PeopleSoft 9.2 – Online Application Guide
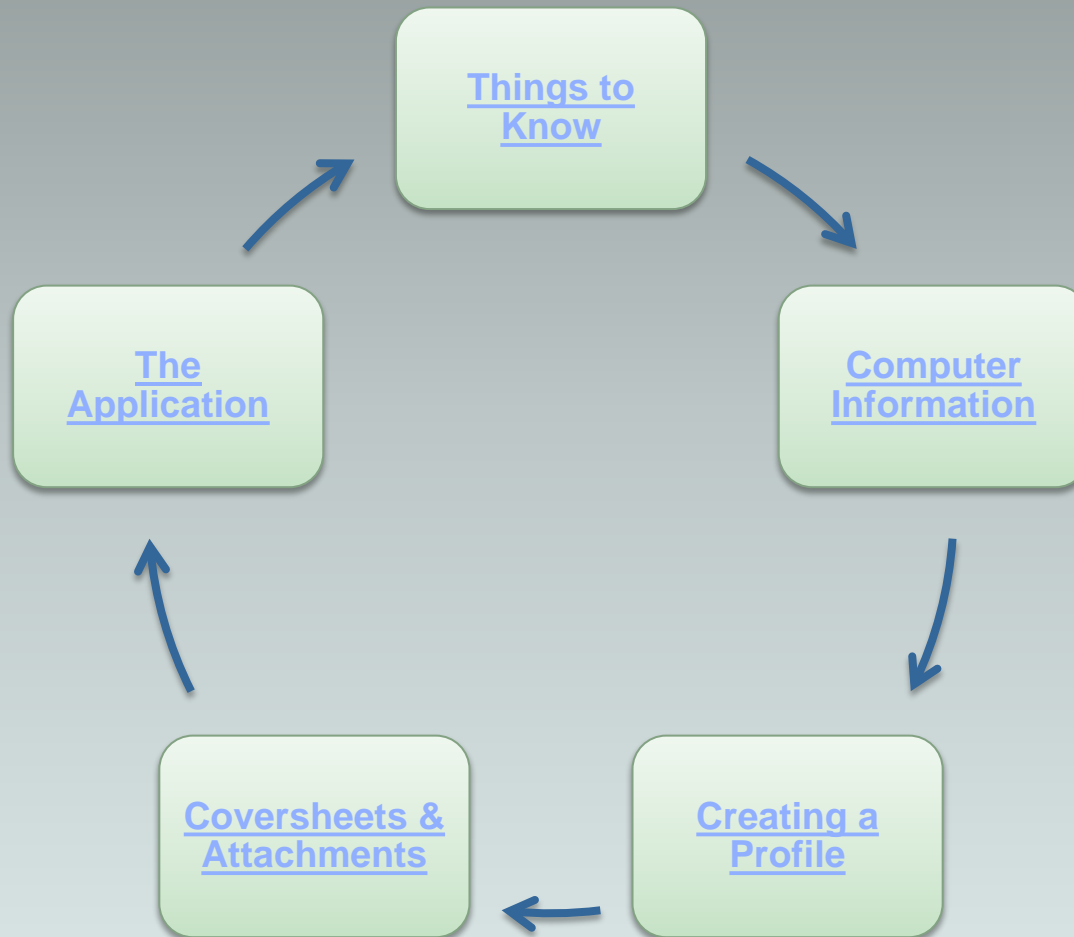
Collin County Human Resources

Online Application Guide
Select a section by clicking on the link.

Things to Know

Computer Information

The Application

Creating a Profile

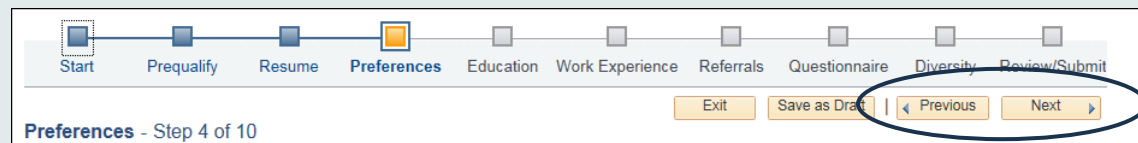**Coversheets & Attachments**

Things to Know

Collin County only accepts online applications. If you do not have a computer, we have computers in the Human Resource lab for your use that are available from 8:30 – 4:30, Monday through Friday. For more information, call 972-548-4606. We also recommend using the computer lab at your local library. Our application is compatible with the browsers and versions below. Any other browser or version may cause unpredictable errors.

- • Microsoft Internet Explorer v 11 (Recommended)
- • Microsoft Edge v25.10586, v39.14986
- • Safari v8, v9
- • Firefox v38, v42, v52, v53
- • Chrome v43, v58

If you are having issues with your computer, we suggest clearing your cache (directions on page 4) and using one of the above browsers. We can assist you with application questions, however, we do not offer technical assistance on personal computers. If this still does not solve the problem, we recommend using our computer labs or a local library computer.

All applicants will be required to provide an email as part of the recruiting notification process. If you have already registered as an applicant, you will be prompted to add an email if you did not have one previously. If you do not have an email, you can obtain a free email account at yahoo.com, hotmail.com, aol.com, gmail.com, or any other internet provider of your choice.

While going through the application, do not use the "Back", "Forward", and "Refresh" buttons in your browser; this may cause unexpected errors or loss of information. You will only want to move within the application by using the "Next" and "Previous" buttons seen below. These buttons are saving your data and moving the information along in a logical step-by-step sequence. They are found on every step of the application.

Start   Prequalify   Resume   Preferences   Education   Work Experience   Referrals   Questionnaire   Diversity   Review/Submit

Exit   Save as Draft | ◄ Previous   Next ►

Preferences - Step 4 of 10

Computer Information

Cache is a temporary place for recent data. While this feature normally helps with browsing the internet, it can cause unwanted data or problems to appear in your application. Clearing your computer's cache before starting your application will help the application display properly, boost your computer performance, and possibly fix those misbehaving issues. Here are some basic instructions for clearing cache:

1. Select "Tools" on your browser toolbar.
2. Select "Internet Options".
3. Go to Browsing History and Click the "Delete" button.
4. Checkmark "Temporary Internet Files" and "Cookies". You may want to select other items to clear if you desire.
5. Click the "Delete" button at the bottom of the screen. Then click "Apply" and then "Ok".
6. Once it's finished, you will want to close and re-open your internet browser.

Creating a Profile

Job seekers can search and review jobs freely. If you want to apply for a job you will need to create a profile by registering. Creating a profile gives the system the basic information it needs to send notifications for interviews, reference requests, and jobs that might fit your custom searches. It also holds your basic contact information for managers and shows all of your application activity and statuses. You can do this one-time registration by clicking on "Apply" in any job posting. The system will prompt you to sign in or register. Click "Register Now".

You must sign in to continue.

*User Name	_____	Forgot User Name
*Password	_____	Forgot Password

Sign In

Don't have a User Name or Password?   Register Now

* Required Information

Return to Previous Page

Creating a Profile - Continued

Fill out the required fields. Fields with an asterisk beside them are required. Read the terms and agreements carefully. Check the box to agree to the terms and then click "Register". Once you have registered your information, you will have completed your profile and can begin applying for jobs with Collin County.

Profile Features

Now that you have registered and have a profile, you will see more choices at the top of your screen. You can now access job notifications, see application activity, update your account information, save your own custom job searches, and make a list of your favorite jobs.

Cover Letters and Attachments

Each application will allow you to attach one resume. If you want to add cover letters or other attachments, you can do so by adding those under the "My Activities" section where they will be available for viewing on all of your applications.

The Application

Our application will guide you step-by-step through the process. The first application you do may take the longest. Once this information has been entered, most of it will copy forward into other applications you submit. Our applications do contain questionnaires and they vary from job-to-job, so you can always expect to answer a set of questions for each application. Provide as much information as you can. You can save your application as a draft at any time and return later to complete the application, as long as the posting has not closed. Here is a list of requirements and information you will need before you begin your application.

Start — Resume — **Preferences** — Education — Work Experience — Referrals — Questionnaire — Diversity — Review/Submit

Exit | Save as Draft | ◄ Previous | Next ►

Preferences - Step 3 of 9
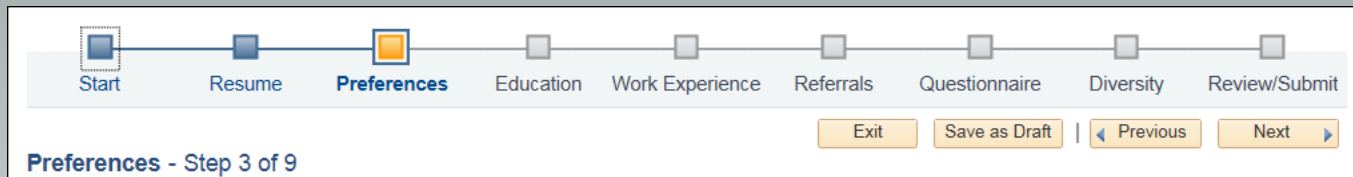
1. **Start**
   ➤ Read the instructions and terms carefully. You will be required to agree in order to proceed with the application.

2. **Resume Section**
   ➤ Acceptable file types are: doc, docx, odt, pdf, rtf, or txt. The system will not pull the information from your resume and insert it into the fields for you. We highly recommend attaching a resume, but you will still need to enter the information into the application fields. Do not enter "See Resume".

3. **Preferences Section**
   ➤ You will be required to enter your social security number and to answer an eligibility to work question.
   ➤ You will be required to answer yes or no to the Driver's License question. If you answer yes, you will be required to provide the state, license number, and type of license that you hold.

The Application - Education

Education - Step 4 of 9
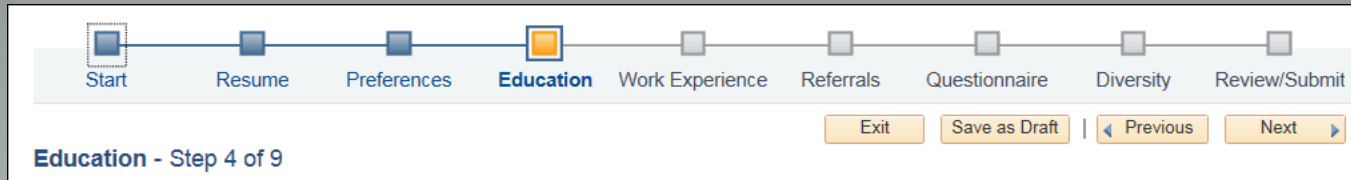
4. **Education Section**
   - ➤ ***Highest Level of Education*** Please indicate the highest level of education.

   - ➤ ***School Education (Required)*** Enter your high school or equivalent education in this box. You will want to enter the school name, overall GPA, state, and country. If you completed high school, mark the completed box.

   - ➤ ***College/Technical School*** If you have any college hours, degrees, or technical school education, enter all of it here. Some jobs will require this section. If you do not have a degree, but have college hours, you can select "some college" in the Degree option. If you graduated, you will be required to provide the graduation date. You can choose a school code and major code from the list or you will need to type the school name and major name in the "other" box.

   - ➤ ***Honor and Awards*** and ***Language Skills*** are optional.

The Application – Work Experience

Work Experience - Step 5 of 9
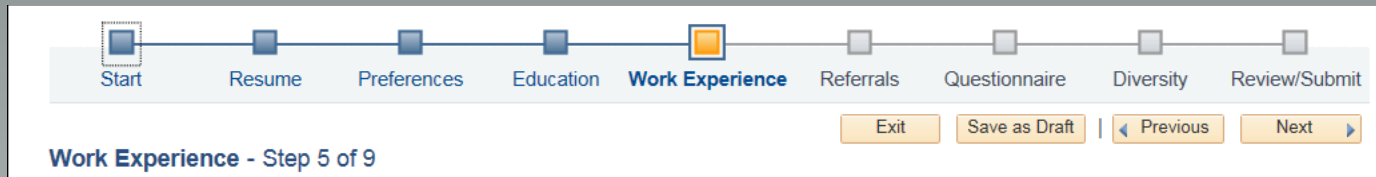
5. **Work Experience Section**
    - ➤ *Work Experience (Required)*
        - ▪ Please enter your last three (3) employers or your last ten (10) years of employment history, whichever represents a greater length of time. When listing beginning and ending salary, use either HOURLY or ANNUAL amounts. Periods of unemployment greater than two (2) weeks, unpaid internships, and other employment gaps or unpaid work MUST be explained in your work history.
        - ▪ Each Employment entry will require the following fields:
            - ✓ Employer Name
            - ✓ Job Title
            - ✓ Start Date and Ending Date (unless you still work there)
            - ✓ Starting and Ending Salary
            - ✓ Duties
            - ✓ Reason for Leaving
            - ✓ Supervisor Name, Title, and Phone
            - ✓ Employer Address

    - ➤ *Job Training, Licenses and Certifications, and Memberships* are all optional.

The Application – Referral / Questionnaire

Questionnaire - Step 7 of 9
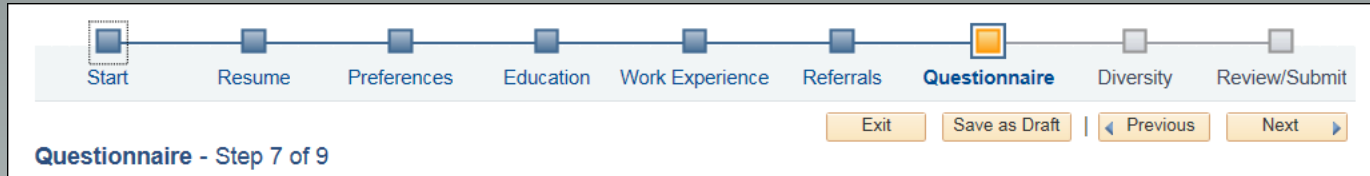
6. **Referral Section**
    - ➢ *Address History* Information is optional.
    - ➢ *References Section (Required)* You will be required to enter at least one reference. The reference can be professional or personal. We typically recommend that you provide three references.
        - ▪ Each reference row will require the following fields:
            - ✓ Reference Type
            - ✓ Reference Name
            - ✓ Title
            - ✓ Employer
            - ✓ Phone Number
    - ➢ *Referrals (Required)* You will be required to answer two questions in this section.

7. **Questionnaire Section (Required)**
    - ➢ Please answer each question carefully. Enter any additional information requested in the box below the answer.
    - ➢ If you are not sure about any violations or cannot remember the exact dates, please mark the answer "yes" and just explain in the additional box that you're not sure or cannot remember the exact dates.

The Application – Diversity / Review

Review/Submit - Step 9 of 9
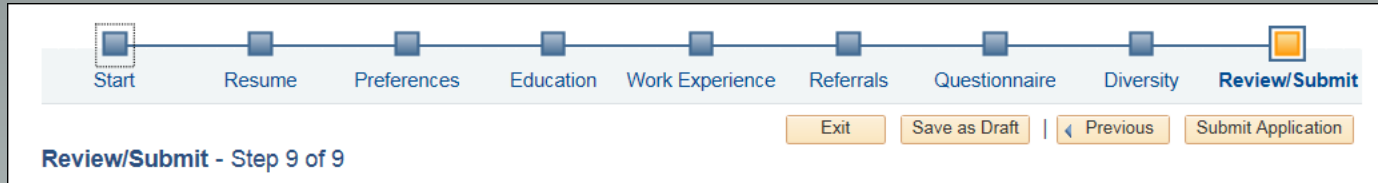
8. **Diversity Section (Required)**
   ➢ There are two questions in this section. You will be required to either decline the questions, or to voluntarily answer them.

9. **Review and Submit Section**

   ➢ This is your last chance to edit sections of your application before you submit it. Once you submit an application, you cannot change the information. To change your application, you will need to reapply with a corrected application. Please take your time and review everything carefully.
   ➢ If you have submitted your application and forgot to attach the resume , the system will allow a one-time edit to the resume section only, in which you can attach and resubmit. This will save you from having to reapply.

Still Having Trouble?

➢ If you have questions about information that should be entered into the application, call Human Resources and request a Recruiting representative.

➢ If you are using a recommended browser in this guide, have cleared cache and are still having technical issues within the application, or are receiving data errors, call Human Resources and request a HRIS representative.

➢ If you have questions about typing tests, skills tests, or use of the computer labs, call Human Resources and request an Administrative Assistant.

➢ Our Address, phone, and email are:

> Collin County Human Resources
> 2300 Bloomdale Rd. Ste 4117
> McKinney, TX 75071
> 972-548-4606
> email humanresources@collincountytx.gov

Thank you for your interest in employment with Collin County.