

Hyundai Careers Technical FAQs

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Dealership Manager FAQs

Click on a question to reveal the answer.

How do I post a job?

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What is the Veterans tab for?

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Can more than one manager at a dealership post jobs?

Why should I use my email address to login?

Where do I find contest rules?

Job Seeker FAQs

Click on a question to reveal the answer.

How do I upload my prepared resume?

What if I don't have a resume?

How do I edit my resume?

How many jobs can I apply for?

Who can view my resume?

How long will my profile remain open?

How do I post a job?

You must be logged in as a Manager to post a job. Click Login and then click Manager Login. If you have not logged in before, use your email address and click “Don’t have a password?” and a password will be sent to the email address on file in WebDCS. Once you login, your listing of active job postings will be listed. Just click on “Add a new job” and you are on your way.

How do I edit my job posting?

Once a job has been posted, it cannot be edited. It must be made inactive, and a new updated job posted in its place.

What is the Veterans tab for?

When you click the Veterans tab, a list of eligible military veteran job applicants appears allowing you to select up to three to receive an email about your job opening. The list contains training, expertise and accomplishments of each candidate as well.

How do I report the position is filled?

When you login as a Manager, your dealership’s list of job postings will display. In the “status” column select “active” for the job that has been filled. The “Inactivate Job” popup then lets you select from HyundaiCareers applicants that may have filled the position or you can enter another name. If the job opening is being inactivated for another reason and remains unfilled, just click the “Unfilled” radio button. After you have made your designations, simply click “Submit”.

How long will an opening remain on the site?

All job postings that remain unfilled for 120 days will be inactivated. If you want to continue promoting your openings after that time period; you will need to repost the jobs.

Can more than one manager at a dealership post jobs?

Yes! As long as you are listed as a General Manager, Service Manager or Parts Manager in WebDCS, you may post jobs! If you are not in one of job roles, use the Contact Us button for further assistance.

Why should I use my email address to login?

Your email address helps us to identify your dealership and permits HyundaiCareers to prepopulate some of your dealership data when you post jobs.

Where do I find contest rules?

You can find the contest rules when available at www.hyundaicareers.com/incentives and on the Shop Talk page.

How do I upload my prepared resume?

Once you have viewed a job and clicked the “Apply Now” button, you will be prompted to choose a resume. Clicking “Add a New Resume” lets you either *Create* a resume with our automated resume builder; or you can *Upload* your previous resume in a .doc, .docx or pdf format. **Note:** You will be required to have a resume to apply for a job.

Or, while viewing your profile, click on “Add a Resume” and the *Create* and *Upload* option become available.

What if I don’t have a resume?

While viewing your profile, click on “Add a Resume” and you can either *Create* a resume with our automated resume builder (you will need to give it a name first); or you can *Upload* your previous resume in a .doc, .docx or pdf format. **Note:** You will be required to have a resume to apply for a job.

How do I edit my resume?

You can only edit a resume that was created with our resume builder programming. To Edit your resume, login and select “View Profile” as you scroll over your resume name, Edit or Delete buttons appear. Click the Edit button and you are on your way!

If you originally uploaded your resume, scroll over its title and click the Delete button. Then upload an updated resume from your files or use the resume builder to create your new resume. **Note:** File processing requires 10-15 minutes for uploaded resumes before they may be viewed.

How many jobs can I apply for?

There is no limit on applications. You may apply for as many jobs as you want. Unless you are willing to relocate, applying for local jobs is recommended.

Who can view my resume?

Only managers from dealerships where you applied can see your resume.

How long will my profile remain open?

Your profile will remain available to you indefinitely. Your resume can be viewed by managers where you applied as long as that job remains posted (120 days maximum.) If a job is reposted, you would need to apply to the new job posting.