

Mecklenburg County Online Application Instruction Guide

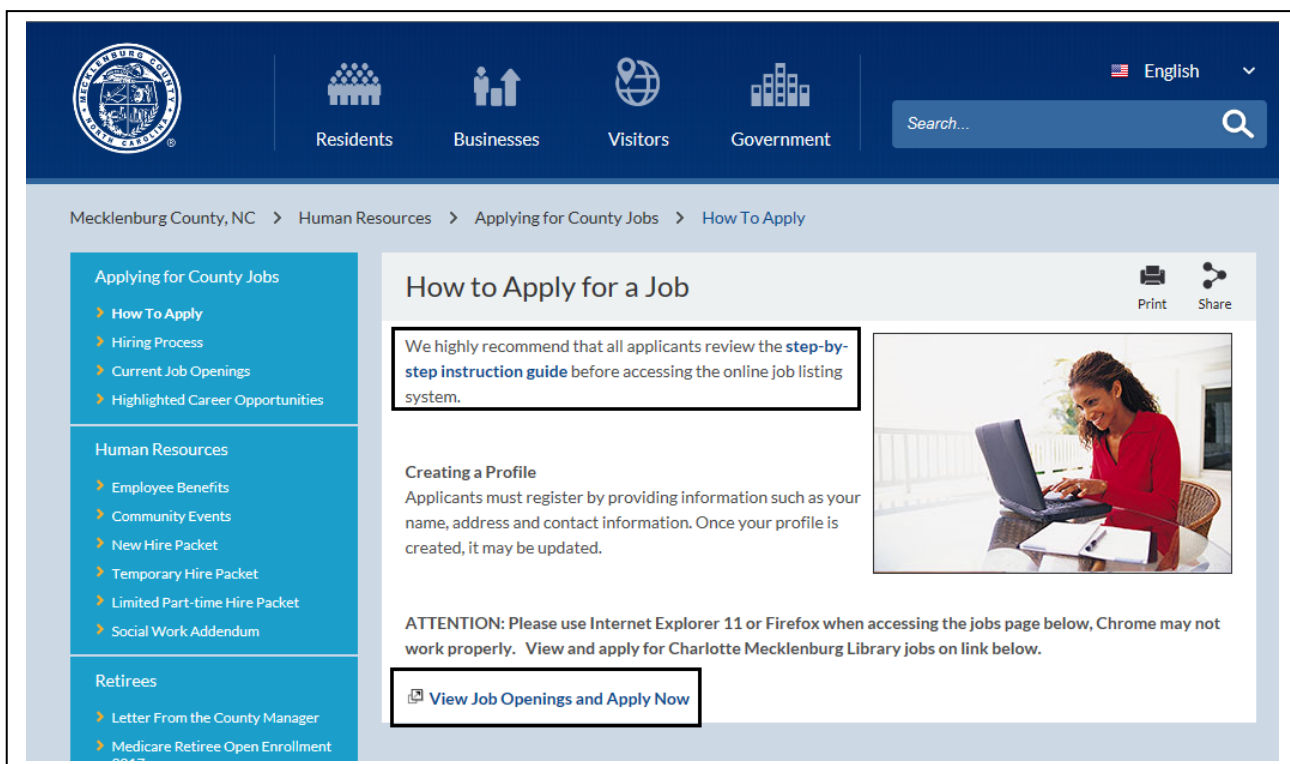
Our web address is <http://www.mecklenburgcountync.gov>

-Under **Residents** and then **How Do I Apply For?**, click **County Employment**

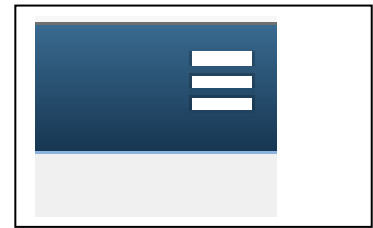
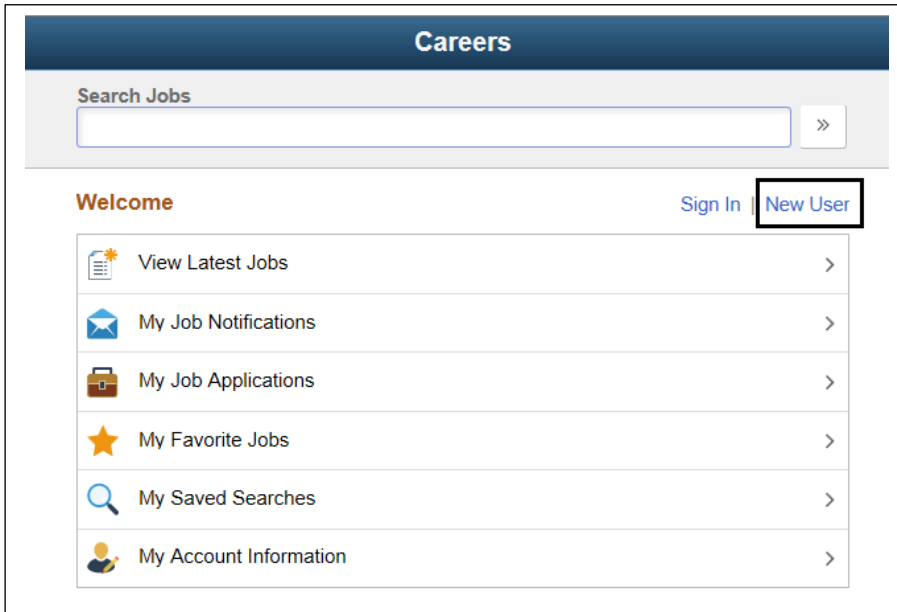


NOTE: Some corporate and institutional network security measures may prevent the online application system from opening or functioning correctly. The online application system is optimized for the Internet Explorer browser. Other browsers such as Mozilla Firefox, Google Chrome or Apple Safari may not function correctly without adjustment of pop-up blocking and cookie handling settings. Wireless internet connections may also not function correctly due to additional network and server security measures. The use of third party security programs such as Norton or McAfee may also affect the functioning of the online application system. Adjustments to pop-up blocking and cookie handling may enable better performance.

-You can review the information on the How to Apply for a Job page using the various links. When you are ready to enter the online application system, select the link **View Job Openings and Apply Now**.



-Click **New User** to register for first time use. Prior registrants use your user name and password to access the system.

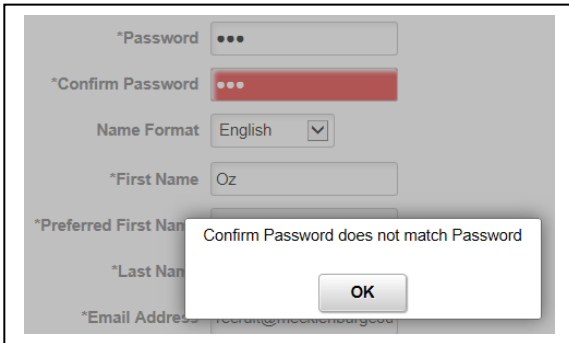


-Input your information in each of the fields according to the designation as indicated in the screenshots farther below.

User Name:

Password: Must meet the specified criteria

Confirm Password: Be careful to enter the same password or you may get an error message



Name Format: Select appropriate language that matches your name

First Name: Your legal first name as written on your Social Security card

Preferred First Name: The first name you wish to be called

Last Name: Your legal last name as written on your Social Security card

Email Address:

Phone:

Secret Question: Please make a selection from the drop-down menu

Answer: Input the answer to the secret question.

Terms and Conditions: Check the box

Register: Click the Register button

New User Registration

Already Registered? [Sign In Now](#)

Account Information

*User Name

Please select a password that:
1. Has a minimum of 8 total characters with at least 1 digit and 1 uppercase character.
2. Does not match your user name.
3. Does not match any of your email addresses.

*Password

*Confirm Password

Name Format

*First Name

*Preferred First Name

*Last Name

*Email Address

Phone

Secret Question for Forgot Password

*Secret Question

*Answer

[View Terms and Conditions](#)

I agree to the Terms and Conditions

*Secret Question

*Answer

What city was your maternal parent born in?
What city were you born in?
What is your favorite food?
Where did you meet your spouse?
Who is your favorite author?

[View Terms and Conditions](#)

*Answer

You will see your Preferred Name after Welcome

Welcome Oz [Sign Out](#)

This is the main page of your applicant profile, called Careers. Clicking on the boxes of each category will open that category. The icon in the upper right corner will help navigate in and out of each category and back to the main page. **NOTE: Avoid using the browser Back button to navigate. Use the menu of the icon.**

NOTE: Before viewing job postings or utilizing other menu selections, please click on **My Account Information** and enter your contact information.

The screenshot shows the 'Careers' page header. Below the header is a search bar labeled 'Search Jobs' with a magnifying glass icon and a right-pointing arrow. Below the search bar, it says 'Welcome Oz' with a 'Sign Out' link. A list of navigation options is shown, each with an icon and a right-pointing arrow:

- View Latest Jobs
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information** (highlighted with a red box)

The screenshot shows a navigation menu with the following items:

- Careers
- Search Jobs
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information
- Sign Out

The screenshot shows the 'My Account Information' page. At the top, it says 'You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.' A green 'Save' button is in the upper right. The page is divided into two sections:

Account Settings

- User Name: [text input]
- Contact Method: [Not Specified] (dropdown)
- Change Password | Change Secret Question (links)

Name

- Name Format: [English] (dropdown)
- Name Prefix: [] (dropdown)
- *First Name: [Oz] (text input)
- *Preferred First Name: [Oz] (text input)
- Middle Name: [] (text input)
- *Last Name: [] (text input)
- Name Suffix: [] (dropdown)

You can make selections for Contact Method, Name Prefix and Name Suffix in the Name section. If you only wish to change one section or multiple sections, always complete your update by clicking the green Save button in the upper right of the window.

Enter your current address in the Address section. To add additional Email addresses or Phone numbers, click the **+** icon. **NOTE:** The initial phone number and email address are designated as Primary. If you wish to designate a different email or phone number as the Primary, you can update the designation when you add the additional information.

Address

Country

Address 1

Address 2

Address 3

City

Postal

State

County

Email (Required)

Email	Type	Primary
test@email.com	Home	Yes

Phone

Phone Number	Extension	Type	Primary
704/987-6543			Yes

Phone Type is a required field. This example is changing the Primary phone number. When complete, click Done.

Add Phone Number

*Phone Number

Extension

*Phone Type

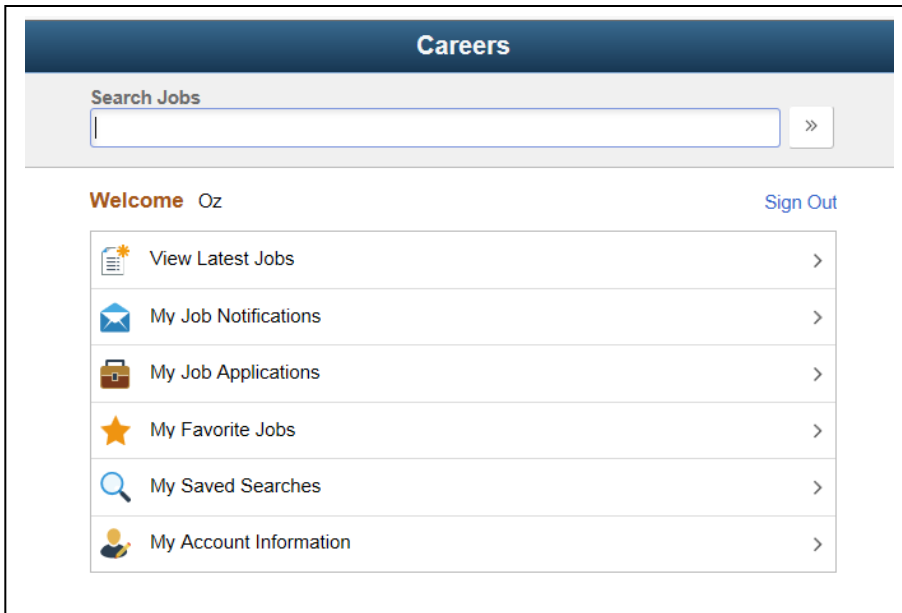
Primary

Phone

Phone Number	Extension	Type	Primary
704/987-6543			No
704/123-4567			Yes

My Account Information

Your account information has been saved.



The sections of Careers are as follows:

View Latest Jobs will be the current job openings posted.

My Job Notifications is important as this is one of the methods of communication between talent acquisition staff and each applicant.

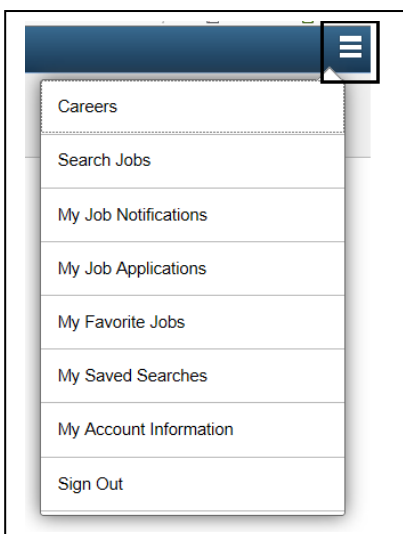
My Job Applications is the history of applications submitted

My Favorite Jobs isn't that useful because if you set aside an opening to look at later and the posting expires, you will not be able to submit an application for the opening.

My Saved Searches sets up search criteria for whatever type job opening you're looking for. This can be useful but only if the chosen key words are utilized within the job opening descriptions. For example, the word "secretary" will probably not yield many results as this word isn't used in any job descriptions. On the other hand, the word "administrative" will yield results for as many posted openings as may contain this word which might be several at any one time.

My Account Information is your contact information.

Following are screen shots of each section with basic functions. As mentioned earlier, navigation should be made by using the side menu bar instead of the browser back button. Careers is the home page.



View Latest Jobs

The Search Jobs field is for keywords. If you wish to save the search to your My Saved Searches, click the Save Search link. The links in the left navigation are shortcuts to different categories of job openings posted. The job listing may have up to thirty or more openings so you will have to scroll down the page to view them all.

Click on the job title area to open the posting where the description is detailed. Click Apply for Job to apply.

The screenshot shows the 'Search Jobs' interface. On the left, there are filter categories: Location (Mecklenburg County (10)), Job Family (Park, Recreation & Fitness (3), Medicine, Counseling Mental He (2), Operations and Real (2), Technology and Public Informat (2), More), Job Posted In (2017 (10)), Full/Part Time Status (Full-Time (6), Part-Time (4)), and Regular/Temporary Position (Regular (7), Temporary (3)). The main search area has a search bar with the text 'job title, location, or keyword', a 'Clear Search' button, and a 'Save Search' button. Below the search bar, it says '10 search result(s)'. Three job listings are visible:

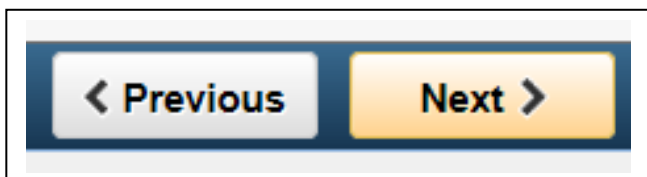
- SR IT Business Sys Analyst**
Job ID 108747
Location Mecklenburg County
Department IT STRATEGY & PLANNING
Posted Date 04/24/2017
- Sr IT QA Analyst**
Job ID 108748
Location Mecklenburg County
Department IT QUALITY SERVICES
Posted Date 04/24/2017
- HR Consultant**
Job ID 108745
Location Mecklenburg County
Department Human Resources Management
Posted Date 04/21/2017

The screenshot shows the 'Job Description' page for a 'Lifeguard' position. At the top left, there is a 'Previous Job' button. The job title 'Lifeguard' is centered at the top. On the right side, there is a green 'Apply for Job' button. The job details are as follows:

Job ID 12184	Hiring Range 11.098
Location Mecklenburg County	14.566
Department PRK5573	Status Temporary
Aquatic Pools	FLSA Status Non-exempt
	Please apply by 05/01/2017

Below the job details, there are two links: 'Add to Favorite Jobs' and 'Email this Job'. The 'Responsibilities/Qualification' section states: 'This position is responsible for ensuring a safe swimming environment for the general public. Specific duties include providing basic first aid, delivering customer service and overseeing swimming activities. An 8th Grade Education is required. Licensing Requirements: Lifeguard certification, CPR certification, First Aid certification.'

The buttons Next and Previous are used to navigate through the various sections of the online application. **DO NOT** use the browser back button.



Read the message displayed, click the Terms and Conditions agreement near the bottom of the page then click Next.

Apply for Job Next >

Lifeguard

1 Start In Progress	Step 1 of 5: Start We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.
2 Resume Not Started	This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.
3 Education and Work Experience Not Started	Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.
4 Diversity Not Started	
5 Review and Submit Not Started	

[View Terms and Conditions](#)

I agree to the Terms and Conditions


Upload your resume. You can also upload a cover letter in this step. Click Next.

Lifeguard

1 Start Complete	Step 2 of 5: Resume
2 Resume In Progress	Resume Attachment You have not provided a resume. <input type="button" value="Attach Resume"/>
3 Education and Work Experience Not Started	Cover Letter Attachment You have not provided a cover letter. <input type="button" value="Attach Cover Letter"/>
4 Diversity Not Started	
5 Review and Submit Not Started	

File Attachment

Choose From



My Device

c

my Device

THIS IS A TEST res.pdf
File Size: 3KB

Done

Step 2 of 5: Resume

Resume Attachment

*Resume Title

Language

Attached File [THIS_IS_A_TEST_res.pdf](#)
[Change Resume](#)

Cover Letter Attachment

*Cover Letter Title

Attached File [THIS_IS_A_TEST_cover_letter.pdf](#)
[Change Cover Letter](#)

There are several required fields. You must list at least one Work Experience and you must complete the Questionnaire.

Apply for Job

Lifeguard

1 Start
Complete

2 Resume
Complete

3 Education and Work Experience
In Progress

4 Diversity
Not Started

5 Review and Submit
Not Started

Step 3 of 5: Education and Work Experience

Please refer to the job description for the types of documents we require.

Attachments

You have not added any attachments.

Education History

Highest Education Level

Work Experience (Required)

You must enter information in this section.

Degrees

You have not added any degrees.

Language Skills

You have not added any language skills.

Lifeguard

- 1 **Start**
Complete
- 2 **Resume**
Complete
- 3 **Education and Work Experience**
In Progress
- 4 **Diversity**
Not Started
- 5 **Review and Submit**
Not Started

Licenses and Certifications

You have not added any licenses and certifications.

Add Licenses and Certifications

References

You have not added any references.

Add Reference

Questionnaire (Required)

1. May the hiring authority conduct a background check?
 NO
 YES
2. Have you been denied employment due to a positive drug test result within the last twelve months?
 NO

Work Experience has several required fields including Reason for Leaving. Click Done when completed.

Cancel

Add Work Experience

Done

*Start Date

End Date

*Employer

*Ending Job Title

Supervisor

Supervisor Email

Supervisor Phone

OK to contact? Yes

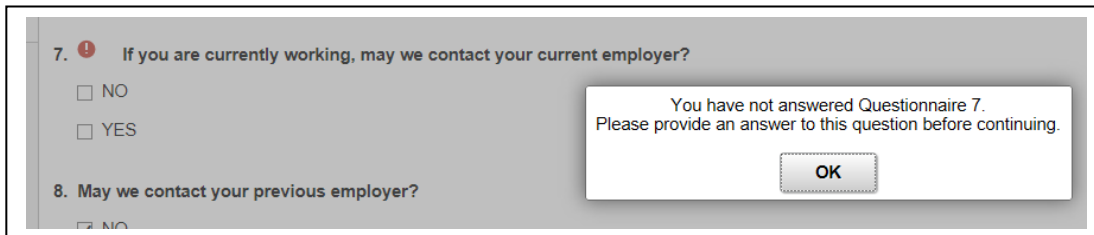
Reason for Leaving


Description

Job description

Country

If you miss one of the Questionnaire questions, a notice will pop up. Click Next.



7.  If you are currently working, may we contact your current employer?

NO
 YES

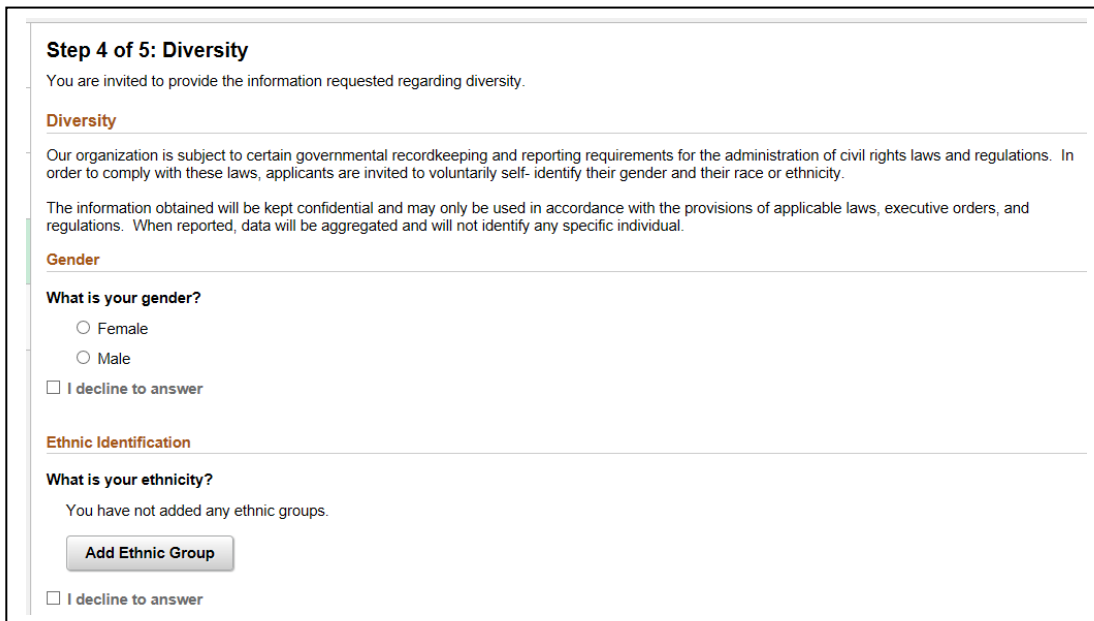
8. May we contact your previous employer?

NO

You have not answered Questionnaire 7.
Please provide an answer to this question before continuing.

OK

Diversity information is voluntary. Click Next.



Step 4 of 5: Diversity

You are invited to provide the information requested regarding diversity.

Diversity

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self- identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender

What is your gender?

Female
 Male
 I decline to answer

Ethnic Identification

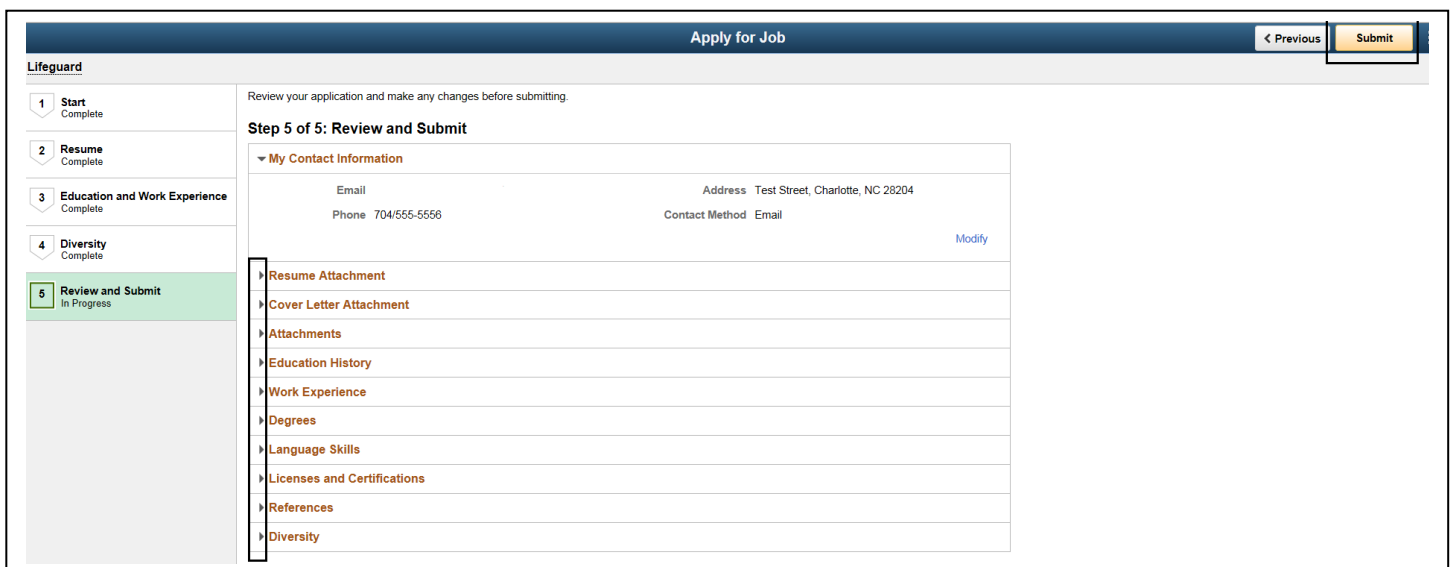
What is your ethnicity?

You have not added any ethnic groups.

[Add Ethnic Group](#)

I decline to answer

You may review each section or click the Submit button to submit the application.



Apply for Job < Previous Submit

Lifeguard

- 1 Start Complete
- 2 Resume Complete
- 3 Education and Work Experience Complete
- 4 Diversity Complete
- 5 Review and Submit In Progress

Review your application and make any changes before submitting.

Step 5 of 5: Review and Submit

- My Contact Information
 - Email
 - Address Test Street, Charlotte, NC 28204
 - Phone 704/555-5556
 - Contact Method Email
 - [Modify](#)
- Resume Attachment
- Cover Letter Attachment
- Attachments
- Education History
- Work Experience
- Degrees
- Language Skills
- Licenses and Certifications
- References
- Diversity

Click the Careers link to return to the main page.

Application Confirmation

You have successfully submitted your job application

Jobs Applied For

Job Title	Lifeguard	Posting Date	04/03/2017
Job ID	12184	Application Date	04/27/2017
Location	Mecklenburg County		

[Home](#) [Careers](#)

[View Submitted Application](#)

The count beside My Job Applications will reflect the number of applications submitted.

Careers

Search Jobs

Welcome Oz [Sign Out](#)

- View Latest Jobs >
- My Job Notifications >
- My Job Applications 1 >
- My Favorite Jobs 1 >
- My Saved Searches 1 >
- My Account Information >

My Job Applications 1 >