

How to Apply-Internal Candidate

Guidelines for Completing an On-Line Application with CBRE

Please follow the steps below to initiate and complete your online application with CBRE. We ask that you carefully read through and fill out the application in its entirety to expedite the receipt and review of your application. Please have your professional and personal information available to complete this application. **Contractors not paid by CBRE should apply as an external candidate, click [here](#) for external site.**

Step 1 – Be sure that you are connected to the CBRE Network VPN, only if you have a CBRE issued Laptop (See Appendix Below) Please note if you don't have a CBRE issued Laptop proceed to Step 2.

Step 2- Go to the CBRE Intranet to Apply on the Careers Website to Apply*

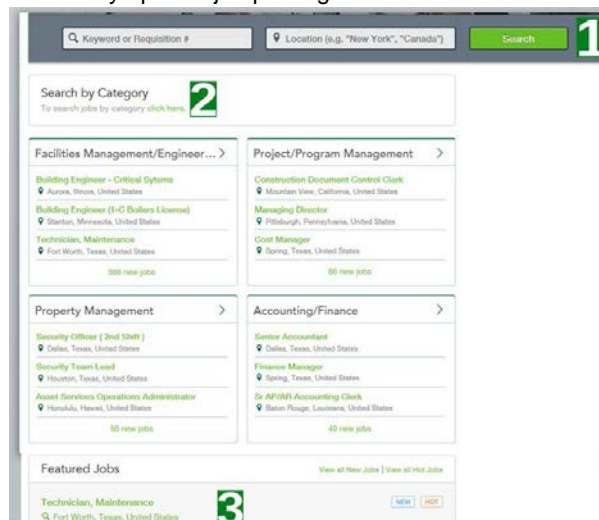
The first step to the online application process is to open up your internet web browser (Microsoft Internet Explorer is recommended and advised for best experience). Click [here](#) to apply internally.

*The system will automatically have you logged in if you are connected to the CBRE Network. If you are being asked to enter a username/ password, you are not connected to the CBRE Network. Enter your network domain\username and password for CBRE system. (Example Domain\username): Us\tsmith

Step 3 – Search for Open Positions

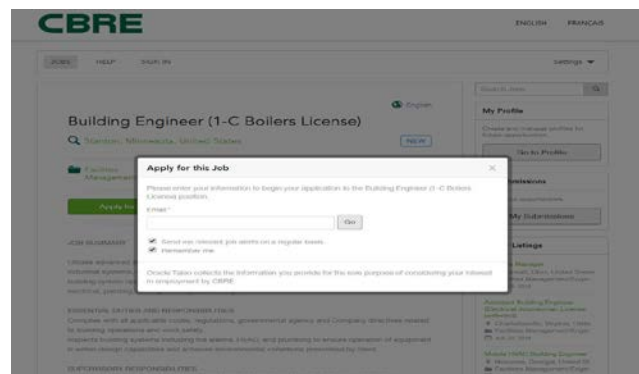
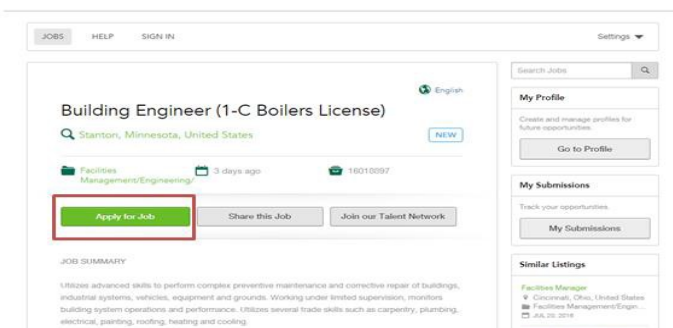
There are three places in which you can search for open positions.

- Search All Job Postings allows you to enter search all open jobs or input criteria such as location and job family to limit your search.
- Search by Job Category.
- Featured Jobs include a list of the recently opened job postings.



Step 4 – Submitting An Application

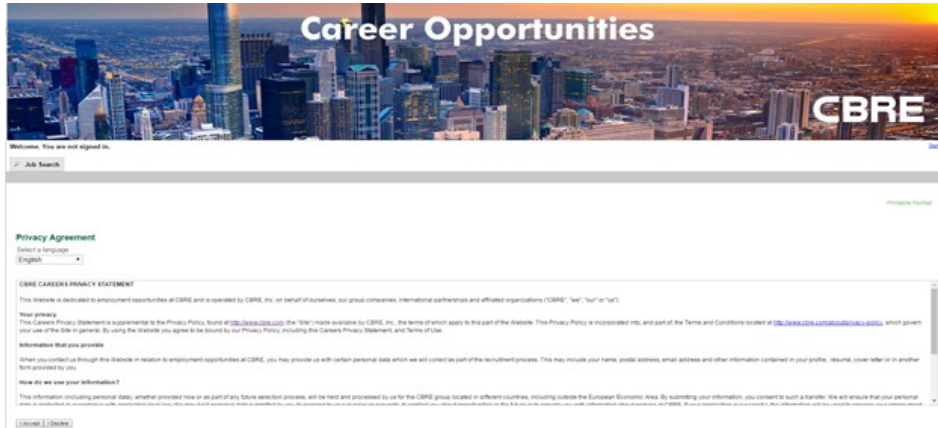
After clicking 'Apply for Job', you will be prompted to enter information to begin your application. At this prompt you will enter your email address and choose if you would like to receive job alerts on a regular basis or if you want the system to remember you for your next application attempt.



Step 5 – Privacy Agreement Acknowledgment

You may review the “Privacy Agreement” to determine if you would like to proceed.

Please Note: If you accept the agreement you will be prompted to the login page and continue the application process. If you decline, you will not be able to continue with the application process.

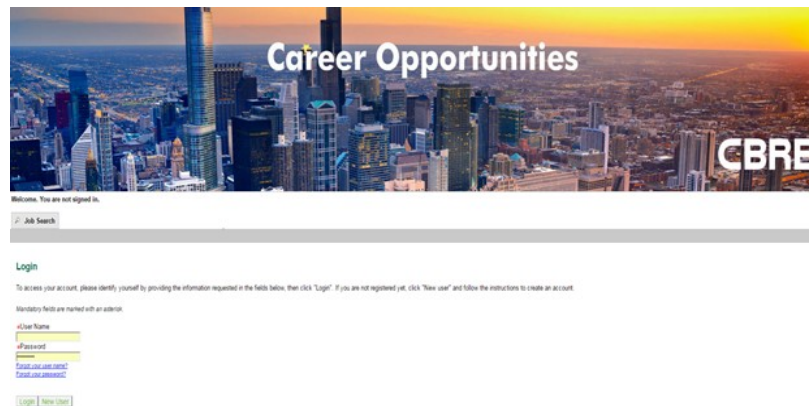


Step 6 – You already have an established account

For all employees that are connected to the CBRE network via VPN or Onsite CBRE network connections, you will be automatically signed into the system and will not see a Login page as shown below.

If you see a login screen like below, please connect to the CBRE VPN, see the instructions below within the Appendix. If you are not able to connect to the CBRE VPN, please enter your CBRE Network Username and Password to gain access to apply.

Please **do not** create a new user account.



Step 7 – Completing the Application

There are a total of 6 pages following your Profile which you must fill out completely. Be sure that you are filling out the entire application all the way to completion.

NOTE: All financial information should be entered with figures only – no commas; no decimals. All dates should be entered by Month/Day/Year. Please continue to **SAVE** on an ongoing basis to secure all entered data.

Examples of items which you will need to complete include:

- **Personal Information**
- **Education**
- **Work Experience**
- **General Questions**
- **Pre-Screening Questions (If Applicable)**
- **Diversity Survey**
- **eSignature (Electronic Signature)**
- **Click SUBMIT**

If you have any questions or require further assistance, please email cbrecareers@cbre.com.

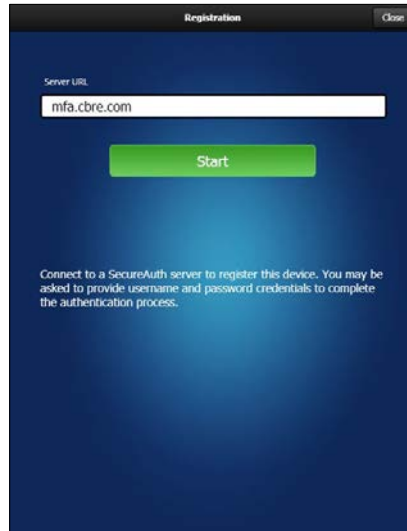
Step 1: Installing and Enrolling in SecureAuth from a CBRE Computer

(CBRE Employees having difficulties with connecting to the Network?
Contact IT Helpdesk for assistance with VPN Connections 877-435-7547)

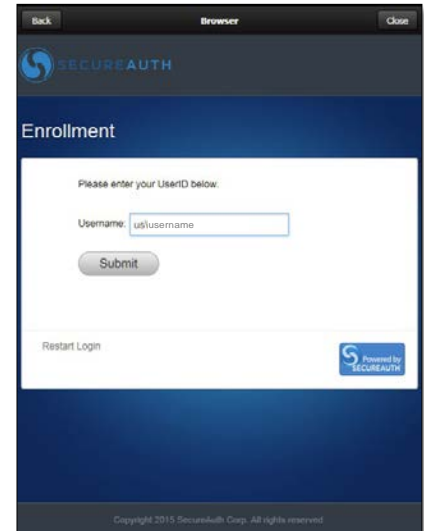
On a Computer



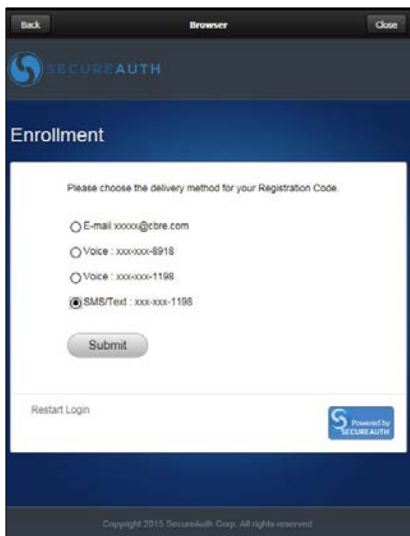
Launch the app. From the Start menu, go to **All Programs > SecureAuth > SecureAuth OTP > SecureAuth OTP**.



For the Server URL, enter **mfa.cbre.com**, then click **Start**.



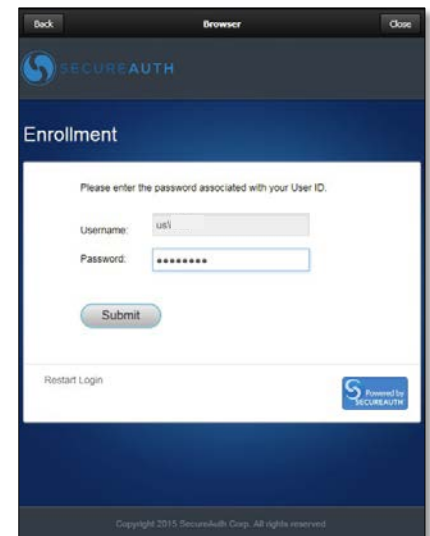
Type in your **CBRE username** (e.g., us\jsmith) and click **Submit**.



Choose the delivery method for your registration code. The app pulls this information from Active Directory. Press **Submit**. Once you receive your code, proceed to the next step.

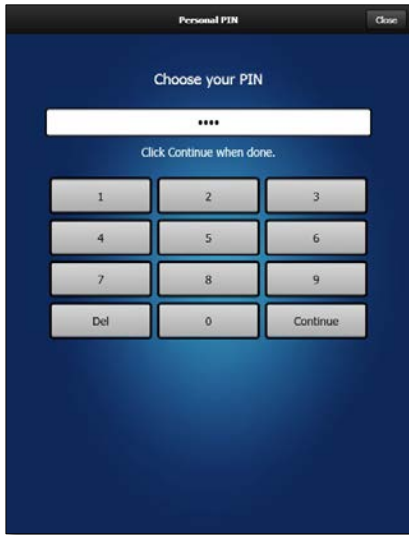


Enter the **Registration Code** and press **Submit**.

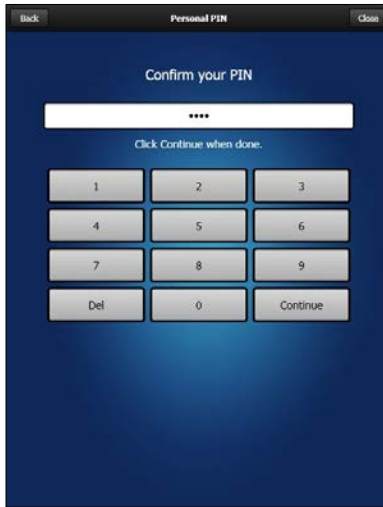


Enter your **network password** and press **Submit**.

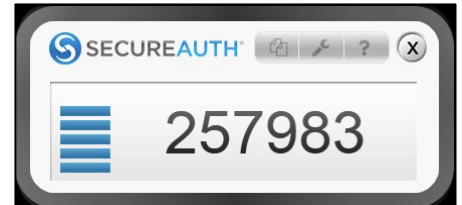
Step 1: Installing and Enrolling in SecureAuth from a CBRE Computer



Choose a **4-digit PIN** and press **Continue**.



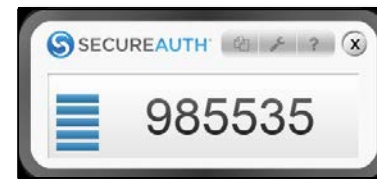
Confirm your PIN by entering it again and press **Continue**.



One-time passcodes begin to generate.

Step 2: Generate a SecureAuth Token and Log into Secure VPN with Cisco AnyConnect

Generate a SecureAuth Token on a Computer



When you need a token, launch the app.

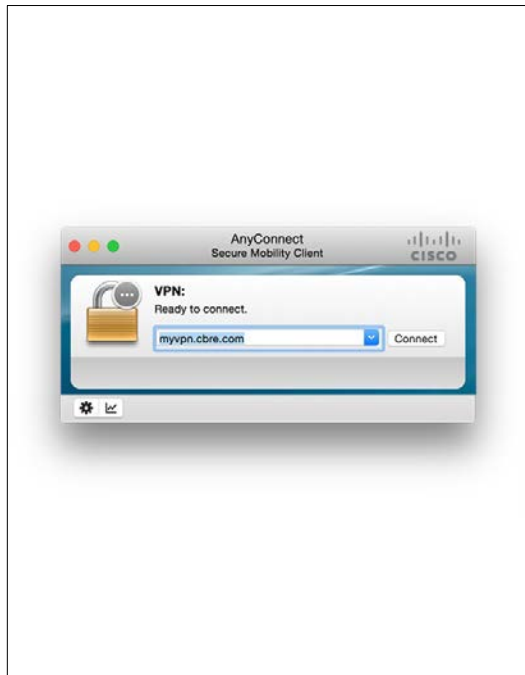
From the Start menu, go to **All Programs > SecureAuth > SecureAuth OTP > SecureAuth OTP**.

Enter your **personal PIN** and select **Continue** to get a new SA Token.

A SecureAuth window will display a SecureAuth Token (SA Token). You will need to enter this as your Second Password when connecting to secure VPN. The code will refresh every 60 seconds.

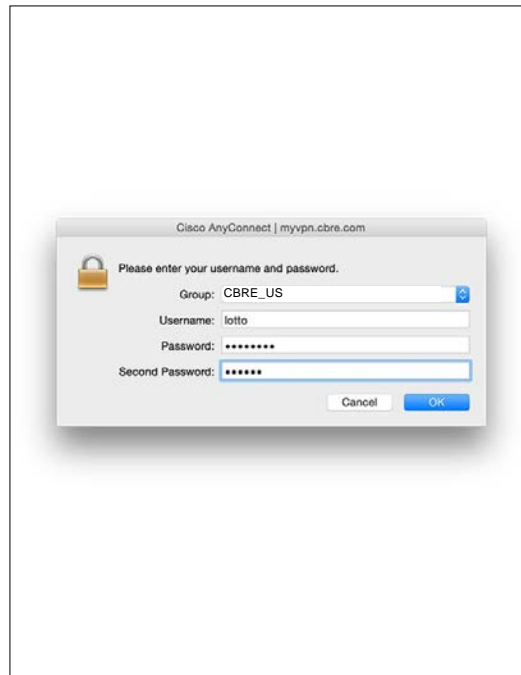
Step 2: Generate a SecureAuth Token and Log into Secure VPN with Cisco AnyConnect

Log into Secure VPN with Cisco AnyConnect



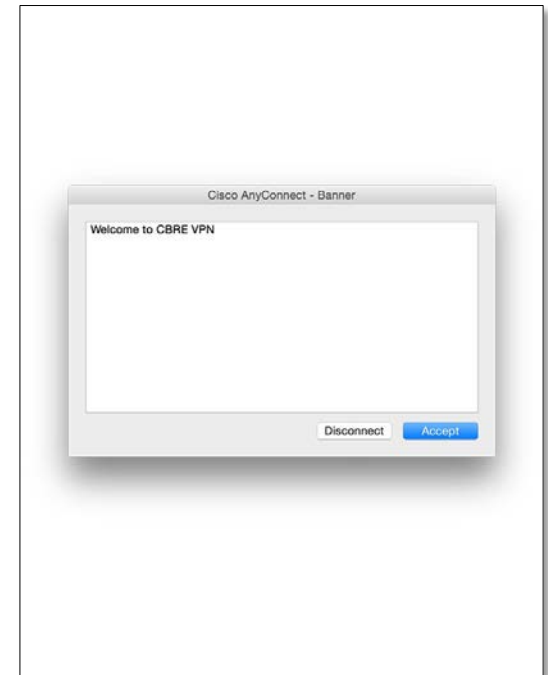
To access AnyConnect, **click the AnyConnect icon** in your Start Menu or System Tray.

Type **myvpn.cbre.com** into the field in the Connection window and click **Connect**.



At the login screen, choose **CBRE_US**.

Enter your CBRE username, your network password in the first **Password** field, and the **SA Token** in the **Second Password** field.




If you successfully connect, you will see a pop-up message that states "Welcome to CBRE VPN." Click **Accept**.

APPENDIX

Cisco AnyConnect VPN – Tip Sheet

VPN connection into the CBRE network is made with Cisco AnyConnect software.

VPN Connection

1. To access AnyConnect, click the AnyConnect Secure Mobility Client icon  in your start menu or in your system tray.

Icons in the system tray are sometimes hidden based on user preferences. If you do not see the icon, please click the Show Hidden Icons arrow in the bottom right to expand your system tray and the icon should appear.



Tip: If you do not see the icon in your system tray, please contact the Global IT Service Desk at 877.435.7547 or 214.438.8500.

2. For your first time connecting, type **myvpn.cbre.com** in the highlighted field in the Connection window.
3. Click **Connect**.
4. If a message pops up asking if you want to allow Cisco to make changes to your computer, please click **Yes**. VPN will check for updates.
5. In the login window, use the drop-down menu to select **US** as your group.
6. Enter your CBRE network username and password
7. Click **OK**.
8. After the initial set up, to use VPN simply click on the globe icon, type your password and click **Connect**. If a message pops up asking if you want to allow Cisco to make changes to your computer, please click **Yes**.



For security reasons, your VPN session will expire after 16 hours. It is important to note there is no warning message when your session is about to expire. To check the duration of your connection, click on "Advanced..." and look on the Statistics tab. If you approach the 16-hour limit, to avoid interruption, you may want to disconnect and start a new session.

Cisco AnyConnect VPN – Tip Sheet

Drive Mapping

1. Go to the **Start** icon
2. Right click on Computer and select **Map Network Drive**.
3. In the Map Network Drive window, select the drive letter from the dropdown list adjacent to Drive
4. Type the name of the location of the folder to be mapped.
These drives are specific to the Minneapolis office:
[\\usminfil01\home\\$\%username%](#) (this is the H:\ drive)
[\\us.cbre.net\mindata](#) (this is the N:\ drive)
5. Check the **Reconnect** at logon option.
6. Click **Finish**. The mapped network drive is now listed on the Computer window.

