



## Quick Tips for Searching and Applying for Career Opportunities at First Tennessee/First Horizon

### Searching for Current Opportunities

- Search on **work location** by city, state, or zip code
  - Enter the city, state, or zip code of interest, for example, Bartlett, TN, in the city and state box and click “submit”. If you do not see any openings for Bartlett, then expand your search to include other cities, for example, Memphis, TN. This will bring up additional opportunities that may be of interest. Click on any field to see more details about the opening.
- Search for a **specific type** of job
  - Enter a keyword in the “keyword” box and click “submit”. You will see all jobs that contain your key word. Click on any field to see more details about the opening.
- Browse through **all job openings**
  - Click the “Browse Open Jobs” link on the right side of the page. This will allow you to page through all the available opportunities. You can click on any of the column headings to sort the openings. For example, click on “City” to sort the openings by city alphabetically. Click on any field to see more details about the opening.

### Apply for a Job Opportunity for the First Time

- After reviewing the specifics of the job, click on “Apply Online” to complete the online application process.
- You will need an email account to create your profile. You will be asked to create a password. You must remember the email and password used in order to apply for positions in the future. First Tennessee will use the email address to correspond with you during the selection process, so it is important for you to use a current email address that you check frequently.
- To save time in completing the application process, you can copy and paste your resume into the “Resume Box” on the “Submit Your Resume” page of the application. The details from your resume will automatically populate in the application and eliminate the need to manually enter the information contained in your resume. Just copy, paste, and click the “parse resume” button.
- After parsing your resume information into the application system you will need to review, update and complete the remaining questions in the online application.
  - Note: You can only use the “parse resume” function once.
- If you do not parse your resume, then you will need to complete all questions in the application to apply online.
  - You may also upload a copy of your resume. The preferred file types are Microsoft Word or Adobe (PDF). The document name should include your name and the current date. Once uploaded the resume is part of your application and cannot be removed or replaced: however, you can provide an updated copy of your resume by uploading a new copy of your resume that includes a different date in the document name.
- If you need to stop before completing the online application, or leave to obtain additional information and come back, your partial application will be saved. You will receive an email

reminder that your application is incomplete. When you return, log in using your email account and password and complete the application.

- Note: You must complete the application in its entirety to be considered for a job opportunity. Required fields are denoted with a red \*.
- If there is more than one opening that you wish to apply for, identify the opening, click “Apply Online” and you will be asked to log in again with your email address and password. Your previous resume and application information will not have to be entered again

### **Re-Apply for New Job Opportunity or Updating Your Resume**

- If you have applied with First Tennessee recently, log in using the email address and password you used previously. If you need help with the password click “can’t remember password” for assistance. **If you do not remember the email address used, you will need to create a new profile.**
- After you log in, your previous information will appear and you can update as appropriate. You can provide an updated resume by uploading another copy that includes a different date in the document name.

### **Managing Your Profile (email address and password help)**

- If you forget your password, click “can’t remember password” and it will be sent to the email account you provided in your initial profile.
- If you need to update the email address in your profile, go to the First Tennessee Careers page on the company website, click “Search & Apply for Open Positions” and then click “Edit Your Profile”
- If you do not know the email address used, you will need to create a new profile.

### **What to Expect After You Apply Online**

- Our Talent Acquisition Team will review all applications received for the position.
- If you are selected for an interview you be contacted by a Talent Acquisition Consultant. The timing of the interview will vary based on the nature of the opening and the number of applicants expressing an interest. You can assume you are still being considered until you receive an email update stating otherwise.
- When the opening has been filled, you will be notified by email. You can continue to apply for other opportunities as they become available.

### **If You Need Assistance Due to a Disability**

- Click on the “Careers” tab on the company website
- Click on the “Click here” link at the bottom of the page to advise us that you need assistance and a Talent Acquisition Consultant will make contact with you within one business day.

### **Need Help Applying?**

- If you need additional assistance or have questions about the application process, contact our Talent Acquisition Team at [askrecruiting@firsthorizon.com](mailto:askrecruiting@firsthorizon.com). You will receive a reply within 2 business days

***NOTE: This email box is for assistance in submitting your application only. We are unable to respond to questions regarding the status of your application or details about specific openings through this email box.***