

Table of Contents

Document Overview.....	3
Navigating KPMG’s Experienced Hire Recruiting and Senior Talent Acquisition Process	3
KPMG Career Center	3
KPMG Talent Community	6
Viewing and Accepting/Declining My Offer Letter	8
Email.....	9
Contact Technical Support for Help	9
Accessing KPMG’s Recruiting Portals: Supported Devices and Browsers	10

Document Overview

Welcome to the KPMG Technical Support document for Experienced Hire Recruiting and Senior Talent Acquisition. We are committed to making the electronic recruiting process as seamless as possible for our users and as a result, this document describes the major system components of the Recruiting process and is intended to help guide our users along the way.

KPMG Recruiting leverages the following system components:

KPMG Career Center

KPMG Application Portal

KPMG Talent Community

KPMG Offer Portal

The section below outlines each of the major system components and provides a brief description of each component so that users can easily navigate through the Recruiting Process.

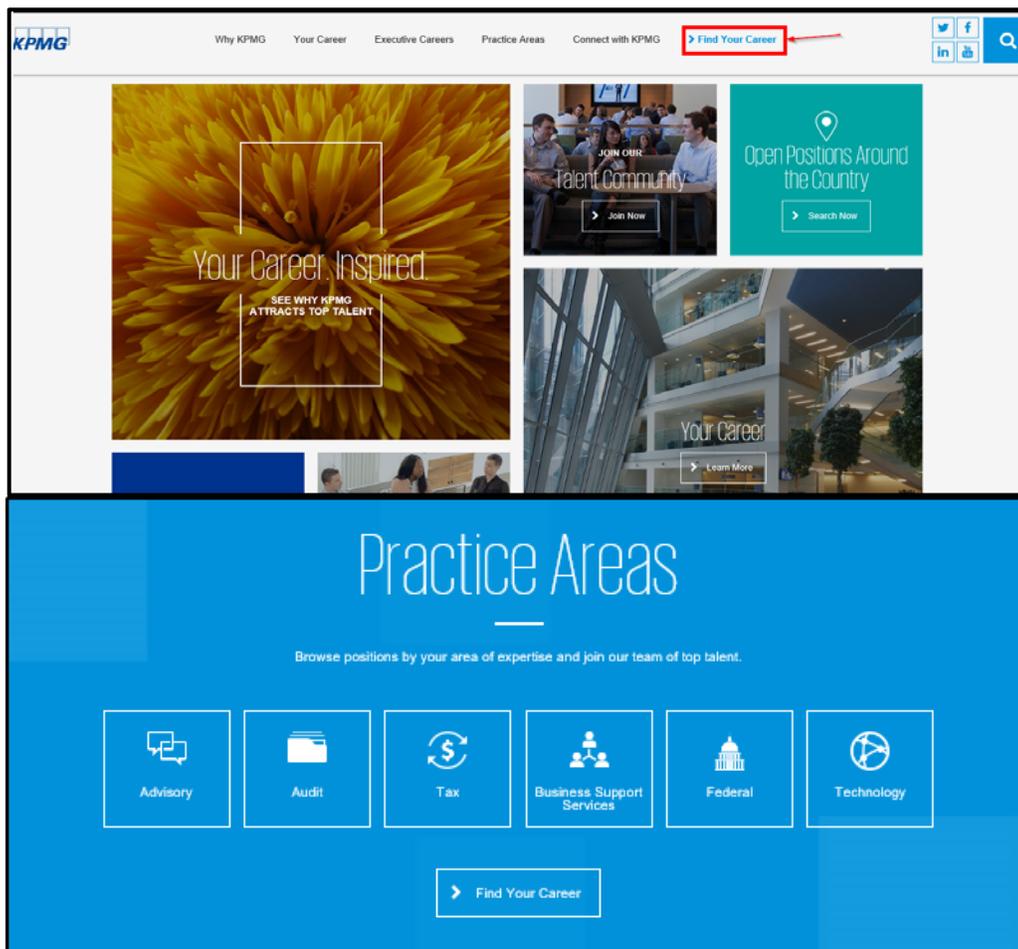
Navigating KPMG's Experienced Hire Recruiting and Senior Talent Acquisition Process

KPMG Career Center

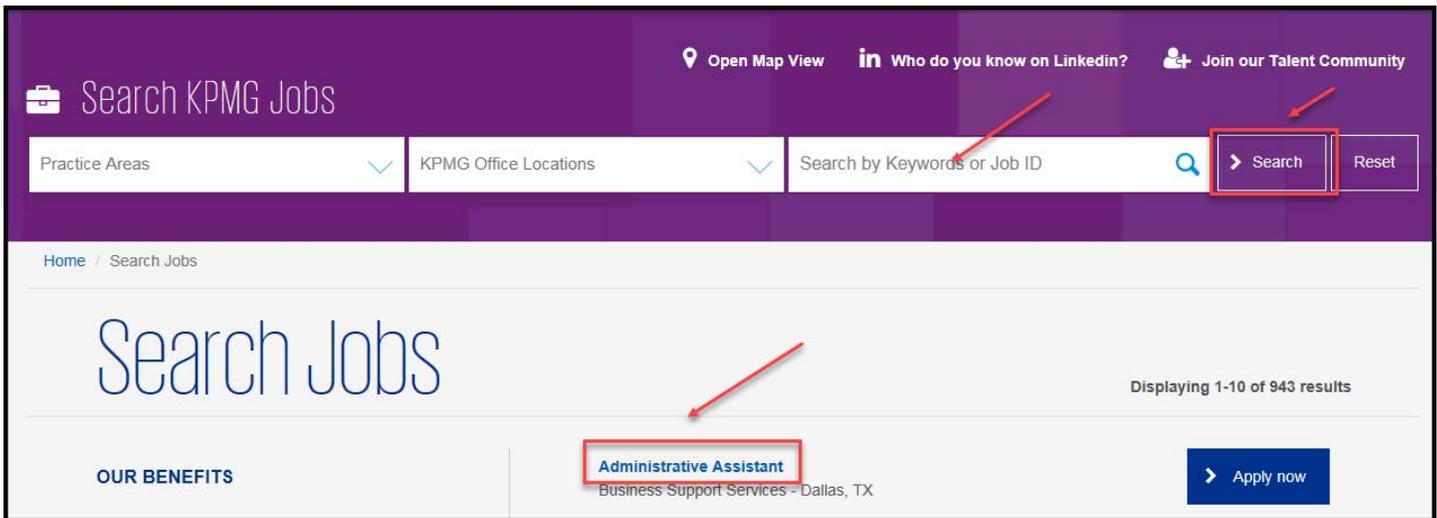
The KPMG Career Center is a place where users can explore a wealth of informative content about KPMG. Specifically, users can learn about KPMG's business areas, firm culture, benefits, and news. Additionally, this is a place where users can follow KPMG on social media channels, view upcoming events, and search our current open positions.

The Link to the KPMG Career Center is: <http://us-jobs.kpmg.com/>.

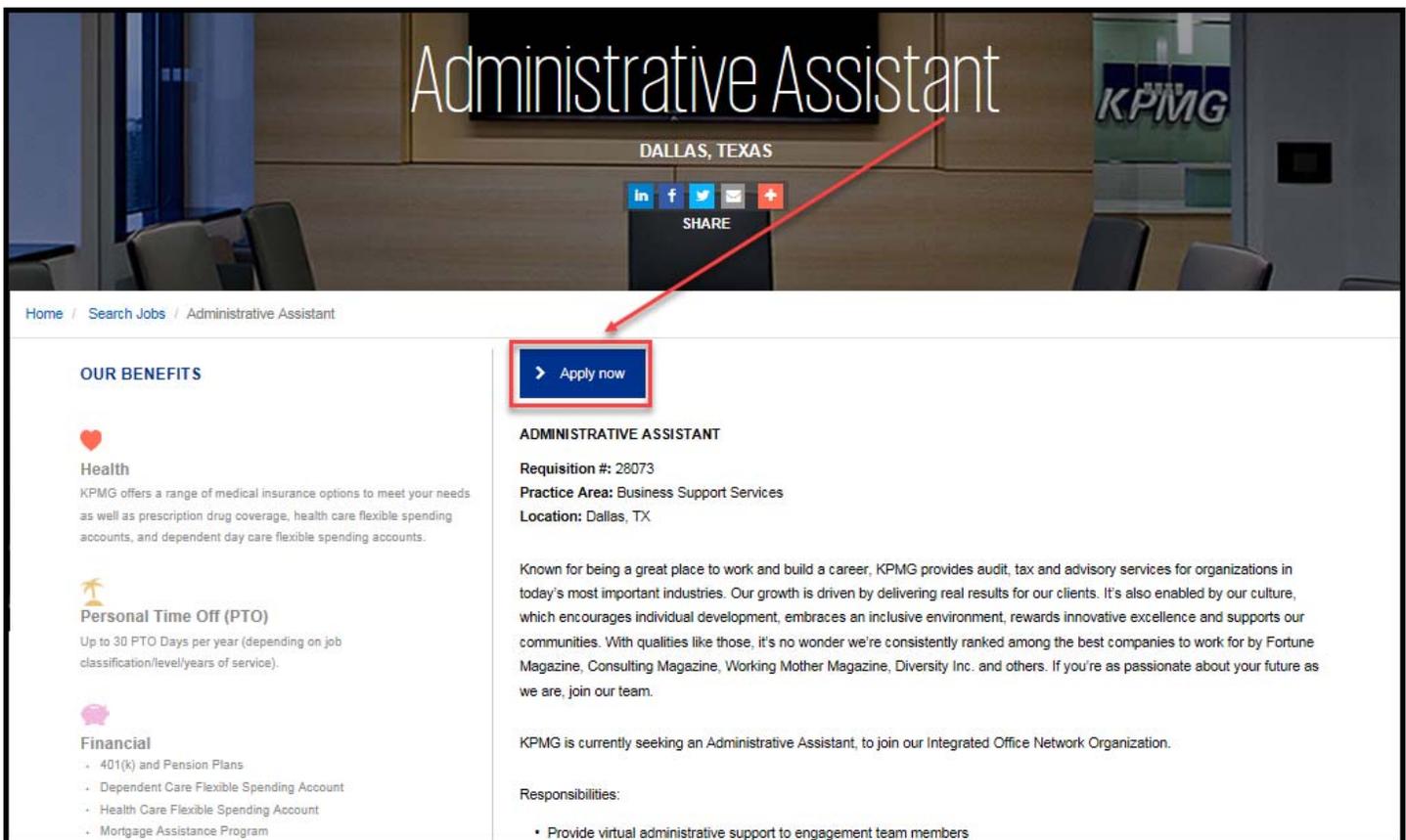
Provided below are screenshots of the KPMG Career Center.



To search for positions that appeal to you, simply click on the Find Your Career link, highlighted in the picture above. You will have the option to search by Practice Area, KPMG Office Location and/or Keyword or Job ID, as pictured below.



Upon clicking on the jobs name you will be taken to the job description where you can review the content and make sure that your skills and interests fit the responsibilities and qualifications of the job.



Upon clicking Apply, you will be prompted to enter your email address and then enter or verify the minimum information needed to submit your resume for consideration. Once the necessary information has been verified, your submission will automatically be recorded in our system.

Provided below is a partial screen shot of the Apply Information Collection page.

This process will take approximately 10 minutes. If you are not ready to complete all the required information now, please email yourself this job by clicking [HERE](#) to complete your apply at a later time.

Please complete the fields below and click submit to complete the apply process.

<p>Legal First Name *</p> <p><small>Note: Legal name must match the name on your Social Security card.</small></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Dave"/>	<p>Legal Last Name *</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Doe"/>
<p>Country *</p> <input style="text-align: right; border-bottom: none; border-right: none; border-left: none; border-top: none; width: 100%;" type="text" value="United States"/> <div style="text-align: right; border: 1px solid #ccc; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">▼</div>	<p>State/Province *</p> <input style="text-align: right; border-bottom: none; border-right: none; border-left: none; border-top: none; width: 100%;" type="text" value="Washington"/> <div style="text-align: right; border: 1px solid #ccc; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">▼</div>
<p>City *</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Seattle"/>	<p>Postal Code *</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="98103"/>
<p>Street Address *</p> <p><small>Please note: This must be a physical address - NOT A PO BOX</small></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="101 Main St"/>	<p>Preferred Phone Number *</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="222222222"/>
<p>Email Address *</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="ddoe@gmail.com"/>	<p>Opt into Text Messages? *</p> <input style="text-align: right; border-bottom: none; border-right: none; border-left: none; border-top: none; width: 100%;" type="text" value="No"/> <div style="text-align: right; border: 1px solid #ccc; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">▼</div>

Password

The password must be a minimum of 8 characters in length and include at least one letter, one number, and one special character (all non-alphanumeric characters on a standard keyboard are valid with the exception of comma ",", or period "." Or backslash "\"). Example, password1#

<p>Password *</p> <input style="width: 95%; border: 1px solid #ccc;" type="password"/>	<p>Password Confirmation *</p> <input style="width: 95%; border: 1px solid #ccc;" type="password"/>
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Note: Users can "APPLY" through a number of avenues, including a posting on a Job Board or by searching the KPMG Career Center. In all cases, you will be prompted to enter or verify the minimum information necessary to submit your resume for consideration for open positions.

KPMG Talent Community

If you have not already done so, we encourage you to join our KPMG Talent Community. The KPMG Talent Community is set up to provide Talent Community members with the ability to manage their profile, set up job agents, and keep track of positions they've applied to. In order to provide a customized experience and to allow you to maintain your individual information, you are required to provide your email address and a password to join and access the Talent Community. The first time you enter the Talent Community, you will be prompted to create a password and provide the minimal information necessary to customize your experience.

The Link to the KPMG Talent Community is: <https://us-talentcommunity.kpmg.com/tc>.

In the Talent Community you can edit your profile, create a job agent and review previously submitted jobs. To edit your Talent Community Member Profile, simply click "Edit Profile", make the desired updates, and click Submit.

Welcome, David Doe | [Log Out](#)

KPMG

My account

Profile

David Doe Sr System Analyst

E-mail: d DOE@kpmg.com (-) Phone: 2088831098 (mobile)
2222222222 (home)

Location: 101 Main St
Seattle, Washington (98103)
United States (home)

[> Edit Profile](#)

Preferred Practice / Function/Service

Preferred Practice *

Function/Service

Resume Upload
Must be submitted as a PDF or doc

Legal Statement/Terms & Conditions of Use Agreement

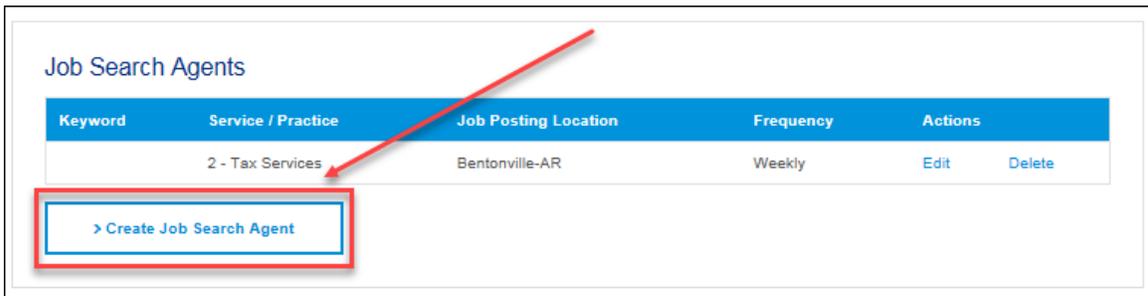
KPMG LLP ("KPMG") collects personal information that you voluntarily submit for use in connection with our various recruitment and employment purposes and processes. Please click the [Legal Statement/Terms & Conditions of Use Agreement](#) to review the collection and use of personal information. If you agree to accept the terms and conditions set forth in this Agreement, choose 'I agree' to move forward in the process. If you do not agree, choose 'Cancel' and you will not proceed with KPMG's electronic recruitment process and the information you entered into your profile will not be stored or transmitted to KPMG.

I agree *

[> Submit](#)

[My profile](#)

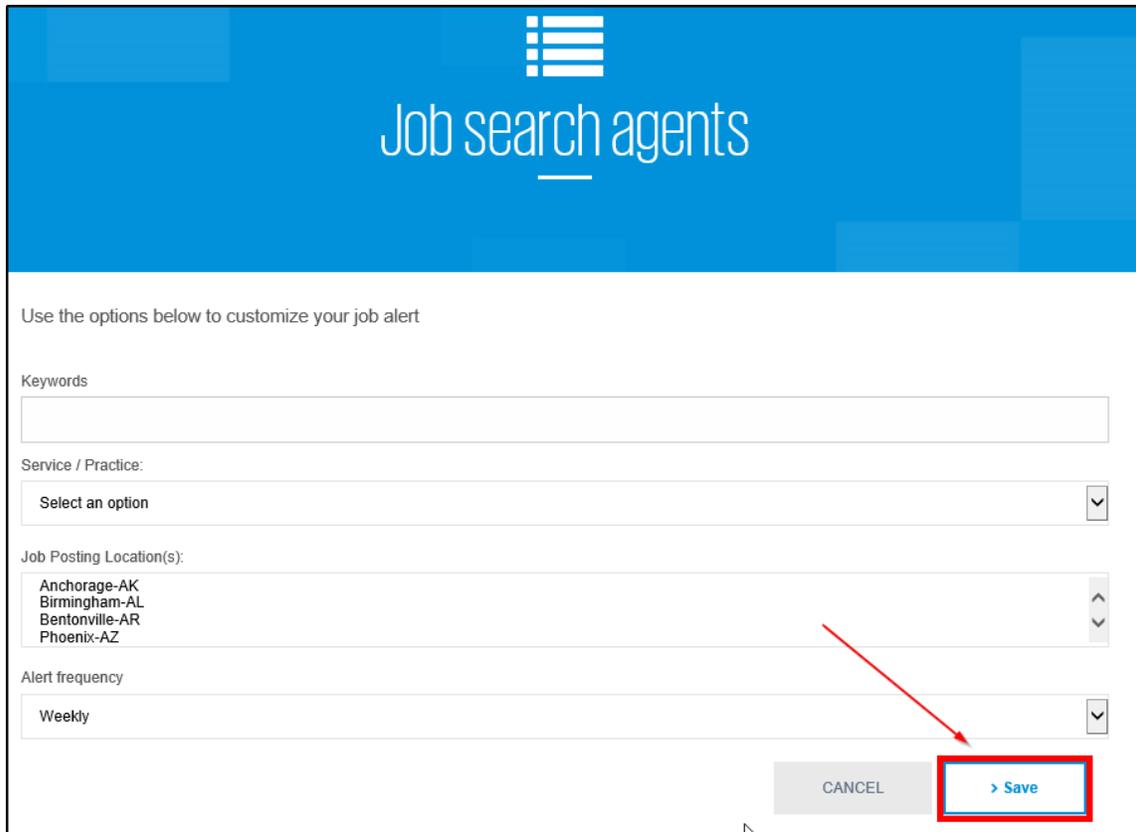
Users also have the capability to Create, Edit, and Delete Job Alerts. Creating a Job Alert or multiple alerts will trigger email notifications to the user on a weekly or monthly basis for jobs matching the criteria the user defines. To create a Job Alert, simply click “Create Job Search Agent”, define the agent criteria and click “Save” (see image below).



The screenshot shows a table titled "Job Search Agents" with the following data:

Keyword	Service / Practice	Job Posting Location	Frequency	Actions
	2 - Tax Services	Bentonville-AR	Weekly	Edit Delete

Below the table is a button labeled "> Create Job Search Agent". A red arrow points from the top right towards the "2 - Tax Services" cell, and another red arrow points from the top right towards the "Create Job Search Agent" button.



The screenshot shows the "Job search agents" configuration form. The form includes the following fields:

- Keywords:
- Service / Practice:
- Job Posting Location(s):
- Alert frequency:

At the bottom right, there are two buttons: "CANCEL" and "> Save". The "> Save" button is highlighted with a red box, and a red arrow points to it from the right side of the form.

Users can also review jobs they have applied to in the Jobs I've Applied To section. An example screenshot of this section is below.

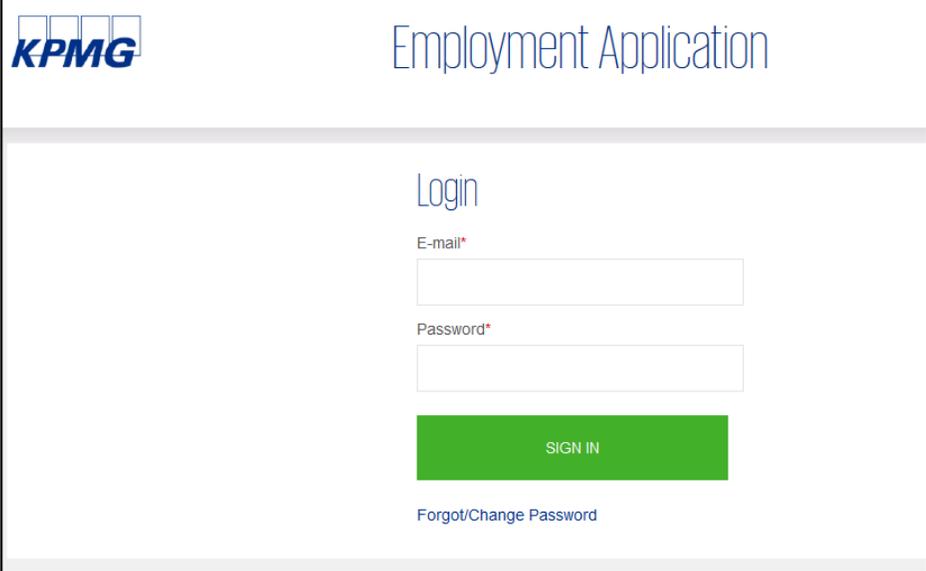


The screenshot shows a table titled "Jobs I've Applied To" with the following data:

Job Title	Job Requisition	Date Applied
Administrative Assistant	14982	02-16-2018

[KPMG Online Application](#)

The KPMG Online Application portal is where candidates will complete the KPMG Online Application form, if contacted by a Recruiter. Once the candidate submits the Online Application form, the respective recruiter will receive the completed form in an electronic PDF format. The information collected will be used, with consent, to initiate a background check and ultimately will become a part of the candidate's employee personnel file, should the candidate be selected for a position with KPMG. Provided below is a screen shot of the KPMG Online Application Portal:

The screenshot shows the KPMG Online Application Portal login page. At the top left is the KPMG logo. To the right, the text "Employment Application" is displayed in a blue, sans-serif font. Below this, the word "Login" is centered. Underneath "Login" are two input fields: "E-mail*" and "Password*", both with asterisks indicating they are required. Below the password field is a green rectangular button with the text "SIGN IN" in white. At the bottom of the login section is a blue link that says "Forgot/Change Password".

If you are attempting to login to complete or update the Online Application Form and receive an error message stating that **“The username or password may be incorrect, or access might be restricted”**, please contact your Recruiter. Once you have submitted an Application, the form becomes locked for editing and the recruiter must release the Application form for editing.

If you are attempting to login to complete or update the Online Application form and receive an error message stating that the **“Username and Password are invalid”** and you would like to reset your password, select the **“Forgot/Change Password?”** link. Next, enter your user name and click Submit.

When creating your password, the password must be a minimum of 8 characters in length and include at least one letter, one number, and one special character (all non-alphanumeric characters on a standard keyboard are valid with the exception of comma “,” or period “.” or backslash “\”) (e.g., password1#).

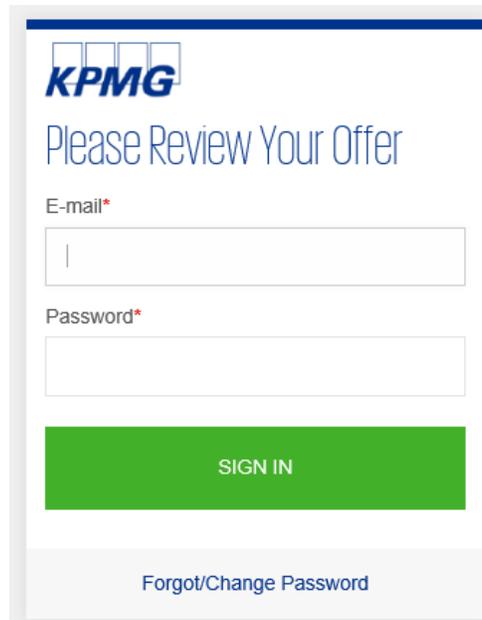
Finally, when entering your username and password, it is important to ensure that there are no additional spaces at the beginning or end of your entry. If there are additional spaces, your login information will not be recognized and the **“invalid”** error will occur.

Should you experience further technical difficulty, please reference the Contact Technical Support section to email a System Administrator and we will assist in answering your questions in a timely manner.

[Viewing and Accepting/Declining My Offer Letter](#)

The KPMG Offer Letter portal is where candidates will review their offer letter and electronically inform KPMG of their decision by accepting or declining their offer, should the candidate receive an offer letter from KPMG. To login to the Offer Letter portal, the candidate will use the same user ID and password that was used for the Online Application.

Provided below is a screenshot of the KPMG Offer Letter portal login screen.



The screenshot shows a login interface for the KPMG Offer Letter portal. At the top left is the KPMG logo. Below it, the text 'Please Review Your Offer' is displayed. There are two input fields: 'E-mail*' and 'Password*'. A green button labeled 'SIGN IN' is located below the password field. At the bottom of the form area, there is a link for 'Forgot/Change Password'.

If attempting to login to review an offer letter and receive an error message stating that **“Username and Password are invalid”** and you would like to reset your password, select the **“Forgot/Change Password”** link and follow the prompts.

If attempting to accept the offer and upon clicking Accept, nothing happens, first, review the supported devices and browsers section to ensure you are using a supported device and/or browser. Second, try closing your internet browser completely and re-open the browser. Third, try clearing your computers cookies and cache before launching a new session of your web browser. Finally, if feasible, try accepting/declining from another computer if the above approach does not work.

Should you experience further technical difficulty, please reference the Contact Technical Support section to email a System Administrator and we will assist in answering your questions in a timely manner.

Email

Our recruiting systems make significant use of email as a means of communicating; due to the variety of mail systems, it may be necessary to check your SPAM or Junk folder if you do not receive an expected email.

Contact Technical Support for Help

Should you experience technical difficulty, please contact the KPMG Experienced Hire Recruiting Technical Support Help Desk at <mailto:us-hrscatsadmin@kpmg.com> and a System Administrator will assist in answering your questions in a timely manner.

Accessing KPMG’s Recruiting Portals: Supported Devices and Browsers

As KPMG Experienced Hire Recruiting and Senior Talent Acquisition utilizes multiple technologies to optimize the Recruiting process, it is critical to ensure users are using compatible devices and web browsers. KPMG’s Recruiting technologies support the latest versions of Internet Explorer, Mozilla Firefox, Apple Safari, and Google Chrome. In regard to devices, our technologies support most Desktop/Laptops, iPhones and iPads, Android phones and Tablets, Windows phones and Tablets. If you are using another device and/or web browser and are experiencing technical difficulty, please try one of the supported devices and web browsers listed above.