

# Candidate User Guide

Revised  
August 2016

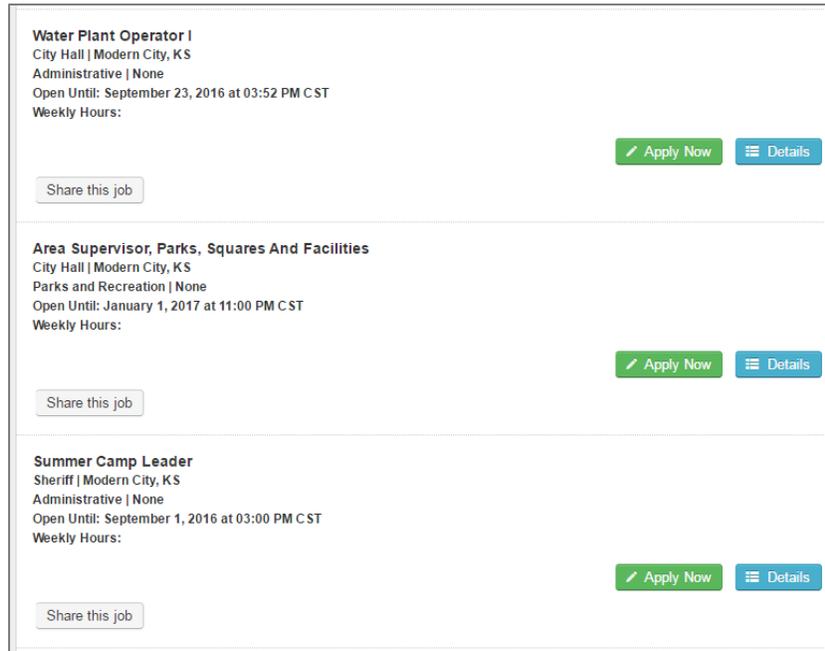
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## Getting Started

All available jobs are listed on the career portal. This can be accessed by going to [queenannescounty.civicplushrms.com/careers](http://queenannescounty.civicplushrms.com/careers).

## Previewing Job Descriptions



**Water Plant Operator I**  
City Hall | Modern City, KS  
Administrative | None  
Open Until: September 23, 2016 at 03:52 PM CST  
Weekly Hours:

[Apply Now](#) [Details](#)

[Share this job](#)

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**Area Supervisor, Parks, Squares And Facilities**  
City Hall | Modern City, KS  
Parks and Recreation | None  
Open Until: January 1, 2017 at 11:00 PM CST  
Weekly Hours:

[Apply Now](#) [Details](#)

[Share this job](#)

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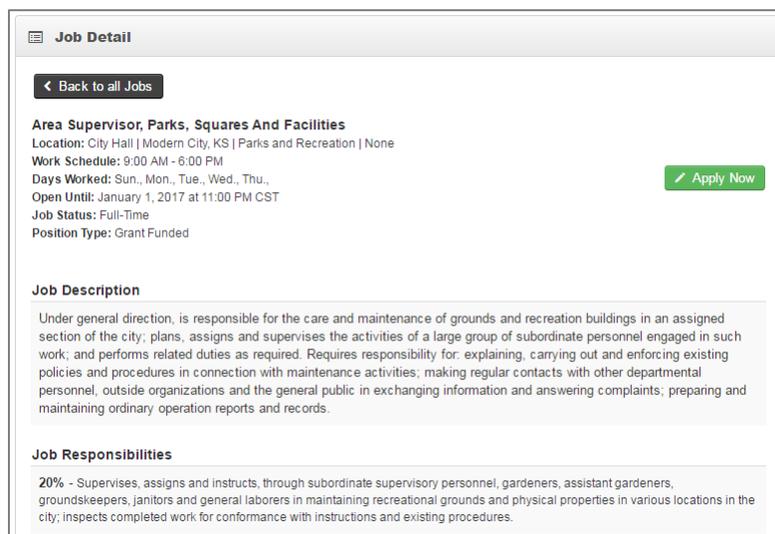
**Summer Camp Leader**  
Sheriff | Modern City, KS  
Administrative | None  
Open Until: September 1, 2016 at 03:00 PM CST  
Weekly Hours:

[Apply Now](#) [Details](#)

[Share this job](#)

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To get more information about a job, click on “Details”.



**Job Detail**

[Back to all Jobs](#)

**Area Supervisor, Parks, Squares And Facilities**  
Location: City Hall | Modern City, KS | Parks and Recreation | None  
Work Schedule: 9:00 AM - 6:00 PM  
Days Worked: Sun., Mon., Tue., Wed., Thu.,  
Open Until: January 1, 2017 at 11:00 PM CST  
Job Status: Full-Time  
Position Type: Grant Funded

[Apply Now](#)

**Job Description**

Under general direction, is responsible for the care and maintenance of grounds and recreation buildings in an assigned section of the city; plans, assigns and supervises the activities of a large group of subordinate personnel engaged in such work; and performs related duties as required. Requires responsibility for: explaining, carrying out and enforcing existing policies and procedures in connection with maintenance activities; making regular contacts with other departmental personnel, outside organizations and the general public in exchanging information and answering complaints; preparing and maintaining ordinary operation reports and records.

**Job Responsibilities**

20% - Supervises, assigns and instructs, through subordinate supervisory personnel, gardeners, assistant gardeners, groundskeepers, janitors and general laborers in maintaining recreational grounds and physical properties in various locations in the city; inspects completed work for conformance with instructions and existing procedures.

You can click on “Back to all Jobs” to return to the full job list. When you are ready to apply for a job, click on “Apply Now”.

## How to Create an Account

When you are ready to apply click on “Apply Now” on the job for which you want to apply.

**Area Supervisor, Parks, Squares And Facilities**  
City Hall | Modern City, KS  
Parks and Recreation | None  
Open Until: January 1, 2017 at 11:00 PM CST  
Weekly Hours:

[Share this job](#) [Apply Now](#) [Details](#)

If this is your first time logging in, you will need to create an account. Use the form on the right-hand side of the page to setup your account. You will need a valid email in order to apply. We recommend that you use your email for your password, but it is not mandatory.

### Sign In

Sign in using your registered account:

[Forgot your Password](#) | [Privacy Policy](#) [Sign In](#)



### Create Your Account

Create your free account:

  
[Get Audio Code](#)

[Register](#)

Click “Register” when you are done. This will take you into your application.

## Logging Back Into Your Account

When you are ready to apply to a new job, and you already have an account, click on “Apply Now” on the job for which you wish to apply.

**Area Supervisor, Parks, Squares And Facilities**  
City Hall | Modern City, KS  
Parks and Recreation | None  
Open Until: January 1, 2017 at 11:00 PM CST  
Weekly Hours:

[Share this job](#) [Apply Now](#) [Details](#)

On the Sign-In and Registration Screen, use the form on the left-hand side to enter in your user name and password. Click “Sign-In”.

### Sign In

Sign in using your registered account:

  
  
[Forgot your Password](#) | [Privacy Policy](#) [Sign In](#)

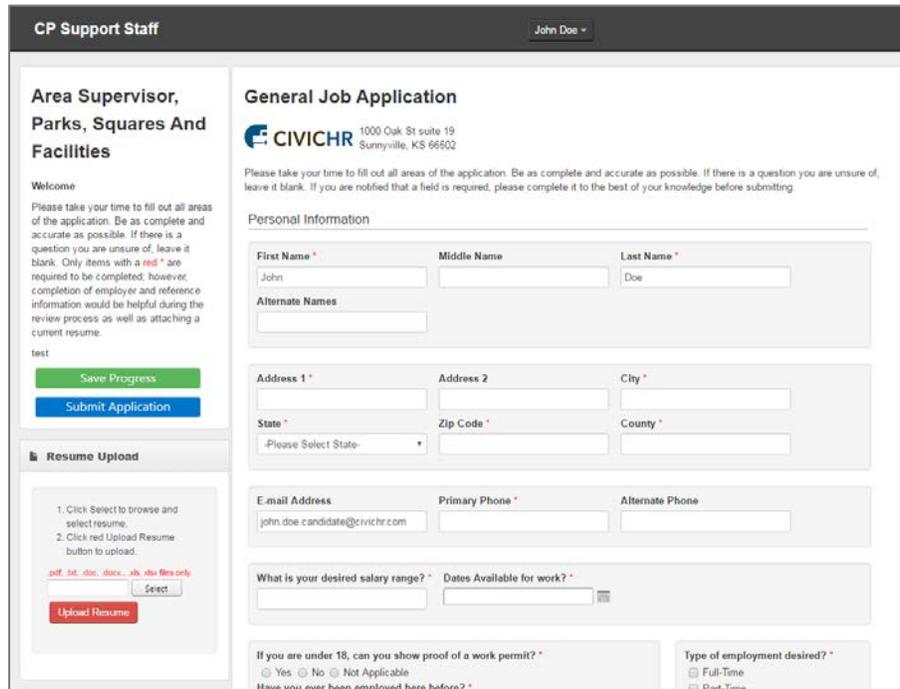
### Create Your Account

Create your free account:

  
  
  
  
  
  
  
[Get Audio Code](#)  
  
[Register](#)

## Filling Out an Application

After you login, you will be presented with the application that you will need to complete in order to be considered for the position. Please fill out the application to the best of your ability.



The screenshot shows a web application interface for 'CP Support Staff' with a user profile for 'John Doe'. The form is divided into several sections:

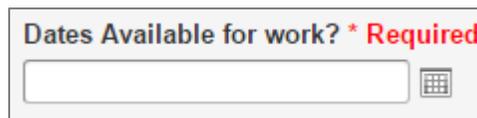
- Area Supervisor, Parks, Squares And Facilities:** Includes a 'Welcome' message and instructions to fill out the application completely. It features 'Save Progress' and 'Submit Application' buttons.
- Resume Upload:** Provides instructions on how to upload a resume (PDF, TXT, DOC, DOCX, XLS, XLSX files only) and an 'Upload Resume' button.
- General Job Application:** Contains the CIVICHR logo and address (1000 Oak St suite 19, Sunnyville, KS 66502). It includes a disclaimer: 'Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. If you are notified that a field is required, please complete it to the best of your knowledge before submitting.'
- Personal Information:** Fields for First Name (\*), Middle Name, Last Name (\*), and Alternate Names.
- Address:** Fields for Address 1 (\*), Address 2, City (\*), State (\*), Zip Code (\*), and County (\*).
- Contact:** Fields for E-mail Address (john.doe.candidate@civichr.com), Primary Phone (\*), and Alternate Phone.
- Salary and Availability:** Fields for 'What is your desired salary range? \*' and 'Dates Available for work? \*'.
- Additional Questions:** Radio buttons for 'If you are under 18, can you show proof of a work permit? \*' (Yes, No, Not Applicable) and checkboxes for 'Type of employment desired? \*' (Full-Time, Part-Time).

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(This is a sample application and may or may not look similar to the application you will be using)

### Required Fields

Fields that are required are noted with a red \* next to them. You will not be allowed to submit your application until all of these fields are filled in. If you miss a field and try to submit, they will be highlighted with a red "Required" next to them.



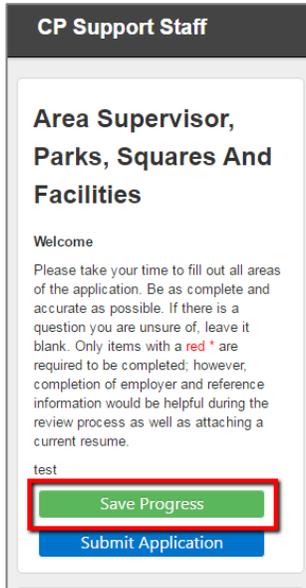
The image shows a close-up of a form field labeled 'Dates Available for work? \* Required'. The text 'Required' is in red. Below the label is a date selection input field with a calendar icon.

### Future Applications

Once you have created an account, your information is stored in the system. In the future, when you sign in with your username and password to apply for another job, your information will automatically populate the new application. Before submitting the application, you can make any changes to your existing information (i.e., address change, phone number change, change a reference, add a new job). Once you successfully submit your application, you are **unable** to make any changes to the application. You can, however, return to your submitted application to upload any documents, certificates, reference letters, etc. to the application (see page 9)

## Saving an Application

Periodically, you may wish to save your progress. Use the green “Save Progress” on the left and bottom of the application. NOTE: THIS WILL ONLY SAVE YOUR APPLICATION. IT HAS NOT BEEN SUBMITTED FOR CONSIDERATION.



**CP Support Staff**

**Area Supervisor,  
Parks, Squares And  
Facilities**

**Welcome**

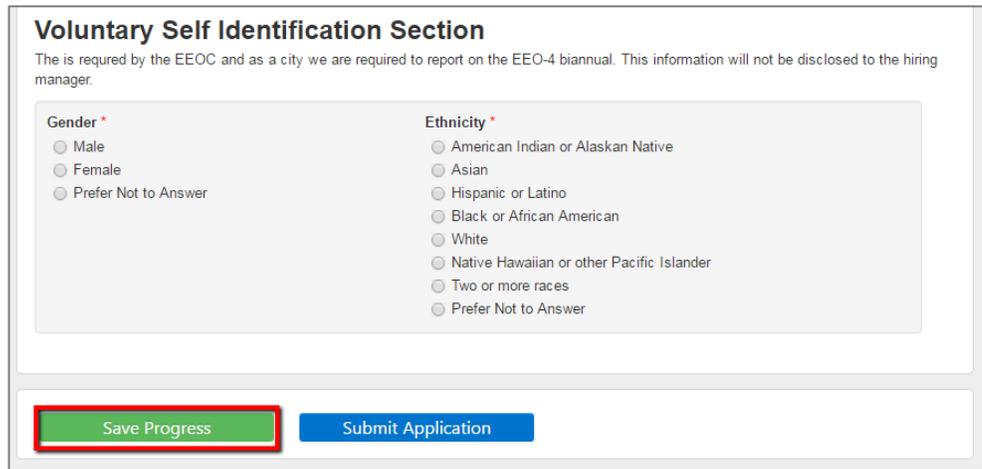
Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. Only items with a red \* are required to be completed; however, completion of employer and reference information would be helpful during the review process as well as attaching a current resume.

test

**Save Progress**

**Submit Application**

(Top Left-Hand Corner)



**Voluntary Self Identification Section**

The is required by the EEOC and as a city we are required to report on the EEO-4 biannual. This information will not be disclosed to the hiring manager.

**Gender \***

- Male
- Female
- Prefer Not to Answer

**Ethnicity \***

- American Indian or Alaskan Native
- Asian
- Hispanic or Latino
- Black or African American
- White
- Native Hawaiian or other Pacific Islander
- Two or more races
- Prefer Not to Answer

**Save Progress**

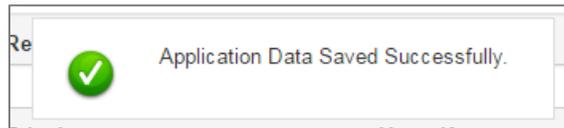
**Submit Application**

(Bottom of the Application)

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## Auto-Saving

Every 5 minutes, the Auto-Save will save your application. You will know this is happening when a green alert shows up at the top of application.

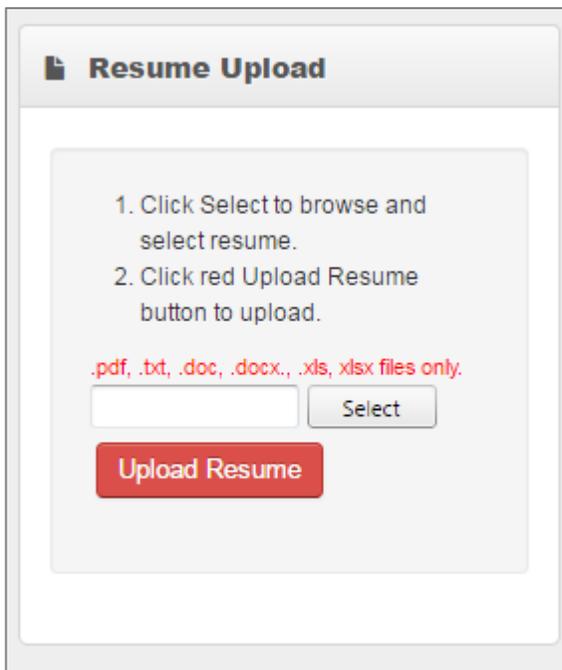


## Uploading Documents

You may wish to upload a resume or cover letter as supplemental materials or they may be required in order to apply for the position. Read the instructions on the application carefully so that you can upload all required documentation.

### Uploading a Resume

Use the “Resume Upload” Section to upload a resume. The uploader will accept PDF, TXT, DOC, DOCX, XLS, and XLSX. It does not accept WORD documents. It will accept up to 3MB but it is recommend to upload files that are less than 1.5MB.

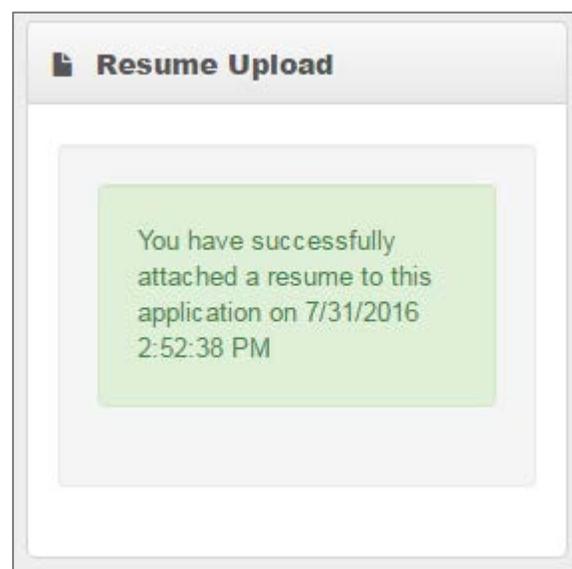


The screenshot shows a web form titled "Resume Upload". Inside the form, there are two numbered instructions: "1. Click Select to browse and select resume." and "2. Click red Upload Resume button to upload." Below the instructions, there is a text input field, a "Select" button, and a prominent red "Upload Resume" button. A note in red text states ".pdf, .txt, .doc, .docx., .xls, xlsx files only."

- Select the file you want to upload by clicking the “Select” button.
- This will open a prompt to your file directory to select a file
- Click “Open”.
- Once you return to your application, click “Upload Resume”.

**DON'T FORGET TO CLICK “UPLOAD RESUME”!!!**

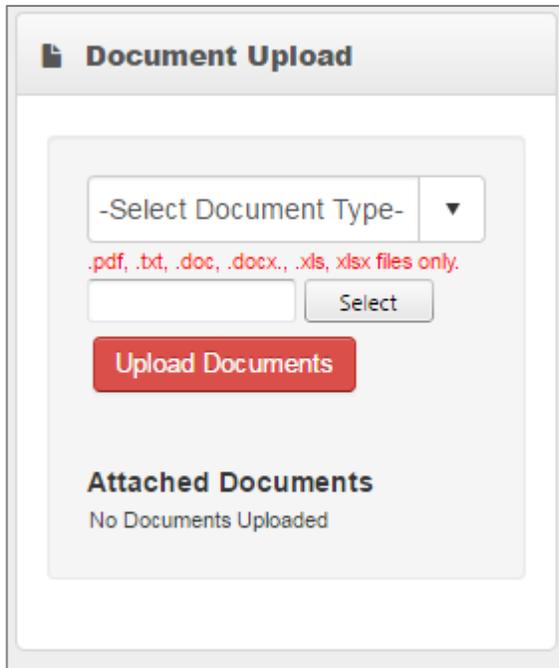
Once you have uploaded your resume, the whole box will turn green informing you that your resume was successfully uploaded.



The screenshot shows the "Resume Upload" form with a green success message box in the center. The message reads: "You have successfully attached a resume to this application on 7/31/2016 2:52:38 PM".

## Uploading a Cover Letter or Additional Documents

Use the second upload section called, “Document Upload”. It is located right below the area for your resume.



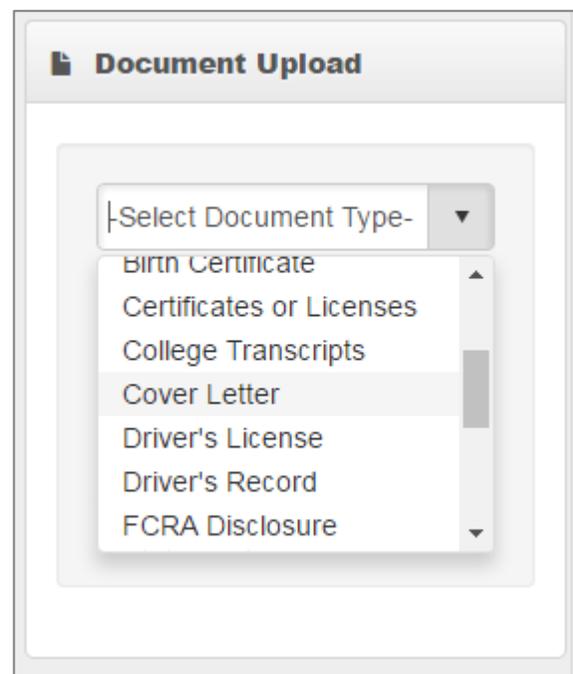
The screenshot shows a web form titled "Document Upload". At the top, there is a dropdown menu with the text "-Select Document Type-". Below the dropdown, there is a red text warning: ".pdf, .txt, .doc, .docx., .xls, xlsx files only.". Underneath the warning is a text input field and a "Select" button. Below the input field is a prominent red button labeled "Upload Documents". At the bottom of the form, there is a section titled "Attached Documents" with the text "No Documents Uploaded" below it.

You will need to select a document type but using the dropdown. This informs the administrator of what type of document you are uploading.

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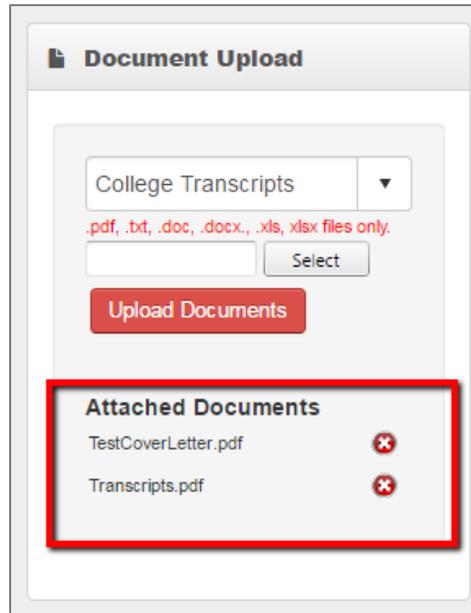
- Next click “Select” to go to your file directory”
- Select the file you would like to upload and click, “Open”.
- Click the red “Upload Documents” button.

**DON'T FORGET TO CLICK “UPLOAD DOCUMENTS”.**



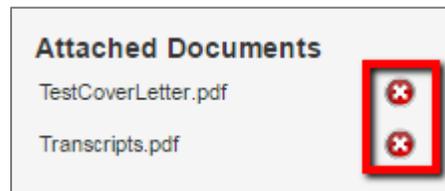
This screenshot shows the same "Document Upload" form as the previous one, but with the dropdown menu open. The dropdown menu lists several document types: "Birth Certificate", "Certificates or Licenses", "College Transcripts", "Cover Letter", "Driver's License", "Driver's Record", and "FCRA Disclosure". The "Cover Letter" option is currently selected and highlighted.

You can repeat these steps as many times as needed until you have finished attaching all of your documentation. You will see a list of your attached documents (except your resume which is uploaded above) under the header “Attached Documents”.



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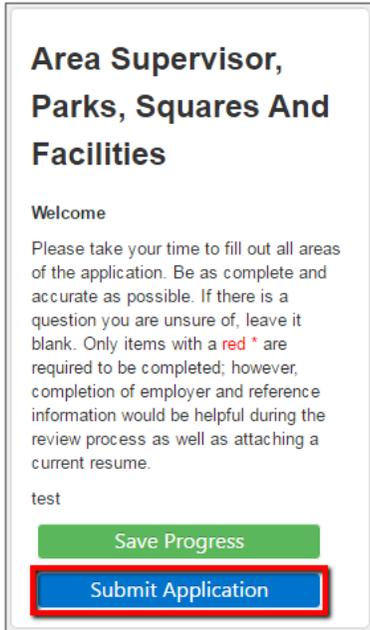
You can remove a document that you have uploaded by clicking the red “X” next to its name.



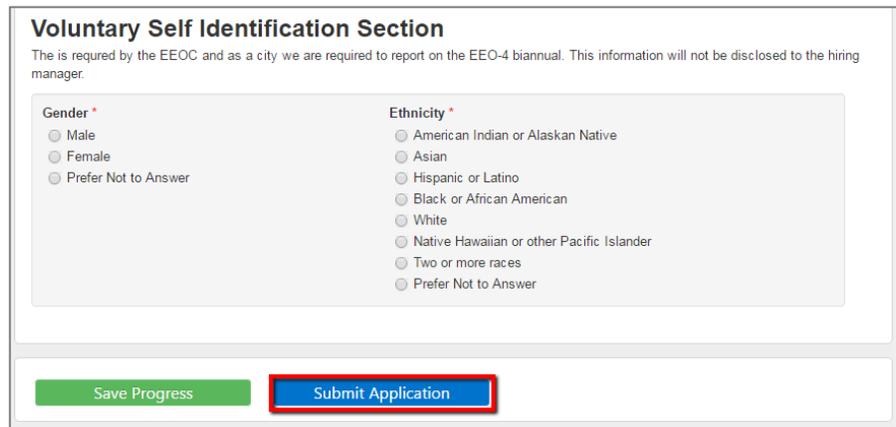
## Submitting an Application

When you are done with your application and are ready to submit, use the blue “Submit Application” buttons located at the left and bottom of the application.

NOTE: AFTER YOU SUBMIT YOUR APPLICATION YOU WILL NO LONGER BE ALLOWED TO EDIT IT.



(Top Left-Hand Corner)



(Bottom of the Application)

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Additionally, applications will only be accepted up until the time the position closes. Please keep note of this as your application will not be accepted after the close time.

### Required Fields

If you did not fill in all the required fields, you will get a notification at the **TOP of your screen** instructing you to complete these fields.



These fields will be marked with a red “Required” Next to them.

## Confirmation

After you click “Submit Application” you will be taken to a confirmation screen. If you see this screen, your application has been successfully submitted. You may also receive a confirmation email.

**CP Support Staff** John Doe ▾

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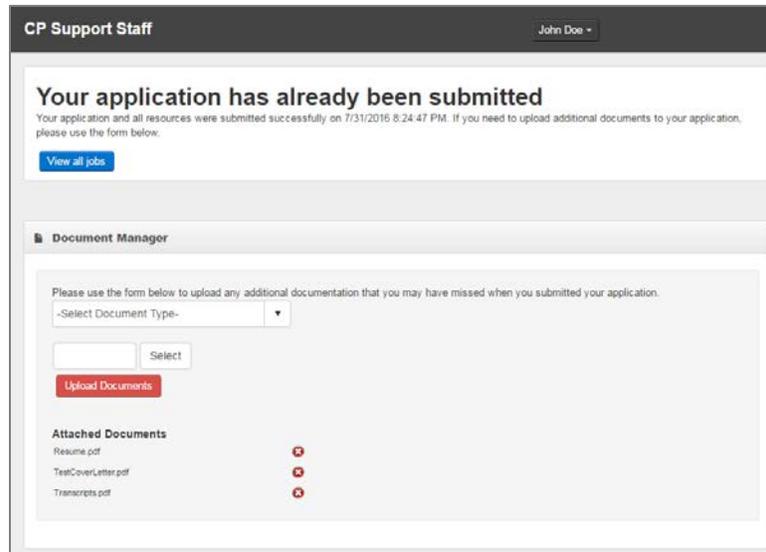
**Application Submitted Successfully**

Thank you for your interest of employment with our organization. Your application has been successfully submitted. We will contact you if your qualifications match one of our positions.

## FAQ

### What if I have already submitted my application but need to attach more documentation?

After you have submitted your application, you won't be allowed to edit the application itself, but you can edit the documents you have attached. If the posting is still available, click on "Apply Now" and enter in your login information. This will take you to a new screen where you can edit your attached documents.



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### What if I am trying to login but it keeps telling me my username and/or password is incorrect?

If you have forgotten your password, you can reset it by clicking on "Forgot your Password". Follow the prompts to reset your password.

### I am trying to reset my password, but it tells me that my email address is not in your records?

This means that we do not have account registered to that email address. You should use the right-hand side of the screen to register for a new account with that email address.

### I am trying to create a new account, but it says that my email is already in use.

This means we already have an account setup with that email address. If you think this is a mistake please contact your system administrator. Otherwise, you can use the "Forgot your Password" link to reset your password.

### It's not letting me submit my application.

More than likely you have missed a required to field. Any fields you missed with be denoted with a red "Required" and a notification (after you click submit) will appear at the top of your screen instructing you to fill out these fields.

Make sure you also click the blue "Submit Application" button and not the green "Save Application" button.

If you are still having problems try using the latest version of Chrome, Firefox or Internet Explorer.