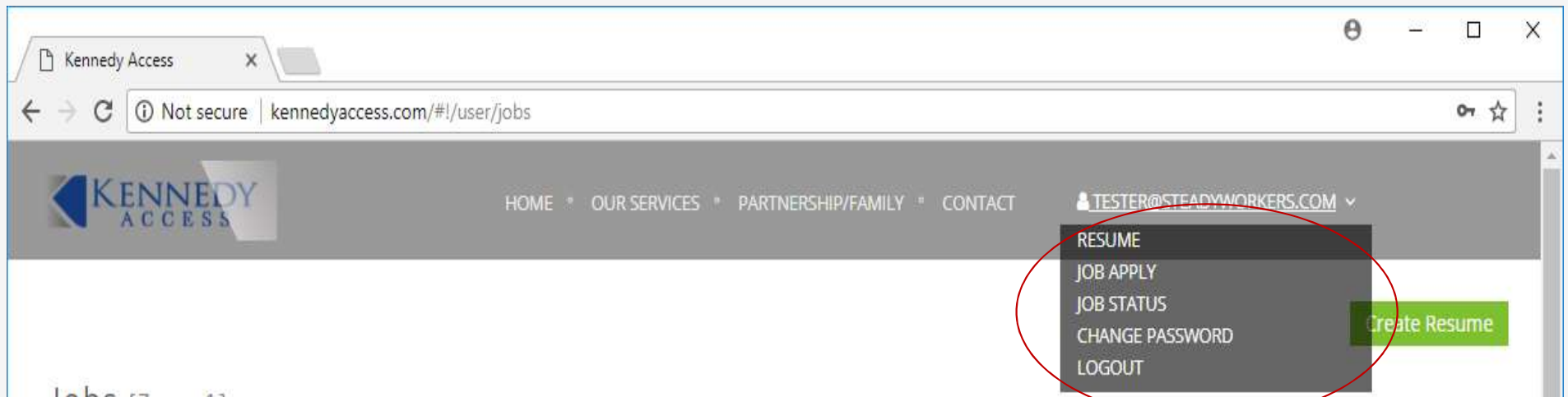
Log-In With Email & Password



Reset Email & Change Password functions enabled on this stage

2. Log-in

Applicant User Menu



Applicant User Menu

Creating Resume
Job Application
Job Status
Change Password
Log-out

3. Creating Applicant Resume

3.1 Creating Resume

Click [Create Resume] button or [Resume] menu
Job Applicants can always come back to modify their resume anytime
before submitting to employers

Create Resume

Jobs [Zone 1]

Bell and Evans



Type of Business:

Address:

154 W. Main St.,
Fredericksburg, PA

Apply



Prime Pak Foods



Type of Business:

Food Manufacturing

Address:

2076 Memorial Park Drive
Gainesville, GA

Apply



Victory Foods Industrial



Type of Business:

Poultry Processing

Address:

2080 Industrial Dr.
Gainesville, GA

Apply



3. Creating Applicant Resume

3.2 My Information

Kennedy Access

HOME * OUR SERVICES * PARTNERSHIP/FAMILY * CONTACT TESTER@STEADYWORKERS.COM

My Information Education Job History Reference Questionnaire Self-Identification Regulatory Summary

Manage your profile and information.
Below are the name and email addresses on file for your account.

First Name: Testuser Middle Name: Last Name: Kennedy

Email: tester@steadyworkers.com Phone Number: 123-456-7890

Street: 5069 BUFORD HWY NE

City: DORAVILLE State/Province: Georgia

Post/Zip code: 30340 Country: United States

Next

My Information

Enter Data & & [Next]

- First Name
- Middle Name
- Last Name
- Email
- Phone Number
- Address
 - Street
 - City
 - State / Province
 - Postal Code / Zip Code
 - Country

* Must press [NEXT] to save the data

3. Creating Applicant Resume

3.3 Education

My Information **Education** Job History Questionnaire Self-Identification Regulatory Summary

Manage your educations

List the educational experiences below, starting with the most relevant education.

Add

Institution	Program (Major)	Education Level	
<input type="text" value="Georgia Institute of Technology"/>	<input type="text" value="Material Engineering"/> <small>Please enter a program(major).</small>	<input type="text" value="Master's Diploma"/>	
Institution	Program (Major)	Education Level	
<input type="text" value="Georgia State University"/>	<input type="text" value="Material Engineering"/> <small>Please enter a program(major).</small>	<input type="text" value="Bachelor's Degree"/>	
Institution	Program (Major)	Education Level	
<input type="text" value="Peachtree Ridge Highschool"/>	<input type="text" value=""/> <small>Please enter a program(major).</small>	<input type="text" value="High School"/>	

Previous **Next**

Education History

Enter Data & [ADD] & [Next]
Enter as many education history

Institution
Program
Education Level

- Enter from the most recent
- Must press [NEXT] to save the data

3. Creating Applicant Resume

3.4 Job History

My Information Education **Job History** Questionnaire Self-Identification Regulatory Summary

Manage your experiences

List the job experiences below, starting with the most relevant experience. Add

Employer Name	Occupation	From	To	
<input type="text" value="Liberty University"/>	<input type="text" value="School Administrator"/>	<input type="text" value="July 2007"/>	<input type="text" value="February 2017"/>	
Employer Name	Occupation	From	To	
<input type="text" value="EBS"/>	<input type="text" value="Chief Producer"/>	<input type="text" value="November 2003"/>	<input type="text" value="November 2005"/>	

Previous Next

Job History

Enter Data & [ADD] & [Next]
Enter as many Job History

Employer Name
Occupation
From & To

- Enter from the most recent
- Must press [NEXT] to save the data

3. Creating Applicant Resume

3.5 References

My Information Education Job History **Reference** Questionnaire Self-Identification Regulatory Summary

References

List the reference information below.

Name	Relations	Phone Number	Email Address
<input type="text" value="Julian Chung"/>	<input type="text" value="Owner"/>	<input type="text" value="***_***_****"/>	<input type="text"/>
			<input type="button" value="Delete"/>
Name	Relations	Phone Number	Email Address
<input type="text" value="Sonia Jung"/>	<input type="text" value="Colleague"/>	<input type="text" value="***_***_****"/>	<input type="text"/>
			<input type="button" value="Delete"/>

References

Enter Data & [ADD] & [Next]
Enter as many references as desired

Name
Relations
Contact Information

* Must press [NEXT] to save the data

3. Creating Applicant Resume

3.6 Questionnaire

My Information Education Job History Reference **Questionnaire** Self-Identification Regulatory Summary

Questionnaire

Please answer the following questions as accurately as possible.

1. Are you currently bound to any employment non-competition or confidentiality agreement which would affect your employment with our company?

Yes No

2. Are you eligible to work and have the proper work authorization documentation for United States? If no, please explain your Visa status.

Yes No

3. Have you ever been in illegal status in the US?

Yes No

4. We conduct background investigations and drug screens (where applicable). Is this acceptable to you?

Yes No

Questionnaire Answer & [Next]

Answer "Yes" or "No" to 4 questions

- All questions **MUST** be answered
- Must press **[NEXT]** to save the data

3. Creating Applicant Resume

3.7 Self-Identification

The screenshot shows a web browser window with the URL `kennedyaccess.com/#/user/resume`. The page title is "Self-Identification". The navigation menu includes "My Information", "Education", "Job History", "Reference", "Questionnaire", "Self-Identification", and "Summary". The "Self-Identification" section contains the following text and questions:

To help our company comply with federal/state equal employment opportunity record keeping, we would appreciate you voluntarily answers to the following identification questions:

1. Gender
 Male Female
2. What is your race / ethnicity?
Not Specified
3. Are you protected veteran?
Not Specified
4. Do you have any military service experience?
 Yes No

At the bottom of the form, there are "Previous" and "Next" buttons.

Self-Identification

Answer All Questionnaire & [Next]

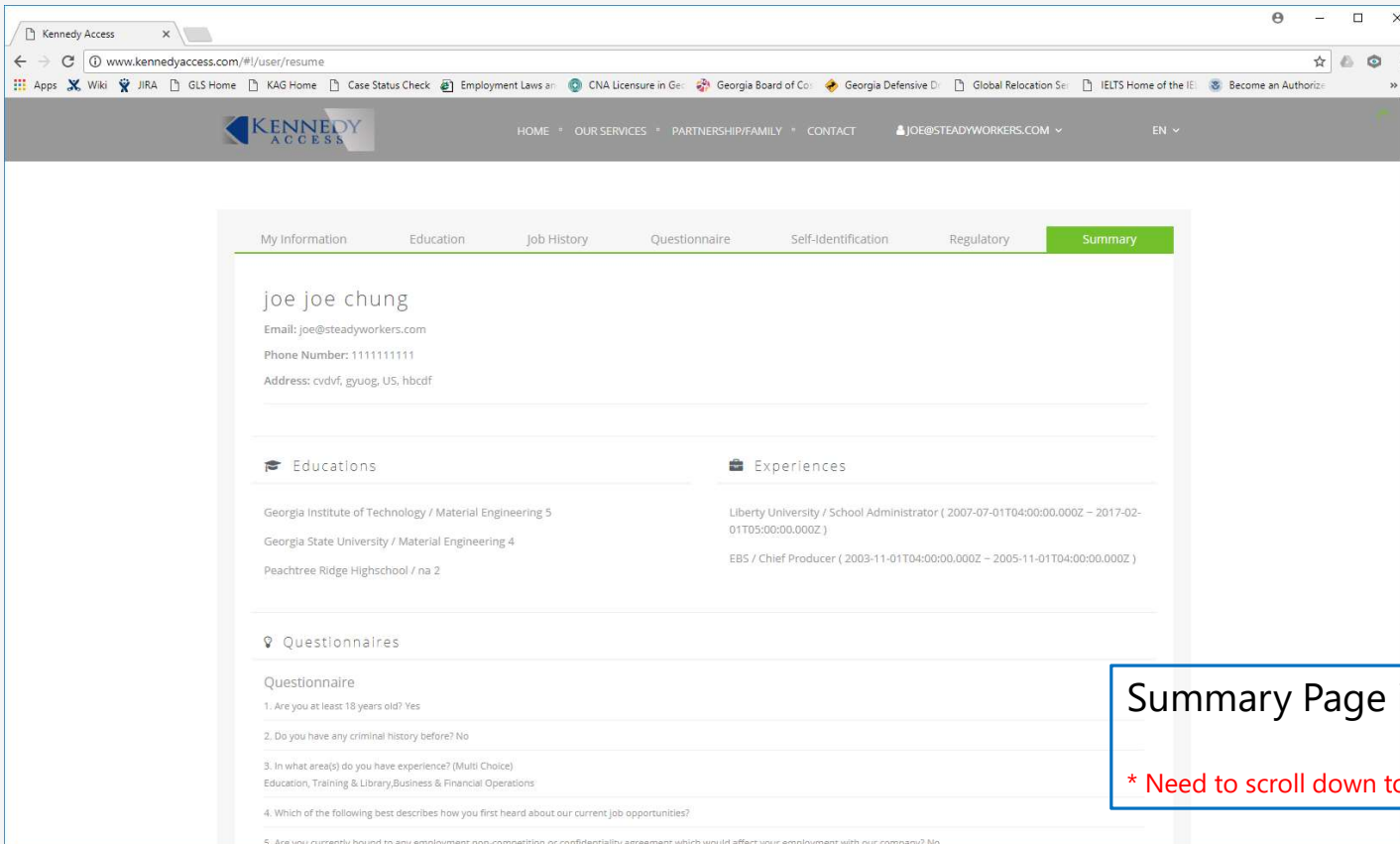
To help our company comply with federal/state equal employment opportunity standard and record keeping policy, we would appreciate you voluntarily answer to the following identification questions:

1. Gender
2. What is your race / ethnicity?
3. Are you a protected veteran?
4. Do you have any military service experience?

* Must press [NEXT] to save the data

3. Creating Applicant Resume

3.8 Summary



The screenshot shows a web browser window with the URL www.kennedyaccess.com/#/user/resume. The page title is "Summary" and it is part of a user profile for "joe joe chung". The user's email is joe@steadyworkers.com, phone number is 1111111111, and address is cvdvi, gyuog, US, hbcdi. The page is divided into sections: My Information, Education, Job History, Questionnaire, Self-Identification, Regulatory, and Summary. The Summary section is currently active and displays the following information:

Education	Experiences
Georgia Institute of Technology / Material Engineering 5	Liberty University / School Administrator (2007-07-01T04:00:00.000Z – 2017-02-01T05:00:00.000Z)
Georgia State University / Material Engineering 4	EB5 / Chief Producer (2003-11-01T04:00:00.000Z – 2005-11-01T04:00:00.000Z)
Peachtree Ridge Hignhschool / na 2	

Below the education and experience sections is a "Questionnaires" section with the following questions:

1. Are you at least 18 years old? Yes
2. Do you have any criminal history before? No
3. In what area(s) do you have experience? (Multi Choice)
Education, Training & Library, Business & Financial Operations
4. Which of the following best describes how you first heard about our current job opportunities?
5. Are you currently bound to any employment non-competition or confidentiality agreement which would affect your employment with our company? No

Summary Page is automatically generated

* Need to scroll down to save the Resume

3. Creating Applicant Resume

3.9 Summary Saved

9. Do you have any family members or persons with whom you have/had a close relationship who are employed by our company? No

10. Do you currently or have you ever worked for our company? Yes

Self-Identification

1. Gender? Male

2. What is your race / ethnicity?
Asian (Not Hispanic or Latino)

3. Are you protected veterans?
I do not wish to self identify

4. Any other military service? Yes

Regulation

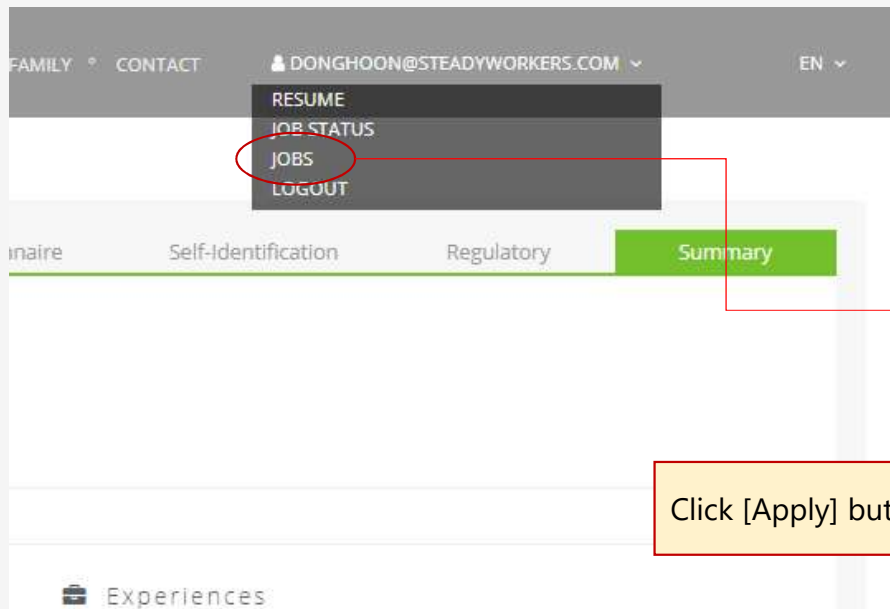
Do you have a disability? None

Previous Save

Resume Summary Review & [Save]

Review the applicant's Resume information and **[SAVE]** for next step
Applicant can always go back and revise his/her resume

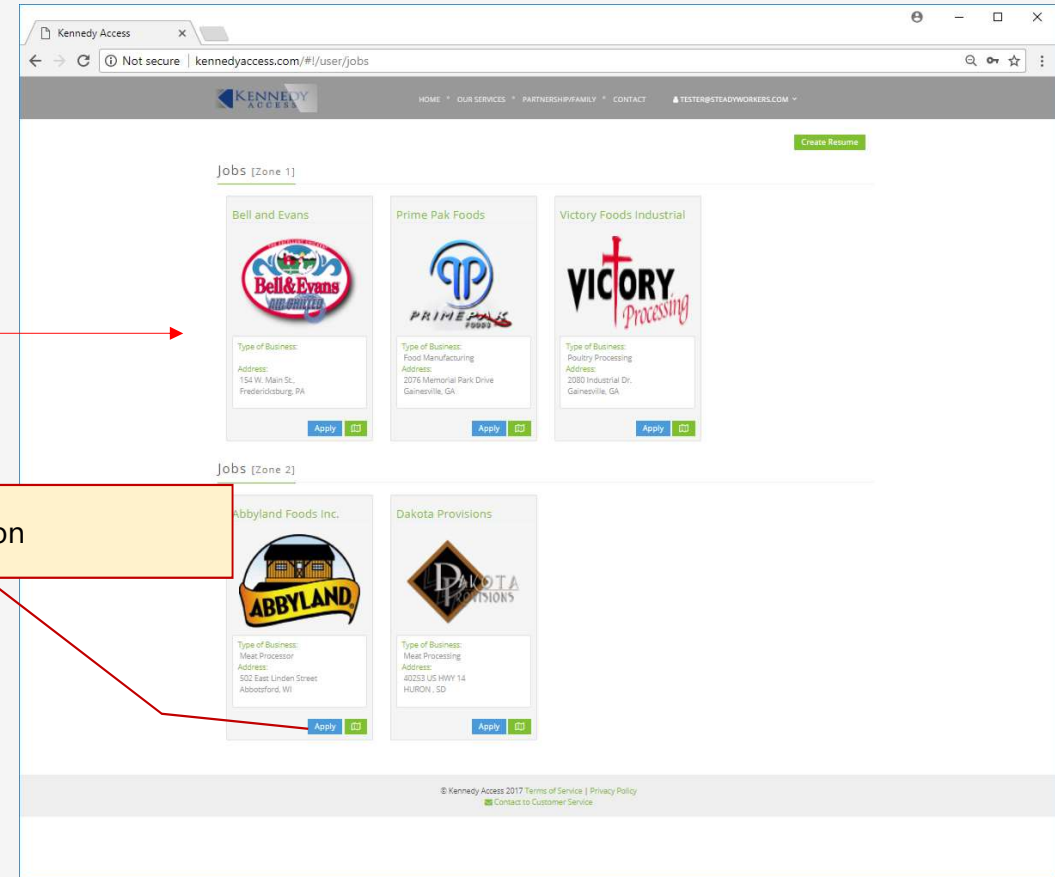
4. Job Application



Click [Apply] button

Job Application

Applicant chooses one Employer to APPLY
- Click [Apply] Button



4. Job Application

4.1 User Verification

Kennedy Access

Not secure | kennedyaccess.com/#!/user/jobs

KENNEDY ACCESS

STeadyWORKERS.COM

Create Resume

Jobs [Zone 1]

Bell and Evans

Verification

Receive E-mail with Pin Number

Verification is a one-time process.
To verify your email address, you need to enter verification pin number sent to you in the our verification email.

Pin Number

Verify E-mail

1. Click for Email with PIN
2. Enter PIN
3. Verification

User Verification

Applicant must enter the PIN from his/her Email to verify the application

4. Job Application

4.2 Resume Submitted

Resume Submitted

Applicant has a chance to review the Resume.

After reviewing the content, the Applicant has a choice either to "Submit" or "Modify Resume".

Click [Submit] button

Click [Modify Resume] button

The screenshot shows a web browser window with the URL `kennedyaccess.com/#/user/jobs`. The page displays a resume submission form for 'Testuser Kennedy'. The form includes sections for personal information, education, experiences, references, questionnaires, self-identification, and regulation. At the bottom of the form, there are two buttons: 'Submit' and 'Modify Resume'. A red line points from the 'Submit' button to the 'Click [Submit] button' callout, and another red line points from the 'Modify Resume' button to the 'Click [Modify Resume] button' callout.

Resume

Testuser Kennedy
Email: testuser@kenedyworkers.com
Phone Number: 123-456-7890
Address: 5069 BULFORD HWY NE, DORAVILLE, Georgia, US 30340

Education

Test University / Test Major

Experiences

11/2016 - 11/2017
Test Company / Test Job

References

John Doe, manager, 123-456-7890, john@test.com

Questionnaires

Questionnaire

1. Are you currently bound to any employment non-competition or confidentiality agreements which may affect your employment with our company?
Yes

2. Are you eligible to work and have the proper work authorization documentation for the United States? If not, please explain your Visa status.
Yes

3. Have you ever been on legal status in the US?
No

4. We conduct background investigations and drug screens (where applicable). Is this acceptable to you?
Yes

Self-Identification

1. Gender?
Male

2. What is your race / ethnicity?
Not Specified

3. Are you pregnant or nursing?
Not Specified

4. Do you have any military service experience?
No

Regulation

Do you have a disability?
No


Submit Modify Resume

5. Job Application Status

/FAMILY * CONTACT DONGHOON@STEADYWORKERS.COM EN

RESUME
JOB STATUS
JOBS
LOGOUT


Create Resume



Americas Catch Inc.

Type of Business:
Address: 46623 County Road 523 PO Box 584
City/State: ITTA BENA, MS
Work Zone:

Apply



Abbyland Foods Inc.

Type of Business: Meat Processor
Address: 502 East Linden Street
City/State: Abbotsford, WI
Work Zone: Zone 1 (City Area)

Apply


Kennedy Access

kennedyaccess.com/#1/user/jobRequest

KENNEDY ACCESS HOME * OUR SERVICES * PARTNERSHIP/FAMILY * CONTACT TESTER@STEADYWORKERS.COM

Job Application Status

About Current Status

 Bell & Evans Cancel

Applied 2017-12-26, Last Updated 2017-12-26 Apply Requested

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Contact to Customer Service

Display current applied job status

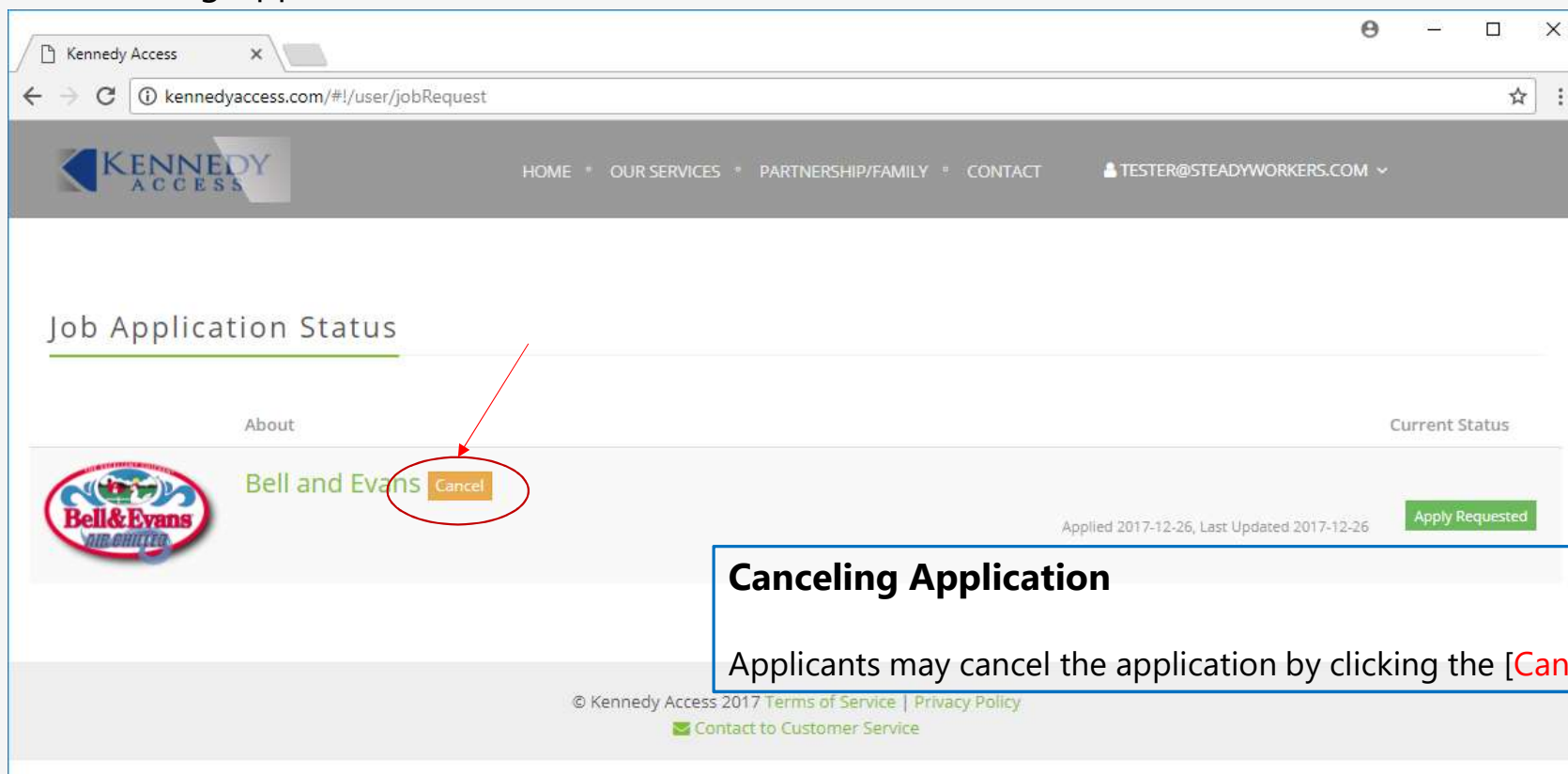
Job Application Status

Applicants will see if the application has been successfully submitted or have a chance to cancel the application.

* Applicants are only allowed to apply for another job position after being approved or denied from the initial job application.

5. Job Application Status

5.1 Canceling Application



The screenshot shows a web browser window with the URL `kennedyaccess.com/#!/user/jobRequest`. The page title is "Job Application Status". The main content area displays the "Bell and Evans" logo and a "Cancel" button. A red circle highlights the "Cancel" button, and a red arrow points to it from the text "Canceling Application". The current status is "Apply Requested".

Canceling Application

Applicants may cancel the application by clicking the [Cancel] button.

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Contact to Customer Service

5. Job Application Status

5.2 Canceling Application - Confirmation

The screenshot shows a web browser window with the URL `kennedyaccess.com/#!/user/jobRequest`. The page title is "Job Request Status". The main content area displays a job application for "Bell and Evans" with a "Cancel" button. A modal dialog box is overlaid on the page, titled "Cancel Request" with a warning icon. The dialog asks "Do you want to cancel your applied job?" and provides two buttons: "No" and "Yes". The "Yes" button is circled in red. A blue box on the right contains the text "Confirming Cancellation" and "Press 'Yes' button to confirm application cancellation."

6. Job Offer Letter

[Test Employer] Job Approval Notification

KAG Info <support@kennedyaccess.com>
11월 3일

Fri Nov 03 2017 19:28:17 GMT+0000 (UTC)

donghoon Kim
10831 ALDERWOOD CV
DULUTH, GA US 30097-5721

Dear donghoon Kim:

On behalf of George's Processing, Inc., we are pleased to offer you a General Labor position in Springdale, Arkansas. We believe that your knowledge, skills, and experience will become some of our most valuable assets. We truly look forward to working with you to continue to make George's a profitable business and a great place to work!

The significant terms of your employment are outlined below:

Legal Employer: George's Processing, Inc. ("George's Processing")

Title: General Labor (Team Member)

Annual Salary: \$28,000.00 per year, paid on a weekly basis, subject to review during the normal salary reviews. All compensation, benefits, and prerequisites offered to you will be subject to applicable taxes and withholdings.

Work Location: Springdale Further Processing Plant
701 1/2 Porter Avenue Springdale, AR 72764

Start Date: Your start date shall be a mutually agreeable date that is contingent upon successful completion of the Immigrant Visa process.

Company Policies: During your employment with George's Processing, you will be required to comply with George's Processing's employee handbook, code of conduct, and all other applicable practices, procedures, and policies.

Benefits: During your employment with George's Processing, you will receive the employee benefits and perquisites made available to similarly situated employees of George's Processing.

As conditions to this offer of employment, within two weeks of your start date, you will be required to: (i) pass a drug screening; (ii) pass a post-Employment federal immigration law, you will be required to provide documentary evidence of your identity and eligibility for employment in the United States on your start date.

At George's Processing's discretion, but typically in association with a performance review and/or promotion application, these compensation terms and benefits may be revised. Nothing contained in this letter shall prevent George's Processing from changing carriers or from effecting modifications in compensation, benefits, or insurance coverage.

If the above is acceptable to you, please indicate your agreement and acceptance by signing both copies of this letter, returning one to us and retaining one for your records. Please feel free to follow-up with Global Labor Solutions or me on any questions that you may have. We look forward to hearing from you and sincerely hope you decide to join our team.

George's Processing, Inc.

Gus Plumb
Complex HR and Corporate Recruiting Manager

Please follow the link to accept the employment offer.
[Open Job Offer](#)

Job Offer Letter

Employer sends out Job Approval Notification through Kennedy Access to each approved applicant.

Applicant receives a Job Approval Notification via Email registered on his/her Resume.

Offer Letter includes:

- Employer Information,
- Title of Job,
- Salary Information,
- Location Information,
- Starting Date,
- Summarized Policies, and
- Benefits

7. Job Offer Agreement

Kennedy Access

www.kennedyaccess.com/#/jobAgree/2/0484b33efd4a343f

KENNEDY ACCESS

Job Offer Agreement.

By signing this Electronic Signature, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.

I have read and agree to the electronic Signature.

Signature:

Please Input Your Full name.

Accept Job Offer Decline Job Offer

Job Offer Agreement / Acceptance

Applicants have a chance to decide whether they would accept the Job Offer or Decline.

1. Check the Signature Agreement
2. Write Full Name, and
3. Click [Accept Job Offer] button

* Must check the Electronic Signature Agreement

8. Applicant Information Form (Updated by 04/01/2019)

The image shows a sequence of steps for accessing and filling out the Applicant Information Form. On the left, a navigation menu is open, with 'APPLICANT INFORMATION' circled in red. Below it, a green button labeled 'Open Applicant Information' is also circled in red. A red arrow points from this button to the right-hand screenshot. The right-hand screenshot shows the 'Applicant Information Form' interface. It features a sidebar with categories: 'Principle Information' (including Name, Birth, Current Address, Foreign Address, Contact Information, Citizenship, Immigration History, and Criminal History), 'Employment History' (Most Recent, 2nd Most Recent, 3rd Most Recent), and 'Dependent Information' (Spouse, Child #1, Child #2, Child #3, Child #4). The main content area is titled 'Name' and contains a table with the following data:

Last Name	Kennedy
First Name	Testuser
Middle Name	mn
Other Names (Maiden Name)	

Below this table is another section for '[In your Own Native Language]' with fields for Last Name, First Name, Middle Name, and Other Names (Maiden Name). At the bottom of the form, a blue button labeled 'Update / Next' is circled in red. A 'Close' button is visible in the bottom right corner. A blue-bordered box at the bottom left contains the following text:

Fill out Information
Fill out Applicant information and press "Update/Next" button