



WELCOME TO WORKSOURCE

Navigating Boeing's Application Process



WorkSource is an equal-opportunity partnership of organizations that provide employment and training services. Auxiliary aids and services are available upon request to people with disabilities.

Objectives

Navigating Boeing's Website

Creating an Account

Boeing's Resume Process

Searching & Applying for Boeing Jobs

Completing Boeing's Online Application Process (OLAP)

Behavioral Interviewing Process

Navigating Boeing.com

jobs.boeing.com

Logging In

To login to an existing account, click on **Log In**, enter your e-mail address and password

To create a new account, click on **click here** to register now

Careers

Boeing Employment Home

Current Boeing Employees [click here](#)

New users, [click here](#) to register now.

As a registered user, you can:

- Perform job searches automatically
- Use Resume Toolbox to edit, save or print your resume
- Submit your resume online
- Monitor the status of your application
- Receive notification of job search matches by e-mail

[Login Help](#) | [Hot Jobs](#)

If you have a
current Boeing
account, click
here to log in

If you are experiencing difficulty or have
general employment questions, call us at 866-
473-2016 (TTY-TDD 800-755-6363) or submit
a request to:

[Contact TotalAccess](#)

**Boeing is an equal opportunity employer. [Applicant Privacy](#)
Boeing participates in E-Verify. Details in [English](#) and [Spanish](#).
Right to Work Statement in [English](#) and [Spanish](#).**

[Site Terms](#) [Privacy Policy](#) [Contact Us](#) [FAQ](#)

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For new
registrations click
here

Creating an Account

Fill in Account Information

Set-up e-mail address & password

Drop-down categories

Answer all fields with a red *

Statistical Data

This is required information for Boeing

Email Information – Allows you to Receive Notifications about new jobs.

Job Preference

‘Keywords’ – Leave this blank to increase hits

Click **Register**

* Required information

You must complete all sections that has an * beside it

Account Information

E-mail Address	*	<input type="text"/>
Password	*	<input type="password"/>
Verify Password	*	<input type="password"/>
First Name	*	<input type="text"/>
Middle Initial		<input type="text"/>
Last Name	*	<input type="text"/>
Phone Number	*	<input type="text"/>
Work Phone Number		<input type="text"/>
Alternate Phone Number		<input type="text"/>
Home Address	*	<input type="text"/>
Home Address		<input type="text"/>
City/Town	*	<input type="text"/>
State/Province	*	<input type="text"/>
Postal/Zip Code	*	<input type="text"/>
Country	*	<input type="text" value="US"/>
Current Career Level	*	<input type="text"/>
If you are a student, you will need to enter education information below.		
How did you hear about Boeing?	*	<input type="text"/>

When you have the opportunity to select from a drop down menu, make sure that after you make your selection click your mouse outside of the cell to lock in your selection

**College/Intern Data**

* Required if current Student (College/University) or Entry Level (Less than 2 Years of Experience)

Have you previously been an intern at the Boeing Company or any of its subsidiaries? *

Are you a current/past recipient of a Boeing scholarship? *

Export Control Compliance Information

The following information is needed to determine your export control status under U.S. law. U.S. laws and regulations prohibit the unauthorized export of restricted technology to "Foreign Persons." The Boeing Company, in order to comply with these legal requirements, must ascertain whether someone who may be given access to restricted technology is a "Foreign Person" subject to these export control restrictions (such as the need to be granted an export license before being given access to restricted technology). Certain categories of persons, known as "U.S. Persons" (including but not limited to U.S. citizens), are not considered "Foreign Persons" (and therefore do not need to be granted an export license before being given access to restricted technology). The information you provide will be used to determine whether you are a "U.S. Person" or a "Foreign Person."

(Often missed, PLEASE READ THIS CAREFULLY, you must be one of these)

Please select one and only one from the list below to determine your export control status.

A citizen or national of the United States * ☐ Yes

An alien admitted to the United States as a refugee * ☐ Yes

An alien lawfully admitted for permanent residence in the United States (i.e., a "green card" holder; permanent resident alien), does not include F-1 student visa or any other non-immigrant visa (H-1B, J-1, L, TN, etc.) * ☐ Yes

An alien granted asylum in the United States * ☐ Yes

Someone granted the status of an alien lawfully admitted for temporary residence in the U.S. as (i) a Special Agricultural Worker or (ii) an Amnesty Applicant (a special program for persons who entered the United States before January 1, 1982 and have continuously resided in the U.S. in an unlawful status since that time, and meet certain special filing requirements) * ☐ Yes

None of the Above (Foreign Person, includes anyone with a F-1 student visa or any other non-immigrant visa (H-1B, J-1, L, TN, etc.)) * ☐ Yes

Note: The only information retained from this section will be the resulting determination of "U.S. Person" or "Foreign Person". The specific category you selected will not be used in a hiring decision nor will it be stored in Boeing's records. Boeing will not be able to later determine which category you selected.



Government Conflict of Interest - Pre-Screen

To ensure that you and Boeing avoid potential conflicts of interest, please read and answer these carefully. See pop up explanations if you have questions about the meaning of underscored words or phrases. Links to explanations appear first time of use.

1. Do you have, or within the past five years have you had, any duty, responsibility or involvement on behalf of a government or military service in any matter involving or affecting Boeing interests? *

2. Does a member of your household or a business partner have any duty, responsibility or involvement on behalf of a government or military service in any matter involving or affecting Boeing interests? *

3. Is there any active contract, litigation, acquisition, claim or controversy involving Boeing in which you have been significantly involved during your government (including military) service? *

4. Have you served in

A. The U.S. Federal Government as a Senior Employee or in the U.S. Military at a rank of O-7 or above or equivalent positions in a Foreign Government or Foreign Military; or

B. The U.S. Department of Defense, in the last two years, on a contract in excess of \$10 million, as a Program Manager, Deputy Program Manager, Procuring or Administrative Contracting Officer, Source Selection Authority, member of the Source Selection Evaluation Board, or Chief of a Proposal Financial or Technical Evaluation Team? *

By submitting this, I acknowledge that Boeing intends to rely on these answers. I certify that the answers I have provided to these questions are accurate to the best of my knowledge and belief. If questions 1 thru 4 are answered "No", completion of Parts I thru V are NOT required. *

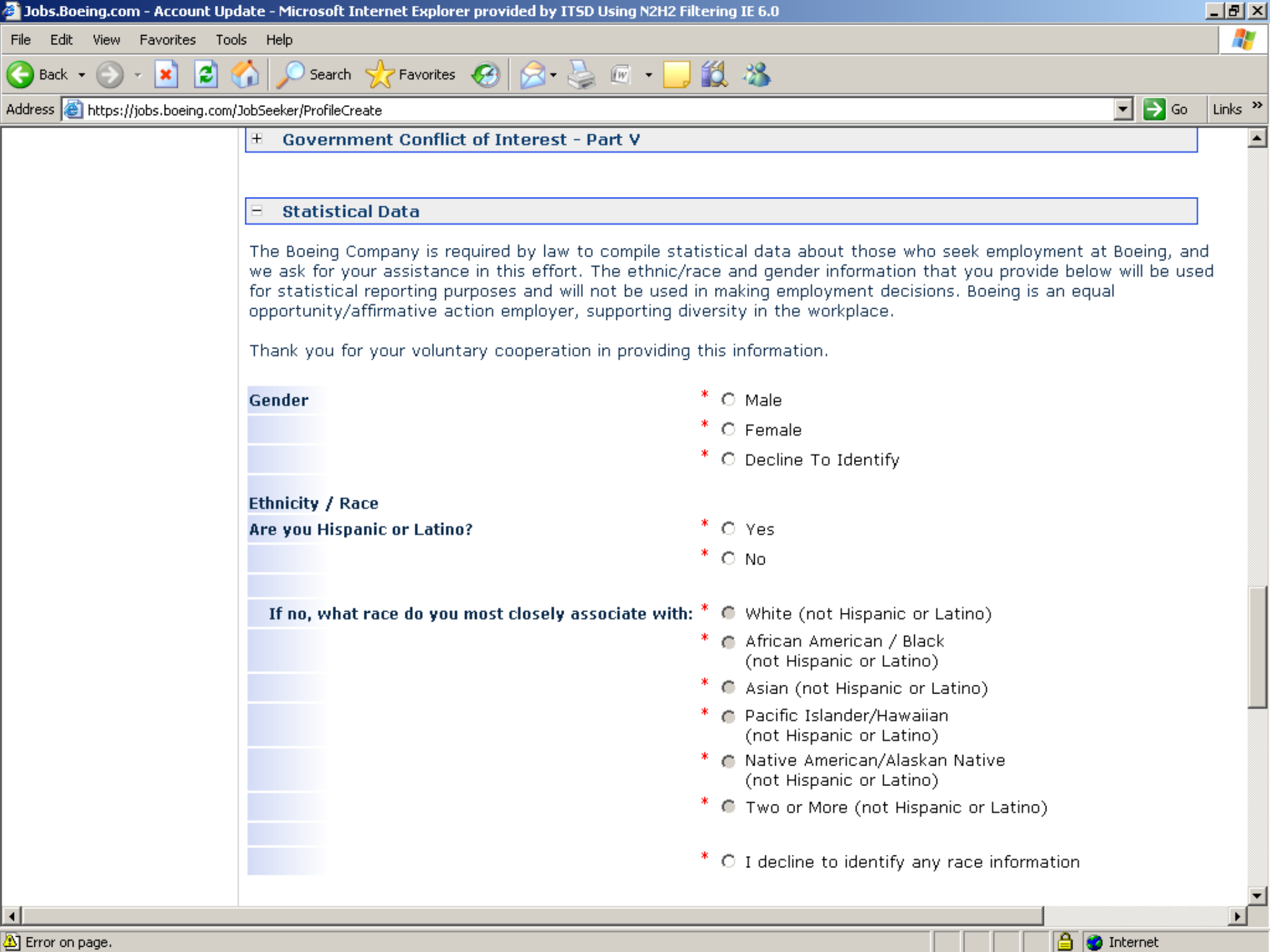
☐

Read
carefully

Government Conflict of Interest - Part I

Government Conflict of Interest - Part II

Government Conflict of Interest - Part III

**+ Government Conflict of Interest - Part V****- Statistical Data**

The Boeing Company is required by law to compile statistical data about those who seek employment at Boeing, and we ask for your assistance in this effort. The ethnic/race and gender information that you provide below will be used for statistical reporting purposes and will not be used in making employment decisions. Boeing is an equal opportunity/affirmative action employer, supporting diversity in the workplace.

Thank you for your voluntary cooperation in providing this information.

Gender

- * ☐ Male
- * ☐ Female
- * ☐ Decline To Identify

Ethnicity / Race**Are you Hispanic or Latino?**

- * ☐ Yes
- * ☐ No

If no, what race do you most closely associate with:

- * ☐ White (not Hispanic or Latino)
- * ☐ African American / Black (not Hispanic or Latino)
- * ☐ Asian (not Hispanic or Latino)
- * ☐ Pacific Islander/Hawaiian (not Hispanic or Latino)
- * ☐ Native American/Alaskan Native (not Hispanic or Latino)
- * ☐ Two or More (not Hispanic or Latino)
- * ☐ I decline to identify any race information

Education[Add Education](#)

* Required if current Student (College/University) or Entry Level (Less than 2 Years of Experience).

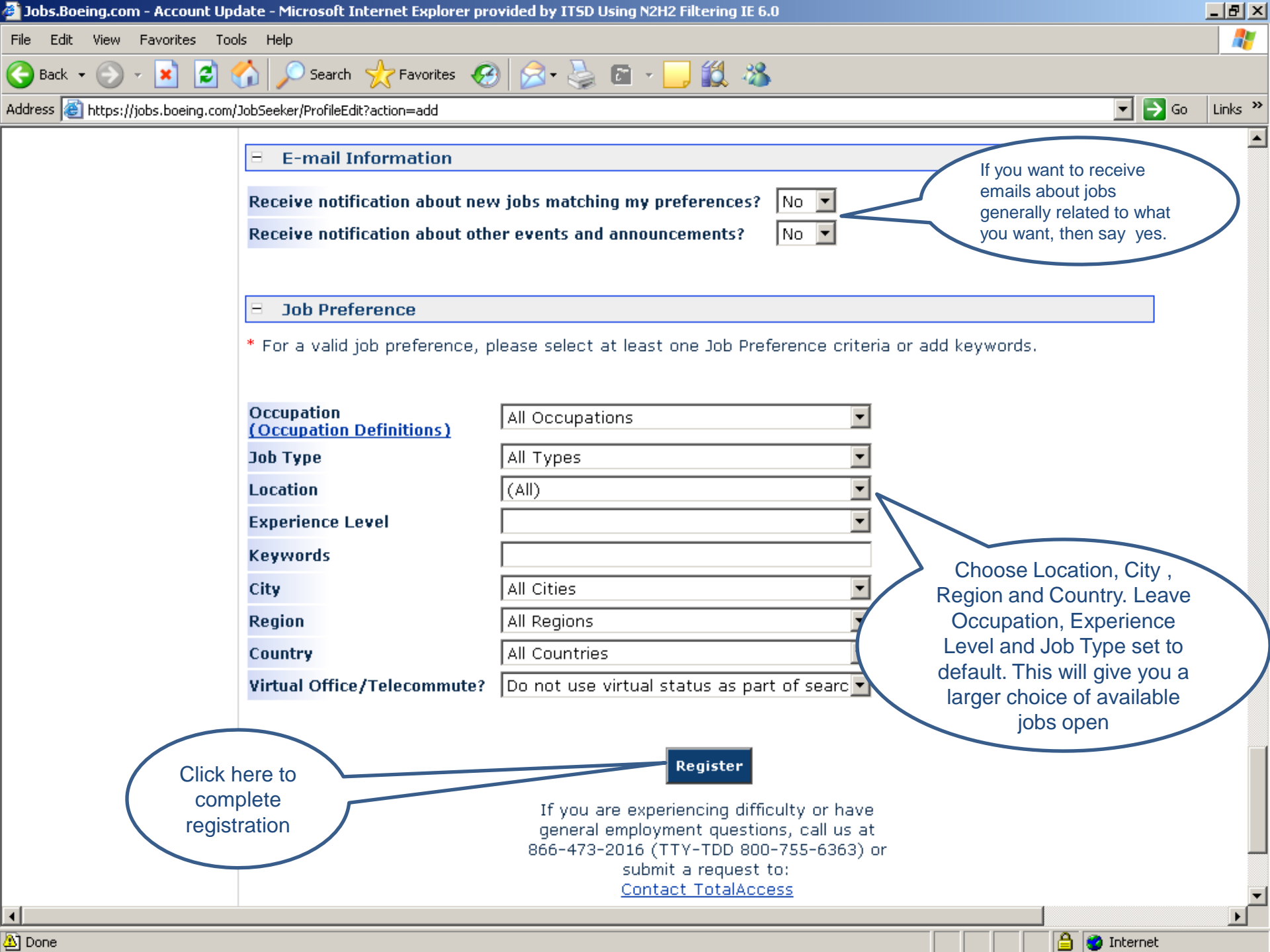
Country**State/Province****and/or City/Town****College / University****Graduated****From****To****Major****Minor****Type of Degree****Overall GPA****Description**

Click this button to
enter additional
education

For High School
select
Other Institution

If college is not
listed select
Other Institution
and include school
information in
Description

E-mail Information



E-mail Information

Receive notification about new jobs matching my preferences?

No

Receive notification about other events and announcements?

No

If you want to receive emails about jobs generally related to what you want, then say yes.

Job Preference

* For a valid job preference, please select at least one Job Preference criteria or add keywords.

Occupation

[\(Occupation Definitions\)](#)

All Occupations

Job Type

All Types

Location

((All))

Experience Level

Keywords

City

All Cities

Region

All Regions

Country

All Countries

Virtual Office/Telecommute?

Do not use virtual status as part of search

Choose Location, City, Region and Country. Leave Occupation, Experience Level and Job Type set to default. This will give you a larger choice of available jobs open

Click here to complete registration

Register

If you are experiencing difficulty or have general employment questions, call us at 866-473-2016 (TTY-TDD 800-755-6363) or submit a request to: [Contact TotalAccess](#)



Careers

[Jobs & Events](#)

[Search & Apply](#)

[Advanced Job Search](#)

[My Account](#)

[Resume Toolbox](#)

[Account Update](#)

[Job Notifications](#)

[My Job Status](#)

[Log Out](#)

[Help](#)

[Career Events](#)

[What We Do](#) ▶

[Culture & Values](#) ▶

[Locations](#) ▶

[Benefits](#) ▶

[Interns and Graduates](#) ▶

Careers

Boeing Employment Home

Welcome **Your Name Here**

Create a resume: You do not currently have any valid resumes defined.
Use the [Resume Toolbox](#) to create a resume so you can apply online.

If you are experiencing difficulty or have
general employment questions, call us at 866-
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Boeing's Resume Process

New and Existing Resumes

Create a Resume Using Resume Builder

- Fill-in fields using ***key words***
- Personal, education, experience, skills...
- Complete, full relevant work history

Cut & Paste an Existing Resume

- Style should highlight skill set
- Use spell check
- Word or text document, must be left justified



Careers

Add Resume

Please select how you would like to create your new resume.

If you do not have a resume,
click on this selection

[Create a new resume using the Resume Builder](#)

[Create a new resume by copying resume and pasting resume from an existing document](#)

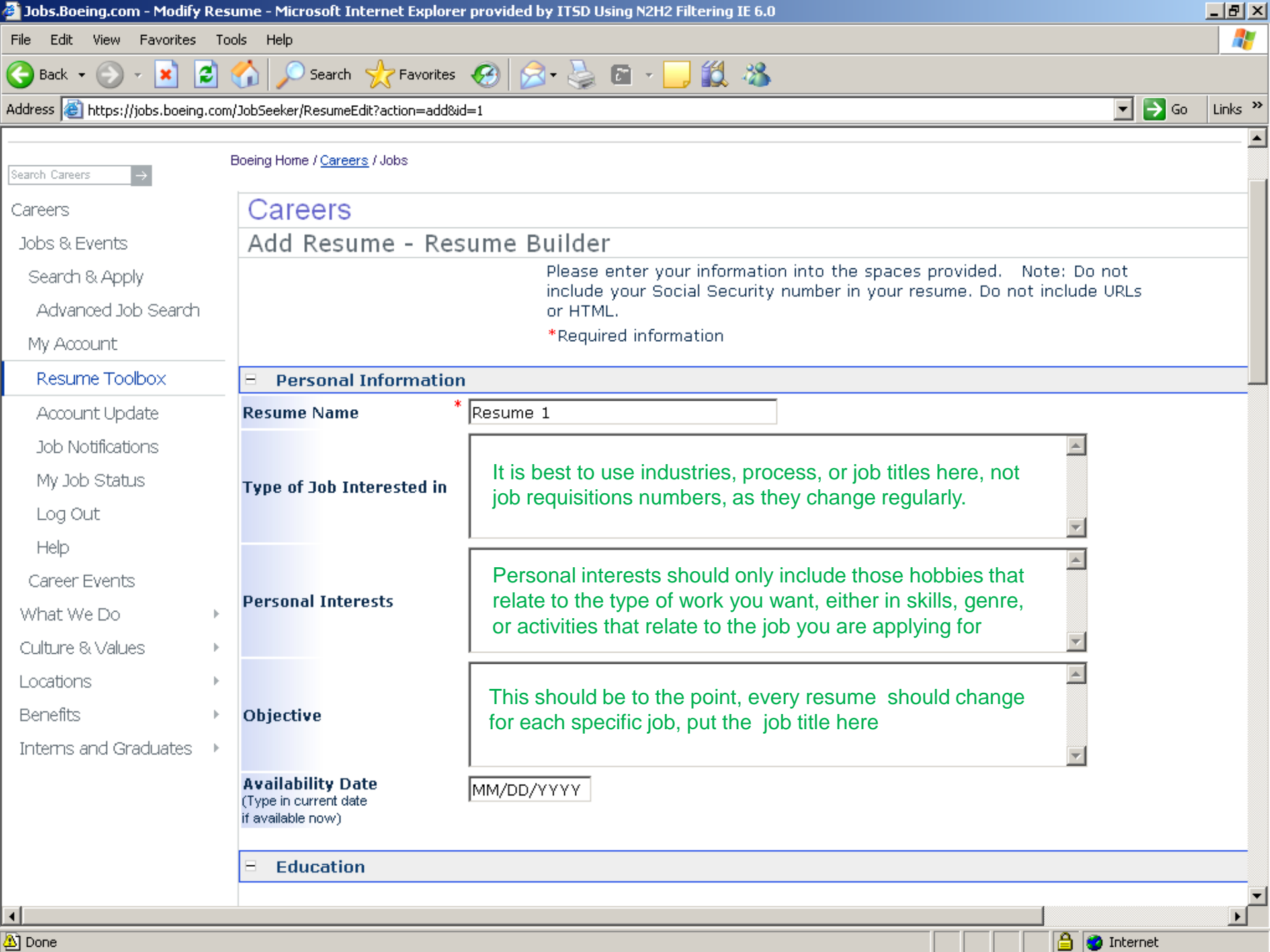
If you are experiencing difficulty or have general employment questions, call us at 866-473-2016 (TTY-TDD 800-755-6363) or submit a request to:
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If you already have a
resume, choose this
selection to copy and
paste your resume

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Objective**Availability Date**

(Type in current date if available now)

MM/DD/YYYY

Education[Add Education](#)**Country****State/Province****and/or City/Town****College / University****Graduated**

No

From

MM/DD/YYYY

To

MM/DD/YYYY

Major**Minor****Type of Degree****Overall GPA****Description**

Click this button to enter additional education, make sure and include technical training courses and employer based training.

Experience[Add Experience](#)**Employer**

* Employer 1

Jobs.Boeing.com - Microsoft Internet Explorer provided by ITSD Using N2H2 Filtering IE 6.0

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Taskbar Yellow Folder Blue Folder People

Address <https://jobs.boeing.com/JobSeeker/ResumeEdit?action=add&id=1> Go Links >>

Experience Add Experience

Employer *

Address

City

State/Province

Zip/Postal Code

Employer Phone

Job Title

Work Description

From

To

Accomplishments

Reason for Leaving

Skills

Skills

Click this button to enter additional work history. You want to include your full, relevant job history.

Done Internet

Reason for Leaving

Skills

In this section you will want to put specific skills, i.e. computer skills, mechanical aptitude, communication skills, team work

Skills

Additional Information

In this section you will want to put the competencies on the job requisition that you are applying for. These are Boeing requirements and here is where they want to see your skill set that matches their competencies

Update

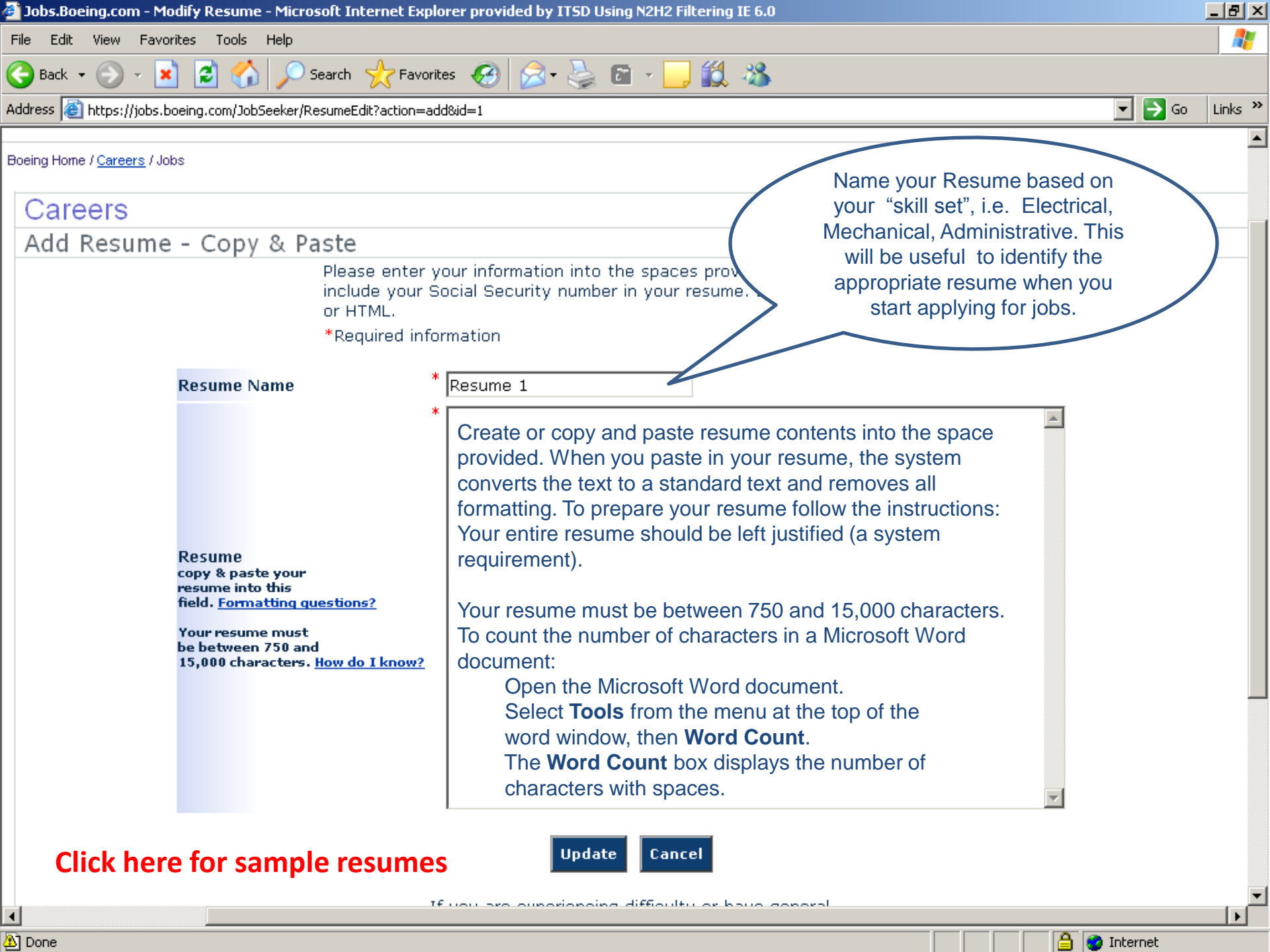
**YOU MUST CLICK
THIS BUTTON
EVERY 10 MINUTES
OR YOU WILL
LOOSE ALL YOUR
INFORMATION**

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Resume Tips

“Resume Builder” times out after **10** minutes

Click **Update** at least every 10 minutes

5 resumes allowed in the system at a time

Remember “**Key Words**” - **Competencies**

Use industry **Buzz** words - Lean, CNC Lathe

Boeing Job Search & Apply

Click on ...

Advanced Job Search

- Keep your options open – Select “All” or allow default when possible.
- Hold control key to select one or more values.

Short cut ...

Job Notifications

- Click on **Job Notifications**
- Click on **Show Matches**

Understanding the Boeing Requisition

The Job Requisition

Tip: Include the Requisition Number and Job Title in the Objective of your Resume but remember to change this for each Requisition or job.

Competencies

- Update your resume to reflect each of these and save it in the resume section
- These include hard skills, soft skills and specific tools, programs, etc.

- Jobs & Events
- Search & Apply
 - Advanced Job Search
- My Account
 - Resume Toolbox
 - Account Update
 - Job Notifications
- My Job Status**
- Log Out
- Help
- Career Events
- What We Do ▶
- Culture & Values ▶
- Locations ▶
- Benefits ▶
- Interns and Graduates ▶

Job Application

Go to Resume Toolbox to Add or Modify Resumes

* Required information

Select Resume	
Job Title	Office Administrator B
Job Number	11-1007397
City	Everett,
State	WA,
Date Posted	04/13/2011
Closing Date	04/20/2011
Description	Coordinates And Processes Domestic And International Travel Arrangements, Monitors Designated Business Traveler's Logistics, Generates Expense Reports And Assists In Reconciling Corporate Credit Card Changes To Ensure Timely And Accurate Reimbursement And Verifies Payments To Corporate Credit Cards. Collects And Compiles Data To Provide Visibility Of Status For Traveler's Review And/or Signature. Creates, Edits And Maintains Electronic And Written Communication. Prepares Reports, Presentations And Flow Charts. Processes Incoming And Outgoing Communication And Correspondence To Ensure Proper Dissemination Of Information. Prioritizes And Schedules Management-level Employee Time And Availability For Efficient Use Of Resources. Tracks And Maintains Designated Conference Room Schedules For Availability And Efficient Use Of Resources. Plans The Acquisition And Maintenance Of Resources. Orders And Maintains Office Supplies. Plans And Implements Logistics For Internal And External Events And Meetings. Works Under General Supervision.
Resume	* <input type="text"/>

Confirm Information

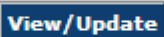



Maintains Designated Conference Room Schedules For Availability And Efficient Use Of Resources. Plans The Acquisition And Maintenance Of Resources. Orders And Maintains Office Supplies. Plans And Implements Logistics For Internal And External Events And Meetings. Works Under General Supervision.

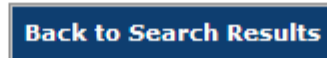
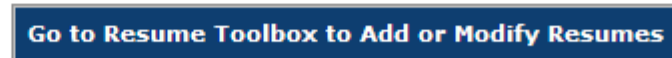
Resume

* Sample 

Confirm Information

I confirm that the following are current: * ☐

- Account Information 
- Export Control Status 
- Conflict of Interest Status 
- Resume 



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This section is optional. If your career has been focused in one occupation then this section is not needed. If your career has been numerous occupations then section should match what the employer is saying in the JOB DESCRIPTION. If you have any hobbies that are relevant to the job you are applying for, this is the place to put them.

Additional Work History

Job Title, Employer, City, State, Dates to - from

Also give a brief overview of the job you did at the specific employer. This is the section that proves your qualifications for the job you are applying for.

Education/Training

List education/training here with most recent first; if you have had employer based training that is relevant, list it here

Use a Clean, readable font such as Ariel or Times New Roman, and NEVER go below 10 font size.

Apply now!

Go to Resume Toolbox to Add or Modify Resumes

Back to Search Results

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List education/training here with most recent first; if you have had employer based training that is relevant, list it here.

Message from webpage



Apply now! Are you sure you want to apply now? Once you have submitted your resume, you will not be able to update your resume for this requisition. Proceed?

OK

Cancel

Apply now!

Go to Resume Toolbox to Add or Modify Resumes

Back to Search Results

If you are experiencing difficulty or have general employment questions, call us at 866-473-2016 (TTY-TDD 800-755-6363) or submit a request to:

[Contact TotalAccess](#)

Completing the Online Application Process

After receiving an email invitation, log in to your Boeing account

Click on hyperlink to complete the (OLAP) Online Boeing Application Process

Once you certify and submit your OLAP, it will disappear confirming you have completed the process

Boeing Behavioral Interview

The Boeing Process

Panel Interview (2-3 interviewers)

Behavioral based questions that will ask about both hard/soft skills.

Scored on a 1 to 5 point system

Use **STAR** Method of answering interview questions

- **S**ituation and/or **T**ask
- **A**ction Taken
- **R**esults of the Action Taken

Interview Tips

Tell a story

Mirror your interviewers

Contingent offers

- Background check
- Drug testing
- Health Physical
- Legal / Security
- Get your house in order.

Orientation date is the first day of Boeing employment 😊

Partners In Your Success

Questions & Next Steps?