



PMC-Sierra's Applicant Home page is your one-stop resource to search and apply for jobs at PMC-Sierra.

Applicant Home allows you to search for jobs, submit your resume and register with our personal job search agent so we can notify you by email of matching opportunities.

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If you any of the links on the Applicant Home do not function correctly or you are unable to sign on please ensure you have your Java Script enabled.

### **Searching for a job**

You can search for current opportunities at PMC-Sierra from the [\*\*View Job Postings/Apply for Job\*\*](#) link. View Job Postings allows you to search for job postings using custom search criteria. You can view job postings by job category, location and posting title or view all current job postings at PMC-Sierra. You can view the details of any job listing by clicking the posting title. The Job Posting List is initially sorted by posting date. If you want to sort the list by a different field, such as Job Category or Location, click on the header of the list.

If you don't see a position of interest but would still like to submit your resume for consideration for future openings, click the [\*\*Create/Update Resume\*\*](#) link on the Applicant Home page.

### **Search Tips**

When you submit a search the search engine looks for exact matches for all the fields you have selected.

#### Search by Job Categories

Select a Job Category that matches your experience and knowledge.

#### Search by Location

Select a Location to narrow you search results to a specific location.

#### Search by Keywords in Job Title

Enter a specific posting title in the keywords field.

#### Search for all job postings

Click the 'Search' button.

## **Applying for a job**

You can apply for a job by clicking on the posting title to review the job, then click on the 'Add Job to Basket' button or select one or more jobs by checking the Job Basket box in the Job Postings List.

After selecting jobs for the Job Basket, click on **Job Basket** link to review the jobs in the Job Basket. Click the 'Delete' button if there are job postings you need to remove from the Job Basket. Click the 'Apply for Jobs in Basket' button.

If you are a new applicant click the **Are you a new applicant?** link. If you are a returning applicant enter your email address and password.

## **Submitting your resume**

You can submit your resume by applying for jobs in your job basket or by clicking on the **Create/Update Resume** link on the Applicant Home page. In each case the information submitted is uploaded to the PMC-Sierra resume database for review by the recruitment team. Resumes submitted to specific jobs are also reviewed by the individual recruiter responsible for filing the job.

Your resume can be submitted in 6 easy steps.

### **Step 1 – Your Online Resume**

If you have a resume already created in any format (MS Word, PDF etc.), select the 'Attach Resume File' option and click the 'Next' button. Browse for the file on your computer and click the 'Upload' button. Verify all fields were brought over from your resume correctly.

If you do not have a resume already created, select the 'I am not providing a resume' option and click the 'Next' button. This option will help you complete a resume.

### **Step 2 – Contact Details**

Verify or complete all fields as applicable. Fields that must be completed are indicated with an asterisk (\*). Click the 'Next' button.

Please note if you need to go back at any point during the submission process use the 'Previous' button. The browser back button will cause your page to expire and you will need to resubmit your information.

### **Step 3 – Current and Prior Employment**

Verify or complete all fields as applicable. Click the 'Add' button to create a new employment entry. Fields that must be completed are indicated with an asterisk (\*). Click the 'Edit' button to edit an existing entry. Click the 'Delete' button to delete an invalid entry. Click the 'Next' button.

### **Step 4 – Education**

Select your Highest Education Level from the drop down list. Verify or complete all fields as applicable. Click the 'Add' button to create a new education entry. Fields that must be completed are indicated with an asterisk (\*). Click the 'Edit' button to edit an existing entry. Click the 'Delete' button to delete an invalid entry. Click the 'Next'

button.

**Step 5 – How did you find out about us?**

Complete all fields as applicable. Click the 'Next' button.

**Step 6 – Submit Resume**

Click the 'Submit' button to submit your resume. You will receive an email notification that your resume and/or application have been received.

**If you are having difficulty viewing/submitted your resume via the Candidate portal, please send a detailed email to [hassistance@pmc-sierra.com](mailto:hassistance@pmc-sierra.com) to help us investigate the issue you are experiencing. Below are examples to help describe the issue. Screenshots or captures are appreciated.**

Description examples:

1. Difficulty viewing jobs (*Ex. The browser window will not load*)
2. Difficulty submitting resume (*Ex. I can view the job list and I am logged in as a job applicant, but I receive an error message. Please attach a screenshot or describe error message.*)
3. Please include a copy of resume document (.pdf, .doc, .docx formats are accepted) and the job requisition number that you wish to be considered for in your response.
4. Browser version is incompatible – *Please advise which browser was used when the issue occurred.*
5. Other - *Please provide as much detail as possible.*

**Creating a Job Search Agent**

The Job Search Agent enables you to create a job search profile. The Job Search Agent conducts a job search based on your profile and sends you an email when jobs fitting your profile become available.

To create a job search profile click the **Job Search Agent** link on the Applicant Home page. Sign on, enter your search criteria and click the 'Save' button.

**Viewing Job Search Agent Results**

You can view the results of your Job Search Agent and apply for those positions of interest to you.

Sign on to the Applicant Home with your account. Click the **View Job Agent Results** link to review the list of matching jobs and apply for.

**Returning Applicants**

Once you have registered your profile, you can sign on to the Applicant Home page at any time. Just enter the email address and password you provided when your profile was created. This allows you to update your resume and contact information, create and update your job search agent and change your password.

If you have forgotten your password, enter your email address and click the **Forgot My Password** link. Your new password will be email to you.

**Changing your password**

You can change your password at any time. Just enter the email address and password you provided when your profile was created to sign on to the Applicant Home page and click the **Change Password** link.

**Updating your contact information**

You can update your contact information at any time. Just enter the email address and password you provided when your profile was created to sign on to the Applicant Home page and click the **Update Contact Information** link. Update any of the contact detail and click the 'Submit' button.

**Providing Self Identification**

PMC-Sierra is an equal opportunity / affirmative action employer in all of its employment and personnel actions. We encourage people of all ethnic backgrounds to pursue opportunities with our company.

If you accept the invitation to provide self identification, sign into your account, click the **Self Identification** link and fill out the form provided. If you have not previously provided this information you will be invited to provide it during the application process.