Job Search Guide



STANISLAUS COUNTY HUMAN RELATIONS

Take Your Place.





TAKE YOUR PLACE AT STANJOBS.ORG

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Introduction

Purpose of this Guide

2

The Stanislaus County Chief Executive Office – Human Relations Department (CEO-HR) has created this guide to help you in your search for current jobs and create the applicant profile you will need to apply for opportunities that interest you. This guide is offered as a resource from the CEO– HR Recruitment Team.

How to Access the Online Job Opportunities List

There are several ways to access the online list of Stanislaus County's current job opportunities but here is one simple way.

1 Visit the CEO-HR website (<u>http://www.stanjobs.org/</u> or <u>http://www.stancounty.com/</u> <u>personnel/</u>), Select the **JOB OPPORTUNITIES** link as shown below:



Click on the **JOB OPENINGS** tab, then click on the **OPEN POSITIONS** link as shown below. This will take you to our list of current job opportunities.



Conducting a Job Search

Conducting searches generates a list of current job opportunities that meet your search criteria. The listing will be displayed on the webpage (see screen shot below) and will provide general information (e.g., position title, salary, department, etc.) for each job opportunity. The following section describes key points for reviewing the search results page.



1 Keyword Search

Search according to keyword(s) related to job opportunities. To conduct a keyword search, type a keyword (e.g., accounting or programming) in the Search box and click Enter. The number of job opportunities displayed will change according to your keyword search.

2 <u>Switching Views</u>

Jobs can be shown in the default **Grid View** or in **List View** by clicking on the respective icon.

- List View—Displays job opportunities in a scrollable list.

Grid View– Displays details for each job opportunity in sortable columns (e.g., Job Title, Salary, Closing Date, Posted Date). To sort the jobs, click on a column name. Only one column can be sorted at a time. After you click a column name, use the triangle next to the column name to switch between ascending \blacktriangle or \checkmark descending order.

	≣ Menu >	STANISLAUS COU	NTY OPEN JOB OPPORTUNITIE	ES		→ Sign In
3	Stanislaus County	lob Opportunities				Powerd by NECGOV®
	Q Search		29 job	os found 📃 🗄	↓≣ Sort • Y Filter •	
	Job Title ▲	Јор Туре	Salary	Closing	Department	
	Animal Care Specialist	III (RVT) - (Part-Time/Extra Help) Extra-help Part	t-time \$39,707.20 - \$48,235.20 Annually) Continuous	Animal Services Agency	



Sort Results

By default, all of the County's current job opportunities are listed in alphabetical order by *Job Title*. Clicking **Sort** will activate a window pane to slide in from the right side (see screen shot to the right). You can sort the listing by any of the six sort options.

IF Sort by Please select one of the following	×
Posting Date, Newest to Oldest	
Posting Date, Oldest to Newest	
Job Title A-Z	
Job Title Z-A	
Salary, Highest to Lowest	
Salary, Lowest to Highest	

	≡ Menu >	STANISLAUS COUNTY OPEN JOB OPPORTUNITIES					
		Q Search		29 jobs foun	d	↓₹ Sort * Y Filter *	
				Annually			
		Animal Care Specialist III (RVT) - (Part-Time/Extra Help)	Extra-help Part-time	\$39,707.20 - \$48,235.20 Annually	Continuous	Animal Services Agency	
		Forensic Pathologist	Full-time and Part-time	\$276,307.19 - \$414,460.81 Annually	Continuous	Sheriff's Department	
		Nurse Practitioner/Senior Nurse Practitioner	Full-time and Part-time	\$103,064.00 - \$134,804.80 Annually	Continuous	Health Services Agency	
		Supervising Epidemiologist (Manager III)	Full-time and Part-time	\$71,260.80 - \$106,870.40 Annually	Continuous	Health Services Agency	
		Mental Health Clinician VII	All Types	\$59,758.40 - \$80,454.40 Annually	Continuous	Behavioral Health and Recovery Services	
		Psychiatric Nurse II	All Types	\$79,352.00 - \$96,449.60 Annually		Behavioral Health and Recovery Services	
4		← Prev 1 2 3 Next →				Showing items 1 - 10	
		STANISLAUS ACCOUNT COUNTY OPEN JOB OPPORTUNITIES				Copyright © 2019	

Multi-Page Search Results

To view search results that are shown across multiple webpages, click on a page number shown at the bottom of the search results page. To advance to the next page of jobs (if any), click the Next→ icon. To return to the previous page of jobs, click the ← Prev icon.

Reviewing Information about a Specific Job Opportunity

The official job bulletin for a specific opportunity provides very important information. The following section highlights selected portions of the job bulletin that relate to the purpose of this guide. We strongly recommend that you review the job bulletin in its entirety for other purposes (e.g., to understand the duties and requirements) before submitting an application.

Job Title * EMERGENCY CALL TAKER	Job Type Full-time	Legal Secretary (Confidential Assistant III) Salary () \$39,561.60 - \$59,321.60 Annually Location () County Counsel - Ste. 6400, CA Job Type Full-time Department County Counsel
EMERGENCY DISPATCHER	Full-time	Job Number 2618-19 Closing 10/25/2019 5:00 PM Pacific
Forensic Pathologist	Full-time and Part-time	
Homeless and Housing Services Manager (Manager IV)	Full-time	
Human Resources Attorney (Deputy County Counsel II- V)	Full-time	About the Department and the Position This recruitment is being conducted to fill a vacancy in the County Counsel office, as well as establish an
Legal Secretary (Confidential Assistant III) New	Full-time	eligibility list to fill future full-time and part-lime vacancies throughout Stanislaus County. Oral examination tentatively scheduled for week of November 4th, 2019.
Mental Health Clinician I/II	All Types	Cell phones are typically incompatible with the online application format or browser. We recommend using a desktop or laptop computer. If you are still having technical difficutites, please call NEOGOV at 1-855-524- 5477

Detailed Job Opportunity Information 1

Click the job title to view the official job bulletin that details important information such as duties and requirements. The job bulletin will slide in through a window pane on the right side of the screen (see screen shot above).

2

Apply

You must have access to e-mail and a user account to apply online. If you have not created or signed in to your user account, you will be prompted to do so when you click on the APPLY icon. If you are already signed-in, you will be taken directly to you applicant profile.

3

Job Bulletin Description

The Description provides all of the information specific to the job opportunity. Typically, the job bulletin includes information such as:

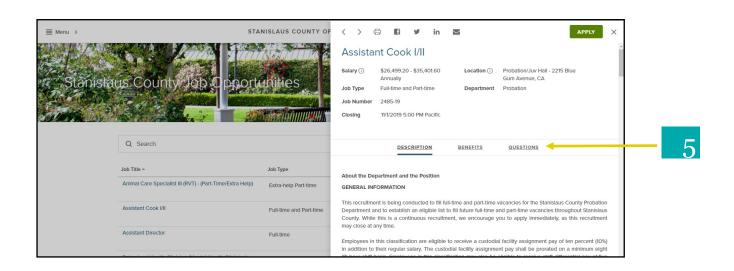
- About the Position \Diamond
- About the Department \Diamond
- Minimum Requirements \Diamond

- Desirable Qualifications \Diamond
- Examination Information \Diamond

<u>County Benefits</u>

The Benefits tab provides information on all the benefits the County offers. Clicking on the link (see screen shot on the right) will download the Stanislaus County Benefits flyer.

< > ¢	apply X
Legal S	ecretary (Confidential Assistant III)
Salary (i)	\$39,561.60 - \$59,321.60 Annually Location () County Counsel -Ste. 6400, CA
Job Type	Full-time Department County Counsel
Job Number	2618-19
Closing	10/25/2019 5:00 PM Pacific
	DESCRIPTION BENEFITS
Benefits assoc	lated with this position can be found at <u>Benefits Summary (Download PDF reader)</u> .

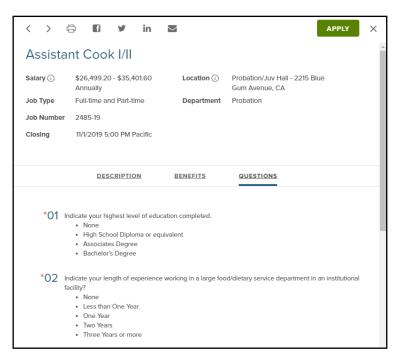


Job Applicant Questions

5

Job bulletins may or may not have a **Questions** tab. If this tab is visible, click on it to view the questions you are required to answer when applying for the job opportunity. The screenshot to the right displays example questions.

If the questions tab is not displayed, you will not be required to answer these additional questions when you apply for the job opportunity.



Creating & Accessing Your User Account

The following section describes how to create and access a user account.

≣ Menu >	STANISLAUS COUNTY OPE	N JOB OPPORTUNITIES			→ Sign In
Stanislaus County Job (pportunities			Sign In Al fleids are require Username or En This field is require Password	nail
Q Search		29 jobs found	d	Forgot Username?	I Reset Password
Job Title 🛎	Job Type	Salary	Closing [Departr f Fa	n in with acebook In has been disabled.
Animal Care Specialist III (RVT) - (Part-T	ime/Extra Help) Extra-help Part-time	\$39,707.20 - \$48,235.20 Annually	Continuous	Animal To access your account, link above and enter y	choose the Reset Password rour LinkedIn login email issword Reset page.
Assistant Cook I/II	Full-time and Part-time	\$26,499.20 - \$35,401.60 Annually	11/01/19	Probat Don't have an ac	count? <u>Create one</u> .
Assistant Director	Fulltimo	\$29,502.40 \$124.264.00	10/29/19	Community Sonvicos	

Create Your User Account

1

- ◊ To create a user account, Click the <u>sign in</u> icon on the top right-hand of the webpage. A small window will appear on the top right-hand corner (see screen shot above).
- ♦ Click on **Create an account**.
- Provide your Email address, and create a Username and Password as shown in the screen shot t the right.
- ♦ When you are finished, click on the create icon.

Note: If you receive messages (e.g., that a username or email address has already been used), follow the instructions

	→ Sign In
	Create Account All fields are required
a faire	Email
-	This field is required
	Username
	Password
↓ , Sor	Create
Departr	or create with
Animal	f Facebook
	 LinkedIn Sign In has been disabled. To access your account, choose the Reset Password link above and enter your LinkedIn login email
Probat	address on the Password Reset page.
	Already have an account? Sign In.
Comm	

≣ Menu >	STAN	IISLAUS COUNTY OPEN	JOB OPPORTUNITIES			→] Sign In	l	- 0
Stanistat	is County Jeb Opport	unities				Sign In All fields are required Username or Email This field is required Password Sign In		2
	Q Search		29 Jobs found		↓ , Sor	Forgot Username? 1 Reset Password		
	Job Title *	Job Type	Salary	Closing	Departr			
	Animal Care Specialist III (RVT) - (Part-Time/Extra Help)	Extra-help Part-time	\$39,707.20 - \$48,235.20 Annually	Continuous	Animal	InkedIn Sign In has been disabled. To access your account, choose the Reset Password link above and enter your LinkadIn login email address on the Password Reset page.		
	Assistant Cook I/II	Full-time and Part-time	\$26,499.20 - \$35,401.60 Annually	11/01/19	Probat	Don't have an account? Create one.		
	Assistant Director	Full time	\$99,502,40, \$124,264,00	10/29/19	Commun	ity Soprices		



Access Your User Account

- ◊ Click on ^I sign in</sup> the icon on the Job Opportunities page as shown in the screen shot above. A small window will appear on the top right-hand corner.
- Enter your username or email address and password in the log-in area. If you do not remember your username or password, click Forgot Username? Or Reset Password and follow the instructions.
- ♦ Click on the Sign In icon.
- You will now see your username displayed at the top right-hand corner of the webpage as shown in the screen shot to the right.



Building Your Master Profile

Once you have created a user account, you can build your master profile, which includes basic information about you such as your contact information, education, job preferences, etc. The following section describes how to build your applicant profile and use some of the features.



1 Building Your Master Profile

- Click on Profile from the Username menu as shown in the screen shot above. A new webpage will appear as shown in the screens shot bellow.
- ♦ Click on the respective tabs and enter or review you're master profile information.
 - Info (e.g., mailing address)
 - Work Experience (e.g., job history)
 - Education (e.g., degrees)
 - Additional Information (e.g., certificates & Licenses
 - References (e.g., professional contacts)

Note: When applying for a job, you will have the opportunity to review and update the information in each tab of your profile before you submit your job application.

	Your session is going to expire in 02 :	27 Click here or press any key to continue.	
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M Education	Co tact Information	Info	
Additional References	Name Candidate One Address 1010 10th St	illit Work	
	Modesto, CA 95514 Phone	Education	
	Email	···· Additional	
		References	

	Résumé	Import Your Résumé
2		Upload from Computer Supported file types: .pdf, .doc, .docx, .txt
		To manually fill in your information, you can Skip this step

2 Import Information From Your Resume

When you first begin to build your applicant profile, you will be presented with the option of importing information from your resume. You can import information by uploading your resume from your computer. Click on the image (see screen shot above) to do so.

Alternatively, if you do not want to use this option, you can click on the skip this step icon to manually type your resume information onto your applicant profile.

Note: this screen appears Only during your initial user account setup. If you click the icon, you will not have a future opportunity to import your resume information.

≣ Menu >		PROFILE	ິ _ candidate1523⊒gmaiLcom ິ
Stanislaus Co	inty Job C poortabilities		NECČOV
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i v	Fields marked with an asterisk (*) are re	equired	
	ucation Contact Information		
··· A	kittional Name John Doe		Eat
	ferences Address 1010 10th St		

Customizing Your Applicant Profile

- ♦ Click on the tabs to enter your information in the fields.
- ♦ At the bottom of each box or page displayed, click on the save or information. The system will save all of your information to your user account.
- ♦ To make any changes (e.g., email account change, mailing address, references, etc.), click on the corresponding tab.
- ♦ Click on the *tent* icon on the right-hand corner of the window. You can make changes or update your profile at any time.

Note: If you make any updates to your profile information after applying for a job opportunity, those changes will <u>not</u> be reflected on you previously submitted job applications.

Utilizing Your Master Profile

Once you have created and customized your master profile, all of your information will be saved to your user account. You will not need to re-enter your information for each job application you submit. When you apply for a job opportunity, the system will extract and copy your basic information (e.g., contact and personal information, education, job preferences, and references) from your saved master profile. The system will also extract and copy your work experience from your most recently submitted job application. If you applied for multiple jobs, information from your most recently submitted job application will be used. It is recommended that you modify your experience to tailor it for the specific job opportunity. This section describes how to use the features of your master profile.

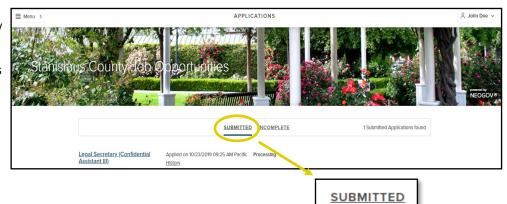


1 Locating Your Job Applications

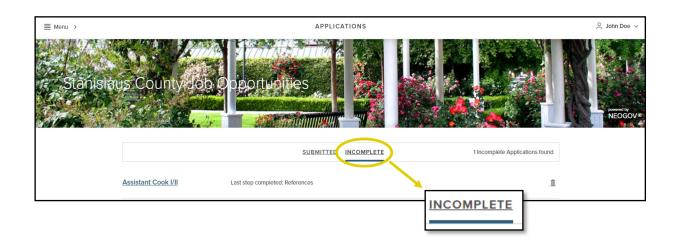
To access your submitted and incomplete job applications, click on **Applications** from the Username menu as shown in the screen shot above.

 After you have applied for a job, the system will automatically save a copy of your job application.
 Click on the Submitted tab to access your job

application and application history (e.g., date and time submitted) as shown in the screen shot to the right.



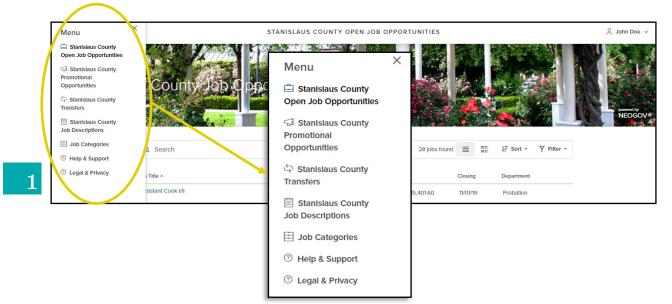
 If you begin a job application, but you do not submit it; the system will automatically save your incomplete job application. Click on the **Incomplete** tab (seen in screen shot below) to view your saved application.



Note: You can save an unlimited number of job applications. However, when the filing date ends for a job opportunity, your incomplete job application for that job opportunity will be removed from the system.

Navigating Other Website Features

Additional useful links and information can be found on this webpage.



Additional Website Features

- 1 We recommend that you review the features under the <u>■ Menu</u> icon, located on the top, left-hand corner of the webpage.
 - - Stanislaus County Open Job Opportunities—displays all the job listings that are open to the public as well as current employees.
 - ♦ Stanislaus County Promotional Opportunities—displays open promotional opportunities for current county employees.
 - Stanislaus County Transfers— displays transfer applications for county employees who currently hold the same position and wish to transfer to a different department with the same job.
 - Stanislaus County Job Descriptions—displays all job classifications with Stanislaus County. To receive email notifications each time a position opens in a specific job classification, click ^{SUBSCRIBE} on the specific Job Description and then on the icon in the upper right corner of the page (see screen shot to the right). Your subscription will last 12 months and then you will need to re-subscribe.

E Menu > STANISLAUS COUNTY	< > 🖨 SUBSCRIBE) X			
Anna Anna Anna	ACCOUNT CLERK II			
Stanislaus County Job Opportunities	Class Title ACCOUNT CLERK II			
Standards County Job Chapter Hills	Class Code 000600			
	Salary () \$35,131.20 - \$42,702.40 Annually			
	addydrife y arzynozian Annoniy			
Q Search	DEFINITION BENEFITS			
Class Title ^	Why is this classification important to the organization			
ACCOUNT CLERK II	The Account Clerk II is the journey level classification in this series. Assignments frequently overlap those given general clorical classifications: however, they are distinguished by the degree of mathematical, record keeping, bookkeeping and clerical accounting duties assigned. This position exists in various county.			

Job Categories—Displays the job categories (e.g., architecture, community development, health sciences) with Stanislaus County. To receive email notifications each time any position opens in one or more of those categories, select the Categories you are interested in and then click on the sciences icon (see screen shot below for an example). Your subscription will last 12 months and then you will need to re-subscribe.

≣ Menu >	JOB CATEGORIES					🚊 John Doe 🦄
Staniska	tus County Job C					
	Place a check in the box next to each job category for which you would like to receive email notifications, click the "Subscribe" button, fill out the information, and then click the "Submit" button. For next 12 months after you submit this form, you will receive an email notification each time a position opens with Stanislaus County whose category matches one of the categories you've chosen.					
	0 Job Categories selected		✓ Select Al	I X Clear All	My Subscriptions Subscrit	e
	911 Telecommunications	Accounting and Finance	Administration		dministrative Assistant	
	Aariculture	Aimorte	Animal Control		nimal Sandcas	

 Help & Support - this webpage links directly to the <u>www.governmentjobs.com</u> webpage and provides online support for applying for government jobs. This webpage is not managed by Stanislaus County.

Conclusion

We hope you found this guide helpful to your Stanislaus County job search. For question related to your application or information about a specific job bulleting, please contact the CEO Human Relations Recruitment team at 209-525-6341.

Disclaimer

Though this guide presents useful and practical information on this subject area, there is *no guarantee* that someone who reads this guide will be able to perform better on a County examination. By merely using this guide, you consent to understanding and agreeing with this disclaimer.

Stanislaus County wishes you the best of luck in your career endeavors.