

ONLINE APPLICATION INSTRUCTIONS

Guide to submitting an application



THIS ISN'T YOUR TYPICAL CAREER OPPORTUNITY. THIS IS THE HYATT TOUCH.

Applying to current positions:

- Go to www.dallas.hyatt.com. Click on “Hyatt Careers”
- Scroll towards bottom of page to view job openings for Hyatt Regency DFW, Hyatt Grand DFW and Hyatt Regency Dallas.
- Click job title for description, location, schedule, job level, and pay rate. Click *Apply*.
- Click *New User Registration* or returning applicant if that is the case.
- Create User Name, Password, and E-mail address. Please keep a record for future reference.
- Write in a question that *only you* know how to answer and type the response, click *OK*.
- Read through the Privacy Act, either *Accept* or *Decline*, click *Continue*.
- For each of the following sections your options are to either *Save as Draft* (finish application later), *Quit* (does not save information), or *Save and Continue* (continue to the next section.)
- **Personal Information:** Complete required fields (marked with an asterisk “★”) Type “N/A”, if question does not apply, then click *Save and Continue*.
- **Education and Work Experience:** you may *add additional Education or Work Experience*. Click *Save and Continue*.
- **Attachments:** Attach additional information (ex. Cover letter, resume, etc.) Click *Save and Continue*.
- **Schedule Preferences:** Fill in all “★” boxes. Mark box if you are “*Willing to work on holidays.*” Mark all days and shifts you are available.
- **Job Related Questions:** Answer entire questionnaire. Click *Save and Continue*.
- Some positions require you to complete a pop-up survey. The survey takes approx. 20 minutes. It may be completed at a later date, but in order to be considered as an applicant, it must be completed.
- **Personal Identification:** Read Diversity and Drug Free Workplace Policy. Click *Save and Continue*.
- **Summary:** Review application and edit as necessary. When finished, click *Submit*.

Congratulations! You have successfully submitted your application!

Don't see a position that matches your skills?

- Click *Access My Profile* on right hand side of page under *Candidate Profile*
- Follow the instructions above to create a general profile. The profile will be saved in the system.
- On Page 3, check the box “*Yes, Please email me when jobs similar to this one are posted.*” in order to be notified of future job openings.

The screenshot shows the Hyatt Dallas website. At the top, there is a navigation bar with 'HYATT' logo, 'Customer Service', and 'English'. Below this is a menu with 'RATES & RESERVATIONS', 'HOTELS & RESORTS', 'SPECIALS & PACKAGES', and 'MEETINGS & EVENTS'. The main content area is titled 'HYATT DALLAS' and includes a welcome message and a 'Hyatt Careers' link circled in orange. Below this is a section for 'Hyatt Regency DFW' with a photo and a 'CHECK RATES & AVAILABILITY' button. At the bottom, there is a progress bar with steps: 'CV/Resume', 'Personal Information', 'Minimum Requirements', 'Education', 'Work Experience', 'Attachments', 'Schedule Preferences', and 'Summary'. The 'CV/Resume' step is highlighted, and a 'Save and Continue' button is circled in orange. Below the progress bar, there is a 'CV/Resume Upload' section with a 'Save as Draft' button, a 'Quit' button, and a 'Save and Continue' button circled in orange. The 'CV/Resume Upload' section includes instructions on how to upload a resume and a 'Browse' button.

Search www.explorehyatt.jobs for worldwide employment opportunities.

APLICACION DE EMPLEO POR INTERNET

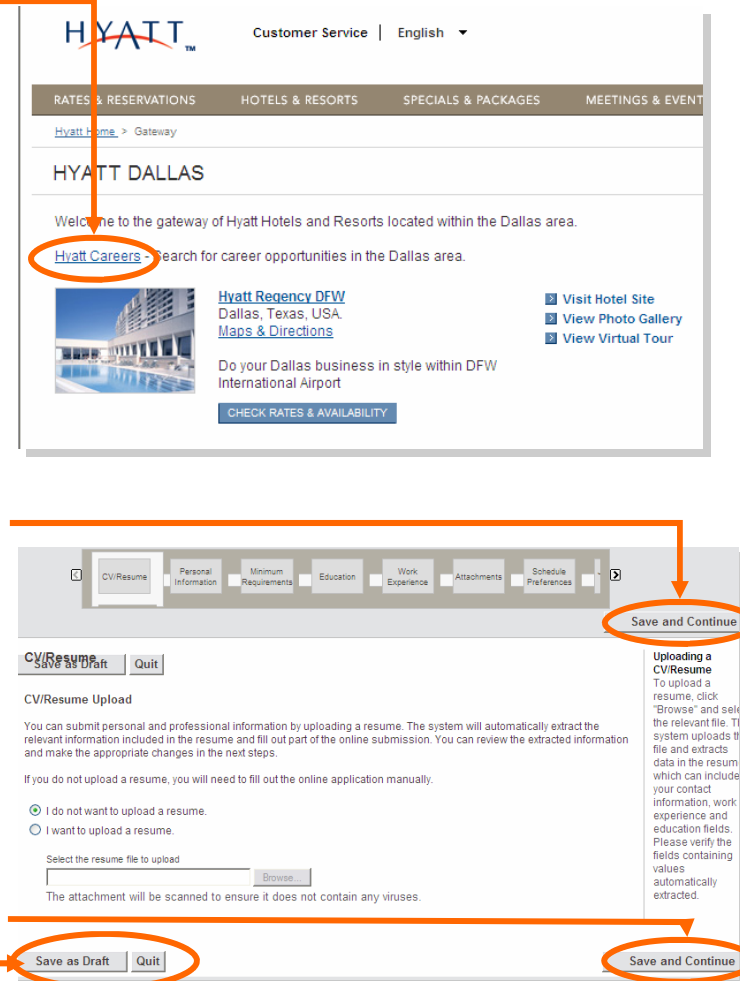
Guía para completar una solicitud



NO ES UNA OPORTUNIDAD COMUN Y CORRIENTE. ES EL TOQUE HYATT.

Como aplicar para una posicion:

- Vaya a la pagina www.dallas.hyatt.com. Haga un clic sobre “Hyatt Careers”
- Pase por la pagina hacia abajo para ver las posiciones disponibles en los hoteles Hyatt Regency DFW, Hyatt Grand DFW and Hyatt Regency Dallas.
- Haga un clic sobre la posicion para obtener una descripcion, la direccion, el horario, el nivel de trabajo, y la taza de pago. Haga un clic sobre “Apply.”
- Haga un clic sobre “New User Registration” o sobre “returning applicant” si es el caso.
- Crea su nombre de usuario, contraseña, y direccion de correo electronico. Guarde la informacion para future referencia.
- Escriba una pregunta que solo sepa contestar usted, escriba la respuesta, y haga un clic sobre “OK.”
- Lea el Acto de Privacidad y haga un click sobre *Accept* or *Decline*, haga un clic sobre “Continue.”
- Para cada una de las siguientes secciones sus opciones serian: “Save as Draft” (y terminar la aplicacion mas tarde,) *Quit* (no guardar la informacion,) o “Save and Continue” (continuar a la proxima seccion.)
- **Informacion Personal:** Complete el area requerido demarcado con un asterisko “★”. Escriba “N/A”, si la pregunta no aplica a su caso y despues, haga un clic sobre “Save and Continue.”
- **Educacion y Experiencia Laboral:** puede añadir más informacion sobre su educación y experiencia laboral “additional Education or Work Experience.” Haga Clic sobre “Save and Continue.”
- **Archivos Adjunto:** Adjunte más informacion (ej. Carta de presentacion, curriculum vitae, etc.) Haga clic sobre “Save and Continue.”
- **Preferencia de Horario:** Complete todas las cajas con el simbolo “★”. Marque la cajita si esta disponible para trabajar durante los dias feriados y marque los dias y turnos que este disponible.
- **Preguntas Relacionadas con El Trabajo:** Conteste todas las preguntas. Haga un clic *Save and Continue*.
- Algunas posiciones requieren que haga una encuesta de servicio. Tomara unos 20 minutos. Se puede terminar mas tarde, pero para tomarle en cuenta como candidato lo tiene que completar.
- **Identificacion Personal:** Lea la politica de diversidad y un Empleador Libre de Droga. Haga clic en “Save and Continue.”
- **Resumen:** Repase y corrija su aplicacion si es necesario. Cuando termine, haga click sobre “Submit.”
- ¡Felicidades! Ha terminado el proceso de aplicacion.



¿No hay una posicion que le llame la atencion?

- Haga clic sobre “Access My Profile” a mano derecha bajo “Candidate Profile.”
- Siga las instrucciones para crear un perfil general. El perfil se guardara en el sistema.
- En la pagina 3, marque la cajita “Yes, Please email me when jobs similar to this one are posted.” para que le notifiquemos sobre posiciones disponibles en el futuro.

Haga su busqueda en www.explorehyatt.jobs para oportunidades de empleo a nivel mundial.