

# Job Search Guide



**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.



**Everything** you need to know about  
the Stanislaus County online job  
application process.

**TAKE YOUR PLACE AT STANJOBS.ORG**



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# Introduction

## Purpose of this Guide

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 (<http://www.stanjobs.org/> or <http://www.stancounty.com/personnel/>), Select the **JOB OPPORTUNITIES** link as shown below:



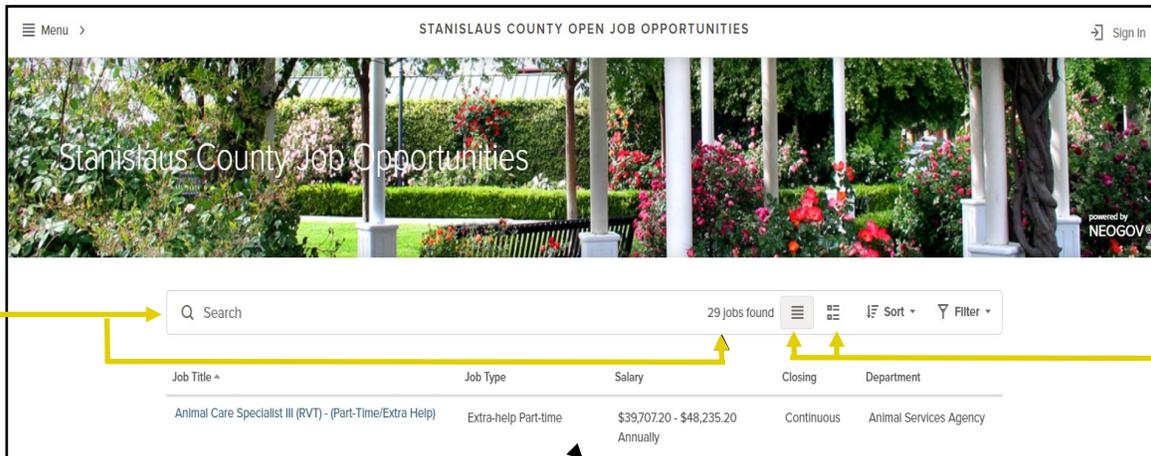
2

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 Switching Views

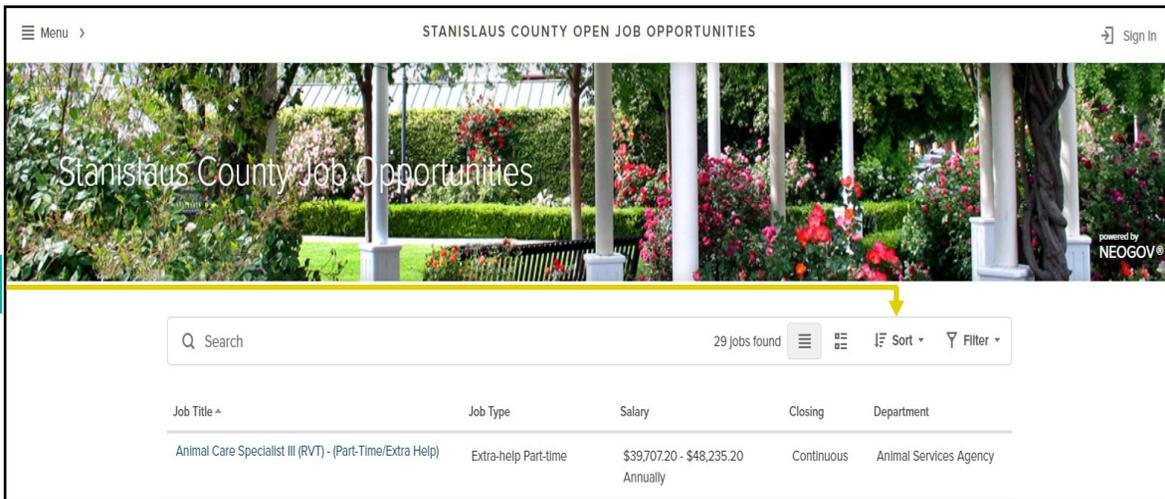
Jobs can be shown in the default **Grid View** or in **List View** by clicking on the respective icon.



List View—Displays job opportunities in a scrollable list.



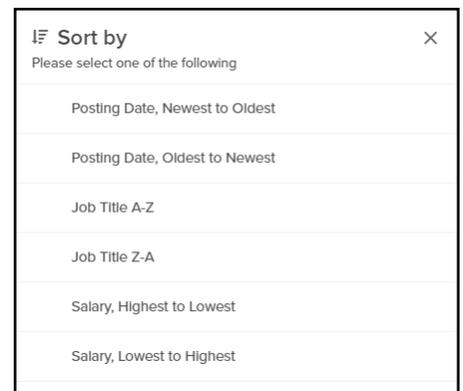
Grid View— Displays details for each job opportunity in sortable columns (e.g., Job Title, Salary, Closing Date, Posted Date). To sort the jobs, click on a column name. Only one column can be sorted at a time. After you click a column name, use the triangle next to the column name to switch between ascending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



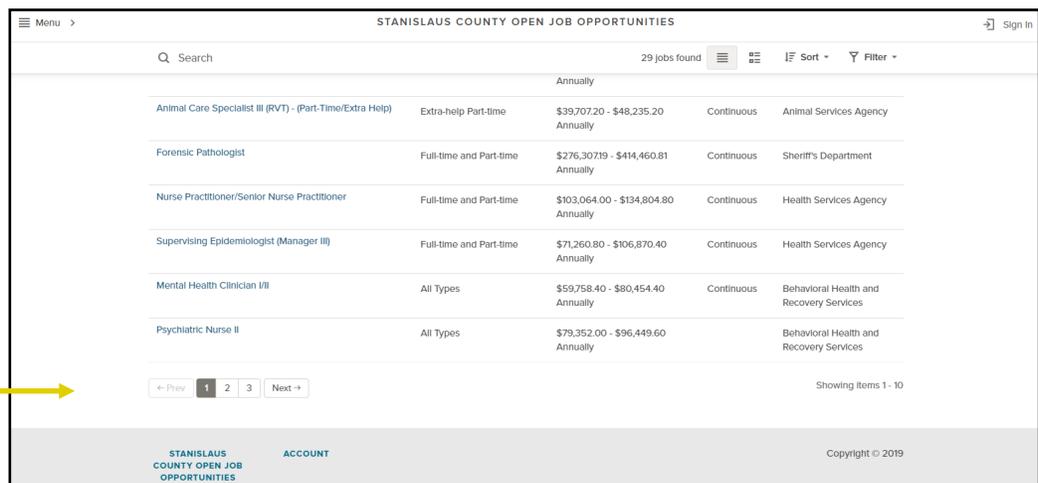
3

### 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.



3



4

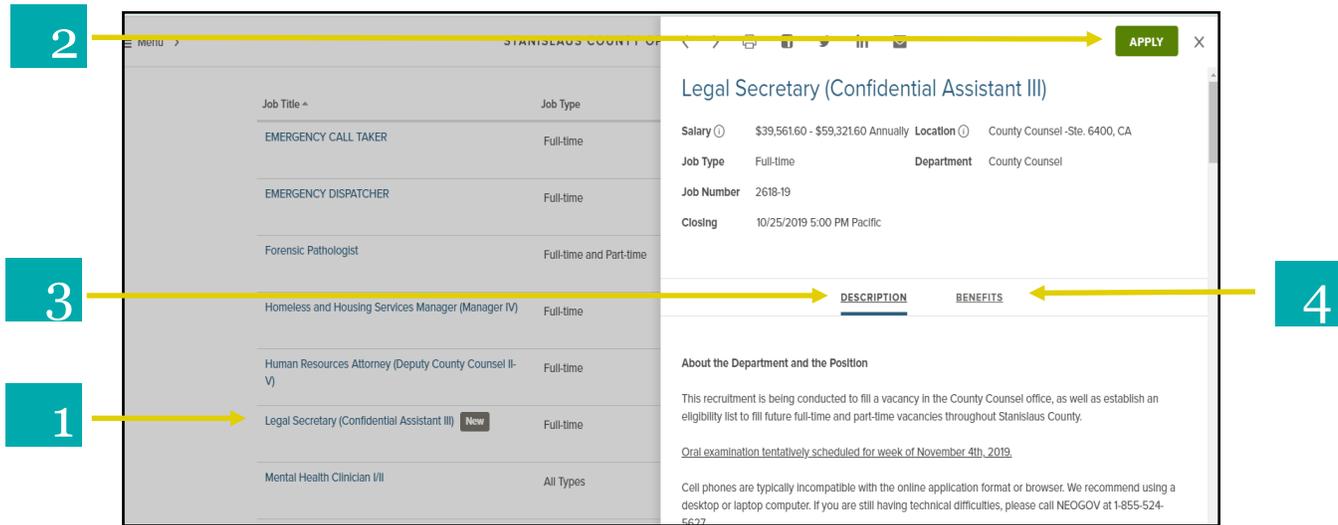
### Multi-Page Search Results

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.

4

# 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.



## 1 Detailed Job Opportunity Information

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 your applicant profile.

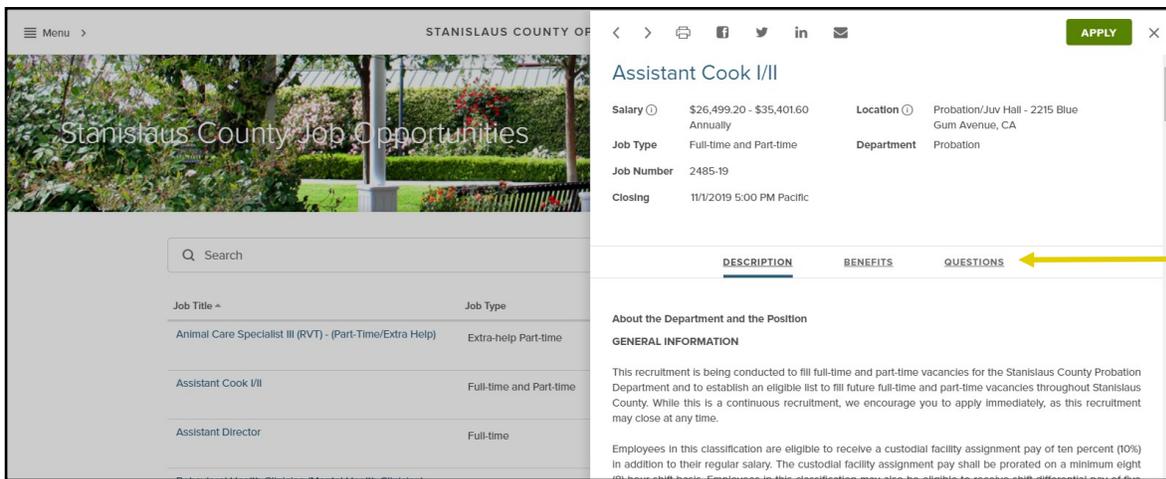
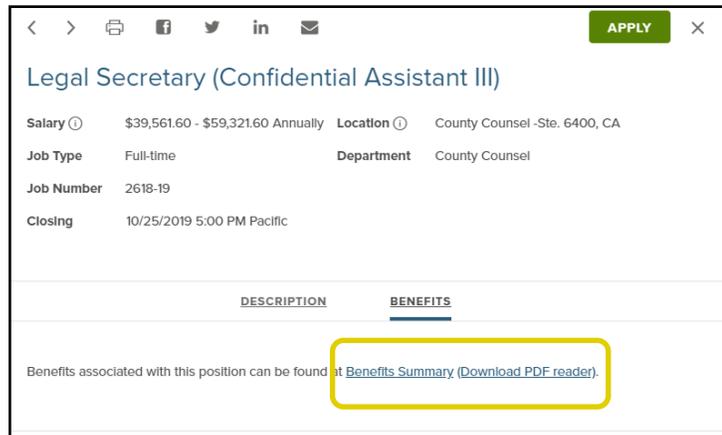
## 3 Job Bulletin Description

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

- ◇ About the Position
- ◇ About the Department
- ◇ Minimum Requirements
- ◇ Desirable Qualifications
- ◇ Examination Information

## 4 County Benefits

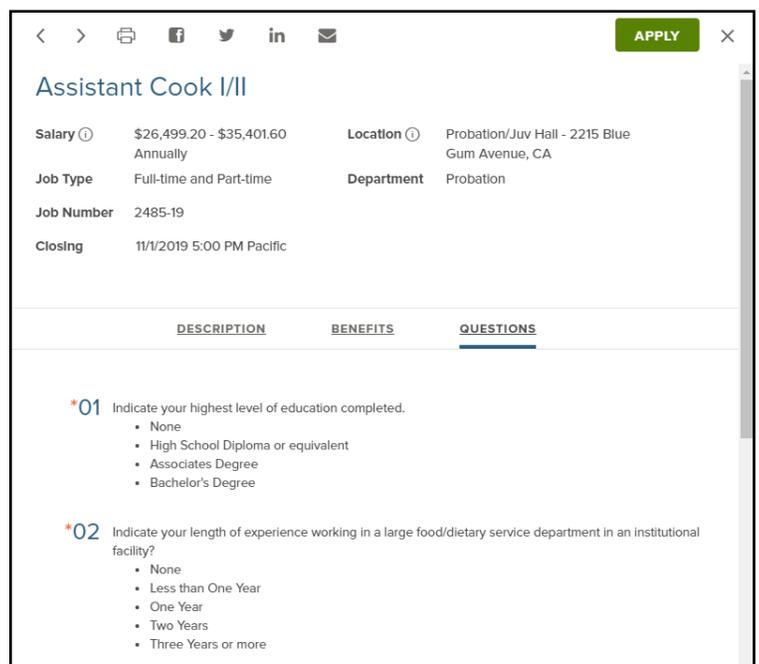
The Benefits tab provides information on all the benefits the County offers. Clicking on the link (see screen shot on the right) will download the Stanislaus County Benefits flyer.



## 5 Job Applicant Questions

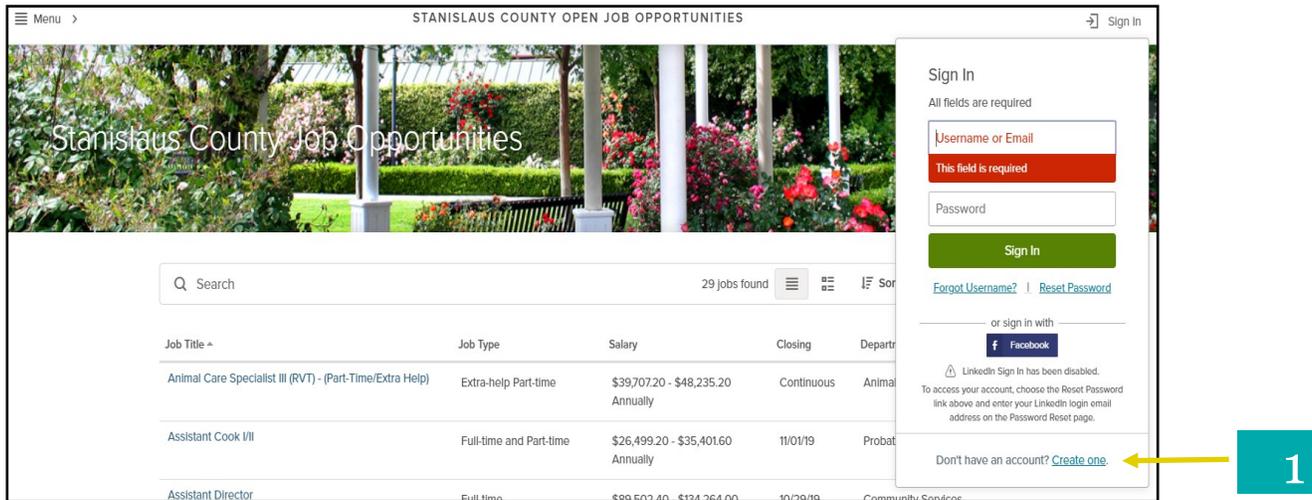
Job bulletins may or may not have a **Questions** tab. If this tab is visible, click on it to view the questions you are required to answer when applying for the job opportunity. The screenshot to the right displays example questions.

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.

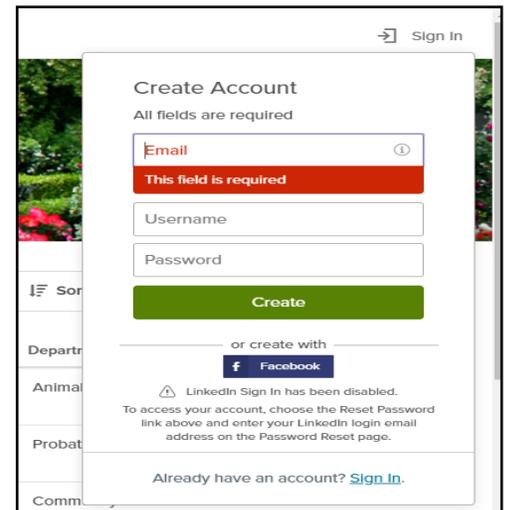


1

## Create Your User Account

- ◇ To create a user account, Click the  Sign In 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 to the right.
- ◇ When you are finished, click on the  icon.

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



The screenshot shows the Stanislaus County Open Job Opportunities website. A sign-in modal window is open in the top right corner, containing the following elements:

- Sign In** header
- All fields are required
- Username or Email** input field with a red error message: "This field is required"
- Password** input field
- Sign In** button
- Links for [Forgot Username?](#) and [Reset Password](#)
- Option to "or sign in with" **Facebook**
- Message: "LinkedIn Sign In has been disabled. To access your account, choose the Reset Password link above and enter your LinkedIn login email address on the Password Reset page."
- Link: [Don't have an account? Create one.](#)

The background shows a search bar with "29 Jobs found" and a table of job listings:

Job Title	Job Type	Salary	Closing	Depart
Animal Care Specialist III (RVT) - (Part-Time/Extra Help)	Extra-help Part-time	\$39,707.20 - \$48,235.20 Annually	Continuous	Animal
Assistant Cook I/II	Full-time and Part-time	\$26,499.20 - \$35,401.60 Annually	11/01/19	Probat
Assistant Director	Full-time	\$69,502.40 - \$124,264.00	10/20/19	Community Services

## 2

## Access Your User Account

- ◇ Click on  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  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.

The screenshot shows the Stanislaus County Open Job Opportunities website after a successful login. The user's name, "Candidate One", is displayed in the top right corner of the page, enclosed in a yellow circle. The background shows the same search bar and job listings as the previous screenshot.

# 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.

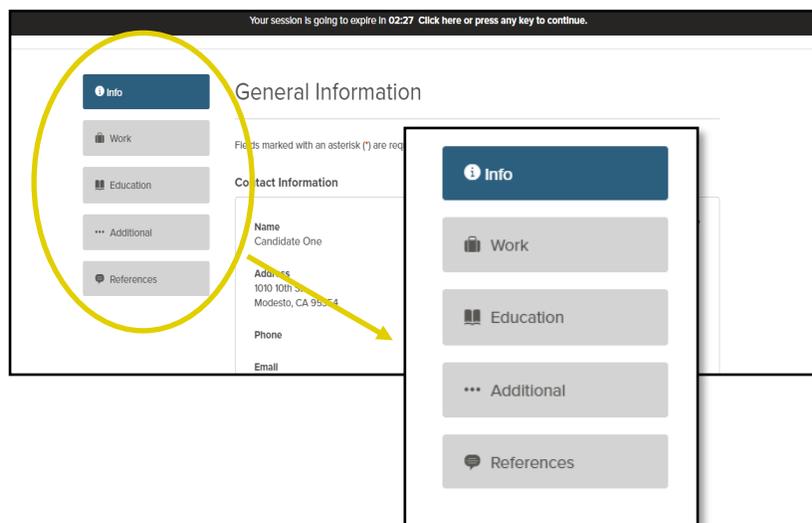


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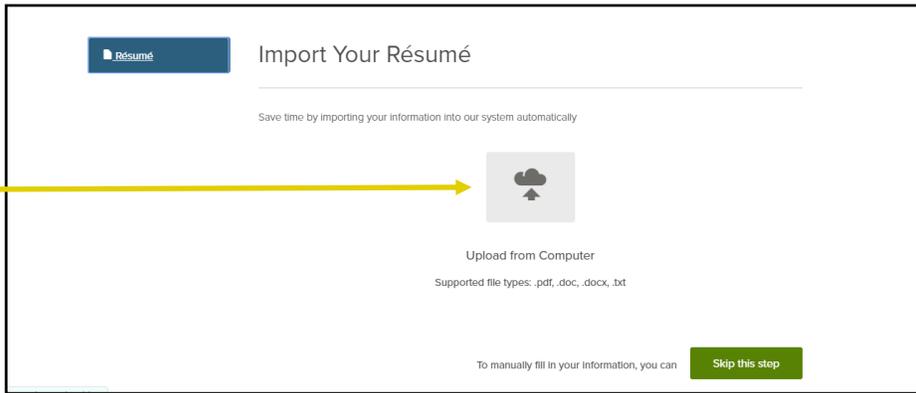
## Building Your Master Profile

- ◇ 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.



2



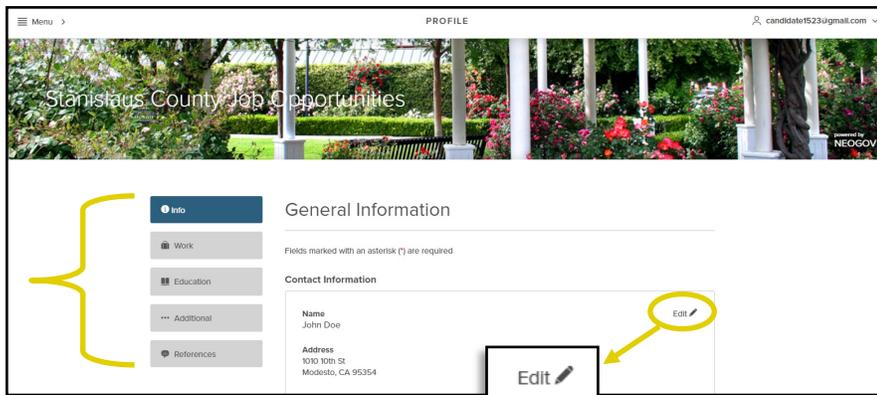
## 2 Import Information From Your Resume

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.

3



## 3 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 **Next** icon to save your 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 **Edit** 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 not 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.

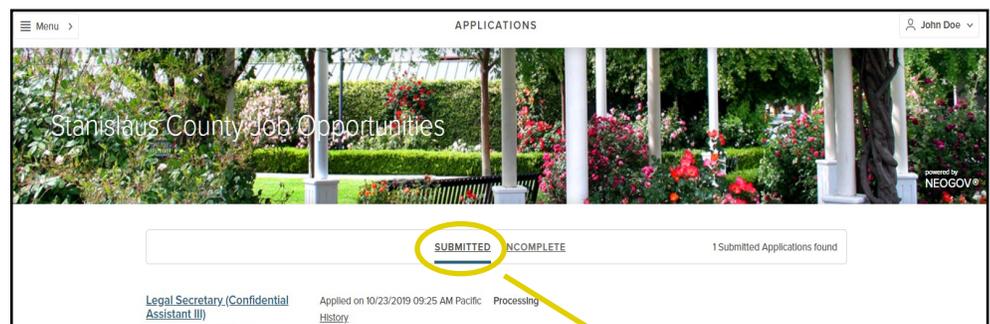


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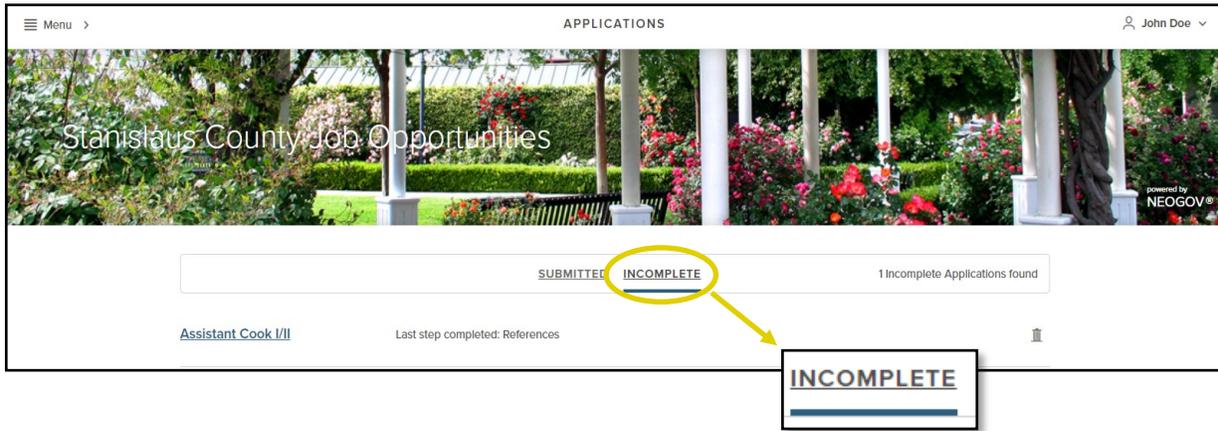
## 1 Locating Your Job Applications

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.



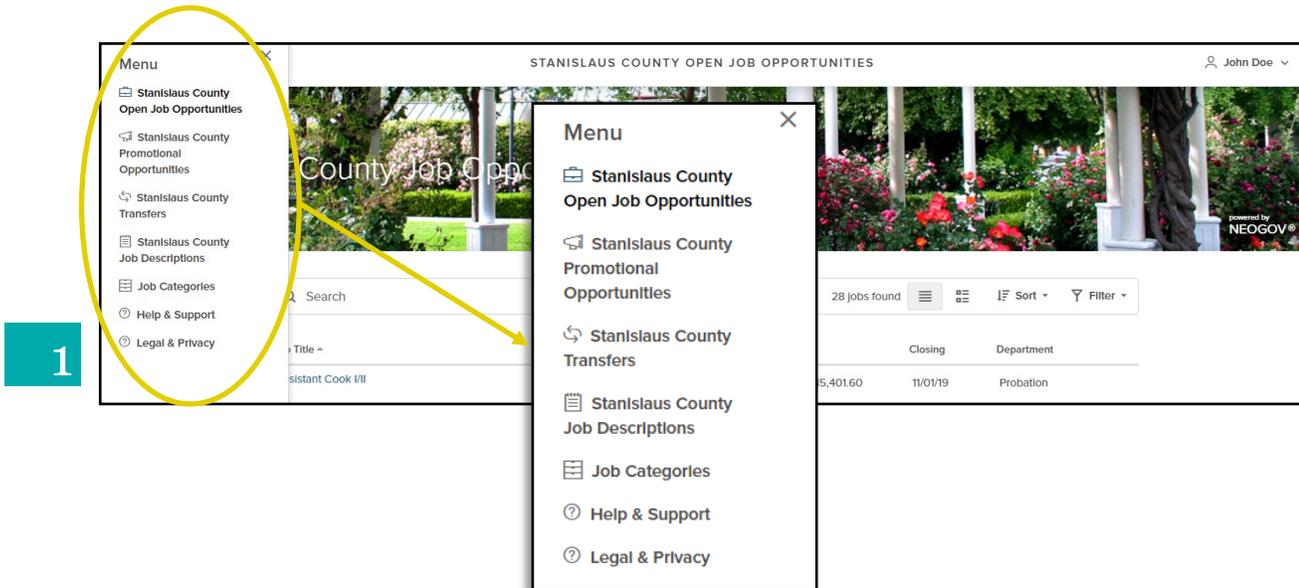
- ◇ If you begin a job application, but you do not submit it; the system will automatically save your incomplete job application. Click on the **Incomplete** tab (seen in screen shot below) to view your saved application.



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.

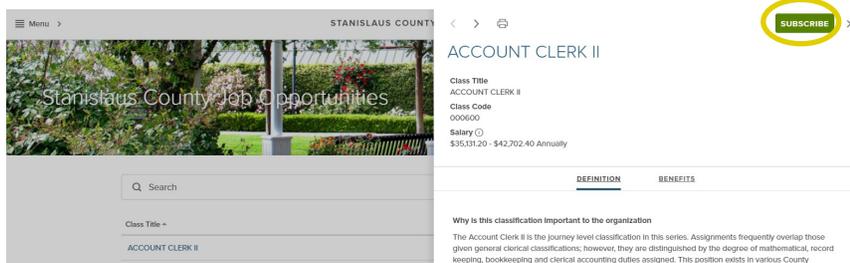


## Additional Website Features

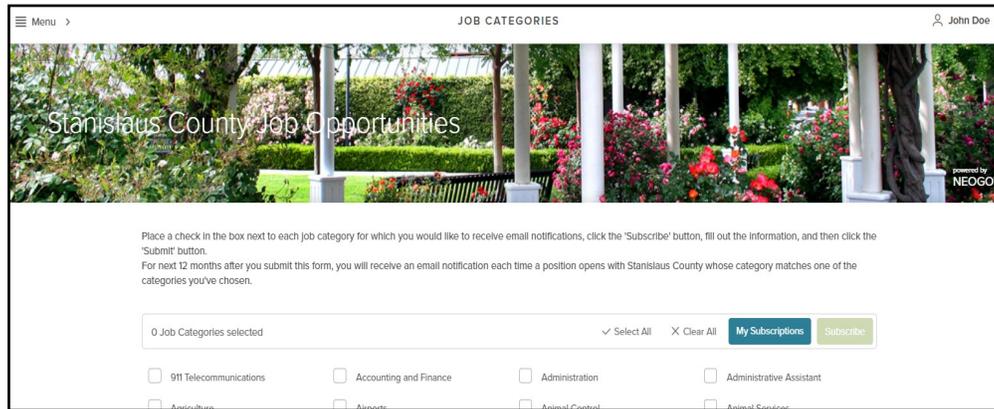
1

We recommend that you review the features under the  icon, located on the top, left-hand corner of the webpage.

- ◇ Clicking on the  icon will activate a window pane that slides in from the left side of the page. Below is a brief description of each selection.
- ◇ **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  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.



- ◇ **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 **My Subscriptions** icon ( see screen shot below for an example). Your subscription will last 12 months and then you will need to re-subscribe.



- ◇ **Help & Support** - this webpage links directly to the [www.governmentjobs.com](http://www.governmentjobs.com) 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.