Applying for a Job

First Time Applicant Help Guide

Step-by-Step Instructions

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Create a New Account

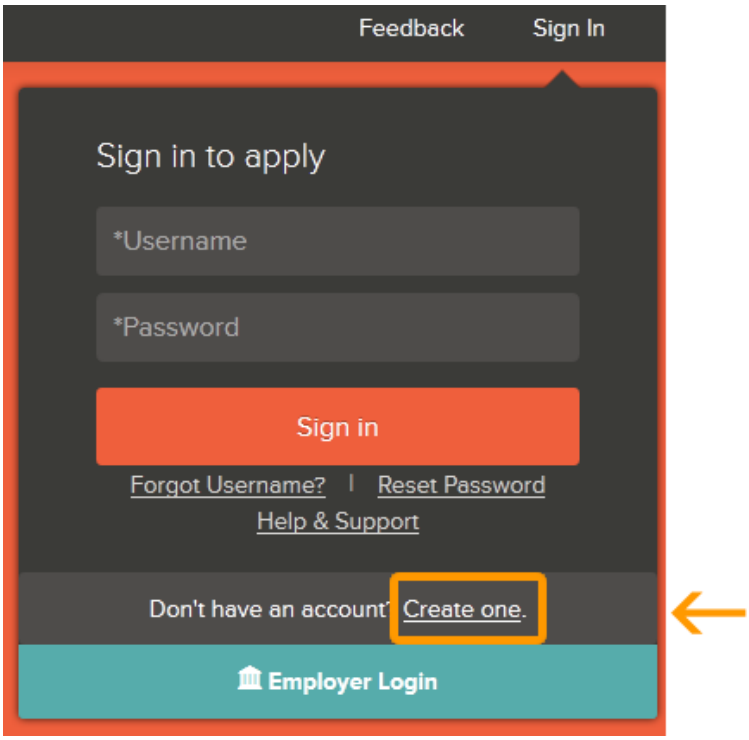
Before you apply for a job, you will need to have created an account. Once you create an account, you can add general information about yourself and later use this information to apply for jobs.

1) Go to the Internet at http://www.governmentjobs.com

2) Click on '**Sign In**'

   ⟶ located in the top right corner of the screen

3) In the drop-down window, click on '**Create One**'

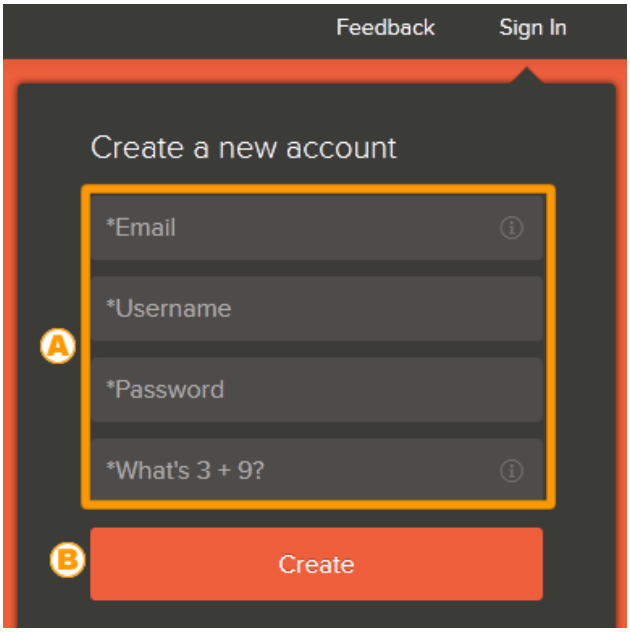


TIP	**Do you think you might have registered sometime in the past?**
	Many government agencies utilize GovernmentJobs.com for their job postings and application process, so if you've applied for a position at another government agency then it's possible they utilize GovernmentJobs.com and if that's the case then you already have an account and you are not required to create a new account. You would simply enter your Username & Password, and then click '**Sign In**' If you've forgotten your Username and/or Password, please see further details in the section named '**Forgot Username and/or Password'** within this help guide.

4) A) Enter all required information

⟶ you MUST remember this information.

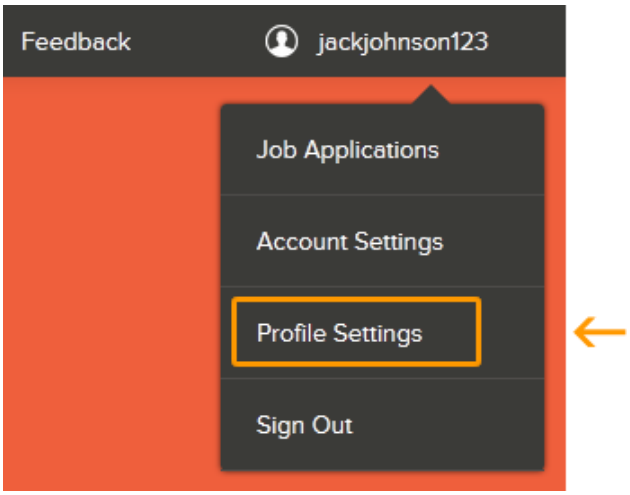
B) Click '**Create**'



5) Click on your **username**

⟶ located in the top right corner of the screen

6) In the drop-down window, click on '**Profile Settings**'

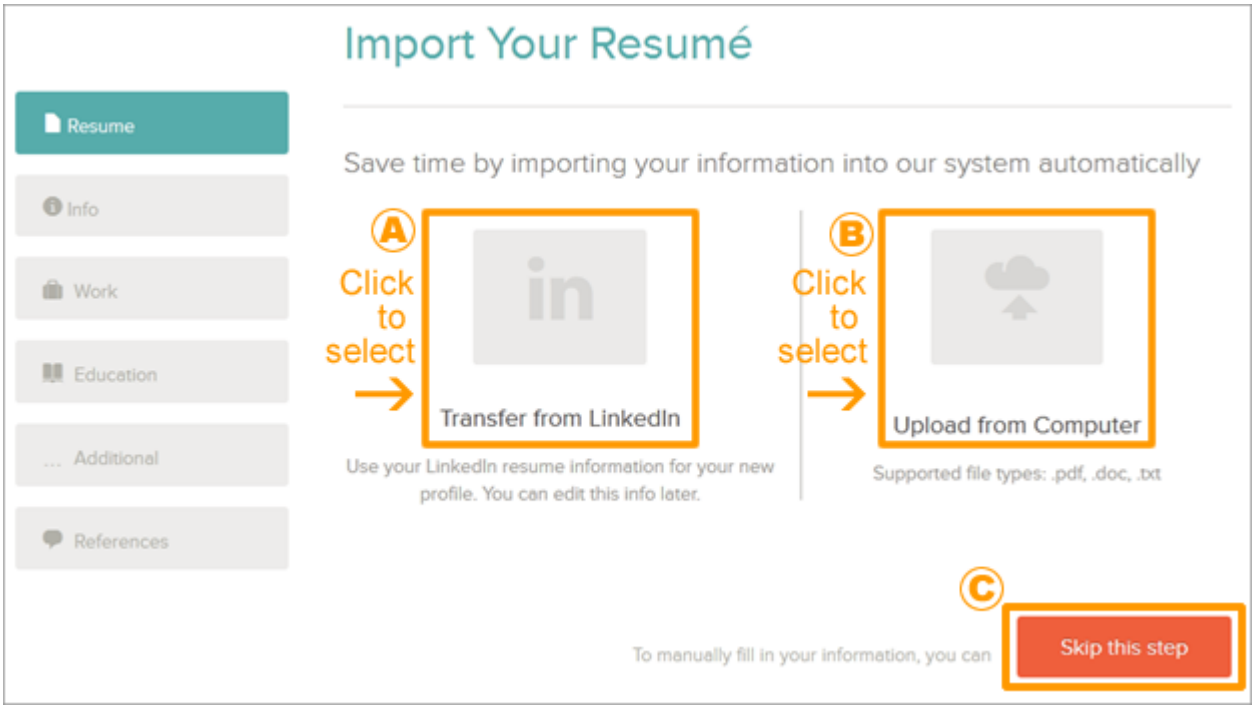


7) You have the option to import your Resume into the system by transferring your information from LinkedIn, uploading your information from your computer or you can skip this step to enter your information manually.

Benefits of importing from LinkedIn or uploading file from your computer
It can speed completing basic profile information

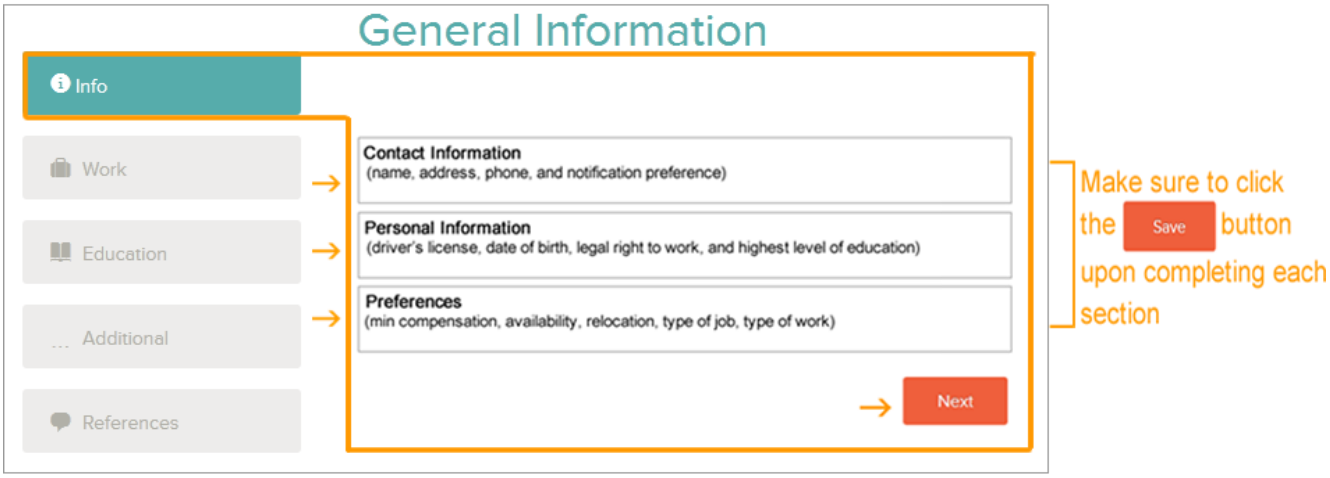
Click on one of the options below:

A) Import from LinkedIn
B) Upload file from your computer (.pdf, .doc or .txt file)
C) Skip this step (to manually enter your information)

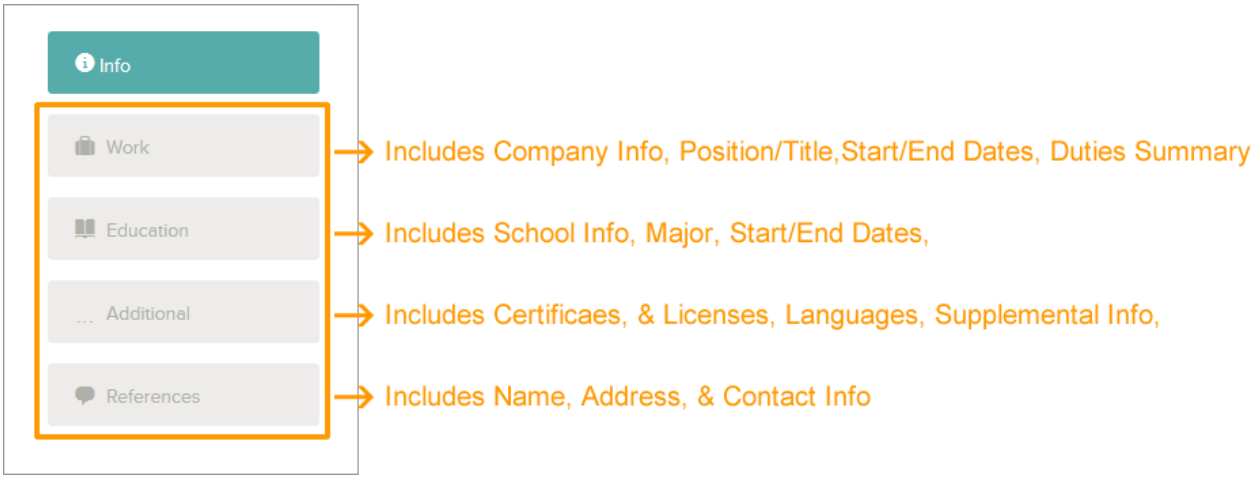


8) If you selected option C (**Skip this step**), you will then have the opportunity to complete the sections in the ***General Information*** step and click **Next**

Completing Each Section
Each of the applicable or required sections DO NOT have to be filled out in chronological order as the system allows you to skip it and go back to it at a later time to complete.

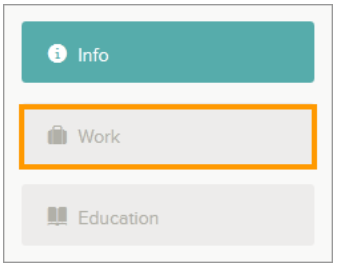


9) You will then have the opportunity to complete the sections for the remainder of the steps.

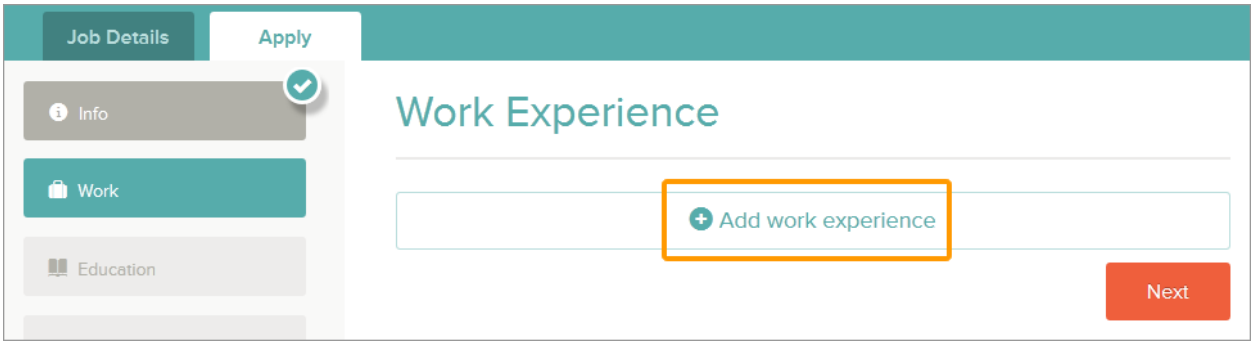


10) When you search for and apply for any positions, you will already have the above information stored in your account. Based on what the position you apply for requires, you will be required to answer/provide Agency Questions, possibly Supplemental Questions, and even have the option to attach files (i.e., .doc, .pdf, etc.) for your resume, cover letter, license, etc.

11) Here is an example of how to enter information entered for the **Work** step.
On the left navigation bar, click on **'Work**'

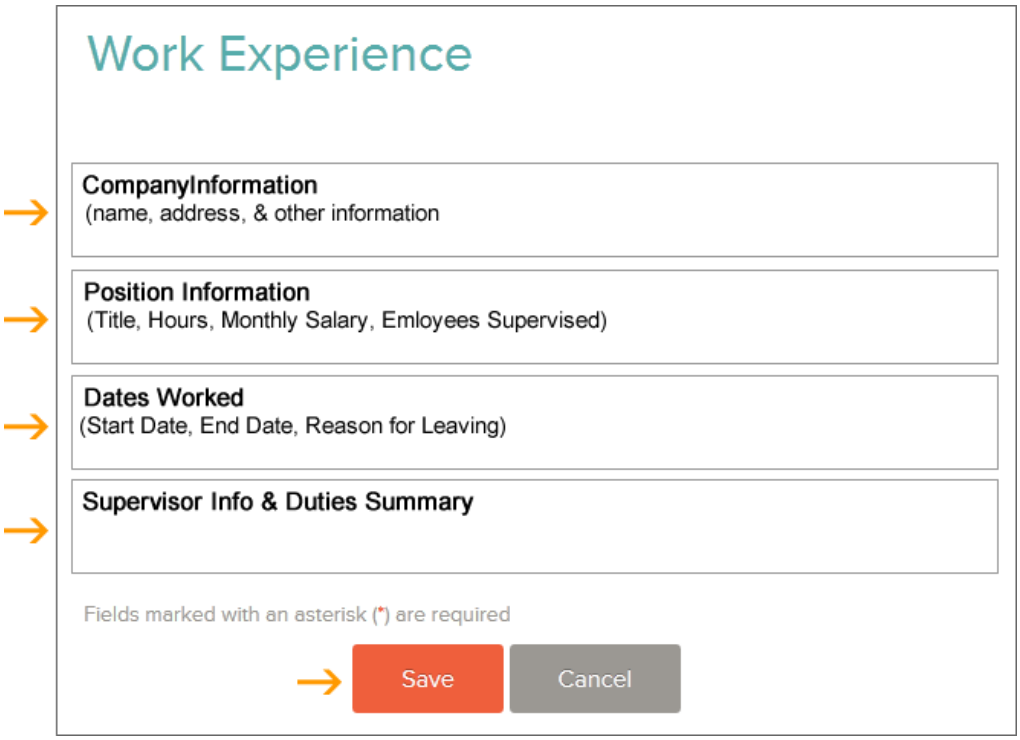


12) In the **Work Experience** step, click on '**Add work experience**'



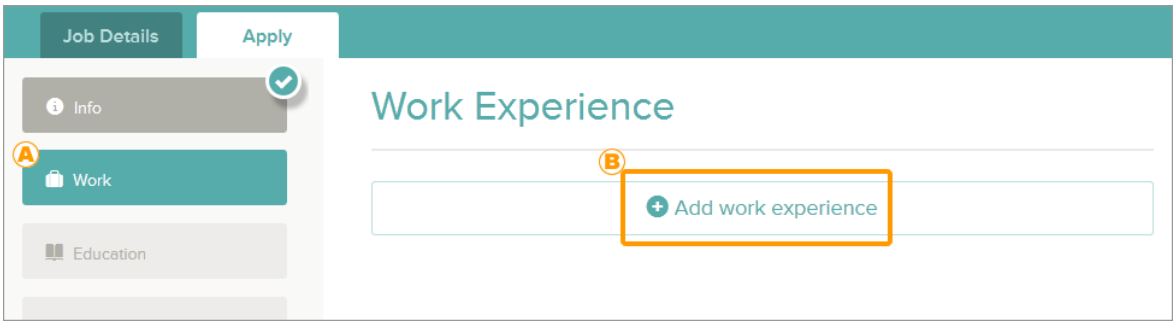
13) Complete the Work Experience step and click the '**Save**' button

TIP	**Saving your Entries**
	Although the system will periodically automatically save your information, it is a good practice to click the '**Save**' button that's located below each entry/section



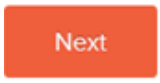
14) To add additional entries for Work Experience, simply scroll to the top and do the following:

A) Click on '**Work**'
B) Click on '**Add work experience**' in the Work section

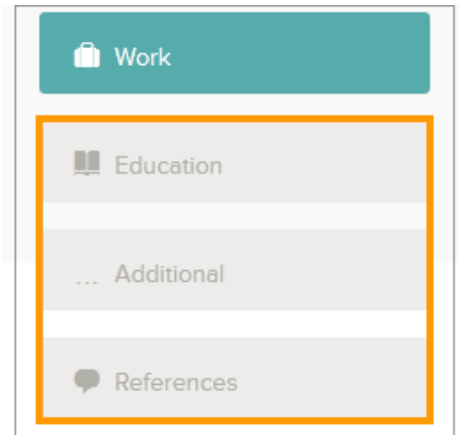


15) To advance to another step, you have the following *two* options:

OPTION #1 Click on the '**Next**' button that's located at the bottom area of the step you're at

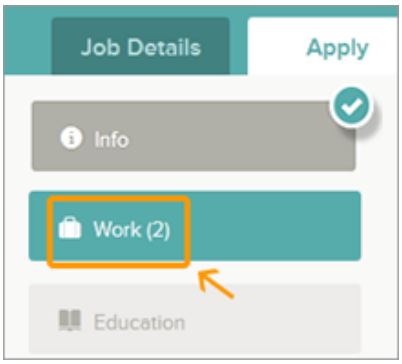


OPTION #2 Click on the step itself that you would like to complete next



16) Each step will display the number of entries you have entered for that step.

In this case, the Work step has two entries



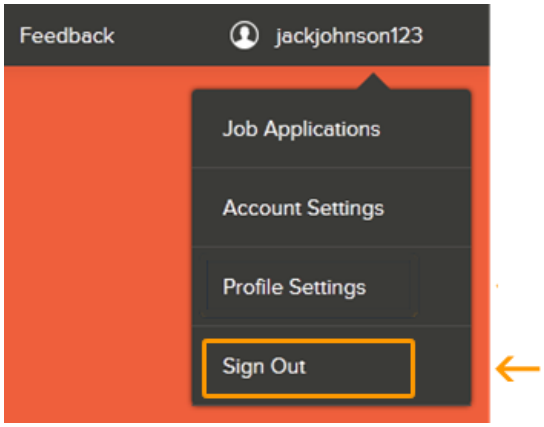
17) At the bottom of each step (i.e., the active step you are reviewing), the system allows you to DELETE / REMOVE an entry

18) Make sure you sign out by:

A) Clicking on your **username**

⟶ located in the top right corner of the screen

B) Click on '**Sign Out**



First Time Applicant - Search for Jobs

NOTE

Create Account as First Time Applicant
If you haven't done so already, you'll need to create an account (For complete details, see prior section in this help guide named '**Create a New Account**'

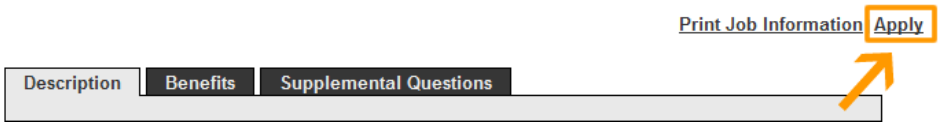
1) Go to the County of Orange Job Opportunities page at www.ocgov.com/jobs

2) Scroll down to the list of open jobs

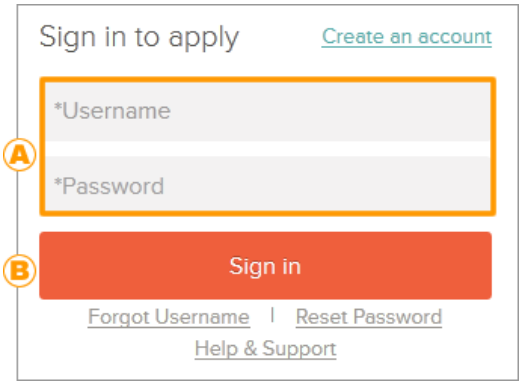
3) Select a job that interests you by clicking on its title

Position	Emp. Type	Salary	Closing Date
Accounting Manager II	Full-Time	$6,148.13 - $10,926.93 Monthly	02/06/14
Administrative Manager II (Director, Inf...	Full-Time Regular	$6,148.13 - $10,926.93 Monthly	Continuous
Assistant CEO of External Operations	Full-Time Regular	$120,785.60 - $221,000.00 Annually	Continuous
Assistant Clerk of the Board-Board Servi...	Full-Time Regular	$4,420.00 - $8,788.00 Monthly	02/07/14
Behavioral Health Nurse	Full-Time Regular	$5,295.33 - $6,382.13 Monthly	Continuous
Bilingual Eligibility Technician	Full-Time Regular	$2,775.07 - $3,750.93 Monthly	Continuous

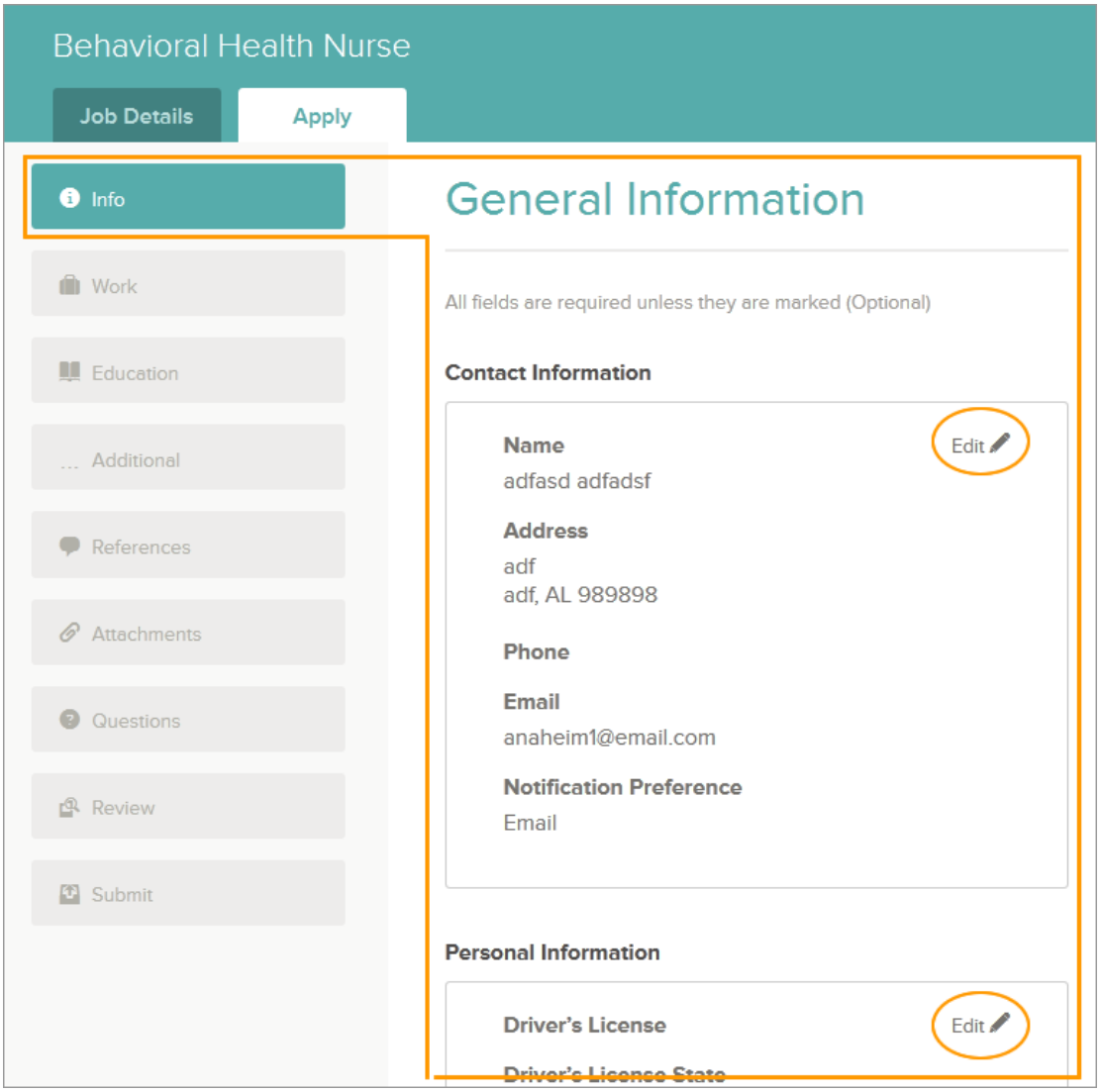
4) Review the Career/Job Description and to apply for it, click on the '**Apply**' button
   ⟶ located on the top right side above the tabs



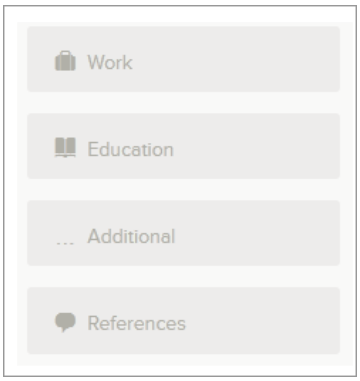
5) A) Enter your Username & Password
   B) Click on '**Sign In**'



6) **Review** and **Edit** (if necessary) your pre-stored information that you might already have on your account for General Information

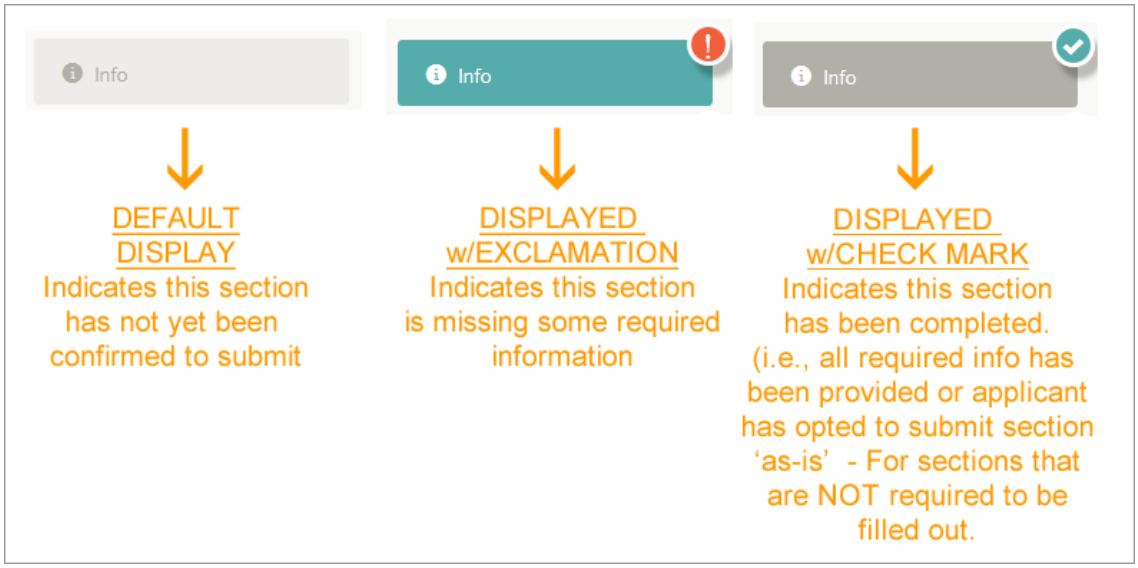


7) **Review** and **Edit** (if necessary) the remaining steps in which you might have pre-stored information in

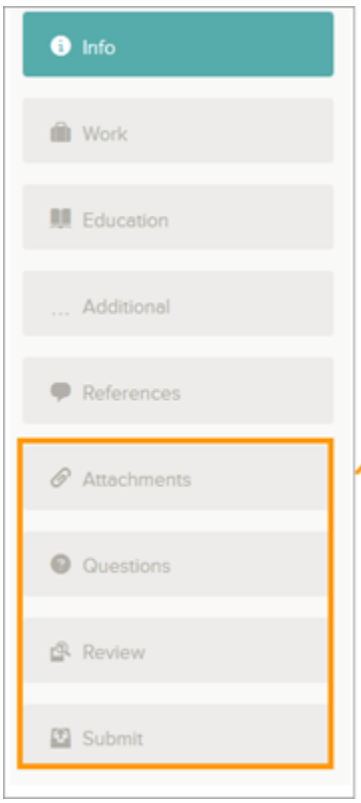


NOTE

Status of Steps

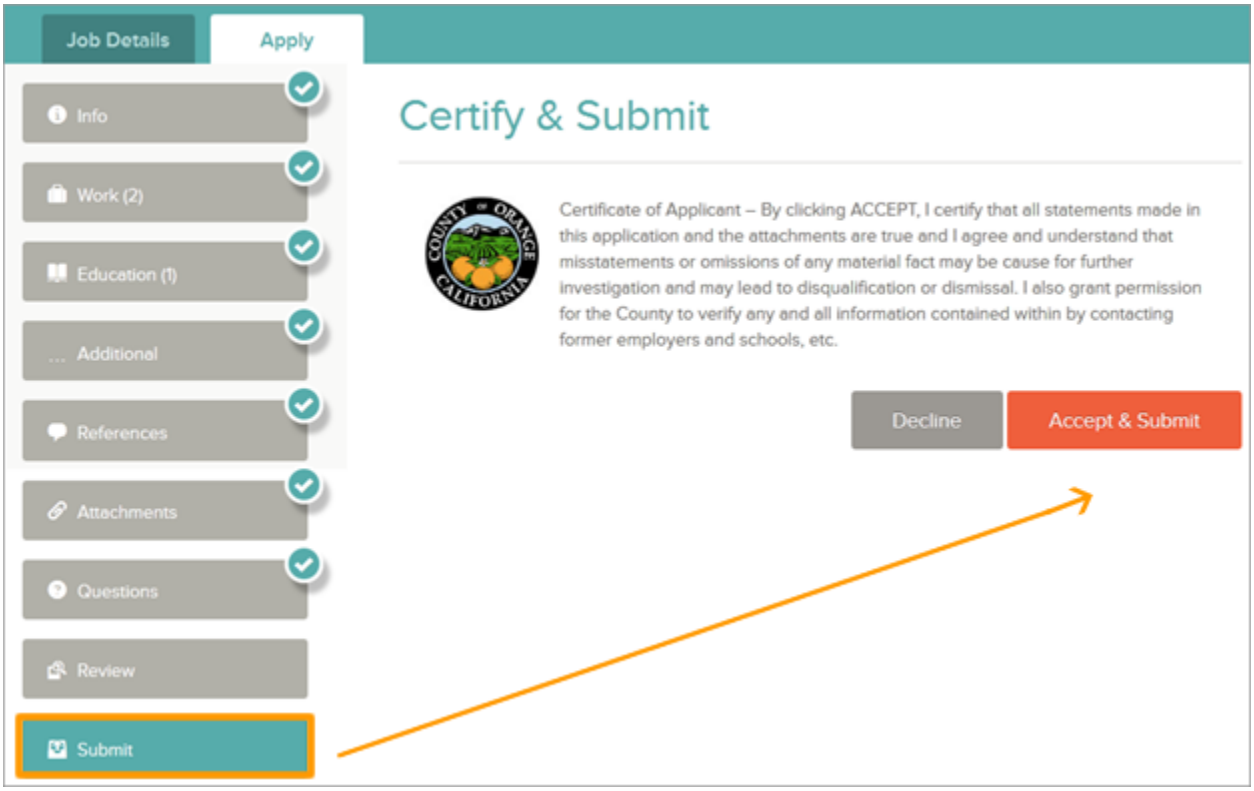


8) Complete the other remaining steps listed for the position by entering ALL applicable and/or required information



You can upload and store up to 15 attachments (i.e. documents) in your account. The last 15 attachments uploaded will be availabe for you to reattach when applying for future positions. If the position accepts or requires attached documents, you will need to select them from your stored attachments (i.e., the last 15) OR you can upload new attachments if it was not one of the last 15 attachments that you have stored on your account.

9) Upon completion of all applicable areas and required information, you'll be asked to certify and submit your application by clicking on '**Accept & Submit**'



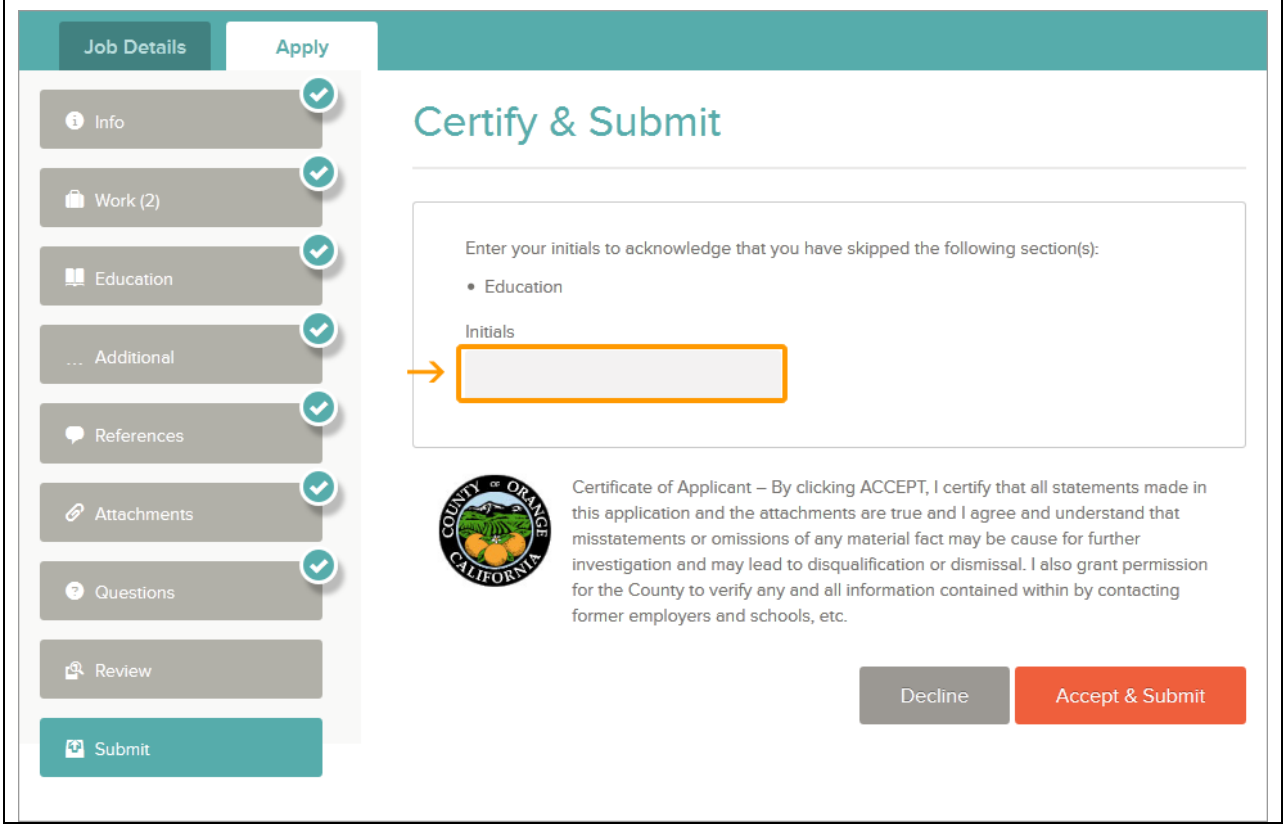
↓ See additional info on next page

NOTE

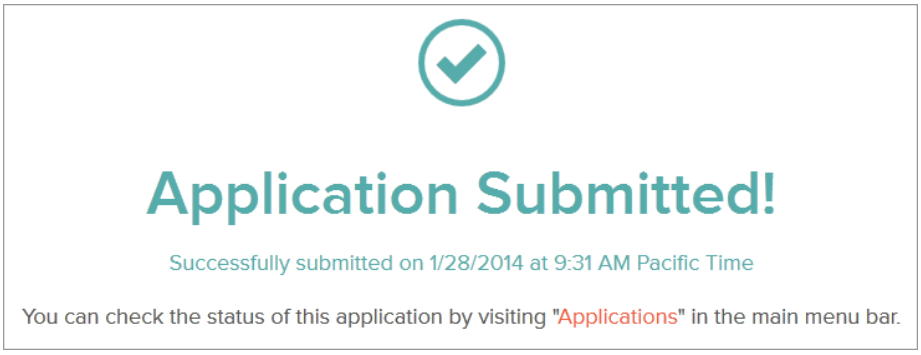
Skipped Sections

If you chose to ***skip*** a section that was optional, you'll be required to first enter your initials acknowledging that you have skipped the section before the system will allow you to '**Accept and Submit**'

In the example below, the ***Education*** section was skipped.



10) Upon successfully submitting your application, you will see the following message

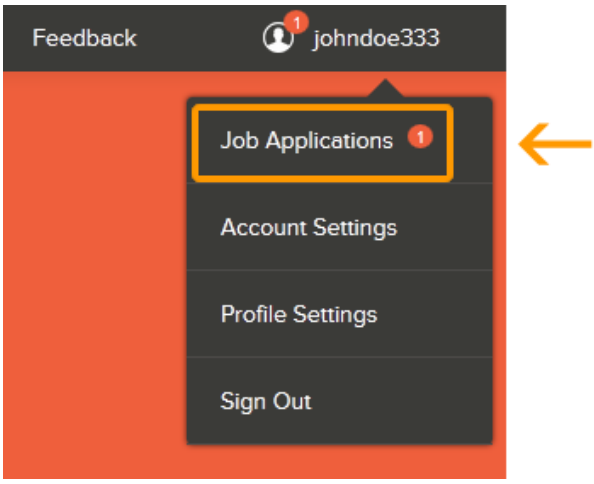


Check Status of your Application

1) Go to the Government Jobs website at http://www.governmentjobs.com

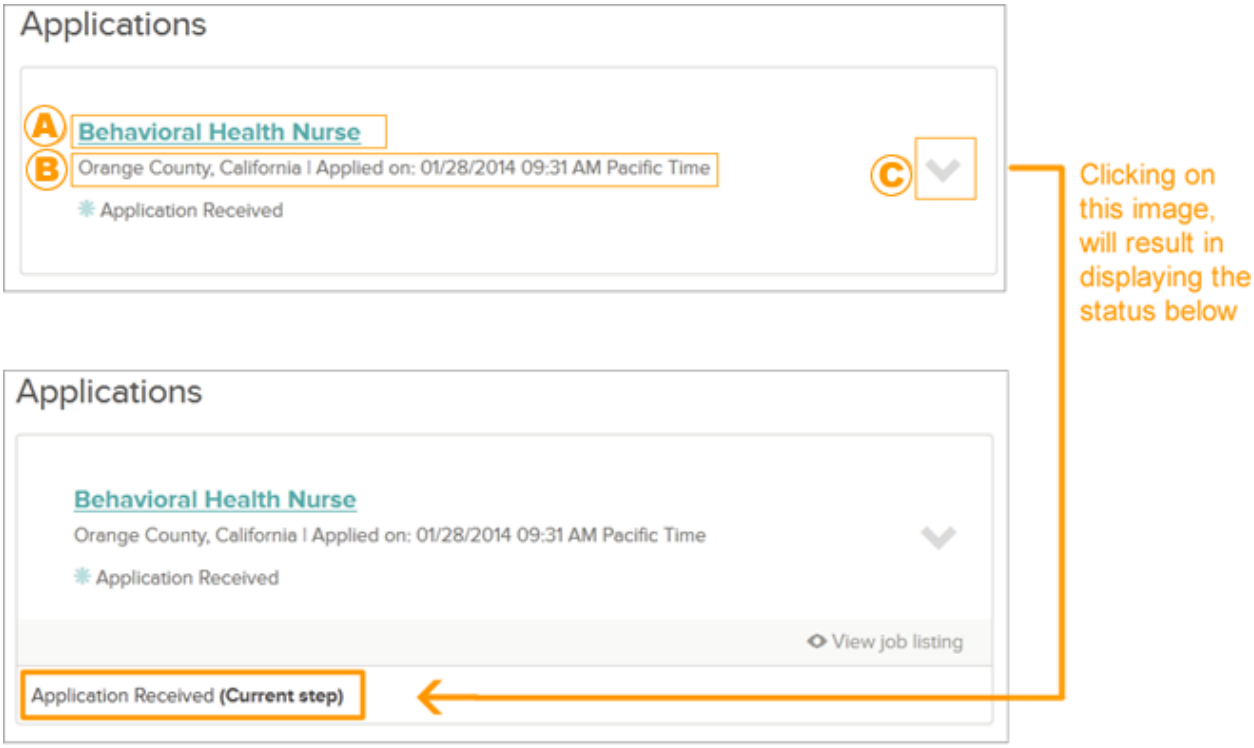
2) A) Click on '**Sign In**' (located in top right corner of page)
   B) Enter your Username & Password
   C) Click on '**Sign In**'

3) In the drop-down window, click on '**Job Applications**'



4) You will see a list of applications you've submitted

   A) Click on the **Job Title** of the position that you have submitted an application for
   B) This displays where, when, and what time you applied
   C) Click here to see the status of your application in the recruitment process


Applications
A
Behavioral Health Nurse
B
Orange County, California | Applied on: 01/28/2014 09:31 AM Pacific Time
Application Received
C
Clicking on this image, will result in displaying the status below
Applications
Behavioral Health Nurse
Orange County, California | Applied on: 01/28/2014 09:31 AM Pacific Time
Application Received
View job listing
Application Received (Current step)

Incomplete Application

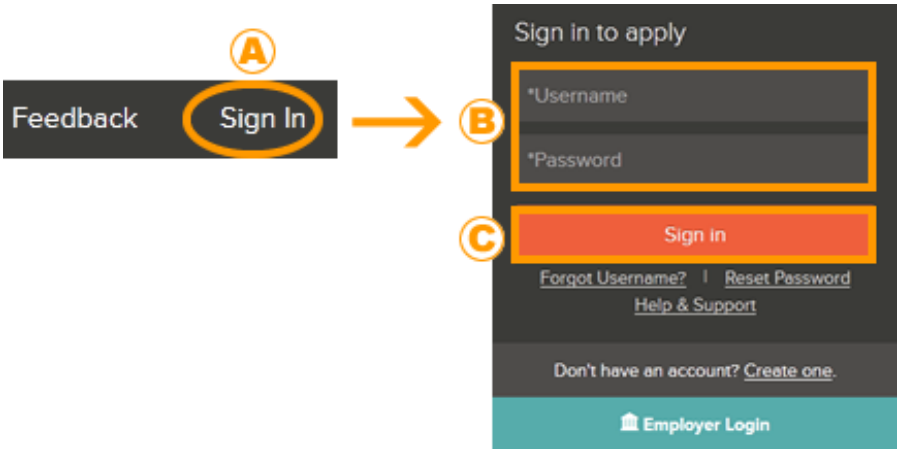
The online recruiting system gives you the option to complete and submit unfinished applications at a later time, granted the job posting has not closed.

If you have any incomplete applications, the system will indicate this if you have *one or more* incomplete applications. In the example below, notice it displays 2 which means you have 2 incomplete applications:

To view Incomplete Applications

1) Go to the Government Jobs website at http://www.governmentjobs.com

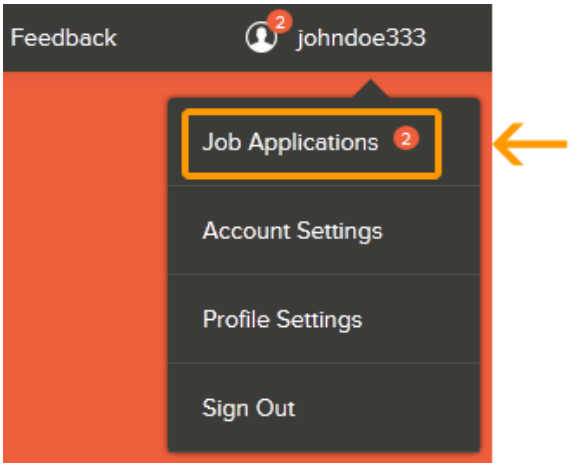
2) A) Click on '**Sign In**' (located in top right corner of page)
   B) Enter your Username & Password
   C) Click on '**Sign In**'



3) If you have any incomplete applications, you'll see it highlighted next to your username (in the top right corner of the page) with the # of incomplete applications

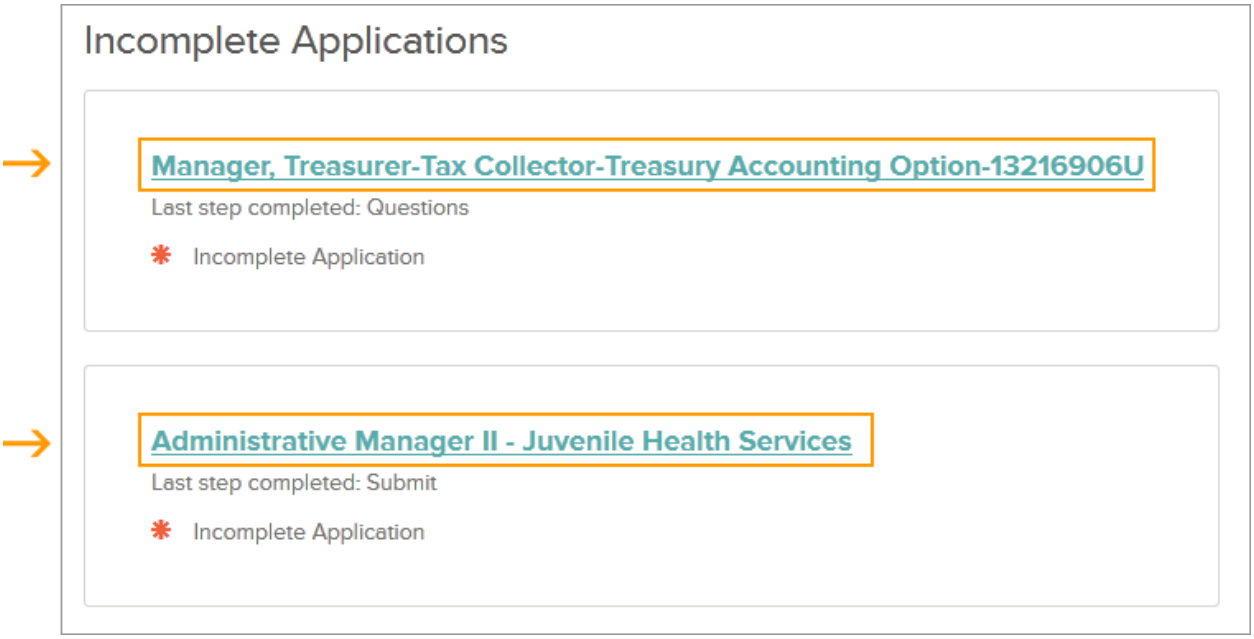
4) Click on your username
   → located in the top right corner of the screen

5) In the drop-down window, click on '**Job Applications**'



6) At the top of the page you'll see the '**Incomplete Applications**' section.
In this example, it displays 2 incomplete applications.

You can click on the job title of the position you wish to complete the application for and submit it (i.e., if the job posting is still open)



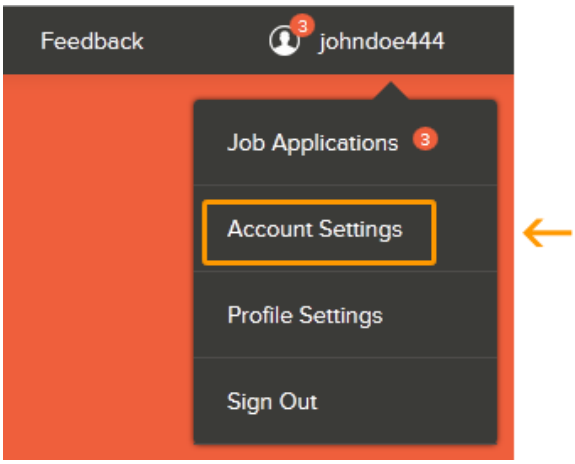
Change Contact Info

1) Go to the Government Jobs website at http://www.governmentjobs.com

2) A) Click on '**Sign In**' (located in top right corner of page)
   B) Enter your Username & Password
   C) Click on '**Sign In**'

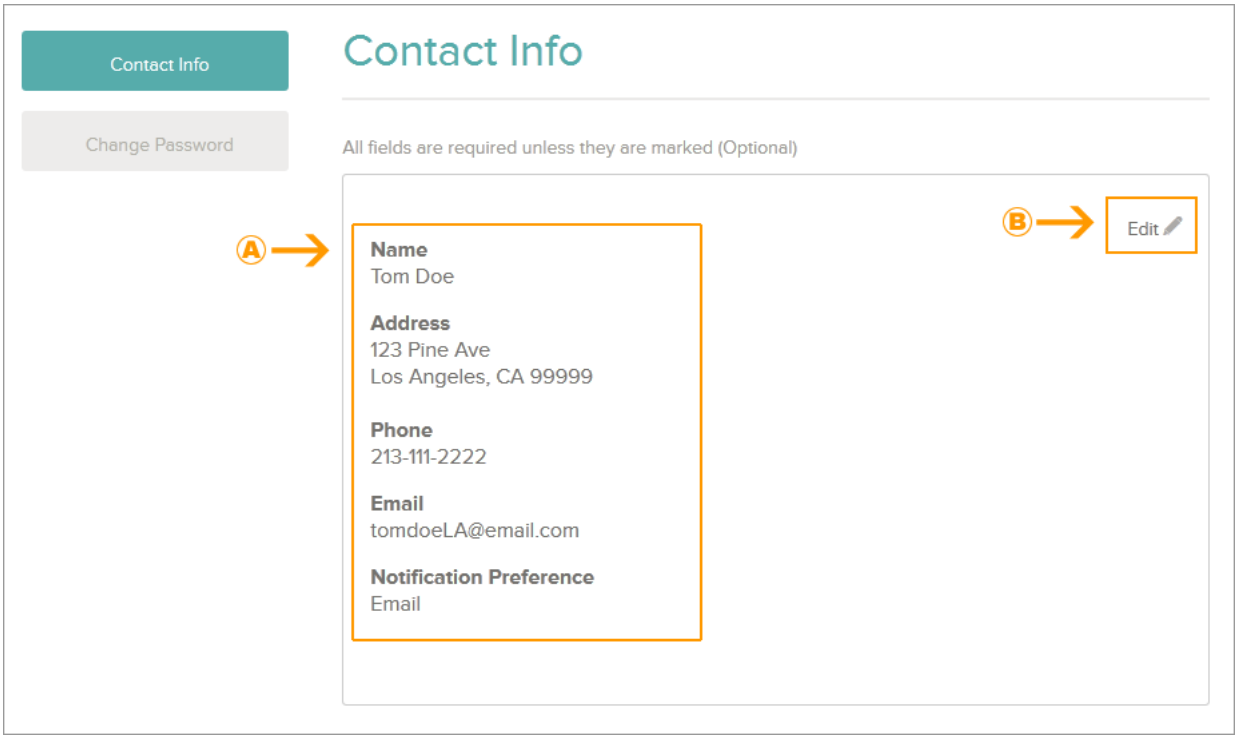
3) Click on your username

4) In the drop-down window, click on '**Account Settings**'



5) Your current contact information will be displayed

A) Review your contact information
B) Click '**Edit**' to make any changes to your contact information



6) Update your Contact Info, scroll down and click '**Save**'

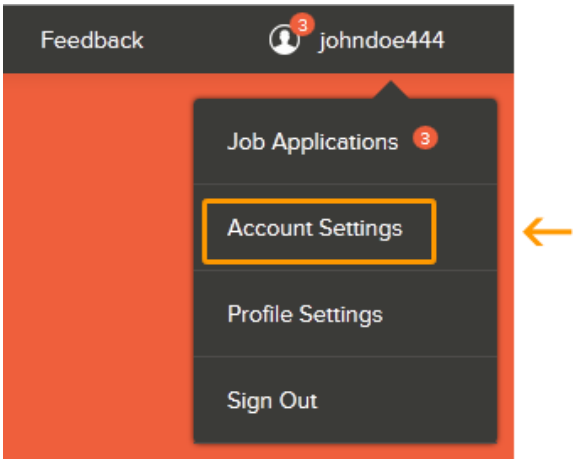
Change Password

1) Go to the Government Jobs website at http://www.governmentjobs.com

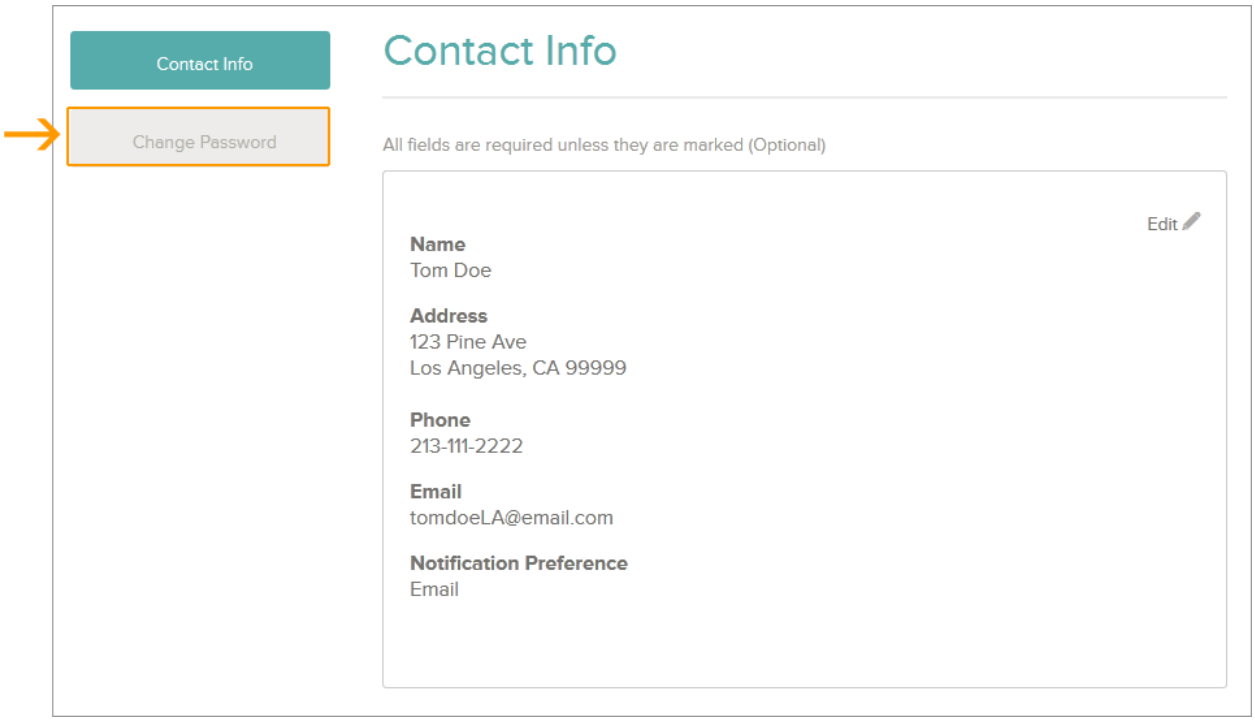
2) A) Click on '**Sign In**' (located in top right corner of page)
   B) Enter your Username & Password
   C) Click on '**Sign In**'

3) Click on your username

4) In the d window, click on '**Account Settings**'

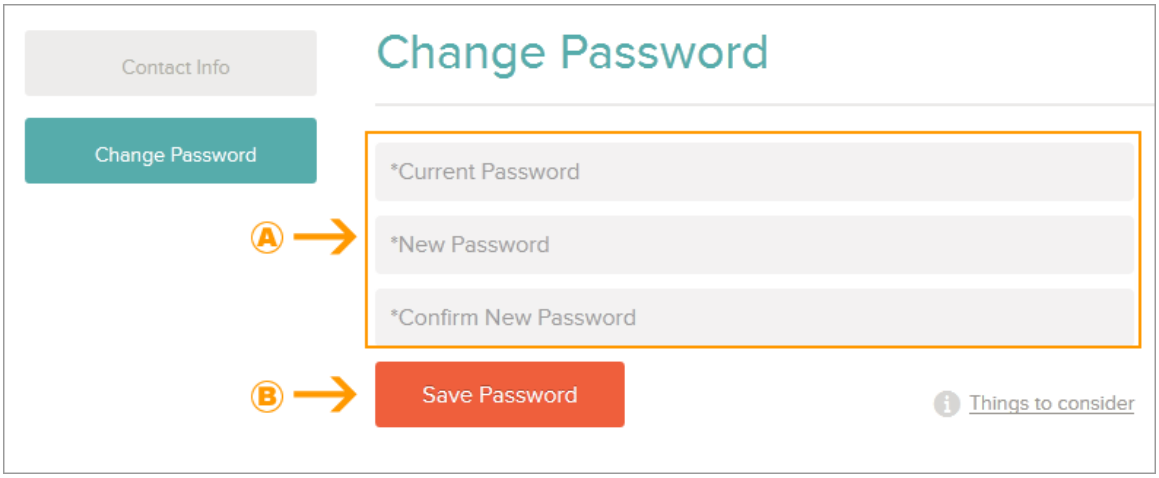


5) Click on '**Change Password**'



6) You will see a list of applications you've submitted

A) Enter your Current Password, New Password and Confirm your New Password
B) Click '**Save Password**'



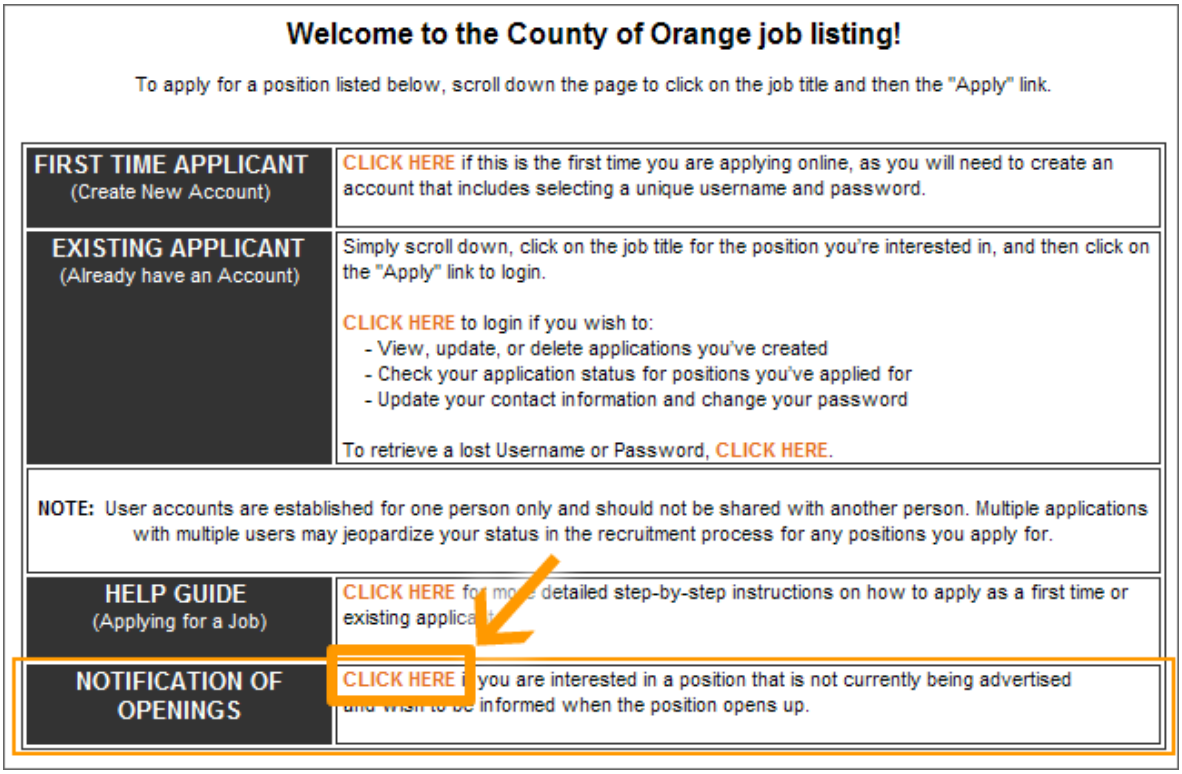
NOTE	**Password Requirements**
	Passwords MUST be a minimum of 6 characters with at least 1 number

Sign up for Job Interest Card

If you are interested in a position that is NOT currently being advertised and wish to be informed when the position opens up, you can register for a Job Interest Card. To register, please follow steps below:

1) Go to the **County of Orange Job Opportunities** web page at www.ocgov.com/jobs

2) Click on the '**CLICK HERE**' button



Welcome to the County of Orange job listing!

To apply for a position listed below, scroll down the page to click on the job title and then the "Apply" link.

FIRST TIME APPLICANT (Create New Account)	CLICK HERE if this is the first time you are applying online, as you will need to create an account that includes selecting a unique username and password.
EXISTING APPLICANT (Already have an Account)	Simply scroll down, click on the job title for the position you're interested in, and then click on the "Apply" link to login. CLICK HERE to login if you wish to: - View, update, or delete applications you've created - Check your application status for positions you've applied for - Update your contact information and change your password To retrieve a lost Username or Password, CLICK HERE.

NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions you apply for.

HELP GUIDE (Applying for a Job)	CLICK HERE for more detailed step-by-step instructions on how to apply as a first time or existing applicant
NOTIFICATION OF OPENINGS	CLICK HERE if you are interested in a position that is not currently being advertised and wish to be informed when the position opens up.

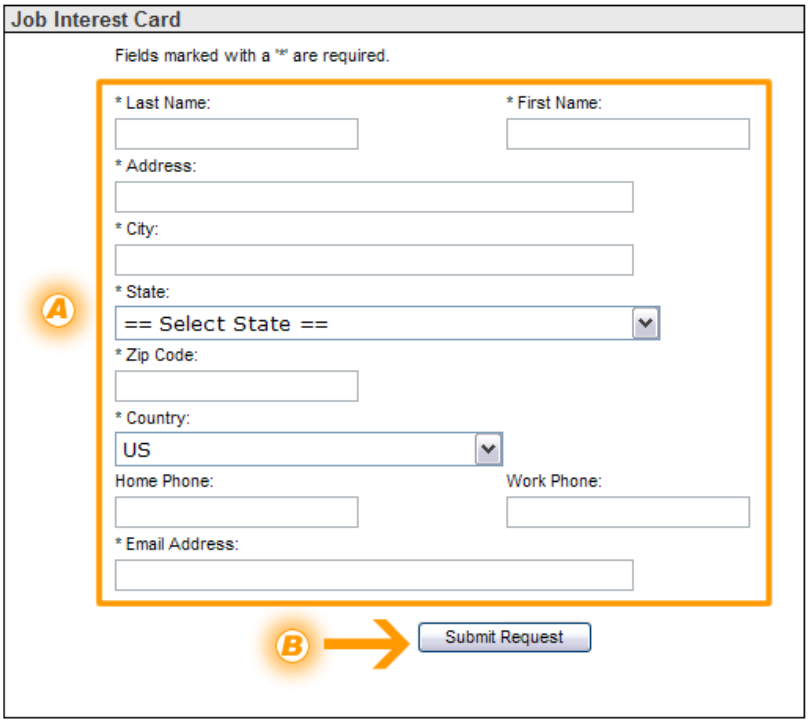
3) Select each job category (by placing a check box next to it), for each job category for which you would like to receive email notifications for.

Place a check in the box next to each job category for which you would like to receive email notifications, and fill out the required information in the 'Job Interest Card' section below, then click the 'Submit Request' button. For the next 12 months after you submit this form, you will receive an email notification each time a position opens with Orange County whose category matches one of the categories you've chosen. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year. To change the results, deselect and reselect the categories by using the Clear All Categories/Select All Categories links or by clicking on the check boxes.

Select Category — Select All Categories | Clear All Categories

☐ 911 Telecommunications	☐ Accounting and Finance	☐ Administration
☑ Administrative Assistant	☐ Agriculture	☑ Airports
☐ Animal Control	☐ Animal Services	☐ Arts
☐ Attorney	☑ Building & Safety	☐ Building Maintenance

4) A) Scroll down the page and fill out your information in the Job Interest Card
   B) Click on the '**Submit Request**' button



Ensuring you Receive Emails

To ensure emails from the system are not filtered in your "Junk" or "Spam" folder, you will need to ADD Governmentjobs.com to your list of trusted senders. The recruiter for the job(s) you've applied for.

Tips

- Each applicant must have his/her own user account and it should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions you apply for.
- You do not need to create a separate application for every job that you apply for.
- If you already have an account, login using your username and password. You will not be able to create another account using the same e-mail address.
- If the position you're applying for has Supplemental Questions, it may be a good idea to first prepare your answers on a word processing tool such as Microsoft Word or Works. Then when you are ready to apply, simply copy and paste your answers into the application.
- Make sure you **SAVE** your application throughout the steps in the application process! If you lose your internet connection in the middle of filling out an application, the information you've entered will be lost!

Frequently Asked Questions

1) After I submit my application, what happens next?

Your application will be routed to the HR Contact listed on the job bulletin and he/she will also notify you in regards to your status in the recruitment process.

2) How do I know that the County has successfully received my online application?

After you have submitted your online application, the system will display a confirmation page acknowledging your application has been submitted. You will also receive an email confirmation from noreply@governmentjobs.com. Additionally, you can check the status of your application to verify your application has been received. For more details, please see the section named '**Check Status of your Application(s)'** within this help guide.

3) I don't see the job that I'm interested in today. Does the County have more career opportunities?

You can only apply for today's job listings however you are encouraged to sign up for a Job Interest Card with the County of Orange. This feature provides you with the opportunity to select job categories that interest you, which will generate automatic e-mails when a new job opens up! To sign up, please see further details in the section named '**Sign up for a Job Interest Card'** within this help guide.

4) I was filling out my application and I lost all my information. What happened?

You may have used the Back Button (located on your toolbar) which when used removes all data. To avoid losing your information it's imperative that you save your information periodically.

5) The job I am applying for only accepts online applications. Does the County offer internet access to the public?

Free internet access is available for you to apply for County Jobs. Locations include Orange County Public Library branches or One-Stop Centers. Online capabilities are also currently available at the Virtual Employment Center located at 333 W. Santa Ana Blvd. (open Monday - Friday from 8:00 AM -5:00PM).