

# FREQUENTLY ASKED QUESTIONS



## How do I find and apply for career opportunities at CHS?

Access the CHS Career Page: <http://www.chsinc.com/our-company/careers>

## System operating guidelines

1. Ensure you are operating one of the Internet browsers listed below
2. Turn OFF all pop-up blockers to allow pop-up for these sites
3. Clear cookies on a regular basis
4. After three unsuccessful log-in attempts, you will be locked out of the system and will need to wait 15 minutes before trying again. Add [agentserver@ent.brassring.com](mailto:agentserver@ent.brassring.com) to your email 'safe list'

Internet Explorer			Firefox	Safari	Chrome
6	7-8	9+	3-12+	4-5+	12-19+
● <sup>4</sup>	●	●	● <sup>4</sup>	●	●

## Where can I go for assistance and help?

### The Fine Print



- [Accommodations Assistance](#)
- [CHS Equal Employment Opportunity Policy](#)
- [EEO is the Law poster](#)
- [How to Apply Guide](#)
- [Pay Transparency Statement](#)
- [FAQ](#)

OR

Contact a CHS Talent Acquisition team member at: [recruiting@chsinc.com](mailto:recruiting@chsinc.com) or 651-355-5428

Please provide your full name, job title and Auto req ID (three to four numbers ending with BR), as well as contact information so we can more quickly assist you.

## How do I create an account?

On the career home page you can create an account



[Home](#) [Sign in](#)

#### Optimize your application experience

[CLICK HERE](#) to use our interactive map and pin point the perfect job location!

[CLICK HERE](#) to see what it's like to work for CHS!

You can also check us out on [Glassdoor](#) and [YouTube](#) as well as connect with us through [Twitter](#) and [LinkedIn](#)

#### Work with us



Search from over 327 job opportunities

[Advance Search](#)

#### Sign In

Fields marked with an asterisk (\*) are required.

\*Email address

\*Password

[Forgot Username or Password?](#)

[Don't have an account yet?](#)



## What if I forget my user name or password?

To retrieve your user name or password, click the **Forgot Username or Password**

The screenshot shows the CHS career website home page. At the top, there is a navigation bar with "Home" and "Sign in" links. Below this, there is a blue banner with the text "Optimize your application experience" and several links. To the right, there is a "Work with us" banner featuring a photo of two people in a field. Below the banners, there is a search bar with the text "Search from over 327 job opportunities" and a "Search Now" button. To the right of the search bar, there is a "Sign In" section with fields for "Email address" and "Password", both marked with an asterisk. Below these fields, there is a link for "Forgot Username or Password?" and a "Sign in" button. A red arrow points to the "Forgot Username or Password?" link.

## How do I navigate my account?

After creating a log in, you can access your candidate profile from the home page

The screenshot shows the CHS career website home page after a user has logged in. The navigation bar now includes "Home", "My Candidate Profile" (highlighted with a red box), and "Sign Out". Below the navigation bar, there is a blue banner with the text "Welcome to CHS!" and several links. To the right, there is a "Work with us" banner featuring a photo of two people in a field. Below the banners, there is a search bar with the text "Search from over 327 job opportunities" and a "Search Now" button. A red arrow points to the "Search Now" button.

## Can I search for a job without creating an account?

You can search for a job from the CHS career home page without creating a profile.

**NOTE:** You must have a log in to apply to an open position.

If you click Submit resume/CV from the home page you will be asked to create a profile.

## How can I quickly find specific opportunities?

The Keyword search field can help you find a desired career opportunity with CHS. Search on a single word or phrase, multiple words or phrases, wildcard phrases and Boolean operators.

SEARCH TRICK	WHAT IT DOES	EXAMPLE
AND	Finds multiple words or phrases	Agronomy AND Engineer: Will find jobs with both of these exact words within the job description
OR	Finds either one word or the other	Agronomy OR Engineer: Will find either word separately but could find both words in some instances
AND NOT	Finds the first word on a page that does not include the second word	Agronomy AND NOT Engineer: Will only return results with the word "Agronomy" but without the word "Engineer"
WILDCARDS (*)	Finds words that start with or end with your search string	Agronomy* Will find Ag, Agronomy Manager, Agronomy Sales, etc.
( )	Parentheses will group words or phrases together as well as other search terms that appear inside the parentheses	(Agronomy Grain): Will find terms, and sentences that include both Agronomy and Grain
SELECT OR DESELECT MULTIPLE ITEMS PC vs MAC	<b>PC User:</b> hold down the CTRL key when you click <b>MAC User:</b> hold down the shift key when you click	

## Can I apply to more than one job at a time?

Once your search results are returned, you can select and apply for up to 10 jobs.

[Home](#) [My Candidate Profile](#) [Sign Out](#)

[Back](#)

[Save this search](#)

[Search Now](#)

[Advance Search](#)

Narrow your search

**Minimum Years of Experience Required**

0 (178)

1 (34)

10 (3)

2 (76)

3 (10)

5 (18)

**State/Province**

Colorado (10)

324 jobs found

Sort by:

10218BR  
**QSR Associate-Taco Johns**

Lewiston  
Idaho

ACTIVE PT REGULARLY SCHEDULED

CHShas an exciting opportunity in our Cenex Zip Trip group. We are looking for a QSR Ass... [More](#)



11366BR  
**Agronomy Sales Manager**

Starbuck  
Minnesota

ACTIVE FULL TIME

CHS has an exciting opportunity!We are looking for anAgronomy Sales Manager.The Agron... [More](#)



11769BR  
**Driver - CDL Class A, Tanker, Hazmat**

Junction City  
Wisconsin

ACTIVE FULL TIME

CHS, the Nation's largest co-op refiner, wholesaler and reseller of Energy products with mor... [More](#)



[Apply to job\(s\)](#)

[Save](#)

[Send to friend](#)

## What is a search agent manager?

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The Search agent manager allows you to create, edit and run saved searches. Saved searches can be configured to email you results on a regular basis.



Home <sup>1</sup> Sign in

### Optimize your application experience

[CLICK HERE](#) to use our interactive map and pin point the perfect job location!

[CLICK HERE](#) to see what it's like to work for CHS!

You can also check us out on [Glassdoor](#) and [YouTube](#) as well as connect with us through [Twitter](#) and [LinkedIn](#)

### Work with us



Search from over 327 job opportunities

<sup>2</sup> [Search Now](#)  
[Advance Search](#)

<sup>1</sup> Sign In

Fields marked with an asterisk (\*) are required.

\*Email address

\*Password

Forgot Username or Password?

[Sign in](#)

Home My Candidate Profile <sup>3</sup> Sign Out

[Back](#)

Keyword **Enter the criteria you would like used in your search agent**

Location

Auto req ID

City

State/Province

Career Type

Post Date

Include postings from



<sup>4</sup> [Search Now](#)

[Cancel](#)

Home My Candidate Profile <sup>5</sup> Sign Out

[Back](#)

[Search Now](#)

[Advance Search](#)

**Once your results are returned click "save this search" → [Save this search](#)**

99 Driver jobs found

Sort by:

9556BR

[Agronomy Truck Driver](#)

American Falls

Idaho

ACTIVE TEMP/SEASONAL<1000 HRS

CHS Bingham Cooperative has an exciting opportunity in our Country Operations Division. ... [More](#)



Save Search

Fields marked with an asterisk (\*) are required.

6 \* Search name

I want to receive updates

Never  
 Daily  
 Weekly  
 Bi-weekly  
 Monthly

\* Email address

### Can I save my application and finish it later?

During your application process you can chose to save a draft, and retrieve the saved information and application later by going to the Dashboard in your Candidate Profile from the home page.

Home My Candidate Profile Sign Out

Back

Hello,

Jobs Applications (1) Searches (1)

Saved Jobs  
 You do not have any saved jobs.  
[Search for jobs to save jobs.](#)

**NOTE:** A saved draft application is not complete and must have final submission and confirmation to be complete.

**You may also check your application status here.**

### Can I re-apply if I withdraw my application?

A reactivate button will be available for job's you have withdrawn from until that job expires.

Home My Candidate Profile Sign Out

Back

Hello, Christine Swit!

Jobs (2) Applications (1) Searches (1)

Saved Applications ^  
 You have no saved applications.  
 Job applications you save to finish later will appear here.

Submitted Applications (1) ^

TEST - Custom Applicator - TEST

Inver Grove Heights  
 Minnesota  
 ACTIVE FULL TIME

Status: Applicant Withdrew - 01/03/2018

[Reactivate](#)