APPLICANT GUIDE

IMPORTANT INFORMATION

- ➢ Follow these simple steps to apply for a job at Harris County

- ➢ For your convenience, this guide can be used for new and returning employee/external applicants

- ➢ Please be advised that your log-in will expire after 30 minutes of inactivity

- ➢ A resumé may accompany the application, however, consideration for any position is based <u>ONLY</u> on information provided on the application

- ➢ Certain positions may require pre-employment testing, this will be outlined on the Job Posting

- ➢ Certain positions may require proof of education (*transcripts or copy of diploma/degree/certificate*) – be sure to attach these documents before submitting an application for positions that have this requirement

- ➢ Harris County has an Employment-at-Will Policy

- ➢ Employment is contingent upon passing a criminal background check

- ➢ Upon a conditional offer of employment, all applicants are screened for the presence of illegal drugs

Welcome to the Harris County Career Portal

If you already have a NEOGOV account, feel free to login by clicking on '**Applicant Login**', or look through our current career opportunities

HARRIS COUNTY

Career Opportunities

To Login, enter username and password and click on '**Sign In**'

If you have forgotten your username or password, you can reset them from the links below Sing In to rese them

Creating an Account

If you do not have a NEOGOV Account and need to create one

1. click on '**Applicant Login**'

Applicant Login

Job Opportunities
Promotional Opportunities
Transfer Opportunities
Job Descriptions
Job Interest Cards

Monday, September 22, 2014

Welcome to Harris County Human Resources Application Process!

You can now apply online by clicking on the job title you are interested in application, you will need to create an account and select a Username and on the "**Build Job Application**" link. This application can be saved and

2. Click on **'Create an Account'**

Sign in to apply   Create an account

*Username

*Password

Sign in

Forgot Username | Reset Password
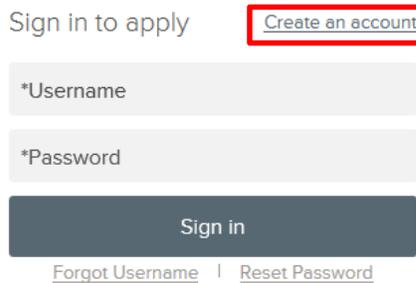
3. Enter your email, username, password, confirm password, enter the answer to the question
   **Note**: A username will usually be different from the email address provided to create an account.

4. Click '**Create**'

Create a new account   Sign in

*Email

*Username

*Password

*Confirm Password

*What's 6 + 1?

Create

Create a new account   Sign in

rizitos@gmail.com

acortez

•••••••••

7
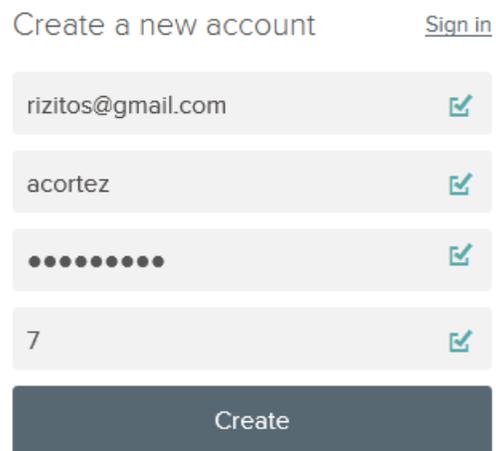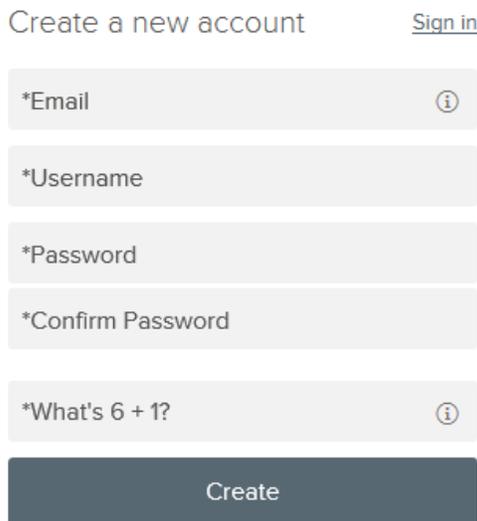
Create

Create a Profile

Once the account has been created, you'll need to create a profile.

Resumé

You will have the option to import your information into the system automatically by

- Transferring your information from your LinkedIn account
- Uploading your resumé from your computer (*supported file types: pdf, doc, docx*)

Notes:
- *If you choose to skip this step, this option will not be provided again.*
- *You will still be able to upload your resume as an attachment before you submit the application*
- *All required fields are flagged*

If you choose to upload your resumé, your information will be automatically included in your profile.

- Be sure to review your profile and add any information that was not automatically entered
- Click on '**Edit**' to make changes to your information and '**Save**' to save them
- Click '**Next**' when you are done with the section

Please note that all data from info tab will be updated to all the profiles

General Information

All fields are required unless they are marked (Optional)

Contact Information

Edit ✏️

Name
Emery Board

Address
1814 Shadow Bend
Houston, TX 77043
US

Phone
(713) 464-4015 📞

Email
emeryboard@yahoo.com

Notification Preference
Email

Info
Work
Education
Additional
References

Work Experience

- The system will advance to the next section
- Make sure to include **ALL** your work experience, especially what is relevant to the job your are applying for

Work Experience

Info
Work
Education
Additional
References

⊕ Add work experience

Edit ✏️

Company/Agency
Community Action Partnership of Riverside County

Address
Riverside, CA

Phone

Website

Education

- Include your most recent and complete education
- This can contain, but is not limited to: High School Diploma, Bachelor's and Master's Level Degrees

Education

Info	
Work	
Education	
Additional	
References	

⊕ Add Education

School Name

Type *

Graduate School

Name *

California State University, San Berarndino

City *

San Bernardino

State *

California

Additional

- Include any additional information that is relevant to you and as it applies to the job you are applying for such as
    - Licenses, Certifications, Languages, Professional Associations, Honors/Awards and Special Skills

Additional Information

Info
Work
Education
Additional
References

Certificates and Licenses

⊕ Add certificate and license

Skills

⊕ Add skills

Edit ✎

Typing speed

Data Entry

Languages

⊕ Add language

References

- Include no less than three (3) individuals other than relatives who have definite knowledge of your qualifications

References

Info

Work

Education

Additional

References

Add Reference

Your '**Profile/Account**' has been created. Now you can apply for jobs you may be interested and qualified for.

Applying for a Job

1. From the Harris County Career Portal, search for career opportunities.

HARRIS COUNTY

Career Opportunities

Monday, September 22, 2014

Welcome to Harris County Human Resources Application Process!

You can now apply online by clicking on the job title you are interested in and clicking on the "**Apply**" link! If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking on the "**Build Job Application**" link. This application can be saved and used to apply for more than one job opening.

Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete.

Search Criteria
All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category		Select All Categories Clear All Categories
☑ Clerical & Data Entry (1)	☑ Electronics (1)	☑ Miscellaneous (1)
☑ Office and Administrative Support (2)	☑ Probation (1)	

Search
Enter keywords (optional):   Explain this

Go or Clear Search
🖶 Print this page

5 records found.
Page # 1   of 1   **go**

Position ▼	Emp. Type ▲	Salary ▲	Closing Date ▲
Administrative Assistant - Enterprise Su...	Regular Full-time	Depends on Qualifications	08/22/15
Administrative Assistant IV	Regular Full-time	Depends on Qualifications	11/15/14
HRRM Microsoft Office 2010 Proficiency	Test	$0.00/Hour	09/15/20
Juvenile Residential Officer	Regular Full-time	$14.70/Hour	10/13/14
Radio Service Technician - Lead	Regular Full-time	$20.00/Hour	07/31/15

Page # 1   of 1   **go**

2. Once you find the job you are interested in, click on the link for that job.
3. Review the Job Posting, Benefits information and Supplemental Questions. If you feel you qualify and are interested in the job, click on '**Apply**'

powered by NEOGOV™

Job Title: Administrative Assistant - Enterprise Support Group
Opening Date/Time: Fri. 08/22/14 12:00 AM Central Time
Closing Date/Time: Sat. 08/22/15 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Regular Full-time
Location: Houston, TX, Texas
Department: Information Technology Center

Print Job Information | Apply

Position Overview	Benefits	Supplemental Questions

Works as part of the adult services team under the supervision of the Assistant Branch Librarian for Adult Services. Supports the day-to-day operation of a library Innovation Lab; provides formal or informal hands-on instruction in Innovation Lab or computer Training Lab on a variety of topics related to creative hardware, software, and special maker projects. Maintains awareness of current trends in maker technology and culture; provides individualized technical assistance to library users and provides a minimum of five classes a week including evenings and weekends. Supports computer Training Lab and its classes as needed. Assists library staff in troubleshooting technical and network problems and assists customers with library computer use and associated software as needed. Interprets and implements library policies and procedures for library customers. Travels to other library sites in the County in performance of duties; Attends and participates in training, conferences and committees; obtains a minimum of 20 training hours per calendar year; performs other duties as assigned.

4. At this screen, you can review and update your information, if necessary

Administrative Assistant - Enterprise Support Group

5. If submitting any attachments, click '**Attachments**' to upload them – Cover Letter, Proof of Education, Copy of License, etc.

6. Click on 'Questions' and answer all agency-wide questions

Agency Questions

Info

Work (3)

Education (2)

... Additional

References (1)

Attachments

Questions

Review

Submit

The purpose of the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

*01   Are you authorized to work in the United States?

       ● Yes   ○ No

*02   Are you between 19-20 years old?

       ● Yes   ○ No

*03   Are you at least 21 years old?

       ● Yes   ○ No

7. In addition to agency-wide questions, some positions require '**Supplemental Questions**' relating to the specific job. If a position requires Supplemental Questions, please carefully read through and answer with a detailed response.

Supplemental Questions

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

*01   Which of the following best describes your level of education?

    ○ High School Diploma or G.E.D

    ○ Some College Hours (less than 60)

    ○ Associates/Technical Degree (at least 60 hours)

    ○ Bachelors Degree

    ● Masters Degree or higher

    ○ None of the above

8. Once done with all questions, click on 'Proceed to Review'

9. You will have a chance to review all Application information before proceeding to '**Certify and Submit**.'

10. Once finished reviewing, click '**Proceed to Certify and Submit**'

11. On the Submit page, be sure to '**Certify & Submit**' by clicking the '**Accept & Submit button**.' This will '**Submit**' your application for review. You will receive a confirmation email that Harris County HRRM has received your application.

12. Once you received the following message, you're done with the application.

Administrative Assistant - Enterprise Support Group

| Job Details | **Apply** |

✓

Application Submitted!

Successfully submitted on 9/22/2014 at 6:51 PM Central

You can check the status of this application by visiting "Applications" in the main menu bar.

Thank your applying for employment with Harris County. We have received your application. You will receive instructions by email and/or mail as to the next step in the process.

The evaluation process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination.

Checking Status of Application

To check status of your application, Login as indicated on instructions above.

1. Click on '**Application & Status**'
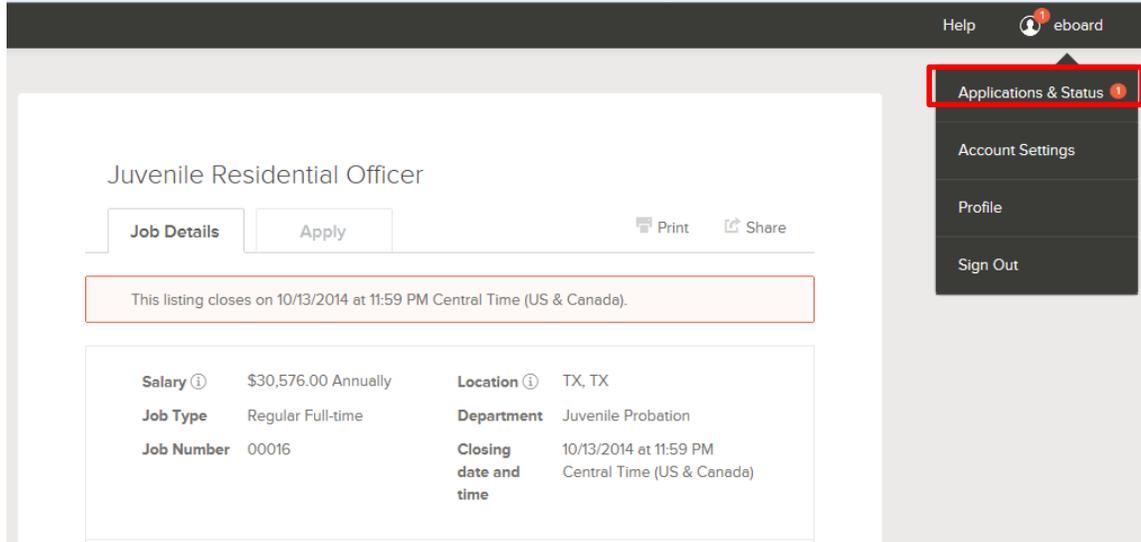
2. A list of all positions you have applied for will display with a '**Disposition/status**' of your application