Greater Cleveland RTA
Applicant Registration & Application Process
iRecruitment
Step 1

Careers at RTA can be found at:
www.riderta.com/careers
Step 2

Click the **View current career opportunities at the Greater Cleveland RTA link.**
Step 3

Click the **New Jobs Last Seven (7) days** to see new openings.
Step 4

New Users: Click the **Register today** button.
Step 5

Click in the **email** field. Enter your email address.

Last Name, and First Name.
Step 6

Create and Enter a **Password**. Example "Welcome1".

Retype your password in the Confirm line.

You will use your email address and password to access your account in the future.
Step 7

Click the **Submit** button.
Step 8

Select the option for resume. You can upload a copy and/or create a resume by completing this process.

Select “Yes” or “No”
Step 9

Click the **Continue** button.
Step 10

Confirm your last name, first name, and email address.

Answer the questions.
Step 11

Complete the information on this page.

Click the **Add Another Document** to attach documents such as a CDL exam, License, …
Step 12

Click the **Next** button when you have finished with this page.
Step 13

Click the **Add Another Employer** button to add your work history. Complete all areas.

Click the **Add Another Employer** button to add more previous employers.
Step 14

Click the **Add Another Skill** button.

Click the **Search** button.

Select all skills.
Step 15

When you have finished, click the **OK** button.
Step 16

Click the **Add Another Establishment** button to add your college history.
Step 17

Click the **Add Another Qualification** button to add certifications, Drivers License information, and other experience.
Step 18

When you have completed all information on this page, click the **Next** button.
Step 19

Make your privacy choice.
Step 20

When you have completed your selections click **Next**.
Step 21

Select the resume style of choice.

The information that you have entered will be presented based on your choice.
Step 22

When you are finished click the Finish button.
Step 23

Congratulations! You have completed your profile. Applying for a job is just a few more clicks.

Click on the **Home** tab to see the open careers.
Step 24

Click the **New Jobs (Last 7 days)** link.
Step 25

Click the **Apply Now Button** to apply for a career.
Step 26

Click the Next button.
Step 27

Scroll the through each page to review, click **Next** to proceed.
Step 28

Click the **Continue** button to complete the position assessment.
### Step 29

Click the **Finish Test** button once you have responded to each question.
Step 30

Read the Application Terms of employment.

**Enter your** first and last initial and the last four of your SS #.

Example: **WS 1234**

(Wilma Smith)
Step 31

Complete initials for both sections.

Click the **Finish** button.
Step 32

Congratulations!

You have successfully applied for the position.
Step 33

End of Procedure.

Log in periodically using your email as your user name and your password to see the status of your application and new career opportunities.