

# Online Application Tutorial

This tutorial will help you to better understand the online application process. It will take approximately 15 minutes to review the entire tutorial.

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# Covered Topics

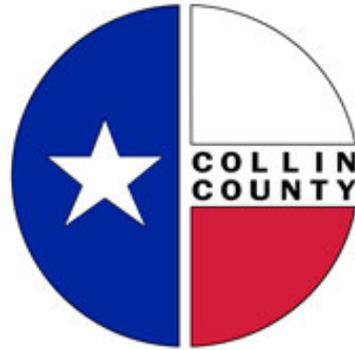


The following are topics covered in this tutorial.

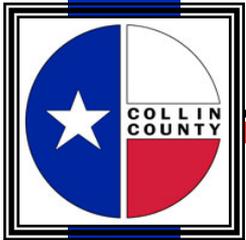
To skip directly to a particular section, simply click on that section title.

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# GETTING STARTED



# Preparing to Fill out the Application

It is helpful to have the following resources prepared before you begin your application:

- Employment information
  - dates worked
  - beginning and ending salaries
  - your supervisors' names and contact information
  - addresses of your former employers
- Education History
- References
  - Names
  - Phone numbers
  - Addresses
- Resume and/or cover letter
  - Resumes and cover letters are not required
  - If you choose to submit a resume, it is **not** considered a substitute for completing the employment and education history section of the application

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# Do's and Don'ts



- **Do not** use your internet browser's “**Back**,” “**Forward**,” or “**Refresh**” buttons while working on your application; this may cause unexpected errors such as losing information or being involuntarily logged out of the system
- **Do** clear out your computer's temporary internet files before starting your application; this will help the application system display properly
  1. Select “Tools” on your browser toolbar
  2. Select “Internet Options”
  3. Click the “Delete Cookies” and “Delete Files” buttons
  4. Click the “OK” button at the bottom of the Internet Options box
  5. Close and then re-open your internet browser

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# Do's and Don'ts



- **Do** make sure that your information is entered in the correct format
  - Dates must be entered as follows: 01/01/2008
  - Salary fields can only include numbers; no text or symbols
- **Do** utilize the “**Save**” button often! This is the only way that information will be saved to the application
  - For security purposes, the system will automatically log you out if the program is inactive for more than 10 minutes, so please remember to save your work if you need to step away from the computer

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# Entering the Careers Page

- **New Users:** you must register by creating a user name and password
- **Returning Users:** you will be able to use your existing user name and password to sign into your account
- If you have forgotten your login information, you can select the “Login Help” link to have your information emailed to you
  - You will not be able to receive user name or password help unless you have included an email address in your profile

**Careers**

Enter your user name and password to login. If you have not yet registered [click here to Register.](#)

Basic Job Search	Login
Keywords: <input type="text"/>	User Name: <input type="text"/>
Posted: Last Month <input type="button" value="v"/>	Password: <input type="password"/>
<input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a>	<input type="button" value="Login"/> <a href="#">Login Help</a> <a href="#">Register Now</a>

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# New Users

1. Click on the “Click here to register” link on the login page
2. Create a user name and password that you will be able to remember
  - The user name and password **are** case-sensitive
3. Click the “Register” button
  - After clicking the “Register” button, you will be logged into your Careers Homepage

The image shows two screenshots of a web application's registration process. The left screenshot shows a login page with a 'click here to Register' link circled in red, with a callout box labeled '1.' pointing to it. Below the link is a login form with fields for 'User Name' and 'Password', and buttons for 'Login', 'Login Help', and 'Register Now'. The right screenshot shows the 'Register' page with the heading 'Enter your new user name and password.' and a form titled 'Enter Registration Information' with fields for 'User Name', 'Password', and 'Confirm Password'. The 'Register' button is circled in red, with a callout box labeled '3.' pointing to it. The form fields are also circled in red, with a callout box labeled '2.' pointing to them. A 'Return to Previous Page' link is visible below the form.

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# Create Your Profile

- The first thing you need to do is create your profile by clicking the “My Profile” link
- Select a preferred contact method and fill out all relevant information that managers might use to contact you
- You are strongly encouraged to include an email address, as this is the only way we can provide you with account user name and password help
- Click “Save” at the bottom of the screen to return to the Careers Home page

The screenshot shows the 'Careers Home' page with a 'Welcome' message. A callout box with the text 'Click here to create your profile' points to the 'My Profile' link in the 'My Career Tools' section. The 'My Career Tools' section also includes links for 'Applications', 'Cover Letters and Attachments', and 'Saved Resumes'. The 'Basic Job Search' section contains a 'Keywords' input field, a 'Posted' dropdown menu set to 'Last Month', and a 'Search' button. Below the search button are links for 'Advanced Search' and 'Search Tips'.

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# Browse Job Openings



- You can find the positions for which you would like to apply from the Careers Home page
- You can use the basic job search to find a specific job title, or find jobs posted within a certain time frame
- To view the job description, requirements, and salary information, simply click on the title of the position in which you are interested

Latest Job Postings

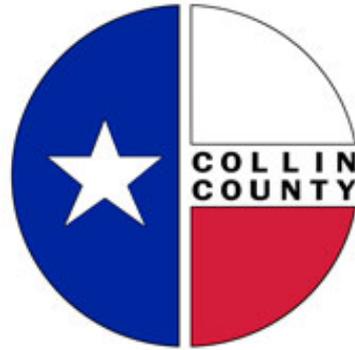
	Date	Job Title	Job ID	Location
<input type="checkbox"/>	05/06/2008	<a href="#">Public Works Representative</a>	10062	McKinney
<input type="checkbox"/>		<a href="#">Legal Secretary I</a>	10061	McKinney
<input type="checkbox"/>	04/29/2008	<a href="#">Deputy Constable</a>	10059	McKinney
<input type="checkbox"/>	04/28/2008	<a href="#">Accountant II - Grant Accountant</a>	10056	McKinney
<input type="checkbox"/>	04/28/2008	<a href="#">Truck Driver</a>	10058	McKinney

Click any job title to view the description & requirements

Click here to browse through job titles

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# NAVIGATING THROUGH THE APPLICATION PROCESS



# Opening a Job Application

- If you wish to apply for a position, select the button next to the job title and click “Apply Now,” or you can select “Apply Now” from the job description screen

<input type="checkbox"/>	04/29/2008	<a href="#">Deputy Constable</a>	10059	McKinney
<input checked="" type="checkbox"/>	04/28/2008	<a href="#">Accountant II - Grant Accountant</a>	10056	McKinney
<input type="checkbox"/>	04/28/2008	<a href="#">Truck Driver</a>	10058	McKinney

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#)

Click here to apply

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# Attaching a Resume



- Resumes are not required
- Inclusion of a resume is not considered a substitute for completing the application
  1. Select the option which is suitable for you
    - If you choose to upload a resume, you will need to select the file that you wish to include
  2. Click “Continue” to proceed to the application
- If your resume is submitted as an attachment, you will not be able to view it after it is attached

Apply Now

**Choose Resume**

Resume Options

How would you like to proceed?

Apply without using a resume

Upload a new resume

Copy and paste resume text

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# The Application



- The first thing you see after selecting a resume option is the title for the position for which you want to apply
- You will also see the title of the resume you have attached
  - If you did not attach a resume, and wish to do so at this time, you can click “Use a Different Resume” and add one

A screenshot of a web application interface titled "Complete Application". At the top left, there is a link "Apply Now". Below the title, the text "You are applying for:" is followed by two job titles: "Human Resources Assistant" and "Human Resources Coordinator". Each title has a "Remove" link to its right. The "Human Resources Assistant" title is circled in red. Below this section, a message states "You have not added any resume to your application." with a link "Use a Different Resume". Further down, the user's name "Jane Doe" and address "123 Oak Trail, Allen, TX 75002" are displayed, with an "Edit Profile" link. At the bottom of the form, there are four buttons: "Save", "Submit", "Close Application", and "Careers Home". A navigation bar at the very bottom contains links for "Preferences", "Education and Work Experience", "Referral Information", and "Application Questionnaire".

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# Application

- Just below your profile information, you will see three buttons: “Save,” “Submit,” and “Close Application”
  - **Please remember to click “Save” often while completing the application; this is the only way to save your information**
  - If you want to complete the application at a later time, click “Save,” then “Close Application”
  - Do not click “Submit” until you are certain you have completed the entire application

You are applying for:

[Human Resources Assistant](#) [Remove](#)

[Human Resources Coordinator](#) [Remove](#)

---

You have not added any resume to your application. [Use a Different Resume](#)

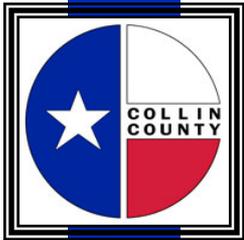
Jane Doe  
123 Oak Trail  
Allen, TX 75002  
[Edit Profile](#)

[Save](#) [Submit](#) [Close Application](#) [Careers Home](#)

Preferences [Education and Work Experience](#) [Referral Information](#) [Application Questionnaire](#)

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# Navigating the Application

- There are four sections of the application which **must** be completed
  - Preferences
  - Education and Work Experience
  - Referrals
  - Questionnaire
- Please note that you must manually click on each of the blue hyperlinks with these labels to complete the information required
- The information as displayed below will appear at the top of each section of the application - you will need to scroll down to start entering information into the required fields

Jane Doe  
123 Oak Trail  
Allen, TX 75002  
[Edit Profile](#)

Save Submit Close Application [Careers Home](#)

[Preferences](#) [Education and Work Experience](#) [Referral Information](#) [Application Questionnaire](#)

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These are the links you click to navigate to different areas of the application



# Preferences

- This section of the application covers a variety of information including
  - Desired start date
    - This is the first date you would be available to begin work
  - Minimum salary requirement
    - This is the minimum salary amount that you would accept if you were offered a position
  - Desired hours per week
  - Employment eligibility
  - Veteran Information
    - If you are not a veteran, you may leave these fields as is – there is no need to modify them in any way
  - Social Security number
    - This is a required field, you must fill it out with a valid number
  - Driver's License information
- After you have completed the Preferences section, click “Save,” then move on to the “Education and Work Experience” section

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# Work Experience

- **You *must* include your previous work experience in your application, even if you attach a resume**
- If you do not have any work experience, then it is not necessary to add any information to this section
  1. Click “Add work experience”
  2. Fill out every field possible
  3. After you complete all the information, click “Save and Return”
    - This temporarily saves your work information and returns you to the main “Education and Work Experience” screen
  4. Click “Save” on the main application screen
  5. If you wish to add further employment history, repeat steps 1 – 4 until you are finished

**NOTE:** You may have up to two entries without ending dates; these are intended for jobs at which you are currently employed

4. Save Submit Close Application Career

Preferences Education and Work Experience Referral Information App

Work Experience

You have not added any employment information to your new application.

1. + Add Work Experience

3. Save & Return Save & Add More Cancel Return to Previous Page

Enter employment details starting with your most current job. (Be s

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# Education History

## Primary/Secondary



- You must select the appropriate entry for the “Highest Education Level” field
  1. If you have a High School Diploma or GED, then you need to enter your school information by clicking on the “Add Primary and Secondary Education History” link
  2. Complete all fields possible
    - For “School Name,” use the “Other” field to type in the name of the school at which you received your high school education
  3. Click “Save and Return”
  4. Click “Save” on the main Education and Work Experience page

The screenshot shows a web form titled "Education History". At the top, there is a dropdown menu for "Highest Education Level" with "A-Not Indicated" selected. A red oval highlights this dropdown, and a callout box to its right says "Select the highest education level which you have achieved". Below this is a section titled "Primary/Secondary" with the text "You have not added any primary or secondary education information to your application." At the bottom of this section, there is a blue link "+ Add Primary and Secondary Education History" which is also circled in red. A red box with the number "1." and an arrow points to this link.

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# Education History

## Post-Secondary



1. For college or trade school information (even if you did not receive a degree), click the “Add Post- Secondary Education History” link
2. Complete all fields possible
  - If the school you attended or your declared major are not included in the lists, enter them in the fields labeled “Other”
3. Click “Save and Return”
4. Click “Save” on the main “Education and Work Experience” page.

Save & Return   Save & Add More   Cancel   [Return to Previous Page](#)

**Enter Post-Secondary Education Details**

Country:

State:

\*School:     Other:

\*Major:    Other:

\*Degree:

Average Grade:

Graduated

Date Issued:

Educator:

Please enter as much information as possible

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# Referral Information



- This section of the application has three portions
  - Address History
    - It is not necessary to include an address history. Please do make sure that you have included your current address in your profile
  - References
    - You may enter personal acquaintances and business associates that will be able to provide a reference for you based on character and/or work habits
  - Referral Information
    - This information is used to evaluate where applicants are learning about job openings with Collin County
- Once you have completed the “Referral Information” section, click on “Application Questionnaire” to proceed to the fourth and final section of the application

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# Application Questionnaire

- The entire questionnaire must be complete in order for your application to be considered valid
- Please answer all questions using the “Yes” or “No” selection and make any necessary comments in the comments box below each answer
- When you have completed the questionnaire, click the “Save” button
- You may want to go back over your application to ensure that you have filled out all the required fields
- Once you are sure that all relevant information has been included, click the “Submit” button



Click the Submit button **only** when you are certain you are finished entering information

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# Submitting the Application

- Once you click “Submit,” you will be asked to answer two questions as part of an EEO survey
  - This is optional; if you do not wish to participate in the survey, simply select the option to decline
  - Answers to these questions are not linked to your application in any way, and are NOT viewable by the hiring manager

**Submit Online Application**

**Self Identification Details**

Qualified applicants are considered for and treated during employment without regard to race, color, religion, national origin, citizenship, age, marital status, ancestry, physical or mental disability, medical condition, veteran status or sexual orientation. Solely to help us comply with federal and state Equal Employment Opportunity record keeping, and other legal requirements, we invite you to complete the following information. Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be considered in making any employment decisions.

\*Gender:

Ethnic Group:

Decline to provide my self identification details.

Use this checkbox if you do not wish to participate in the survey

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# Submitting the Application

- Please read through the terms of the application
- You may select “I agree to these terms,” or “I do not agree to these terms”
  - If you select “I do not agree to these terms,” you will not be able to submit the application
- After you have made your selection, click the “Submit” button
- Please note that once you submit an application, you cannot change it in any way - this is why it is so important to verify that all your information is correct before submitting

I agree to these terms    I do not agree to these terms

**Submit**   Cancel   [Return to Previous Page](#)

Once you click this button, you application will be submitted

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# Confirm the Status of the Application

- Once you have submitted the application, you will be redirected to your list of applications
  - If it has submitted successfully, your application(s) will be in an “Applied” status
  - If it is in a “Not Applied” status, then it has not been properly submitted
    - Click on a job title to re-open the application, review your information and try submitting again
- If you included an email address in your profile as recommended, you will also receive an automatically generated email which confirms the successful submission of an application

**My Applications**

✓ You have successfully submitted your job application.

**My Applications**

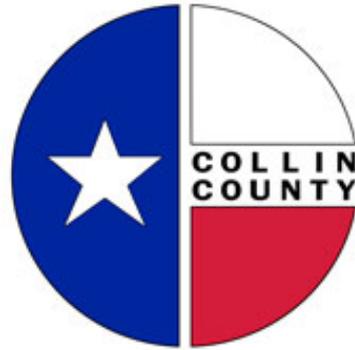
Display applications from:  Refresh

◀ First ◀ Previous | Next ▶ Last ▶▶

Application	Status	Application Date
<a href="#">Human Resources Assistant</a>	Applied	05/12/2008 4:28PM
<a href="#">Human Resources Coordinator</a>	Applied	05/12/2008 4:28PM

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# OTHER FEATURES AND HELPFUL HINTS



# Cover Letters and Attachments

- You may add documents to support your application through the “My Career Tools” link in the site navigation bar
  1. Scroll down to the “Cover Letters and Attachments” heading and select “Add Attachment”
  2. Select the appropriate “Attachment Type” and make a note of the purpose of that attachment
  3. Click “Add Attachment,” then “Browse” to select the file, then click “Upload”
  4. The title of your file will appear in the place of “Add Attachment”
  5. Click “Save & Add More” if you wish to add more attachments, or “Save & Return” if you are finished

1. [+ Add Attachment](#)

2. Attachment Type:  Attachment Purpose:  [Add Attachment](#)

3. Attachment Type:  Attachment Purpose:  [Add Attachment](#)

4. Attachment Type:  Attachment Purpose:  [Jane Doe Cover Letter.do](#)

5.





# When will I hear back?

- Applications are linked directly to hiring managers based on the position for which you have applied
  - The hiring manager is able to view your application almost immediately after submission
  - Many applicants ask for the name of the hiring managers, but we are unable to provide this information
- Due to the volume of applications submitted, hiring managers are unable to contact most applicants
  - Generally speaking, only those applicants who qualify for further testing or an interview will be contacted
  - We are generally unable to provide much insight regarding the progress made in the selection process

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# Monitoring Your Application Status

- **There are no closing dates for the positions posted**
  - We close positions only once a person has been chosen to fill that position, or if for some reason the hiring manager chooses not to fill the position
  - If a position you had applied for is no longer posted, it has most likely been filled
- 1. **If you want to know the status of your application, simply sign in with your user name and password, and click on “My Career Tools” in the site navigation bar**
- 2. **Next to each job title for which you have applied, the status of that application is listed**
  - **“Applied”** status means that the job is still open and your application is still part of the pool of applicants
  - **“Declined”** status means that either the job has been filled, or your application has been removed from the pool of applicants under consideration
  - **“Not Applied”** status means that your application has not been properly submitted



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# Typing Tests

- Are you applying for a clerical position?
  - If so, it is likely that you need to take a typing test
  - Typing requirements are listed in the job description
- Typing tests are administered from 8:30am to 4:30pm, Monday through Friday at:
  - Human Resources
  - 2300 Bloomdale Rd., Suite 4117
  - McKinney, TX 75071
- You *must* provide a photo I.D. in order to take the typing test
- No appointment necessary

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# Still Having Trouble?

- If after reviewing this tutorial, you are still experiencing problems with the application process, please call the Human Resources office for assistance at

972-548-4606

or email us at

[humanresources@collincountytexas.gov](mailto:humanresources@collincountytexas.gov)

- Thank you for your interest in employment with Collin County!

**COLLIN COUNTY IS AN EQUAL OPPORTUNITY  
EMPLOYER**

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